



To: Physics-Astronomy Faculty  
From: Roger Tobin  
Re: STC Office Changes  
Date: July 22, 2011

Starting August 1, 2011, there will be a number of changes in the operations of the departmental office in Room 104 STC and in Jean's and Jackie's responsibilities. I am asking for your cooperation in implementing these changes, your patience in dealing with the inconveniences that accompany any change in routine, and your constructive comments about how things are working.

These changes are motivated, first, by the changes in the faculty and student population at STC, including the arrival of new faculty in condensed matter physics and astronomy; and second by the shift in funding of the office from a 50/50 split between the HEP grant and the department to the current situation in which the shop is supported 100% by the department budget.

1. The office will now be considered the Physics-Astronomy office at STC, rather than the HEP office. New signage will reflect this change, and Jean and Jackie will be asked to use the new name in answering the phones and other communications. Please try to do the same.
2. Jean and Jackie will be taking on some departmental responsibilities that were previously handled by Gayle. Shannon will be responsible for allocating tasks among the various personnel. I ask for your cooperation in adapting to these changes.
3. To clarify responsibilities and ensure that all tasks get done in a timely fashion, Jean's and Jackie's responsibilities will be more sharply defined. Specifically:
  - Jackie** will have responsibility for supporting the high-energy physics faculty at STC (Beauchemin, Gallagher, Mann, Oliver, Napier, Sliwa) and others associated with the high-energy group. She will also take on responsibility for administrative support of GRASP, and for managing the departmental events calendar, including creating and distributing fliers and other announcements of department events.
  - Jean** will have responsibility for supporting the condensed-matter physics and astronomy faculty at STC (Atherton, Cebe, Staii, Tobin, Marchesini, Sajina) and others associated with those groups. That will include support of Peggy's summer internship program. Jean will also manage reservations for the STC conference room (267D), and the Astro Coffee events.
  - Shannon** will act as backup – if the responsible staff person is not available, or there is an emergency, or if there is a problem with the system, please contact Shannon.

Note that Jean ordinarily works in the STC office on Monday, Tuesday and Wednesday, and Jackie on Tuesday, Thursday and Friday. So you will need to do a little advance planning – if Jean is your support person and you bring her a job on Wednesday afternoon, understand that she may not get to it before the next Monday. If the matter is too urgent to wait, bring it to Shannon. Please do **not** simply hand it to whomever is in the office and expect her to do it for you.

This arrangement is a work in progress, and subject to change as we see how it's working. Please try it out for a month or two, and then let me know what you think.