

## What's The Buzz

### Getting Familiar with Office Staff

**Stephanie Peters** is the *Assistant Administrative Director* and a helpful CEE staff who can assist you with your needs when visiting the CEE main office.



#### Job Duties:

- New Employees
- Hourly Time Reporting
- Tuition Remission
- Benefits
- Payroll: PHR Processing
- Appointments: ARS Processing
- J1 and H1 Visa Appointments

### Graduate Office Key Process

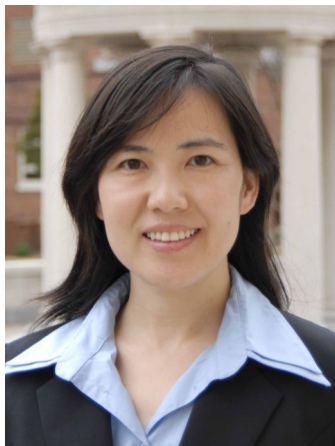
*"This is only for GRAs and GAs who have been assigned an available desk by Mrs. Kerri Poppler-James (Assistant Director of Graduate Student Services)"*

- Fill out the Key Access form and have PI/Supervisor sign for it.
- Give to Key Coordinator "**Janet Alessandrini**" to order key (or transfer an existing key).
- The Coordinator will check to see if there is a key available. If not the key will be ordered, this process takes up to **two days**.
- When your key for your assigned desk is picked up a **\$5.00** deposit per key is required for all except Faculty/Staff.
- Upon graduation and return of keys to the main CEE office or to the Key Coordinator your **\$5.00** deposit will be returned.

### Chemical and Physic Store Purchases

- Students should seek approval from PI/Advisor prior to purchases.
- **Return** receipts to the CEE main business office when transactions are complete.

### New Civil Faculty and Staff Highlights



Baoxia Mi

The CEE Department would like to welcome its newest faculty Baoxia Mi who will be an Assistant Professor of Civil and Environmental Engineering. Prior to this position, she worked as an assistant professor at The George Washington University and as a postdoctoral researcher at Yale University holding both positions for two years. She got her Ph.D. in Environmental Engineering from University of Illinois at Urbana-Champaign in 2006. She obtained her B.S. and M.S. from Tianjin University in China. Her research innovatively integrates membrane technology and nanotechnology to seek energy-efficient and environmentally friendly solutions for water safety and sustainability.

### SAVE THE DATE— 2011 Annual Alumni Dinner

On **October 14th, 2011**, the Civil and Environmental Engineering Department will host the first Annual Alumni dinner. In addition, the dinner will celebrate the 50th anniversary of the UM Chi Epsilon chapter. Mark your calendars, invitations are to come!

**Location:** The Marriott Inn & Conference Center, University of Maryland University College, 3501 University Blvd, East · Hyattsville, Maryland 20783 USA

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### Graduate Tuition Change

**Effective fall 2011 and spring 2012, the tuition rate has increased to \$525 for resident and \$1,131 for non-resident per credit**

- *Advanced to Candidacy is \$868 for resident and \$1,655 for non-resident (6 dissertations credits)*

### Student Group Updates

#### **2010 –2011 Chi Epsilon Officers:**

President: Maria Martello

Faculty Advisor: Dr. Kaye Brubaker

#### **Fall 2011—Spring 2012 ASCE Executive Board:**

President: Shana Weisburg

Faculty Advisor : Dr. Qingbin Cui

#### **Fall 2011—Spring 2012 EWB Officers:**

President : Erin Hylton

Faculty Advisor : Dr. David Lovell



Marriott Inn Grand Ballroom



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DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING