

THE DEPARTMENT *of* CIVIL & ENVIRONMENTAL ENGINEERING
Staff & Faculty Newsletter: April 2015

CEE Staff Spotlight: Janet Alessandrini

For more than 13 years, Department of Civil and Environmental Engineering faculty, staff and students have found Janet Alessandrini to be a familiar face—someone who has learned the ins and outs of not only the department, but of life at the University of Maryland.

Her university ties—and loyalty—trace back even beyond her 30 years of combined service to the College of Arts and Humanities, Campus Recreation Services and CEE. In addition to both her parents who retired from the university, Janet has a sister who works for the business school, as well as another sister, nephews, and uncles who worked at UMD one time or another.

“There’s an old term, ‘military brat,’ that people use. I like to consider myself a ‘UMD campus brat,’” Janet joked.

Originally a resident of New Carrollton, Md., Janet first carved her own path at the university as an undergraduate majoring in elementary education. After landing a part-time job as a student, she pursued full-time work and landed her first UMD gig: an administrative position for the art school, for which she was tasked with hiring models for art classes.

“The job definitely took away some of my shyness!” Janet said laughing.

Even more, the position opened doors for Janet at the university. She moved onto a series of secretarial and administrative positions with the art school over the period of nine years before she gave birth to her first daughter. Afterwards, Janet dedicated eight years of work to Campus Recreation Services before finding herself in Glenn L. Martin Hall as CEE’s Administrative Coordinator.

“There is no such thing as a typical day in CEE,” Janet said. “I do a little bit of everything here.

Sometimes, you hear about people who make their to-do lists each work day—that’s never happened for me, because each day is so different from the last and I interact with different people every day.”

While, in many ways, UMD has become a second home for Janet, she feels ready to turn to the next chapter of her life: retirement.



Without a doubt, the CEE community—and the countless Terps who have had the pleasure of knowing Janet over the past three decades—will be sad to see her leave campus this summer. But, she never can seem to stray too far, and the opportunities before her are plentiful.

To start, Janet plans to spend more time with her family—including her daughters, who are now in college, and her son, who is currently in high school. Janet is also a dedicated Girl Scout leader and an active member of her Church, through which she and her husband take part in a range of service opportunities and lead activities for children of the parish and community.

Still, CEE staff and faculty will miss Janet’s sense of humor, her never-ending love for the holidays (and decorating!), her hard work and dedication to the department, and her commitment to building CEE camaraderie through potlucks, birthday gatherings, and so much more.

“I’ll miss the day-to-day interaction with the people here in CEE,” Janet said. “I’ll really miss my co-workers.”

University Reimbursement Policy for Gratuity, Meals on Travel

The University of Maryland [travel procedures spreadsheet](#) outlines gratuity reimbursement rates and procedures, as well as instances in which itemized receipts are required for reimbursement of airline/airport costs, meals, and other common expenses.

The university will only reimburse up to 18 percent gratuity. When possible, receipts should indicate the amount given for gratuity amount. No receipts are required for bellhop, maid or related gratuities, but UMD staff and faculty are asked to keep rates reasonable. For more information, please review the university’s [Travel Procedures](#).

CEE Conference Room Reservation Website Update

The CEE Conference Room Reservation website—www.civil.umd.edu/conferencerooms—is now live. CEE faculty and staff can view availability for both the [large conference room \(1179 Glenn L. Martin Hall\)](#) and the [small conference room \(O147K Engineering Laboratory Building\)](#) online.

Once you have reviewed the calendar, you may submit your room request for any of the remaining available time slots directly through Microsoft Outlook by following the directions below:

- Click the > Calendar icon > New Meeting Request >
- In the "To" field, type the CEE room that you want to reserve—either 1179 Martin Hall (Search for WTU1179) or O147K Engineering Laboratory Building (Search for EGL0147K).
- In the "Subject" line, add the purpose of the meeting and the remaining details with the date and start and end times.
- Your reservation will be automatically accepted if the room is free at that time.

If there is another meeting scheduled in the room that conflicts at any point, you will receive an email that the reservation has been declined.

CEE students—and non-CEE staff, faculty, and students—should instead submit their room requests via the available [WuFoo form](#). Please note: Both CEE and non-CEE students are asked to provide the name of a faculty advisor when submitting a room reservation request.

Call for Updated Staff/Faculty Information and Headshots

As part of the department's ongoing web audit, please review your listing in either the [faculty directory](#) or [staff directory](#) to ensure your name, title, office location, phone number, email and photo are up-to-date. If you have any changes or if you are still in need of an updated headshot, please email Communications Coordinator [Alyssa Wolice](#).

Additionally, if you are a faculty member who has not yet submitted an [Areas of Expertise](#) form, please do so as soon as possible. The department website will soon be updated to include an "Areas of Expertise" database and it is important that all faculty members are included.

Santos Featured in Between the Columns

CEE Director of Undergraduate Studies Al Santos was recently spotlighted in *Between the Columns*, the University of Maryland faculty and staff newsletter.

The piece written by student Alex Stoller and titled, "His Wheels Keep on Turning: Student Adviser Values a Busy Life," highlighted Al's dedication to CEE students, photography, and fitness. In addition to advising 400 undergraduates, Al operates a photography company and shoots both collegiate and professional sports teams.

"I try to do a great job every time I'm out there," Al is quoted in the article. "It could be my 200th time covering the NBA, but you still have to have the passion for it. You have to work hard, and essentially be creative with photography."

[View the article online.](#)

