

CESHS Contact Cheat Sheet

I need help with...	CONTACT
Admission to Teacher Education Program	Student Academic Services, x4750, coesas@winthrop.edu
Advising	Student Academic Services, x4750, coesas@winthrop.edu
Benevolent fund	Ronda Collins, x4709, collinsr@winthrop.edu
Blackboard help	Office of Online Learning, x2212, blackboard@winthrop.edu F/S Tutorials & Resources
Budgets	Kathie Park, x4688, parkk@winthrop.edu
Building signage in Withers	Kathie Park, x4688, parkk@winthrop.edu Ronda Collins, x4709, collinsr@winthrop.edu
Bulletin boards in Withers	Ronda Collins, x4709, collinsr@winthrop.edu
Call Me MISTER	Jeremy Lopuch, x4760, lopuchj@winthrop.edu
CESHS event calendar	Ronda Collins, x4709, collinsr@winthrop.edu Liz Moore, x4592, mooreke@winthrop.edu To add an event: ceshsmarketing@winthrop.edu
Check request vouchers	accountspayable@winthrop.edu
Classroom technology issues – Withers	ITC, x2136, 307 Withers
Classroom technology issues – West Center	helpdesk@winthrop.edu , x2400
Clothes Closet in Withers	Sarah Marie Berry, x4777, catalanas@winthrop.edu Schedule visit: wucoeclothescloset@gmail.com
Computer issue	helpdesk@winthrop.edu , x2400
Convocation (CESHS, not University)	Rex Institute, x4734, 143 Withers
Copier/scanner/printer/fax machine issue	Angie Conner, x2221, connera@winthrop.edu (Printing Services)
Course evaluations	Alan Davis, x4731, davisr@winthrop.edu
E-mail distribution lists	Ronda Collins, x4709, collinsr@winthrop.edu
ePAFs (electronic personnel action forms)	Staff creating ePAFs must contact HR, x2273, hrhelp@winthrop.edu . If faculty members have an ePAF question, contact Dept Admin or Dept Chair.
Events, SEE	Carol Adams, x4883, adamsb@winthrop.edu
Events, sponsored	CESHS Dean's Office, x2151, 106 Withers
Events, Town Halls	CESHS Dean's Office, x2151, 106 Withers
Facilities Design and Management (décor)	Lori Howey, x2264, howeyl@winthrop.edu
Facilities issue – West Center	Laura Husser Davis, x2390, davislh@winthrop.edu Douglas Stevens, x2354, stevensd@winthrop.edu
Facilities issue – Withers	Kathie Park, x4688, parkk@winthrop.edu (backup: Ronda Collins, x4709, collinsr@winthrop.edu)
Faculty180	Ronda Collins, x4709, collinsr@winthrop.edu
Floyd College Readiness Program	Jared Androzzi, x4872, androzzi@winthrop.edu
Grants	Lisa Johnson, johnsonle@winthrop.edu
Induction Ceremony (Teacher Education)	Carol Adams, x4883, adamsb@winthrop.edu
Interfolio	Ronda Collins, x4709, collinsr@winthrop.edu

IT issues with login, desktop computer, laptops, docking stations, and printers (attached to computer)	helpdesk@winthrop.edu , x2400
Keys – West Center	Laura Husser Davis, x2390, davislh@winthrop.edu Douglas Stevens, x2354, stevensd@winthrop.edu
Keys – Withers	Kathie Park, x4688, parkk@winthrop.edu
Office Supplies	Dept Admin
Partnership Network	Lisa Johnson, Co-Director, johnsonle@winthrop.edu
Petitions	Student Academic Services, x4750, coesas@winthrop.edu
Print requests or printing services	Jill Stuckey, x2236, stuckeyj@winthrop.edu Printing Services, x2221 Printing Request Form
Procurement, purchase orders	purchasing@winthrop.edu
Promotion and Tenure	Erin Hamel, x4727, hamele@winthrop.edu
Records retention	Dept Admin (refer to SC Dept of Archives and History Retention Schedule for State Colleges and Universities)
Recruitment events	Student Academic Services, x4750, coesas@winthrop.edu
Remote Work	Direct Supervisor
Rental vehicles	Dept Admin (refer to Faculty or Staff Manual)
Scholarships (CESHS)	Student Academic Services, x4750, coesas@winthrop.edu
Shared drives (mapping to drive)	helpdesk@winthrop.edu , x2400
Shredding	Dept Admin
Social media and marketing	Liz Moore, x4592, mooreke@winthrop.edu
Space reservations	User/Dept Admin via Coursedog
Student Learning & Licensure	Carol Adams, x4883, adamsb@winthrop.edu
Student timesheets	https://www.winthrop.edu/hr/employment-student-timekeeping.aspx
Surplus and broken items	Broken items – Dept Admin Surplus items – Kathie Park, x4688, parkk@winthrop.edu
Swag	CESHS Dean’s Office, x2151, 106 Withers
Syllabi	Dept Admin
Teaching Fellows Program	Dave Vawter, x2505, vawterd@winthrop.edu
Telephone issue	helpdesk@winthrop.edu , x2400
Travel authorizations and reimbursements	Dept Admin
Webpages and editing	Jamie Ray, x2305, rayj@winthrop.edu Kara Cauthen, x2405, cauthenk@winthrop.edu Ronda Collins, x4709, collinsr@winthrop.edu
WinthropLIFE	Ryan Morrison, x3080, morrisonr@winthrop.edu
WPDC courses	Lisa Harris, x2588, harrisl@winthrop.edu