**Holly Ragan, Administrative Assistant to the Office of the Provost x5375**

All scheduling for Bill as Associate Provost (all IT area requests should be sent to Diane Hunsinger)

All scheduling for Randy

Deans, Department Chairs & Other Academic Personnel Lists

Independent Contract Processing

Itineraries for guests sponsored by the Office of the Provost

Office of the Provost Correspondence

One Source Requests

Travel Arrangements for the Office of the Provost

Subscription & Membership Renewals

Syllabi

**Katie Kalata, Provost’s Office Project Coordinator x 3928**

COE Handbook

COE Retreat

Committee membership & scheduling

Elections/Appointments

Fact Book - student & Common Data Set

IRB

May Development Week Support

McSquare channel & Provost’s Office webpage maintenance

P-Card approvals for Provost Area Orgs

Program Reviews

Provost area dist-list & COEnet maintenance

RFM and COE meeting agendas/materials

*Note that Holly is available M-F 11:30 am – 4:30 pm. Katie is available M-F 7:30 am – 1:30 pm. Katie is available for Provost Area urgent scheduling requests that cannot wait until 11:30 am.*

**Ruth Nutt, Executive Administrator to the Office of the Provost x2290**

Academic area eCPF requests

Adjunct hiring/contracts/loading

Board of Trustees

Budgeting

Commencement

Convocation

Fact Book – faculty

Full time faculty hiring/contracts/loading

TT&P process

WLR process

**Susan Donat, Assistant Director of Curriculum and Assessment x3897**

Assessment

CALM/Weave training

College Catalog

Curriculum Committee/Academic Council agendas/materials

Curriculum proposals/baselines

Governance Tracking Spreadsheet

Summer Online