Quick Reference: CEE Administrative Responsibilities

- Internal Service Request (ISR):
  For meals at Adele’s, Mulligan’s, The Commons: After making a reservation at the restaurant, please see Laurel Nye. Backup: Christina Nobleman, Angela Bobich

- Phones (cell phone plans, campus phones, new requests and phone maintenance requests):
  Otto Gonzalez

- Cell Phone Payments
  Kevin Wong

- Employee Parking:
  Theresa Holloway

- Card Swipe Access (Room or building, design lab access for class roster)
  Kevin Wong
  Backup: Theresa Holloway

- FedEx
  Kevin Wong
  Backup: Theresa Holloway

- Visitor Parking: Meter Codes
  Pam Lloyd

- Laptop Loaners
  Kevin Wong
  Backup: Pam Lloyd

- Key Checkout (Conference rooms, master key)
  Kevin Wong
  Backup: Any CEE staff member

- CEE Design Lab (Reservations)
  Pam Lloyd

- Honorarium Payments
  Kevin Wong

- Facilities Issues
  Christina Nobleman
  Backup: Pam Lloyd, Angela Bobich, Kevin Wong

- Office Copier Issues
  Kevin Wong

- Travel Arrangements (Employees & Visitors)
  Kevin Wong
  Backup: Pam Lloyd

- Food for Events
  Kevin Wong
  Backup: Pam Lloyd

- Office Keys
  Neela Wilson
  Backup: Theresa Holloway

- Office Supplies/Purchasing
  Kevin Wong

- Departmental Calendars/Outlook
  Pam Lloyd

- Space Assignments
  Angela Bobich

- CEE Website Updates
  Alyssa Wolice

- Martin Hall Monitor Slideshow Updates
  Alyssa Wolice