

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

CEE Staff Spotlight: Theresa Holloway

It's nearly impossible to pass through the Department of Civil and Environmental Engineering office without catching a glimpse of Theresa Holloway's smiling face in office 1173B.

Since joining the CEE team in August 2014, Theresa's laugh and warm hellos have helped brighten Glenn L. Martin Hall as she has taken on a critical role in the department office.

As CEE's payroll coordinator, Theresa's tasks range from assisting faculty members in getting new students on payroll to processing visa information for visitors. Additionally, Theresa serves as the benefits liaison, and is the point of contact for questions about benefits or payroll.

Theresa comes to us from the Department of Hearing & Speech Sciences where, in four years, she took on an array of responsibilities including managing a clinic and overseeing various tasks in the business office.

As she nears the half-year mark with CEE, and through all her hard work, she continues to find motivation in helping others.

"My favorite part about working for the Department of Civil and Environmental Engineering is that I feel like I get to make a difference in the department," Theresa said. "It may not be big-picture social change, but I feel

good about being able to help faculty members and colleagues with whatever they may need."

Additionally, Theresa's love for the University of Maryland is made clear from the moment you step into her office—and you can often spot her donning a UMD scarf gifted to her by friends in the department.

"The University of Maryland is a great place to work," she said. "I love the diversity it promotes. There is always something happening, and it is such a positive environment."

A lifelong resident of the D.C.-metropolitan area, Theresa is now proud to call herself a UMD alumna. This past December, she officially earned her bachelor's in Women's Studies.

In her spare time, Theresa loves to read. But, she admits, reading doesn't come close to her first hobby: her family.

"My biggest hobby is spending time with my husband and three kids," she said, adding that she is the proud mother of two boys—ages 16 and 10—and one girl—six.



Coming Soon: CEE Conference Room Reservation Website

Later this week, a new CEE Conference Room Reservation Request website will be posted to the CEE page. This website will allow CEE faculty and staff to submit room reservation requests for 1179 Glenn L. Martin Hall and 0147K Engineering Laboratory Building via an Outlook calendar link.

Only CEE faculty and staff will have the ability to add reservation blocks to the calendar during available time slots. Designated CEE staff will oversee the calendar and will accept or respond to any reservation requests submitted.

Non-CEE faculty and staff will be able to use the CEE Conference Room Reservations website to submit their room requests via a Wufoo form.

Further details and instructions for the CEE Conference Room Reservation Requests website will be made available during the CEE Faculty & Staff meeting scheduled for Feb. 11. Please email cee-conferencerooms@umd.edu with any questions following the launch of the page.

UMD Rental Car Discounts: What You Should Know

University of Maryland has discount car rental rates with several companies. **It is very important to use the corporate rates when traveling, as these rates already include the collision damage waiver (CDW)/loss damage waiver (LDW) insurance.** This means that, when using the UMD discount rates, you should waive any additional coverage. Customers should also make sure to write "University of Maryland" on the rental agreement, along with their own name.

The University of Maryland provides corporate discount car rental rates for faculty and staff with four companies: [Avis](#), [Budget](#), [Enterprise](#) and [National](#).

Company	ID Number	Phone Number
Avis	A535800	800.331.1212
Budget	T586400	800.527.0700
Enterprise	XZ16142	800.736.8222
National	XZ16142	877.222.9058

Corporate rates may not be available at some locations, particularly during peak demand or special event periods.

UMD's contract travel agencies - Globetrotter, Omega World Travel, and Travel-On - also offer discount rates with additional car rental firms. University of Maryland identification numbers should be provided at the time reservations are made. (Globetrotter, Omega World Travel, and Travel-On will do this automatically).

Customers should make sure to write "University of Maryland" on the rental agreement.

More information is available via the [Travel Services website](#). Contact a University Contract [Travel Agency](#) to ensure proper booking and rental location participation.

UM Fit Crew Kicks It into Gear

CEE Director of Undergraduate Student Services Al Santos recently started a fitness group called UM Fit Crew, which meets at Cole Field House every Tuesday and Thursday from 12:00-1:00 p.m.

Inspired by the November Project—a fitness movement launched in Boston as a way to stay in shape during the cold New England months—Al started UM Fit Crew to promote good health habits and peer support within the Clark School community.

While some participants in the group run the stairs or the Cole track, others use the hour to squeeze in a solid walk to break up the work day.

"Everyone goes at their own pace, so there is no pressure whatsoever," Al said.

After each session, the group gathers together for a photo to celebrate their progress.

UM Fit Crew is open to all faculty, staff and students at the University of Maryland. Please be sure to contact Al (asantos@umd.edu) with any questions.



Staff Roster

- **Alessandrini, Janet:** Administrative Coordinator: Desk keys; office keys; ID card access to Glenn L. Martin Hall, computer rooms, classrooms, research labs, and graduate offices; parking registration; telecommunications; computer lab and laptop reservations; visitor travel arrangements; paper pay checks pick-up; issues with facilities/space (leaks, broken doors, problems with keys)
- **Marya Orf Anderson:** Environmental Lab Manager: Safety in the Environmental labs; supplies, training and maintenance of the Environmental teaching lab; safety and maintenance supply orders for the Environmental research labs; training and maintenance of the advanced instruments in the Environmental labs
- **Bituin, Alfred:** Geotechnical Laboratory Technician: Geotechnical lab equipment issues and facilities issues; safety and maintenance supply orders for the Geotechnical lab; training and maintenance of the advanced instruments in the Geotechnical lab
- **Bobich, Angela:** Director, Administrative Services: Direct all Administrative Services
- **Gonzalez, Otto Raul:** Information Technology Coordinator: Provide desktop and computer lab hardware and software support; maintain hardware and software support for departmental conference rooms; oversee procurement of IT equipment for the department; department representative on IT Council Committees, Classroom Support committees and any other appropriate IT committees; Department Data Representative (DDR) and LAN Administrator: responsible for data networking services for computers
- **Holloway, Theresa:** Payroll Coordinator: Processes all new employee (faculty, staff, and students) appointments, contracts, payroll, and benefits; visa processing for research and academic visitors; benefits liaison and point of contact for payroll questions; tuition remission processing and approvals
- **Lloyd, Pam:** Assistant to the Chair: Management of CEE Chair's calendar, meeting documents; coordinate travel for the Chair, monitor/report class schedules and enrollment; parking validation code assignment/billing reports; parking permits sign-out procedures; conference room reservations for non-CEE departments; timesheet reminders/faculty sign-off report; update Purchase & Travel credit cards for Chair; CEE department contact for Literati CV intake; assist with graduate faculty nomination process; event coordination for Chair's initiatives; coordinate internship applications
- **Nobleman, Christina:** Associate Director of Research and Operations: Manage and supervise all aspects of sponsored research administration—including all pre- and post-award activities; manage all business operations to include procurement, travel, working fund and deposits; business records retention
- **Santos, Al:** Director of Undergraduate Student Services: Provide academic advising to undergraduate students; responsible for all recruitment activities for the department, including Fall and Spring Open House, Maryland Day, Career Fair and Undergraduate Fair; review graduate application for admission; point of contact for the Navy Graduate School; update ENCE graduate course listing for fall and spring semester; track students on academic probation; serve as backup for the Asst. Dir. in the M.S./Ph.D. program and Faculty Advisor; provide data and statistics for department report
- **Vaughn, Susan:** Financial Coordinator: Monthly account reconciliation; resolve financial transaction issues for the State, DRIF, other department accounts, student groups, BEST Center, other non-research accounts, and foundation accounts
- **Wilson, Neela:** Assistant Director for Graduate Student Services: Admissions and orientation; maintain student database, issue fellowships/awards; point of contact for students and both the Graduate School and CEE on academic policies, deadlines, paperwork; desk/office assignments in the Engineering Lab Building; admissions/Issue GRA offer letters; assist with TA allocations; point of contact for faculty and Graduate School policies/paperwork relating to student progress; sign forms on behalf of the Director of the Graduate Program (Dr. Alba Torrents); Middle States Accreditation: Student milestone tracking
- **Wolice, Alyssa:** Communications Coordinator: Report and disseminate CEE news via the website, CEE hallway monitors, CEE newsletters/e-newsletters and press releases; point of contact for CEE media outreach; manage the CEE website including changes to faculty and staff pages; manage CEE MailChimp account/ mailing lists; manage the CEE Twitter and Facebook pages; provide planning and communications support for CEE and Clark School events; liaison between CEE and Clark School communications
- **Wong, Kevin:** Account Clerk III: Purchasing—including teaching, lab, computers, subscriptions, conference registration, software, association dues, food for events, purchase orders (under \$5,000), purchase order single/sole source justifications (over \$5,000), purchase order amendments; *Travel*—trip approvals, working fund, credit card payments, reimbursements, FedEx shipments, textbook orders, printer ink/toners/cartridge orders