

EMPLOYEE SOURCEDOOK

www.tepper.cmu.edu

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Welcome



Hello, and welcome to the Tepper School of Business.

I'd like to offer my personal congratulations and greetings as you join a special place and a renowned business school. As a new team member, you are assured of a work environment that is both exciting and challenging, and I hope you find a rewarding career here.

The Tepper School has a reputation that spans 60 years, and our emphasis upon intellectual discovery

is unparalleled. Within higher education, the Nobel Prize stands out as a vital benchmark of distinction. With eight Nobel laureates among our graduate and faculty legacy, the Tepper School maintains an academic record of excellence that defines our faculty, students, alumni and staff.

While our academic contributions are elite, we also remain hard-working, pragmatic and open-minded as a community that appreciates the value of making a difference. I have no doubt you will find your new colleagues to be encouraging and important team members as you make your mark here at the school.

As you learn more about our impressive history and exciting future, I encourage you to ask questions and find ways to advance your work and responsibilities here. Our size is small, and our aspirations are robust...that makes for a powerful combination that we use to our advantage!

Again, welcome to the Tepper School.

Robert M. Dammon

I look forward to seeing the difference you will make here.

Sincerely,

Robert M. Dammon, Dean

History of the Tepper School of Business

Since its founding in 1949, by William Larimer Mellon, the Tepper School of Business at Carnegie Mellon has distinguished itself by developing the scientific principles that underlie business management. It has quickly grown into one of the world's premier centers for teaching and research in business management.

Many of the Tepper School's educational innovations have now been adopted by other national and international business schools. For example, the Tepper School's Management Game pioneered the use of computer simulation for experiential learning of business roles, and such simulations have subsequently been adopted by other institutions.

Tepper School of Business has produced eight Nobel Prize winners in Economics: Herb Simon, Franco Modigliani, Merton Miller, Robert Lucas, Finn Kydland, Edward Prescott, Oliver Williamson and Dale Mortensen. Simon's prize was given for his seminal development of the idea of bounded rationality in economics, and the need to focus on human behavior as well as markets in order to understand the workings of a large industrial economy. Modigliani's prize recognized his path-breaking life-cycle theory of consumer savings, an important component in all modern macroeconomic models. Miller's prize was awarded in recognition of his contributions to corporate finance. The results of his research – in collaboration with Franco Modigliani - are now taught in every business school in the country. Lucas was awarded the prize for his pioneering work on rational expectations theory and its implications for government macroeconomic and regulatory policies. In 2004, Kydland and Prescott became the next Nobel Prize recipients from the business school. Their work together advanced the field of dynamic macroeconomics and transformed the practice of monetary and fiscal policy in many countries. In 2009, Williamson was selected for: "his analysis of economic governance, especially the boundaries of the firm." Williamson studied and conducted research at Carnegie Mellon University at a pivotal time in the history of modern business management education, an academic discipline that had been created only a few years earlier. He was an integral part of a group of students and faculty that forged a new path in business research and education. In 2010, Mortensen was awarded the prize for his research with two others (Peter Diamond of the Massachusetts Institute of Technology, and Christopher Pissarides of the London School of Economics) in creating labor models that explain the effects of regulation and economic policy upon unemployment, job vacancies, and wages. Mortensen, performed the research that awarded him the Nobel prize at Northwestern University, earned his Ph.D. from the Graduate School of Industrial Administration (now the Tepper School of Business) in 1967.

Today, the business school is most recognized for research and teaching within the areas of organizational behavior, finance, economics, operations, computational marketing and operations research.

Paid Time Off (PTO)

Paid Time Off (PTO) provides regular, full-time staff members with days away from work with pay for vacation, illness, personal time or to care for dependents.

PTO is earned as follows:

Years of Service	PTO Days Earned Per Month	Maximum PTO Days Earned Per Year
Up to and including year 3	1.42 days	17 days
Beginning year 4	1.67 days	20 days
Beginning year 8	2.08 days	25 days
Beginning year 16	2.50 days	30 days

PTO Guidelines

- > PTO should be scheduled in advance and approved by your supervisor, when possible.
- > PTO is earned on an employment year basis, and is earned on the first day of each month.
- > Unused PTO may be carried over to the next employment year, up to your annual PTO allowance. (Excess unused PTO will be placed into a Reserve Sick Bank to be used during short-term disability.)
- > Employees may not use PTO before it has been earned without departmental approval. (Deficit PTO days will be deducted from the final paycheck.)

For additional questions regarding attendance forms, please contact Tracey Masters, Director, Human Resources at 86845 or tmasters@andrew.cmu.edu.

Branding

The guidelines in this section are to be used as an aid in preparing material for the Tepper School of Business at Carnegie Mellon. These guidelines apply to all written material – advertising, publications, internal correspondence, and web content.

In general, copy that is included in all external, promotional materials should be developed or reviewed by the Marketing and Communications Department in order to ensure consistency and accuracy of information and data that is shared with the public. Although this is not required, it is a practice that is encouraged. Please contact Deb Lantz at dlantz@cmu.edu or Mark Burd at mdburd@andrew.cmu.edu for assistance with editorial support.

For Tepper School's complete graphic standards manual go to: www.tepper.cmu.edu/graphicstandards

For Carnegie Mellon University's identity standards go to: www.tepper.cmu.edu/identity

Writer's Style

The creation and use of consistent forms of abbreviation, capitalization, italics, and punctuation, along with a consistent treatment of words, terms, titles and names is part of creating and maintaining an overall sense of identity and professionalism.

Except where noted differently in this section, use Associated Press (AP) style. Common AP style uses for Tepper School materials include:

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website
(one word, only Web uses initial cap)

Internet
(always initial cap)
email
(not hyphenated)
western Pennsylvania
(lower case western, and all regional references)
summer, fall, winter, spring
(seasons – lower case)
university
(always lower case unless used with the name "Carnegie Mellon")
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Treatment of Numbers

- > Spell out numbers one through nine
- > For numbers 10 and above, or fractions, use numerals.

Two common exceptions to this rule: Always use numerals for ages, and always spell out numbers that begin a sentence:

EXAMPLES

The 9-year-old prodigy completed college-level calculus.

Our mini-semester system splits the typical semester in half, creating four mini-semesters per academic year.

Eleven years after earning her MBA, she founded her own investment firm.

School Name

- > On first reference, use the complete name, Tepper School of Business at Carnegie Mellon.
- > Subsequent references may include: Tepper School of Business, Tepper School, business school, or B-school. Do not use David A. Tepper School of Business.
- > The rule of thumb is: "Tepper" refers to the individual (David Tepper); "Tepper School" refers to the school.
- > First reference to the university is always Carnegie Mellon University. Subsequent references should be Carnegie Mellon.
- > Tepper School URL: www.tepper.cmu.edu
- > The campus in Qatar is Carnegie Mellon University in Qatar.

Alumni and Current Students

If a school code is required as a Tepper School designation, TPR has been approved by the Dean's Office (i.e., Registrar's Office). Never use TSB.

When communicating to the Tepper School community and public, use degree and year of graduation, set apart by parentheses, following alumni names.

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EXAMPLE Joe Smith (MBA '02, Ph.D. '07).
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If the person has earned more than one degree from the Tepper School, order them chronologically. When referencing current students, indicate the degree program and refer to the student's status within that program, for example:

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EXAMPLES

Jon Hall, a Business Administration undergraduate student

Susan Jones, MBA 2010 candidate.
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First-year MBA candidate Susan Jones believes ...

Proper Uses of Alumni/Alumnae/Alumnus/Alumna

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Alumni – plural masculine or generic
Alumnae – plural feminine
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Alumnus – singular masculine or generic

Alumna – singular feminine

Academic Degrees and Their Abbreviations

Doctorate (Ph.D.)

Master in Business Administration (MBA)

Master of Science in Computational Finance (MSCF)

Master of Science in Electronic Commerce (MSEC)

Master of Science in Quantitative Economics (MSQE)

Bachelor's of Science (BS) degrees

Periods are only used in the doctoral abbreviation

Executive MBA - Asset and Wealth Management

- > Up to and including '99, the MBA was a Master of Science in Industrial Administration (MSIA). Degrees earned before 2000 should be indicated as MSIA.
- > MBA program names:

Full-Time MBA

FlexTime MBA (part-time)

FlexMode MBA (distance real-time interactive)

When listing MBA after a name, it is not necessary to qualify the degree as FlexTime, FlexMode, or Full-Time unless it is relevant to the context.

> Use an apostrophe with doctor's, master's or bachelor's degrees. If the reference contains "of" then there is no apostrophe and no "s" (master of science ... bachelor of arts degree ... master's degree in rhetoric).

EXAMPLES

He received a master's degree in computational finance.

She earned her bachelor of science degree in business administration.

The Tepper School awarded 240 master's degrees.

Titles

> A person's title is capitalized only when used before the name.* When using a capitalized title immediately before the name, try to keep it short. Do not capitalize an occupational designation, only a true title. Department names are in lower case in a person's title.

EXAMPLES

We met President Cohon.

The president will speak at the dinner.

Vice President for Enrollment Susan Jones issued the memo.

Our speaker will be artist William Cooper.

> Titles following a person's name should appear in lower case. Use lower case when a title is used alone.

EXAMPLES

The president of Carnegie Mellon will address the group.

Joe Smith, vice president for business and planning and chief financial officer, will host the reception.

> When referring to faculty or staff, on first reference, always use the person's complete and official title:

EXAMPLE

Lester Lave, Harry B. and James H. Higgins Professor of Economics and University Professor; Director, Carnegie Mellon Green Design Initiative; Co-Director, Carnegie Mellon Electricity Industry Center.*

NOTE* The Tepper School follows an exception to capitalization when the professor has a named title that is included in a "series." The capitalization convention of the proper name follows through the entire title.

> Where appropriate, specify a faculty member's adjunct status:

EXAMPLE

R.F. Culbertson, adjunct assistant professor of entrepreneurship.

> Capitalize faculty titles according to the official directory listing:

EXAMPLES

Dean Joe Smith

Associate Dean Matt Brown

Peter Boatwright, associate professor of marketing

- > If alumna/us has a doctorate, this may be indicated by including Ph.D. after name on first reference. The title Dr. may also be used on first reference before the person's name if strictly relevant within the context, but should not be used as a matter of routine. The title Ph.D. following the name is the preferred method of denoting a doctoral degree.
- > Capitalize official names of operating units and offices: Admissions Office, Career Opportunities Center.
- > Book, magazine, and journal titles should be italicized. Titles of articles should appear in quotes.

EXAMPLE

"Professor asks: What price wisdom?" is an article that appeared in *The Chronicle of Higher Education*.

Building Information

General Information

The Tepper School facility is composed of two primary structures: GSIA (the older portion of the building) and Posner Hall (the newer and main portion of the building). The GSIA building is located at the corner of the intersection of Tech and Frew Streets. It is also where the main Information Desk and marble mural wall is located. Posner Hall has columns along the first floor. The main entrance faces the tennis courts.

As of May 2009 a new addition and entrance to the GSIA structure was completed which faces the Peace Garden between GSIA and Hunt Library.

Over the history of the Tepper School, a number of additions to the building have occurred. You will find that it may be somewhat confusing to find your way around. The following pages provide a ready reference by room number to help you as you make your way in and around the school.

ATM Machine

There is a PNC Bank ATM machine located in the West Entrance Lobby.

Building Hours

The exterior doors to the Tepper School are open from 6:00 am – 7:30 pm Monday through Friday. As a member of the Tepper community, your Carnegie Mellon ID card provides access to the building before and after the regularly scheduled hours. Please look to receive an email regarding any variations in building access hours such as during holidays and special events.

NOTE For special events/weekends or any other off-hour activity involving individuals without ID card access, please be sure to request that your event's information be placed on the building access schedule at the Information Desk.

Building Maintenance/Cleaning

If you observe anything within the building that is in need of repair or is being neglected by the cleaning staff, please contact Cathy Bilak (cbilak@andrew.cmu.edu or 89597) in the Business Office (located in GSIA, 214). She will facilitate the matter being handled by the appropriate staff on campus.

NOTE Office garbage cans are only emptied once a week on Tuesdays. Please refrain from placing food waste in your desk trash can.

The regular schedule for the cleaning staff is from midnight Sunday through Friday at 6:00 am.

Building Information continued

To page Housekeeping call 412.617.0284, wait to hear three beeps, key in your extension, wait to hear three beeps again, hang up and wait for a call back. See the Events tab of the Source Book to see how to make specific requests for additional cleaning services.

Deliveries

All deliveries to the Tepper School (DHL, UPS and FedEx) are signed for at the Information Desk. You will receive an email when a package arrives with your name on it. As soon as possible retrieve your package from the Information Desk as space is limited. Business deliveries only; personal deliveries are not permitted.

Digital Screens

You may have noticed the digital screens located on the first floor of the Tepper School. If you would like an event or other message placed on these screens, please provide the details of the event to the Information Desk.

Emergency Response

In the event of a fire alarm all faculty, staff and students must exit the building. Failure to do so may result in direct fines to the individual in the amount of \$1,000 and potential disciplinary action.

FedEx Service

There is no FedEx box located inside of the Tepper School. If you wish to use their services please go to the FedEx/Kinkos located on the ground floor of the University Center. www.cmu.edu/university-center/services/fedex.html

Information Desk

The Information Desk is staffed Monday – Friday from 7:30 am – 5:00 pm.

ID Cards

To receive your University ID Card, you will need to visit the Card Office on the lower level of Warner Hall. If you have not already done so, please take your ID card to the Information Desk to have it keyed to open the Tepper School exterior doors. If at any time your ID card does not work for opening the doors, please report to the Information Desk to have it re-keyed.

Lost and Found

Lost and found items are turned in at the Information Desk.

Building Information continued

Mailboxes

There are several sets of mailboxes throughout the Tepper School:

- > Ground Floor, GSIA MBA student mailboxes
- First Floor, GSIA -Located next to the elevator near the main Information Desk.
 Includes a large majority of the staff mailboxes and is unlocked from
 8:20 am 4:50 pm Monday through Friday but can be accessed during off hours with your ID card.
- > Second Floor, GSIA There is a small group of mailboxes located just past the elevator landing.
- > The Ph.D. student mailboxes can be found in the hallway to the Ph.D. lounge, which links the GSIA side of the building with Posner Hall.
- > Second Floor, Posner Hall A large group of faculty mailboxes is located just outside the faculty lounge.
- > Third Floor, Posner Hall The mailboxes are located right next to the Work Processing office and contain boxes for some faculty and staff housed on the third floor.

Mail Service

Please see Miscellaneous tab.

Office Keys

If at any time you are locked out of your office, please see Mary Ann O'Brien (maobrien@andrew.cmu.edu or 81337) in Work Processing (located in Posner Hall, 350). She will facilitate getting you into your office and signing out a key for the day if necessary.

Requesting a Conference Room

The Tepper School staff uses Space Quest – a self serve web application to browse, search and request spaces within the Tepper School community. Currently, the Tepper School conference rooms and CBI spaces are available to browse and request through Space Quest. Be sure to reference a Tepper School affiliated space and Tepper School organization within Space Quest. For future events, please bookmark this Web site to search and request spaces to better serve you. www.tepper.cmu.edu/spacequest

Recycling

Recycling stations can be found throughout the building on every floor and can usually be found at the end of a hallway. Every office/work space has a blue recycling bin for paper. It is the responsibility of each occupant to empty their small bin into the larger blue bins located in the hallways.

Building Information continued

Shredding

For disposal of confidential documents there are locked shredding boxes located in several staff office suites as well as the Business Office (GSIA, 214), Ph.D. Lounge and in the hallway behind Work Processing, (Posner Hall, 350).

UPS Service

The UPS drop box is located in the east stairwell of GSIA near the Information Desk. The last pickup Monday through Friday is 6:30 pm. There are supplies located inside the drop box. If supplies are not available or running low, please let the Information Desk know and more will be ordered. If your item is too large for the box, please place directly next to the box for pickup.

Other Services Located in the Tepper School

- > Bike Racks There are two sets of bike racks located outside of the Posner Hall entrance to the Tepper School and one rack at the West Entrance Addition.
- > Business Office GSIA, 214
- > Computing Help Desk Located on the ground floor in room GSIA, 12.

 For more information please see Computing Help Desk tab or call 85881.
- > Copy Center Located on the ground floor in GSIA, 18.

 For more information please see Copy Center tab or call 82281.
- > Faculty Lounge Located on the second floor of Posner Hall.
- > Dining Services Located on ground floor just inside the main doors of Posner Hall, next to the Master's Lounge.

For more information please see Miscellaneous tab, or: www.cmu.edu/dining/locations/theexchange and for other campus dining options: www.cmu.edu/dining/locations/

- > Information Desk Located on first floor of GSIA.
- > Master's Lounge Located on ground floor just inside the main doors of Posner Hall.
- > Ph.D. Lounge Located on the second floor between GSIA and Posner Hall sides of the building, which serves as a link between the two.
- > Undergraduate Lounge Located in Posner Hall, 132.
- > Vending/Change Machines There are food and beverage vending machines, as well as a change machine, located on the ground floor of GSIA.
- > Work Processing and Support Services Located in Posner Hall, 350. For more information please see Work Processing tab.

Administrative Leadership Group (ALG)

The Administrative Leadership Group (ALG) is a collaborative team appointed by the deans and directors of the various schools and departments within Carnegie Mellon. The ALG was created to discuss pending and current financial and administrative issues and challenges, improve communications, and promote joint problem solving. Members in this group strategize and develop solutions on behalf of their units and are responsible and accountable for leading within their unit any respective communication, training, and implementation. As a team, the ALG responds to current and pending issues and develops solutions that are compliant with external regulations and internal policies while being as sensitive as possible to resource constraints and maintaining a collaborative environment.

Ted Curran and Lynne LaLone are the ALG members for the Tepper School – Ted Curran is the contact on Business Office/Finance items and Lynne LaLone for items tied to the Dean's Office, Human Resources and Building Operations. You would contact Ted Curran for ALG approval on items such as use and exceptions for the University Credit Card and Financial System Access.

Best Practices Committee

The Best Practices Committee is established to gather on a regular basis for the purpose of open discussion, analysis and overview of operational issues critical to the everyday administration of the Tepper School of Business. Topics are expected to be wide and varied, but focused on "global" work efforts such as a uniform method for processing expense reports, or the procurement of supplies.

The committee meets monthly and the chair conducts the meetings. Terms are one-year based upon a January – December calendar and voluntarily renewable. Membership is comprised of one representative from each operating unit.

Best Practices Committee Chair

> Cindy Griffiths – 84942

Staff Recognition Awards Committee (SRAC)

The purpose and objectives of the SRAC are:

- To coordinate a program which will identify staff members whose job performance and dedication to the operations of the Tepper School over the years merits special recognition.
- 2. To promote the environment within the Tepper School community in which each staff member can feel a sense of belonging and ownership.
- 3. To provide an additional avenue of direct liaison between staff and the rest of the Tepper School community for the purpose of promoting mutual understanding and cooperation.

The committee members change every two years.

For information on becoming involved please contact Tracey Masters, 86845.

University Staff Council

The University Staff Council serves as the voice for staff at Carnegie Mellon University through policy advocacy and community involvement, providing a system that enables staff to "realize their full potential and impact their quality of life." We should also note that Council is the central organizer and host for all of the President's Forums. Council is also the proud sponsor and organizer of the Take Our Children To Work event, Kennywood Day, and the Annual Food Drive across campus, just to name a few of the activities that benefit staff and the campus community.

Nomination announcements are sent out at the end of the fiscal year.

Term – Two years

Appointed Committees

- > Adults with Disabilities Act
- > Carnegie Mellon Public Art Committee
- > Carnegie Mellon Parking Advisory Committee
- > Carnegie Mellon Healthy Campus Committee
- > Dining Advisory Committee
- > Faculty Senate Representative and one alternate member
- > Emergency Procedures Committee
- > Housekeeping Committee

Computing Services

If you have any problems or issues with your computer, please contact the Computing Help Desk at 85881. Please contact the Help Desk for any computer needs:

- > Use of a laptop or projector. All conference rooms are equipped with projectors.

 However, if you have special needs regarding a projector, please contact the Help Desk.
- > Please contact Barbara Price at 83688 for black and white printer toner or color toner.

All computer questions should be directed to the Help Desk first. They will contact the appropriate staff member for resolution and advise you.

Conference Rooms/Classrooms

Reserving Tepper School Conference Rooms

Follow the steps listed below to reserve Tepper School Conference rooms.

From the Tepper School home page (www.tepper.cmu.edu):

- > Select Faculty & Staff
- > Select Room Reservations
- > Click on the Space Quest link

For any questions or information on Tepper School rooms not shown in Space Quest, email tepperrm@andrew.cmu.edu

TEPPER SCHOOL CLASSROOM EQUIPMENT LIST

Dean's Conference Room, GSIA - Room 103

Video

- 1 LCD monitor
- 1 DVD/VCR playback combo unit in cabinet
- 1 Laptop VGA connector w/audio Touchpanel control system – wireless

Special Features

Network capability Power capability

4 Ceiling speakers for audio enhancement Audio conferencing system available upon request

Herbert A. Simon Auditorium, GSIA - Room 160

(Distance Learning capability)

Audio

Podium microphone

- 1 Wireless lapel microphone -
- 1 in-room unit
- 1 Hand-held wireless microphone
- 1 Table-top microphone at each seat

Ceiling speakers throughout auditorium

- 2 Loudspeakers (wall-mount)
- 1 Speakerphone

Video

- 1 Main camera (instructor/podium)
- 2 Seating cameras (student)
- 2 Projectors
- 2 Projection screens
- 1 Playback VCR
- 1 Playback DVD

- 2 Record VCRs (local and remote)
- 2 LCD Confidence monitors
- 1 Document camera

Podium Features

- 1 AuthBridge network connection
- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

- 1 AuthBridge network at each seat
- 1 Power outlet at each seat

Special Features

1 Video conferencing codec and A/V accessories w/ control system

William W. Cooper Auditorium, GSIA - Room 161

(Distance Learning capability)

Audio

Podium microphone

- 4 Wireless lapel microphones -
- 3 in-room units
- 1 Hand-held wireless microphone
- 1 Table-top microphone at each seat
- Ceiling speakers throughout auditorium
- 2 Loudspeakers (wall-mount)
- 1 Speakerphone

Video

- 1 Main camera (instructor/podium)
- 2 Seating cameras (student)
- 2 Projectors
- 2 Projection screens
- 1 Playback VCR
- 1 Playback DVD

- 2 Record VCRs (local and remote)
- 2 LCD Confidence monitors
- 1 Document camera

Podium Features

- 1 AuthBridge network connection
- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

- 1 AuthBridge network at each seat
- 1 Power outlet at each seat

Special Features

1 Video conferencing codec and

A/V accessories

Donald H. Jones Conference Room, GSIA - Room 227

Video

- 1 LCD monitor
- $1\ \mathrm{DVD/VCR}$ playback combo unit rack
- 1 Laptop VGA connector w/audio

Touchpanel control system - table

Special Features

Network capability

Power capability

Conference Room, GSIA - Room 228H

Video

- 1 Projection screen
- 1 LCD monitor
- 1 DVD/VCR playback combo unit rack
- 1 Laptop VGA connector w/audio

Touchpanel control system – wall

Special Features

Network capability

Power capability

Speakerphone

Conference Center, GSIA - Room 322

Audio

Podium microphone

- 2 Wireless lapel microphones
- 3 Wireless hand-held microphones

Ceiling speakers throughout room

- 4 Loudspeakers (wall-mount)
- 1 Speakerphone

Video

- 3 Projectors 1 main; 2 side
- 3 Projection screens -1 main; 2 side
- 1 LCD Confidence monitor
- 1 Playback VCR
- 1 Playback DVD
- 1 Record VCR
- 1 Document camera

Podium Features

- 1 AuthBridge network connection
- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

1 Power outlet at each seat

Special Features

1 Wireless touchpanel - wall-mount

Conference Room, GSIA - Room 324

Video

- 1 LCD monitor
- 1 Projection screen
- 1 DVD/VCR playback combo unit cabinet
- 1 Laptop VGA connector w/audio

Touchpanel control system - wireless

Special Features

Network capability

Power capability

William Larimer Mellon Auditorium, Posner Hall - Room 35

(no Distance Learning capability)

Audio

Podium microphone

8 Wireless lapel microphones -

1 in-room unit and 7 from COC Group

Ceiling speakers throughout auditorium

2 Loudspeakers (wall-mount)

1 Speakerphone – in closet

Video

1 Main camera (instructor/podium)

2 Seating cameras (student)

1 Projector

1 Projection screen

1 Playback VCR

1 Playback DVD

1 Record VCR (local) - in equipment closet

1 DVD recorder (local) – in equipment closet

2 LCD Confidence monitors

1 Document camera

1 Overhead projector – in closet

Podium Features

1 AuthBridge network connection

2 Power outlets

2 Laptop VGA connectors

2 Laptop audio connectors

1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

1 AuthBridge network at each seat

1 Power outlet at each seat

Special Features

1 Mobile remote touchpanel and camera controller

Swensrud Classroom, Posner Hall - Room 145

(Distance Learning capability)

Audio

Podium microphone

4 Wireless lapel microphones

1 Hand-held wireless microphone

1 Table-top microphone at each seat

Ceiling speakers throughout room

2 Loudspeakers (wall-mount)

1 Speakerphone

Video

1 Main camera (instructor/podium)

2 Seating cameras (student)

2 Projectors

2 Projection screens

1 Playback VCR

1 Playback DVD

2 Record VCRs (local and remote)

2 LCD Confidence monitors

1 Document camera

1 Overhead projector

Podium Features

1 AuthBridge podium network connection

2 Power outlets

2 Laptop VGA connectors

2 Laptop audio connectors

1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

1 AuthBridge network at each seat

1 Power outlet at each seat

Special Features

1 Video conferencing codec and

A/V accessories

Tippins Classroom, Posner Hall - Room 146

(Distance Learning capability)

Audio

Podium microphone

- 4 Wireless lapel microphones
- 1 Hand-held wireless microphone
- 1 Table-top microphone at each seat

Ceiling speakers throughout room

- 2 Loudspeakers (wall-mount)
- 1 Speakerphone

Video

- 1 Main camera (instructor/podium)
- 2 Seating cameras (student)
- 2 Projectors
- 2 Projection screens
- 1 Playback VCR
- 1 Playback DVD
- 2 Record VCRs (local and remote)
- 2 LCD Confidence monitors
- 1 Document camera

Podium Features

- 1 AuthBridge network connection
- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

- 1 AuthBridge network at each seat
- 1 Power outlet at each seat

Special Features

1 Video conferencing codec and A/V accessories

Classroom, Posner Hall – Room 147

(no Distance Learning capability)

Audio

4 Ceiling speakers

Video

- 1 Projector
- 1 Video screen
- 1 Document camera
- 1 Laptop VGA connector w/audio

Power/Networking

Wireless network within room Power outlets in front of room Data outlets in front of room

Conference Room, Posner Hall – Room 150E

Video

- 1 Projection screen
- 1 LCD monitor
- 1 DVD/VCR playback combo unit rack
- 1 Laptop VGA connector w/audio

Touchpanel control system - wall

Special Features

Network capability Power capability Speakerphone

Classroom, Posner Hall - Room 151

(no Distance Learning capability)

Audio

Podium microphone

1 Wireless lapel microphone -

1 in-room unit

Ceiling speakers throughout auditorium

2 Loudspeakers (wall-mount)

1 Speakerphone

Video

- 2 Projectors
- 2 Projection screens
- 1 Playback VCR
- 1 Playback DVD
- 2 LCD Confidence monitors
- 1 Document camera

Podium Features

- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

1 AuthBridge behind-podium network connection

Wireless network within room

- 1 AuthBridge network at each seat
- 1 Power outlet at each seat

George Leland Bach Auditorium, Posner Hall – Room 152

(Distance Learning capability)

Audio

Podium microphone

- 1 Wireless lapel microphone
- 1 Hand-held wireless microphone
- 1 Table-top microphone at each seat

Ceiling speakers throughout auditorium

- 2 Loudspeakers (wall-mount)
- 1 Speakerphone

Video

- 1 Main camera (instructor/podium)
- 2 Seating cameras (student)
- 2 Projectors
- 2 Projection screens
- 1 Playback VCR
- 1 Playback DVD
- 2 Record VCRs (local and remote)
- 2 LCD Confidence monitors
- 1 Document camera

Podium Features

- 1 AuthBridge network connection
- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

- 1 AuthBridge network at each seat
- 1 Power outlet at each seat

Special Features

- 1 Authentication/Polling/Name Plates w/ touch panel at each seat
- 1 Video conferencing codec and

Classroom, Posner Hall – Room 153

(Distance Learning capability)

Audio

Podium microphone

2 Wireless lapel microphones

1 Hand-held wireless microphone

Ceiling speakers throughout auditorium

2 Loudspeakers (wall-mount)

1 Speakerphone

Video

1 Main camera (instructor/podium)

2 Seating cameras (student)

2 Projectors

2 Projection screens

1 Playback VCR

1 Playback DVD

2 Record VCRs (local and remote)

2 LCD Confidence monitors

1 Document camera

Podium Features

1 AuthBridge network connection

2 Power outlets

2 Laptop VGA connectors

2 Laptop audio connectors

1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

1 AuthBridge network at each seat

1 Power outlet at each seat

1 Table-top microphone at each seat

Special Features

1 Authentication/Polling/Name Plates w/ touch panel at each seat

1 Video conferencing codec and A/V accessories

Conference Room, Posner Hall – Room 259

Video

Touchpanel control system (wall)

1 Laptop VGA connector w/audio

1 LCD screen

1 DVD/VCR playback combo unit – in cabinet

Special Features

Network capability
Power capability

Holleran Conference Room, Posner Hall - Room 261

Video

Touchpanel control system - table

1 Playback VCR/DVD combo

1 Laptop VGA connector w/audio

1 LCD screen

1 Projection screen

Special Features

Network capability
Power capability

Grand Room, Posner Hall - Room 340

Audio

1 Wireless lapel microphone

Video

- 1 Projector
- 1 Projection screen
- 1 Laptop VGA connector w/audio
- 1 Document camera
- 1 DVD/VCR playback combo unit in kitchen rack

Special Features

Network capability Power capability

Conference Room, Posner Hall - Room 341H

Video

- 1 Projection screen 1 LCD monitor
- 1 DVD/VCR playback combo unit rack
- 1 Laptop VGA connector w/audio Touchpanel control system – wall

Special Features

Network capability Power capability Speakerphone

Carnegie Bosch Institute Classroom, Posner Hall - Room 343

Audio

Podium microphone

- 3 Wireless lapel microphones
- 1 Table-top microphone at each seat

Ceiling speakers throughout room

- 2 Loudspeakers (wall-mount)
- 1 Speakerphone

Video

- 1 Main camera (instructor/podium)
- 2 Seating cameras (student)
- 2 Projectors
- 2 Projection screens
- 2 LCD Confidence monitors
- 1 Playback VCR
- 1 Playback DVD
- 2 Record VCRs (local and remote)
- 1 Document camera

Podium Features

- 1 AuthBridge network connection
- 2 Power outlets
- 2 Laptop VGA connectors
- 2 Laptop audio connectors
- 1 Video/Audio/Lighting control touchpanel

Power/Networking

Wireless network within room

- 1 AuthBridge network at each seat
- 1 Power outlet at each seat

Special Features

1 Video conferencing codec and

A/V accessories

Carnegie Bosch Institute Breakout Rooms A, B and C Posner Hall Rooms 344, 345, and 346

Video

1 LCD monitor

1 DVD/VCR playback combo unit - rack

1 Laptop VGA connector w/audio

Touchpanel control system - table

Special Features

Network capability Power capability

Touchpanel control system (wall)

Conference Room, Posner Hall - Room 384

Video

1 LCD monitor

1 DVD/VCR playback combo unit - rack

 $1\ Laptop\ VGA\ connector\ w/audio$

Touchpanel control system - table

Special Features

Network capability Power capability

Conference Room, Posner Hall - Room 388

Video

1 Projection screen

1 LCD monitor

 $1\ \mathrm{DVD/VCR}$ playback combo unit – rack

1 Laptop VGA connector w/audio

Touchpanel control system - wall

Special Features

Network capability
Power capability

Copy Center

The Copy Center is a part of the Campus Services Division and is located in room 18, GSIA on the ground level.

Hours

Minis 1 - 4: 7:30 am - 7:00 pm.

Summer hours beginning the first Monday after Commencement and ending the Friday before Labor Day: 7:30 am - 6:00 pm.

Phone

82281, 82335, 82184

Staff

- > Maureen Kowalski, Supervisor, kowalski@andrew.cmu.edu
- > Rudy Schutzeus, Copy Center Coordinator, rsac@andrew.cmu.edu
- > Joel Pavuk, Copy Center Coordinator, jpavuk@andrew.cmu.edu

The Copy Center provides print and copy services to the Tepper School and the Carnegie Mellon campus at large. This includes any faculty, staff or student who requests our services. No job is too big or too small.

Services Provided

- > B/W print copies from hard copies or electronic files
- > Color print copies from hard copies or electronic files
- > File conversion from paper to PDF and copied onto CD or sent to email
- > B/W signature booklets for programs and brochures
- > B/W C-fold and Z-fold finished copies
- > GBC comb binding of documents and course packets
- > Tepper School stationery and envelopes

Faculty and staff have the ability to send large files directly to the Copy Center's B/W and color printers. You can use the printers as if they were your own. Contact the Copy Center to make arrangements to have the drivers installed on your desktop PC and for instructions on job set-up.

Copy Center continued

If you are working away from the Tepper School or are unable to stop by the Copy Center, feel free to email your files and they will be completed for you. Be sure to email all three members of the Copy Center Staff, as individual shifts may vary. In the body of your email please include directions for the job (i.e., one-sided or two-sided copies, stapled or not stapled, plain or three-hole paper) quantity needed, your course number if applicable, and when possible, an Oracle string.

The Copy Center makes course packets for the MBA, undergrad, and Ph.D. classes. These packets can contain a mix of published works from a variety of sources as well as Harvard Business Cases and reprints and the instructor's own written materials. All course packet materials are to be submitted to the Copy Center by the due dates that are established by the Tepper School dean's office and listed on the Tepper School academic year calendar published by the Tepper School dean's office. The Copy Center will make packets if materials are submitted after the deadline. However, the closer it gets to the beginning of the new mini, the harder it is to guarantee turn around in time for the first class, although the Copy Center employees will do their best to have it ready in time.

Any requests for copyrights and Harvard materials should be submitted to Pat Herbster, Copy Center Manager, no later than one week before the final materials are due. Pat's email is ph0d@andrew.cmu.edu, her telephone extension is 85772, and her fax number is 89040. She is able to process copyrights and order cases from Harvard and other schools for course packets. Any other materials are to be supplied by the instructor.

If you do not have your own administrative support person, please submit all materials and case requests to a member of the Work Processing Staff. Their main office is in room 350, Posner Hall. They will take care of obtaining the necessary copyright permissions and ordering Harvard materials.

As arranged with the Tepper School administration, the Copy Center hands out course packets to MBA students at the beginning of each mini.

Course packets for undergrads are sent to the bookstore, unless the professor requests to hand them out in class.

Ph.D. course packets are sent to the instructors for handout in class.

The Copy Center is able to deliver your work within the Tepper School or to any other location on campus. If you need delivery service, please advise when placing your order so that the proper arrangements can be made.

Emergency Information

Carnegie Mellon Police

Campus police should be the first point of contact for all emergency situations. They answer 24 hours-a-day, seven days a week.

412.268.2323

Alert Now

Alert Now Notification Service is a service that sends alerts – phone calls, text messages, and emails to you in the event of an emergency that poses an imminent threat or danger to the Carnegie Mellon community.

Register at: https://webiso.andrew.cmu.edu

For additional information, contact:

Carnegie Mellon Environmental Health and Safety 5000 Forbes Avenue Pittsburgh, PA 15213 88182 (tel) 87871 (fax)

www.cmu.edu/ehs

SafeWalk

SafeWalk provides walking escorts for faculty, staff and students around the Carnegie Mellon Community.

SafeWalk – 8SAFE (7233)

10:00 pm - 2:00 am, seven days a week

safe-walk@andrew.cmu.edu

www.studentaffairs.cmu.edu/student-life/safewalk

Defibrillators

There are diffibrillators located on the ground and first floors of the Tepper School. One is located outside of the Mellon Auditorium on the Ground Floor, Posner Hall and another outside of 109, GSIA. Please use the link provided for information on how to use them. www.cmu.edu/EHS

For a quick reference to emergency info please go to: www.cmu.edu/ehs/emergency-response/emergency-procedures/building-information.html

Event Planning

Planning Procedures

Prior to planning an event at the Tepper School, you should do the following:

- > Email Cathy Bilak (cbilak@andrew.cmu.edu) with the date and time of the event. Please also advise if you will need tables for the reserved rooms.
- > Email tepperrm@andrew.cmu.edu (Information Desk) with the date and time of the event.
- > Email cindyg@andrew.cmu.edu for all Tepper School contracts.

For special events, weekend or any other off-hour activity please request a building access schedule from Kathleen Forsythe (82269) at the Information Desk. Additionally, if access to specific spaces is needed, Grand Room, classrooms, etc., please contact Cathy Bilak directly.

Locations for Events

Please see "Conference Rooms/Classrooms" for a complete list of available spaces. Most spaces can be reserved through the on-line reservation application.

Capacity counts are approximate. Please make exceptions/considerations based on your event, please talk to reservation contacts for suggestions.

The locations listed below cannot be requested online. Fees and some restrictions apply.

Room The Grand Room (third floor)
Contact Rosalind Atkins Green, 83843
Capacity 50 people seated at round tables

Notes Fee: \$300 per day, includes kitchen and buffet area

Room 382 – CBI Lounge (third floor)

Contact Debbie Shank, 88842

Capacity 25 people seated at round tables

Notes Fee: \$100 per day, includes kitchen and buffet area

Room The Rachel Mellon Walton Room (first floor)

Contact Rosalind Atkins Green, 83843Capacity 60 people seated at round tables

Notes Fee: \$300 per day, all hot foods must be served or set up outside of room,

no open flame/sterno is permitted

Room The Posner Center – University Rare Book Collection

Contact Maranda Reilley for reservations, associated costs, and planning details, 81407

Capacity 60 people seated at round tables

Notes Technology services are provided at a fee of \$50 per hour, private and rather formal setting,

great for receptions and events of all types, conferences, summits

Event Planning continued

Room Access

See Building Information tab.

Exterior doors are open from 6:00 am – 7:30 pm, Monday through Friday, other than that access is with Carnegie Mellon ID Card.

Cleaning

The regular schedule throughout the building is midnight Sunday through Friday 6:00 am. This is for classroom and main floor areas only. Please be sure to contact Cathy Bilak in order to make specific cleaning arrangements prior to all events.

Catering Options

University Catering

Carnegie Mellon can cater everything from breakfasts to banquets. University Catering can accommodate special dietary, ethnic and vegetarian preferences and offer facilities and menus for receptions, breakfasts, luncheons, dinners, buffets, and coffee or refreshment breaks.

Menus and instructions for reservations and ordering are available online: www.cmu.edu/conferences/catering/index.html catering@andrew.cmu.edu or 82129 (tel)

The university also has a variety of dining venues providing private dining arrangements. www.cmu.edu/dining

Outside Caterers

A list of outside catering vendors is available through the procurement Web site. Be sure to ask about CMU discounts.

www.cmu.edu/finance/procurementservices/supplier-directory/supplier-directory.html

Furniture Rental

Various rental companies are listed on the procurement Web site: www.cmu.edu/finance/procurementservices/supplier-directory/supplier-directory.html

Be sure to plan furniture delivery and removal into your event schedule: www.cmu.edu/fms

Event Planning continued

Transportation

See Miscellaneous tab.

Several transportation companies are available through the procurement Web site. When contacting companies, be sure to inquire about kinds of vehicles, current specials, passenger capacity, and handicap access. Consider your passengers' luggage, if any. www.cmu.edu/finance/procurementservices/supplier-directory/supplier-directory.html

General

- > Be sure to highlight when you will have any food waste and any locations that need to be monitored more frequently than others.
- > Be sure to reserve your rooms well in advance. This can be done through Space Quest.
- > Contact FMS for furniture set up and removal www.cmu.edu/fms
- > When placing reservations for space, be sensitive to the set up/tear down time for your event. Be sure to place your space reservation for a long enough time span to include set-up and tear down.
- > It is strongly recommended that you have a server/caterer on staff for your event.

 This is useful for accommodating your guests as well as warding off hungry students.

University Conference and Events Services

For very large or complex events, University Conference and Events Services is the central point of contact for planning and executing various functions, such as:

- > Banquets
- > Networking receptions
- > Conference logistics (name badges, rentals, transportation, packet production, check-in materials, etc.)
- > Online registration
- > All aspects of transportation needs
- > Payment reconciliation
- > Budget development
- > Video conferences

Event Planning continued

- > Academic project presentations
- > National and international conference coordination
- > Housing (on-campus, local community, and downtown)

At your initial contact, an event planner will be assigned to you. They will be your sole contact and will work with you from start to finish.

Conference and Events Services charges a service fee of 15% of the total bill.

81125 (tel)

confserv@andrew.cmu.edu

www.cmu.edu/conferences/index.html

University Alcohol Policy

The following university policy will govern all university social activities on- and off-campus at which alcoholic beverages will be served. University social activities are any social activities on university property or for which university funds or other resources are used. All members of the university have an individual and collective responsibility to adhere to the following policy:

- 1. In all circumstances, the university expects its faculty, administrators, staff, students, alumni and their respective guests to conduct themselves, both individually and collectively, in a responsible manner. Illegal, abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in severe disciplinary action, beginning with monetary sanctions, up to and including suspension or expulsion.
- 2. In residential areas such as private residence hall rooms, campus apartments, fraternities or sororities, there exists an expectation of privacy; however, in these areas members of the university and their guests are still governed by the federal, state and local laws (or applicable laws for other jurisdictions where Carnegie Mellon operates) and will be responsible for their own behavior. In addition, any actions which violate the law and/or the rights of others, or in some way damage personal or public property, will result in the loss of the above-mentioned privacy rights and will be cause for university intervention and enforcement.

Event Planning continued

- 3. Permission to serve alcoholic beverages at a social activity where students will or may be in attendance can only be obtained through the dean of Student Affairs. Before permission is given, a dean, department head, faculty member or staff member who is on the exempt payroll must take personal responsibility for ensuring that alcoholic beverages are served only to those persons who are of legal age. Such responsibility may be assumed only after completing the Social Host Responsibility session offered through the Campus Police. This session will be offered periodically throughout the year. Please contact the Campus Police at 82323 for details.
- **4.** In addition, the following guidelines must be observed for all events:
 - a. Social activities at which alcoholic beverages are served must take place in an area that is private or semi-private. Privacy is determined by the ability to control access to the area of the social activity and limit attendance to invited guests only. Alcoholic beverages are not to be consumed anywhere outdoors on the grounds of Carnegie Mellon. Therefore, alcoholic beverages are prohibited at social activities on the Cut, on the Mall, on the fraternity area grounds, on housing grounds, on the athletic field or on any other similar outdoor area either owned or used by the university.
 - b. A fee must never be charged for the service of alcohol unless the appropriate Pennsylvania Liquor Control Board licensing procedures have been completed. Social activities where a fee is charged for the service of alcohol may be held at the University Center, where the Faculty Club currently holds a liquor license.
 - c. Public advertising of events at which alcohol is to be served must not include any reference to alcohol, nor may such events be publicly posted outside of the university community.

All questions involving interpretation of this policy should be directed to the office of the General Counsel.

Human Resources

Location: GSIA, 214

Our director of Human Resources, Tracey Masters, is located within the Business Office. Reporting through Lynne Lalone, Executive Director, Business Affairs, Human Resources and Facilities, Tracey is your primary point of contact for many personnel-related topics including, but not limited to:

- > Hiring and terminations
- > Performance evaluations
- > Salary planning
- > Position descriptions
- > Attendance and PTO Forms and records
- > Training and development
- > Benefits and payroll

Please feel free to contact Tracey with any human resources or benefit questions.

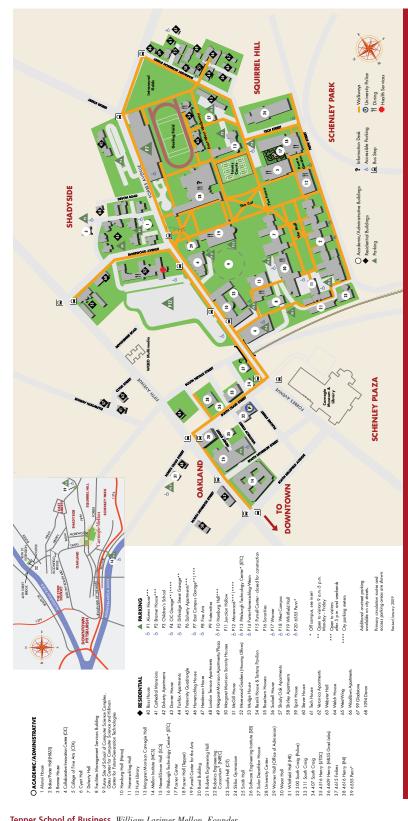
Tracey M. Masters, PHR

Director, Human Resources 86845 (tel) 412.999.0553 (cell)

tmasters@andrew.cmu.edu

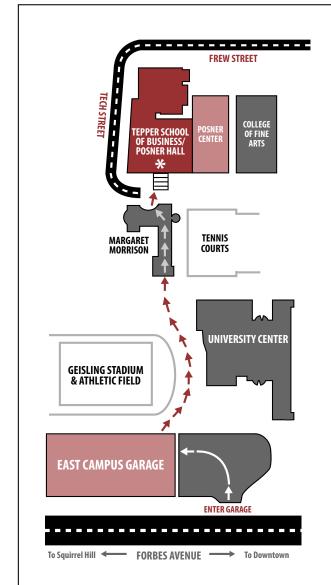
Carnegie Mellon

Campus Map



Campus Map

Walking Map



WALKING MAP

to the Tepper School of Business from the East Campus Garage

PARKING VALIDATION

for the East Campus Garage

ENTERING East Campus Garage:

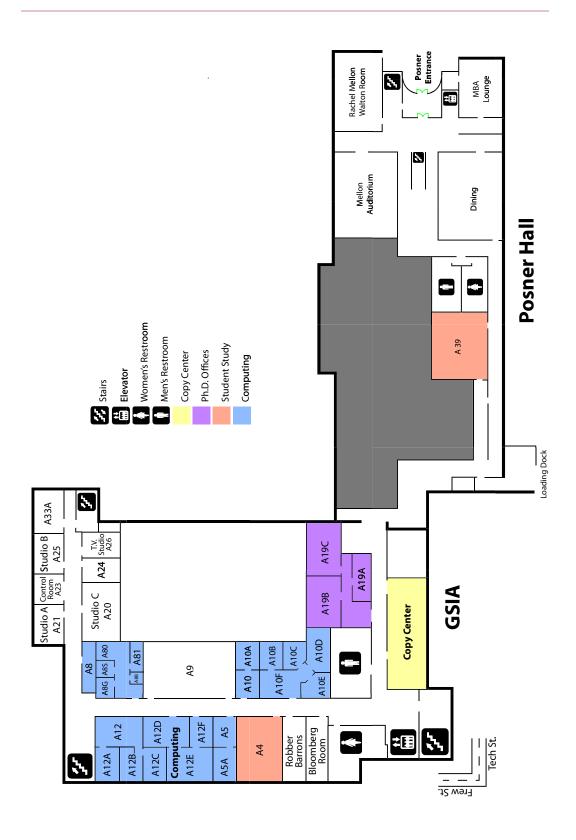
Enter the East Campus Garage and pull a normal entry ticket to enter the garage. At the reception, you will receive a validation ticket to exit the garage.

LEAVING East Campus Garage:

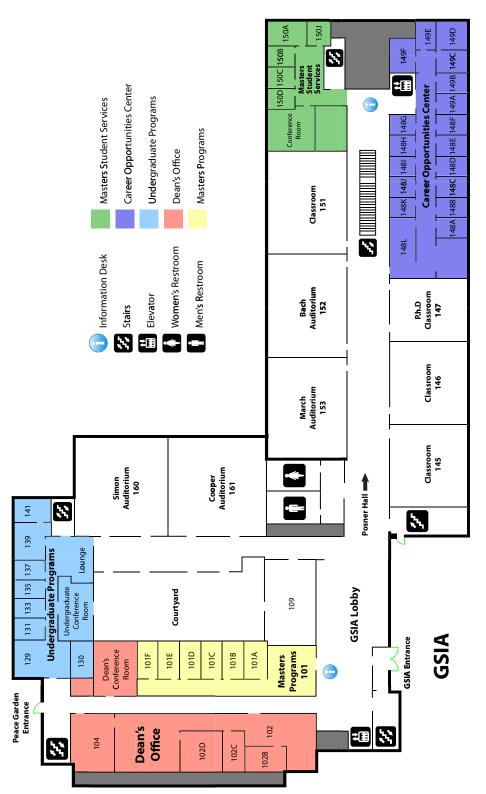
Prior to going to your car, you will need to first VALIDATE your ticket at the pay station on the FIRST FLOOR of the garage:

- 1. Put your ENTRY ticket in first, and then the Validation Ticket you received at the reception.
- 2. The machine will generate a ticket to be used to exit the garage.
- 3. Upon leaving the garage, insert the ticket to open the gate.

GSIA and Posner Hall – Ground Floor

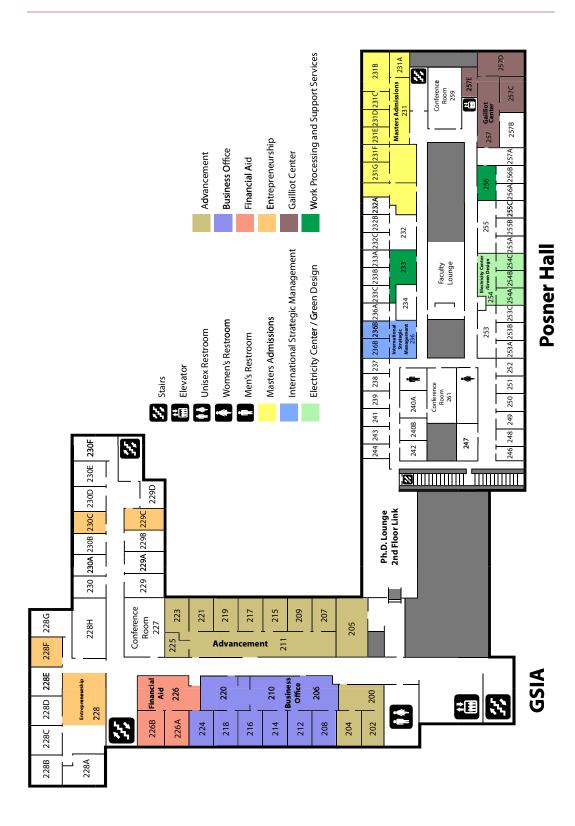


GSIA and Posner Hall – First Floor

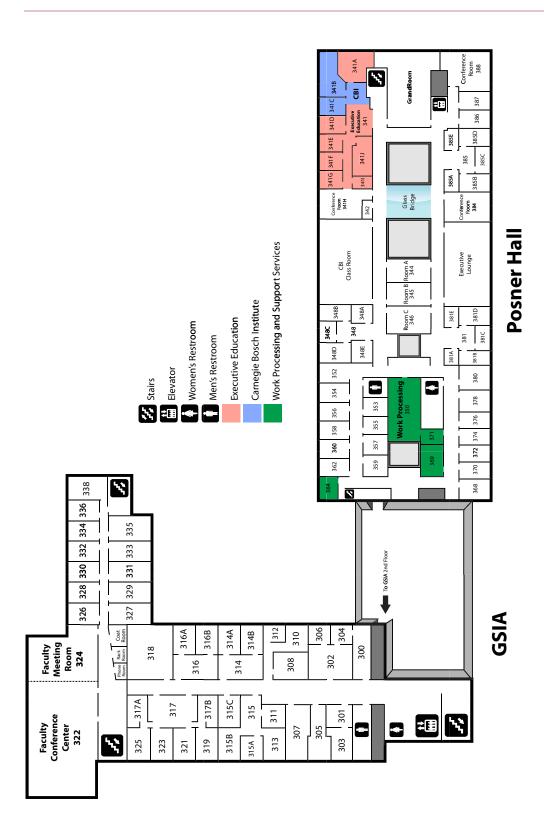


Posner Hall

GSIA and Posner Hall – Second Floor



GSIA and Posner Hall – Third Floor



GSIA Room List

Ground Floor			
A1	A10	A17	A40A
A1	A10A	A18	A41
A2	A10B	A19	A41A
A2A	A10C	A19A	A41B
A3	A10D	A19B	A46A
A3	A10E	A19C	A50
A4	A10F	A19D	A50A
A4A	A12	A20	A50B
A5	A12A	A21	A50C
A5A	A12B	A22	A50D
A8	A12C	A23	A50E
A8A	A12D	A24	A52
A8B	A12E	A25	A52A
A8C	A12F	A26	A52E
A8G	A12G	A27	A53A
A8I	A13	A29	
A8S	A14	A33	
A9	A15	A40	
First Floor			
101	102D	133	161A
101A	102E	135	161B
101B	102F	136	161C
101C	103	137	165G
101D	103A	139	170
101E	104	141	171
101F	104A	155	172
101G	109	160	185
102	130	160A	191
102A	130A	160B	192
102B	131	160C	193
102C	132	161	196

GSIA Room List continued

Second Floor			
200	212	224	230A
202	214	225	230B
203	215	226	230C
204	216	227	230D
205	217	228	230E
206	218	229	230F
207	219	229A	252B
208	220	229B	272
209	221	229C	275A
210	222	229D	275B
211	223	230	
Third Floor			
300	313	317A	329
301	314	317B	330
302	314A	318	331
303	314B	319	332
304	315	321	333
305	315A	322	334
306	315B	323	335
307	315C	325	336
308	316	326	
310	316A	327	
311	316B	328	
312	317		

Posner Room List

Ground Floor			
A15	A36	A39	A61A
A30	A36A	A39	A82A
A34	A36B	A47	A83
A34A	A38	A60	A89A
A35	A38A	A60A	
A35A	A38B	A61	
First Floor			
144	148I	150F	162A
144A	148J	150G	163
144A 144B	148K	150H	163A
	148L	150H 150I	163A 164
145 145A		1501	
	148M		188
145B	148N	151A	188A
145C	1480	151B	188C
146	149	151C	188G
146A	149A	152	188H
147	149B	152A	188I
147A	149C	152B	188J
148	149D	152C	188K
148A	149E	153	188KK
148B	149F	153A	188L
148C	150	153B	188M
148D	150A	153C	188N
148E	150B	153D	189
148F	150C	159	194
148G	150D	159A	
148H	150E	162	
Second Floor			
231	231F	231L	233A
231A	231G	232	233B
231B	231H	232A	233C
231C	231I	232B	234
231D	231J	232C	235
231E	231K	233	236

Posner Room List continued

Second Floor continued			
236A	248	255A	277
236B	249	255B	280
236C	250	255C	281
237	251	256	282
238	252	256A	285A
239	253	256B	285B
240	253A	257A	285C
241	253B	257B	286
242	253C	257C	286B
243	254	257D	287
244	254A	257E	287B
245	254B	259	288
246	254C	261	290A
247	255	274	295A
271	255	214	293
Third Floor			
340	348	368	385
341	348A	369	385A
341A	348B	370	385B
341B	348C	371	385C
341C	348D	372	385D
341D	348E	374	385E
341E	349	376	386
341F	350	378	387
341G	351	379	388
341H	352	379A	389
341I	353	380	390
341J	354	381	390A
341K	355	381A	390B
341L	356	381B	390C
342	357	381C	390D
343	358	381D	393
344	359	381E	394A
345	360	382	395
345A	361	382A	396
345B	362	382B	397
346	364	383	397A
347	366	384	

Office Supplies

The Office Supply Room is located on the ground floor of Posner Hall next to the Copy Center. The procedure for drawing on general office supplies is as follows:

- > A supply requisition form is available by picking one up at the desk of Cathy Bilak located in the Business Office, GSIA 214.
- > After completing the form, return it to Cathy Bilak, at the drop-off space provided on her desk.
- > Your order will be filled and delivered to your office by our Copy Center.

The Office Supply Room stocks only general supplies. Supplies not listed should be ordered via your normal ordering process.

If you wish to suggest any items be added to the form please email Cathy Bilak at cbilak@andrew.cmu.edu

Advancement Group

Location: GSIA, 200 and 213

Development, Corporate Relations, and Alumni Relations work with the Tepper School's alumni, friends and corporate and foundation partners to secure gift revenue needed by the dean and faculty to support and advance the school's programs of research and teaching. These groups also work to develop strong, long-term, mutually beneficial relationships between the school, its faculty, students and alumni and corporations.

Marketing and Communications assists the school with communicating its strategic messages to its primary audiences: prospective masters students, alumni, recruiters and the media. The team manages the Tepper School's Web site (www.tepper.cmu.edu), public relations, media relations, branding, print collateral and advertising. Staff may contact this department for support or advice on branding, advertising, marketing strategy, rankings, research, online interactive, marketing videos, audio podcasts, Web site home page stories, e-newsletters, online social networking, press releases, photography, design, collateral, graphic standards, *Tepper Magazine*, and internal communications.

Development Staff

- > Carolyn Hess Abraham, Executive Director, Corporate and Foundation Relations
- > Ann Powers, Executive Director, Individual Giving
- > Chris Hughes, Director of Annual Giving
- > Alexa Hansen, Director of Corporate Relations
- > Jason Kane, Assistant Director, Development
- > Susan Nebel, Director of Major Gifts
- > Steve Schultz, Development Associate
- > Cynthia Salopek, Office Manager

Alumni Relations Staff

- > John Sengenberger, Executive Director of Alumni Relations
- > Janice French, Assistant Director of Alumni Relations
- > Meghan Bollens, Associate Director, Alumni Reunions
- > Gail Weems, Alumni Reunion and Events Manager

Marketing and Communications Staff

- > Deb Lantz, Executive Director of Marketing and Communications
- > Mark Burd, Director of Public Relations
- > Barbara Donehue, Assistant Director, Marketing and Communications
- > Susan Limoncelli, Director, Design Services
- > Joey Mancuso, Assistant Designer, Design Services
- > Martha Sproul, Marketing & Communications Coordinator
- > Stephanie Armbruster, Manager, Interactive Marketing and Communications

Business Office

Location: GSIA, 202 - 208, 222, 226, 228

The Tepper School Business Office manages all finance and business operations for the business school. This includes budgeting, financial planning, human resources, building needs and maintenance, student finance and financial aid, accounting, contracts and purchasing, payroll, training, research administration, and advancement finance.

The Tepper School Business Office reports through Lynne LaLone, Executive Director, Business Affairs, Human Resources and Facilities.

Business Office Staff

- > Ted Curran, Executive Director, Finance
- > Rick Ling, Finance Manager
- > Angie Yanez, Finance Manager
- > Cindy Griffiths, Assistant Business Manager
- > Bill Conner, Information and Business Analyst
- > Shelley Segal, Assistant Business Manager
- > Jean Xu, Administrative Coordinator
- > Tracey Masters, Director, Human Resources

Business Office Resource Center (BORC)

The Business Office Resource Center (BORC) is for key business documents and information along with links to central finance web pages. Business items for all staff such as staff meeting documents and training material will be posted.

Click on this link to login https://borc.tepper.cmu.edu/

Use This Example to Login

- > For the user name in the top box, type "andrew\smith" (where smith is your Andrew ID). Make sure you use the correct backslash (\).
- > In the bottom box, type in your password. This is the password that you use to access Andrew email.

To navigate through the BORC pages, use the links within the welcome paragraph or use the links on the left side of the page. Documents posted on the BORC are for all Tepper School Staff but not to be disseminated outside of the Tepper School community.

If you have questions, please contact Cindy Griffiths (84942) or Tracey Masters (86845).

Career Opportunities Center

Location: Posner Hall, 149

The Career Opportunities Center of the Tepper School of Business at Carnegie Mellon University, serves the graduate population and alumni of two Masters degrees including the MBA (Full-Time, FlexTime and FlexMode MBA Programs) and the Master of Science in Computational Finance (MSCF).

Career Opportunities Center Staff

- > Steve Rakas, Executive Director
- > Lesley Kromer, Director
- > Rick Berg, Associate Director
- > Jackie Goslin, Associate Director
- > Kathryn Riley, *Associate Director*
- > Sophia Tambouratzis, Associate Director
- > Jack Vogel, Associate Director
- > Sally Gould, Operations Manager
- > Lynn Urso, Recruiting Manager
- > Kimberly Parker, Recruiting Coordinator
- > Rachel Keitzer, Corporate Presentation Coordinator
- > Yvonne Poindexter, Information Desk Coordinator

Carnegie Bosch Institute

Location: Posner Hall, 314

Carnegie Bosch Institute (CBI) is a joint partnership between the Bosch Corporation and Tepper School of Business, Carnegie Mellon University. CBI focuses on developing research projects and conferences/forums with the CBI Research Committee, four faculty chairs at the Tepper School. The Institute also focuses on executive education/open enrollment programs.

Carnegie Bosch Institute Staff

- > Sylvia Vogt, President
- > Mary Cummings, Director, Business Development
- > Seth Hufford, Program Director
- > Jill Wooster, Program Coordinator/Executive Assistant

Computing Group

Location: GSIA,12 (Ground Floor)

The Computing Group continually seeks to provide quality support for instructional, research, and administrative activities. Toward this goal, they will deliver services that meet the Tepper School's computing, information processing and technology needs. To continue their tradition of innovation and excellence, they provide leadership and assistance in developing policies and in planning for the effective use of technology.

Computing Group Staff

- > Matt Olczak, Executive Director Information and Computing Services
- > Robert (Buz) Armitage, Technical Coordinator Administrative
- > Tom Bielek, Senior Hardware Technician
- > Bill Byrne, Technical Coordinator Help Desk
- > Joseph Dimasi, Technical Coordinator Educational
- > Jeff Easter, Senior Systems Analyst
- > John Hedges, Research and Development Manager
- > Justin Killian, Senior System Developer
- > Ray Olczak, Technical Coordinator Mobile
- > Barbara Price, Office Manager
- > John Rogowski, Hardware/Software Manager
- > Susan Rostek, Associate Director
- > Darren Dauberger, Systems Developer
- > Anthony Nowinski, Systems Developer
- > James Spruill III, Director, Systems Development
- > Patrick Torrez, Technical Support Specialist
- > Peter Siegel, Technical Coordinator

Dean's Office

Location: GSIA, 102

The Dean's Office supports the entire Tepper School community. The Dean's Office works with faculty, the students, the staff and our alumni in promoting the Tepper School's strategic priorities, which support our goal to be the world leader and trail blazer in management education and research. The dean works with Advancement to further engage alumni and in securing gift revenue from alumni and friends of the Tepper School. The senior associate dean, faculty and research is responsible for the hiring of new faculty and oversees the faculty reappointment/promotion process and works to connect faculty and encourage innovative research at the Tepper School. The associate dean for education works to provide the most cutting-edge education to our students in all programs working with faculty on course assignment. The executive director, business affairs, human resources and facilities oversees the non-academic administration of the school and works directly with the deans and other school and university personnel on financial matters of the Tepper School, human resource matters relating to staff and major Tepper School building and construction projects. The executive director diversity programs and strategies works with the entire Tepper School community to promote multi-cultural policies throughout the Tepper School.

Dean's Office Staff

- > Robert M. Dammon, Dean
- > Michael A. Trick, Senior Associate Dean, Education
- > Richard Green, Senior Associate Dean, Faculty and Research
- > Lynne LaLone, Executive Director, Business Affairs, Human Resources and Facilities
- > Colleen Smith, Executive Director, Diversity Strategies and Programs
- > Diana Dewey Emanuele, Executive Assistant to the Dean
- > Mary Bober, Manager, Special Projects
- > Rosalind Green, Special Projects Coordinator
- > Jennifer Kukawa, Executive Assistant
- > Kate Baumann, Executive Assistant

Donald H. Jones Center for Entrepreneurship

Location: GSIA, Second Floor

The Donald H. Jones Center for Entrepreneurship teaches graduate and undergraduate courses to Carnegie Mellon students not only at the business school but in partnership with other schools within the university. The Donald H. Jones Center for Entrepreneurship also hosts monthly lectures by guest experts and entrepreneurs through its James R. Swartz Entrepreneurial Leadership Series.

The Donald H. Jones Center for Entrepreneurship holds non-credit forums for local entrepreneurs, and it also teaches an executive entrepreneurship program at Carnegie Mellon's Qatar campus.

The Donald H. Jones Center for Entrepreneurship Jones Center hosts an annual graduate business plan competition every March called the McGinnis Venture Competition.

The Donald H. Jones Center for Entrepreneurship Web site: www.tepper.cmu.edu/entrepreneurship

Donald H. Jones Center for Entrepreneurship Staff

- > Arthur A. Boni, Ph.D., Director of the Donald H. Jones Center and John R. Thorne Professor of Entrepreneurship
- > David Mawhinney, Associate Director, Donald H. Jones Center and Assistant Teaching Professor of Entrepreneurship
- > Amanda Fox, Assistant Director, Donald H. Jones Center
- > Sonya Ford, Manager of the Director's Office
- > Giselle Marino, *Program Manager*

Executive Education Center

Location: Posner Hall, 341

The Tepper School of Business Executive Education Center focuses on custom-designed, non-degree certificate programs for corporate clients around the world, whose needs range from leadership development to specific, in-depth business acumen topics.

The mission of the Executive Education Center is to disseminate practical, research-based knowledge and create a collaborative loop between Carnegie Mellon faculty and business leaders.

exec-director@andrew.cmu.edu www.tepper.cmu.edu/executive-education

Executive Education Center Staff

- > John Lankford, Executive Director
- > Karen Fleischmen, Director
- > Jim Ciuca, Director
- > Debbie Shank, Associate Director, Program Operations
- > Christine Cato, Associate Director, Executive Education
- > Heather Johnson, Associate Director, EMBA
- > Courtney Wissinger, Program Administrator

Facilities & Building Operations

Facilities and Building Operations is responsible for the day-to-day operation and maintenance of the physical Tepper School building from housekeeping to repairs to mail delivery. In addition, the main Information Desk which greets visitors and employees alike is a part of this group. Additional information may be found under the Building Information tab of this binder.

Facilities and Building Operations reports through Lynne LaLone, Executive Director, Business Affairs, Human Resources and Facilities.

Facilities Staff

- > Cathy Bilak, Facilities Manager
- > Kathleen Forsythe, Information Desk Coordinator
- > Catherine Smith, Information Desk Coordinator Part time
- > Winnie Rossmont, Mailroom Coordinator

Tepper Master's Admissions Office

Location: Posner Hall, 231

The Tepper Masters Admissions Office of the Tepper School of Business at Carnegie Mellon University, meet with prospective MBA students through on-campus visits, or through the more than 100 off-campus recruiting events we attend annually around the world. The Masters Admissions Office holds regular online chats to get to know the prospective MBA (Full-Time, FlexTime, and FlexMode) as well as Masters of Science in Computational Finance (MSCF) students. Our counselors and staff will answer questions about our program and our application process. We offer an online forum for any questions prospective students might have. The admissions team will also be happy to introduce prospective students to our current students through meet-and-greet sessions and other events throughout the year.

Executive Education Center Staff

- > Laurie A. Stewart, Executive Director Masters Admissions
- > James J. Frick, Director, MBA Admissions
- > Krystal Brooks, Associate Director, Masters Admissions
- > Lauren Capone, Assistant Director, Masters Admissions
- > Ann Marie Dolan, Assistant Director, Masters Admissions
- > Linwood Harris, Assistant Director, Masters Admissions
- > Gwendolyn Stanczak, Director, MSCF Admissions
- > Dolores Matthews, Executive Assistant to the Executive Director
- > Dana Lovas, Admissions Coordinator
- > Alesha Lynn, Office Staff
- > Carol Basciotta, Admissions Visit / Interview Coordinator

Masters Programs Office

Location - Posner Hall, 101

The executive director of Masters Programs in the Tepper School of Business at Carnegie Mellon University directs two masters degrees including the MBA (Full-Time, FlexTime and FlexMode MBA programs) and the Master of Science in Computational Finance (MSCF). The Masters Programs Office is responsible for managing a masters staff for the planning, development and execution of admissions, student services and career placement for all masters students in these programs.

Masters Programs Staff

- > John Mather, Executive Director, Masters Programs and Teaching Professor in Marketing
- > Sandra Alley, Executive Assistant
- > Carolyn Gould, Associate Director, Research

Masters Student Services

Location: Posner Hall, 150

The Masters Student Services Office works with all current masters students in the MBA and MSCF programs in the Tepper School of Business. Student Services manages and organizes orientation for entering masters students and provides student academic advising. The office also handles student cross registration with other partner universities and registration for non-Tepper School students from other schools on campus. Other responsibilities include planning and conducting social activities and events, overseeing student club activities and organizing graduation events, including the diploma ceremony in May.

Masters Student Services Staff

- > Wendy Hermann, Executive Director of Student Services
- > Vickie Motz, Director, Special Programs, Student Services
- > Eva Johnson, Administrative Assistant
- > Marilyn Hersh, Assistant Director of Student Services
- > Joyce Maszle, Assistant Director of Student Services
- > Monique Moreland, Assistant Director of Student Services
- > Casey Walker, Administrative Coordinator

Master of Science in Computational Finance (MSCF)

Location: GSIA 101

Introduced in 1994, Carnegie Mellon's pioneering Master of Science in Computational Finance (MSCF) is considered by many today to be the top quantitative financial engineering program in the country.

The MSCF program is the joint venture of four colleges on our campus - the Tepper School of Business, the Mathematical Sciences Department, the Department of Statistics, and the Heinz College. Administered by the Tepper School of Business, the MSCF student enoys the advantages of the business school environment, including the full resources of the School's employment services. As a result of the collaborative efforts of these four colleges, MSCF's twenty-five courses are both balanced and deep. Designed expressly for the MSCF student and the needs of the industry, the curriculum seamlessly integrates instruction in probability, statistical analysis, numerical methods, computation and simulation methods, stochastic processes, economics, and their application in today's quantitative financial markets.

MSCF Staff

- > Rick Bryant, Executive Director
- > Jessica Bittel, Assistant Director
- > Drew Eisenbeis, Director, Technical Administration
- > David Saz, Technical Assistant
- > Lefterije Paljevic, Director (New York)
- > Sabrina Dzaferovic, Program Manager (New York)
- > Ian Rankine, Assistant Director, Technology (New York)

Ph.D. Program

Location: Posner Hall, 247

The Ph.D. Program of the Tepper School of Business at Carnegie Mellon University serves the students and alumni of doctoral degrees in accounting, economics, financial economics, information systems, marketing, operations management and manufacturing, operations research, and organizational behavior and theory. Ph.D. admissions and job-market functions are also coordinated through the program office.

Ph.D. Program Staff

- > Alan Scheller-Wolf, Chairman, Doctoral Program Committee, Head, Ph.D. Program and Professor of Operations Management
- > Lawrence Rapp, Assistant Manager, Ph.D. Student Services

Student Finance

The Financial Aid Office provides support to Tepper School graduate students applying for educational funding and, to the extent possible, helps them to address financial constraints that may limit access to higher education. The Financial Aid Office supports the School's goal of enrolling and graduating a diverse group of top qualified students by facilitating the financial aid process and by serving as an educational resource to prospective and current students.

The office is highly student-centered and works closely with each financial aid applicant on an individual basis. The primary student services offered by the Tepper School of Business Financial Aid Office include:

- > Advising current and prospective students, both US and international, on education financing options for paying tuition, living expenses, and other education-related costs
- > Loan processing, including guiding students through the loan application process, originating loans, and disbursing the funds to students' accounts
- > Ensuring accurate and timely disclosures to students that are compliant with federal regulations
- > Awarding and paying endowed and institutional scholarships for second-year students
- > Liaising with Enrollment Services to help students resolve student account issues
- > Working with veterans of the armed forces and veteran support services to facilitate payment of student veterans' benefits

Student Finance Staff

- > Betty Casale, Director of Student Finance
- > Janet Kaercher, Associate Director
- > Sara McDevitt, Student Finance Coordinator

Undergraduate Business Administration

Location: GSIA - 132, 135, 137, 139, and 140

The Undergraduate Business Administration Program at the Tepper School of Business directs the bachelor of science degree in business administration, as well as the minor in business. All students majoring in business also complete a track in computing and information technology, entrepreneurship, finance, marketing, general management, graphic media management, international management, or manufacturing management and consulting. The Undergraduate Business Administration staff manages recruitment activities, orientation, curriculum development, career advising, cross registration with partner universities and exchange agreements with partner universities overseas, as well as a study abroad program. In addition, the staff plans and conducts social activities, oversees student club activities, and organizes graduation events.

Undergraduate Business Administration Staff

- > Milton Cofield, Executive Director, Undergraduate Business Administration Program and Associate Teaching Professor of Business Management
- > Steve Pajewski, Director, Undergraduate Business Administration Program
- > Rubab Jafry O'Connor, Associate Director
- > Laurel Tessmer, Assistant to the Executive Director

Undergraduate Economics Program

Location: GSIA, 139

The Undergraduate Economics Program provides the academic and geographic "home" for the University's economics students. Undergraduate economics majors – who enjoy full standing in both the Tepper School and the College of Humanities and Social Sciences – have a choice of four degree options:

- > Bachelor of Arts in Economics
- > Bachelor of Science in Economics
- > Bachelor of Science in Economics and Mathematical Sciences (a joint degree offered by the Undergraduate Economics Program and the Department of Mathematical Sciences (Mellon College of Science))
- > Bachelor of Science in Economics and Statistics (a joint degree offered by the Undergraduate Economics Program and the Department of Statistics (College of Humanities and Social Services)).

The four degrees share a solid grounding in economics theory, quantitative analysis (economic, mathematical, statistical), and communication skills. They degrees differ in the level of mathematical sophistication, statistical methodology, and selection of electives. All four degrees prepare students for graduate school (academic and professional), the business world, and public service. The Undergraduate Economics Program also offers an additional major in economics and a minor in economics.

Undergraduate Economics Program Staff

- > Carol B. Goldburg, Director of Undergraduate Economics Program and Adjunct Professor of Economics GSIA, 130
- > Marian Lee, *Program Coordinator* GSIA, 139
 - Ms. Lee's major responsibilities are the maintenance of records and schedules, booking Mellon Auditorium, and helping to insure that the program complies with university requirements and deadlines.
- > Rashna Ghadialy, Sr. Academic Advisor

Telephone List

Insert your copy of the Tepper School telephone directory in this section.

Work Processing and Support Services (WPSS)

Location: Posner Hall, 350

Welcome to Work Processing and Support Services (WPSS). We serve all faculty and staff within the Tepper School of Business by the policies and procedures stated in the RAS Manual. We have a diverse staff that brings many talents to WPSS. Our team's talents contribute to the success of our department as well as to the success of the school.

Work Processing and Support Services and Staff

- > Bonnie Schultz, Director
- > Mary Ann O'Brien
- > Jessica Schaeffer

Satellite Offices and Staff

- > Rosanne Christy Posner, 233
- > Jean Andrews Posner, 256 Management Games
- > Rosemarie Lang Posner, 369
- > Phil Conley Posner, 369

Procedures

A WPSS Work Order must be filled out completely and submitted for each job. Please provide the correct Oracle Grants Management numbers or General Ledger account numbers and name of program.

Faculty and Department Charges

Time of the WPSS associate is charged to the faculty RAS account, department or GL account. Allowable costs related to a certain course will be charged to that course number. Please refer to the current academic year Teaching Budget Allocation Memo to differentiate between allowable and unallowable expenses.

Services are charged on per hour basis. The minimum charge is 15 minutes.

Service costs are based on turnaround need:

Routine charges 24-48 hour turnaround time to complete a project

Rush charges When a project needs to be completed the same day it is submitted to WPSS, whereby your project needs to be pushed ahead of other projects.

Turnaround	WPSS Charges	Web/Graphic Charges
Routine	\$25.00/hr	\$35.00/hr
Rush	\$37.50/hr	\$52.50/hr

Work Processing and Support Services (WPSS) continued

Key Distribution and Use

WPSS is responsible for the distribution, tracking and ordering of all building keys according to the following key policy of record effective October 1, 2002.

Each faculty/staff employee will receive one newly issued key for individual office access. However, individual department standards may require the issuance of additional keys as appropriate. Where applicable, Ph.D. and MBA students may be assigned individual keys for faculty assistance, individual study or a purpose that must be directly related to the Tepper School.

Any key received by the Tepper School staff must be signed out, in person, at the time of receipt as follows:

- > Written permission is required for access to any faculty or staff office.
- > Valid student IDs must be presented before any key will be issued.
- > Requests for new, lost, stolen or otherwise misplaced keys will only be accepted between 8:00 am and 5:00 pm, Monday through Friday.
- > Individual keys are the sole responsibility of the individual to whom they are assigned and cannot be transferred, exchanged, or otherwise traded or duplicated.
- > Keys must be returned to WPSS upon request, separation of employment or graduation from Tepper.

NOTE Failure to return key(s) upon separation, graduation, or request will result in the holding of the final paycheck, compensation, or diploma of the responsible individual.

Lost or Stolen Keys

If any key is lost or stolen, the replacement of that key (and related costs) will be the responsibility of the individual Tepper School faculty, staff, or student member at the rate of \$50 per key.

Duplicate Keys

Duplication of keys is strictly prohibited without prior and proper notification in person by the unit head, or recognized key administrator, to WPSS and the executive director, Business Affairs, Human Resources and Building Operations.

Building Access

Keyed access to the building is strictly limited. Exceptions include designated maintenance and emergency personnel. Tepper School personnel must employ the card-swipe building entry system whenever necessary.

Work Processing and Support Services (WPSS) continued

Administrative Support Services

- > Business Cards / Letterhead
- > Copying
- > Courier service
- > Processing of course packets, including obtaining copyright permissions of articles, journals and Harvard Business Cases and ordering textbooks
- > Data entry and correspondence
- > File conversions
- > Mail merges and mass mailings
- > Name tags and tent cards
- > Process expense reports, travel arrangements, & ground transportation
- > Proofreading and editing
- > Transcription
- > UPS shipments

Work Student Assistants

Work student support is provided for faculty and staff for tasks such as library research assistance, mail trips and errands throughout the building and campus, setting up of tables and chairs, moving of light furniture and packing assistance for faculty office moves. Please call the Center's main number, 83768, or email Jessica Schaeffer, jessicas@andrew.cmu.edu (please include a cc: to Bonnie Schultz, bs1y@andrew.cmu.edu), with your request.

Coordinating Services of Conferences and Special Programs

WPSS offers coordination of all conference/special program services such as coordinating limo and transportation service, hotel reservations, conference/class room reservations, catering services, name tags/tent cards, registration sites, etc. We also coordinate all aspects of new faculty recruiting and seminar speaker series.

Desktop Publishing

Banners and posters Certificates Invitations
Booklets CD/DVD burning Photo rosters

Brochures and flyers Color printing PowerPoint Presentations

Campus maps/directions Electronic letterhead Scanning

Work Processing and Support Services (WPSS) continued

Design and Technical Support

Blackboard Software technical support Trouble shooting and integration

Electronic invitations Supports MAC/Windows

We use the most up-to-date graphic software to provide you with a variety of desktop services ranging from ads to large-format banners. We use all Adobe products, such as Illustrator, Photoshop, Adobe Acrobat, Adobe InDesign and PageMaker to meet all your desktop publishing needs. There is no job too small or too big as we continually expand our desktop publishing services.

Banners and Posters

We offer posters from $8.5'' \times 11''$ up to $11'' \times 17''$ (in house) format in color or black and white. We can prepare large-format posters and banners and are printed by Carnegie Mellon's Photography and Graphic Services located in Mellon Institute.

Booklets, Brochures and Flyers

We can provide you with professional-looking booklets, brochures and flyers for all your functions, events or special occasions. From black and white to full color, our web/graphic designer will work closely with you.

Certificates

We prepare a variety of certificates in color or black and white. Please talk with our web/graphic designer to learn more about what we can do for you.

CD/DVD Burning

We have the ability to burn CD/DVDs for your presentation, archival, and course needs. Contact our office for more information.

Color Printing

WPSS has a Tektronix 7600 Graphics high quality printer that can print color transparencies, paper up to 11" x 17", card stock, certificates, plus much more.

Color printing prices are as follows:

 $8.5'' \times 11'' = $.35$ one side (paper) / cardstock \$.40 one side

 $11'' \times 17'' = \$1.00$ one side

Work Processing and Support Services (WPSS) continued

Electronic Invitations / Registration (Evites)

We can create colorful, digital invitations at a very minimal cost to you. You can provide a design or have a design created for your evite, as well as, determine the type of information you want to acquire from your guests. Once the evite has been set up, you will be provided a link to send to guests to view your evite and sign up for your event. The data acquired through your evite is stored in a secure, live database that can be viewed and downloaded into an excel sheet by assigned event administrators and could be used for name tags, etc. The evite system does not process credit card transactions, evites are for tracking event attendance and menu selections, etc. If your event requires the need for credit card transactions, please contact Rosemarie Lang (rlang@andrew.cmu.edu)

Electronic Letterhead

We provide a digital version of the official Tepper School letterhead for electronic use. Please contact Rosemarie Lang (rlang@andrew.cmu.edu) for your specifications.

Expense Report & Credit Card Training

Expense report and credit card training for new staff is available by contacting Rosanne Christy (rosanne@andrew.cmu.edu).

Invitations

We can prepare invitations for all occasions. WPSS can help you choose a pre-designed invitation or formal invitations can be designed by our web/graphic designer. We can obtain competitive prices from local printers to ensure that you get the best printing prices.

Photo Rosters

All student photos are taken at WPSS. We take digital photos of all staff and prepare photo rosters for distribution among faculty and staff within the school.

PowerPoint Presentations

We can design a variety of PowerPoint background templates or use already prepared templates. We can provide you with transparencies or an interactive PowerPoint show with or without animation capabilities.

Scanning

We have the ability to scan photos, newspaper articles and all varieties of text-based material, charts, drawings, etc. in black and white or color, editable or non-editable form and converted to a variety of file formats:TIFF, GIF, JPEG, DOC, PDF.

Work Processing and Support Services (WPSS) continued

Web Design and Technical Support

WPSS can design, layout and raw code any type of Web sites, such as personal Web sites, conference and registration Web sites, etc.

We can also provide live database capabilities from your Web site that can be exported to an excel spreadsheet.

WPSS offers a variety of training to all faculty and staff. Training and support is available for Microsoft Office software, PDF documents, and formatting documents for publications.

Annual Giving

As a Tepper School staff member, you are an essential part of our community and we see your dedication to excellence on display every day.

All staff members are invited and encouraged to also demonstrate your pride and commitment to the mission of the Tepper School by making an annual gift to the Tepper School Annual Fund, which provides Dean Ken Dunn with the financial resources to address our areas of greatest need.

Many Tepper School alumni, friends, donors, corporate partners and so forth ask about how many faculty and staff participate in the annual fund campaign each year. Therefore, no matter at what level you're able to help, simply having your participation and support will unquestionably make a difference as the power of giving is greatest when all participate. For your convenience, you can even choose to have your gift automatically deducted from your paycheck.

You may have also seen the display in the lobby for the W.L. Mellon Society. That is the leadership giving society for the Tepper School of Business and starts at gifts of \$1,000 or more each fiscal year. Each year, the Tepper School recognizes all of these donors on that honor roll display.

To make your annual gift, or for more information, contact:

Chris Hughes, Tepper School Director of Annual Giving GSIA, 213 (advancement suite) 85137 (tel) chughes2@andrew.cmu.edu www.tepper.cmu.edu/invest

Branded Email – "Emma"

The Tepper School has an account with "Emma", an email marketing and communications service. Besides creating branded emails, Emma can be helpful with tracking emails you send to your audience. Account setup is \$40 and each email is one cent (\$.01) or less per recipient (depending on how many emails are sent through the Tepper School's account per month). Masthead design charges may apply.

Accounts as of February 2011 are: Admissions, Alumni Relations, Annual Fund, BBA, Carnegie Bosch, COC, Doctoral Program, Entrepreneurship, Entrepreneurship and Venture Capital Club, Executive Education, GBA Announcements, MBA and MSCF (via masters student services), Undergraduate Business and Undergraduate Economics.

Tutorials can be found at: www.myemma.com.

Contact Barbara Donehue for more information or to create an account at: bdonehue@andrew.cmu.edu.

Business Cards

Ordering Business Cards Online - Staff

Tepper School staff members may order branded business cards via Mercury Printing's online interface at (http://www.printstorefront.com/mercuryprinting/tepperschool). Orders must be placed with a Tartan Card or credit card. Cards will be delivered to staff members via inter-office mail within 7-10 days of placing an order. The online ordering system will prompt staff to enter **no more than** four lines of customized information, e.g.:

- > Telephone
- > Cell phone
- > Fax
- > Email

The remaining information on the staff business card is standard information that will be automatically populated:

- > Tepper School logo
- > Tepper School address
- > Tepper School website URL
- > Backside of business card (replacing the Carnegie Mellon logo) will be a Web page www.tepper.cmu.edu/explore that provides an overview of school news, faculty, multimedia, social networking and events.)

Access this information and the Mercury Printing online interface at: http://www.tepper.cmu.edu/faculty-staff/tepper-graphic-standards/business-cardsstaff/index.aspx

Ordering Business Cards Online - Faculty

Tepper School faculty members may order branded business cards via Mercury Printing's online interface (http://www.printstorefront.com/mercuryprinting/tepperschool). Orders must be placed with a Tartan card or credit card. Cards will be delivered to faculty mailboxes via interoffice mail within 7-10 days of placing an order.

The online ordering system will prompt faculty members to enter **no more than** four lines of customized information. Faculty choose only four items from the following list:

- > Telephone
- > Cell phone
- > Fax
- > Email
- > Personal Web site URL

If personal Web site URL is chosen, the URL must follow the standard Web addresss format: www.tepper.cmu.edu/faculty last name

The remaining information on the faculty business card front is standard information that will be automatically populated:

- > Tepper School logo
- > Tepper School address
- > Tepper School Web site URL

Faculty members choose one of three options for the back of their business cards:

- > Blank
- > Carnegie Mellon Logo
- > visit: tepper.cmu.edu

One of the options must be chosen.

Copy and Printing Service

For additional copy services that the Tepper School Copy Center cannot provide, there is the University Printing and Publications Department and FedEx Kinko's on-campus:

FedEx Kinko's Office and Print Center

Carnegie Mellon University University Center Lower Level 412.268.3737

Academic year hours: Monday – Friday, 6 am – 8 pm

Orders online at: www.psg.kinkos.com/cmu/

University Printing and Publications

RJ Schreinder 6555 Penn Avenue – 144B Pittsburgh, PA 15213 82970 (tel) 81464 (fax)

Dining Services – The Exchange

Location: To the left of Posner Hall entrance, next to the MBA Lounge

You can purchase breakfast sandwiches, assorted pastries, bagels, croissants, English muffins, toast – just about any breakfast item you can think of! Specialty Starbuck's coffees are available daily.

Also carried: hot or cold deli sandwiches, made to order, as well as wraps and homemade soups every day. You will find a variety of home-style hot entrees and sides, with cold to-go salads available.

Boxed Lunches can be purchased for meetings. Please provide 24-hour notification and contact Mike at Extension 89597.

Hours

8:00 am - 7:00 pm Monday through Thursday 8:00 am - 5:00 pm Friday

Summer Hours

8:00 am – 2:00 pm Monday through Friday

There are many other dining options around campus, but we are fortunate to have a dining facility located on the ground floor of the Tepper School.

Hotels

Courtyard by Marriott Shadyside/Oakland

5308 Liberty Avenue Pittsburgh, PA 15224 412.683.31143 (tel) 412.992.5077 (fax)

(1.2 miles from campus)

Contact Pam Wherry, *Hotel Sales Coordinator* 412.992.5072

Holiday Inn, University Center

100 Lytton Avenue Pittsburgh, PA 15213 412.682.6200 (tel) 412.681.4749 (fax)

(.9 miles from campus)

Contact Sue Moser 412.682.6200, Ext. 6116

sue.moser@ichotelsgroup.com

Renaissance Pittsburgh Hotel

107 Sixth Street Pittsburgh, PA 15222 412.562.1200 (tel) 412.562.1644 (fax) (4.4 miles from campus)

Contact Allison Krawec, Sales Manager

412.562.2050

akrawec@renpgh.com

Contact Gregory Sgro, Director of Catering 412.562.2046

gsgro@renpgh.com

For additional frequently used hotels please check the link below: www.cmu.edu/finance/procurementservices/supplier-directory/supplier-directory.html

Messenger Service

When you need to send a document or package to someone quickly, express service is available. Jet Messenger is familiar with the Tepper School of Business and their service is excellent. They will deliver and pick up for you. Contact information is as follows:

Jet Messenger

1710 Tustin Street Pittsburgh, PA 15219 800.349.4722 or 412.471.4722

www.jetrush.com

You may charge this service to your university Visa card and ask them to fax a receipt to you so that you can expense the charge.

The Web site will give you all the information for messenger service, i.e., pricing, tracking, etc.

Transportation Services

Amore Limousines

87 Arlene Drive North Versailles, PA 412.678.3524

First Class Limousine Service

207 E. 16th Avenue #2 Homestead, PA 412.462.8000

Molly's Trolley's

3046 Penn Avenue Pittsburgh, PA 15201 412.281.2085 (tel) 412.281.2049 (fax) www.mollystrolleys.com/PHG_Home.html

Regency Transportation Group, LTD.

Provides limousine service as well as group transportation (buses and vans).

1411 Beaver Avenue

Pittsburgh, PA 15233

412.321.6800 (tel)

412.321.6888 (fax)

www.regencytransportation.com

Yellow Cab

For pick-up from the Tepper School Call Fran: 412.271.7782 Francis Peterson – Driver's #8425

For additional frequently used transportation vendors please check the link below: www.cmu.edu/finance/procurementservices/supplier-directory/supplier-directory.html

Travel Services

There are three preferred vendors used for travel at Carnegie Mellon University.

CTS International, Inc.

308 Dewey Avenue Pittsburgh, PA 15218 412.371.8444 (tel) 412.371.8555 (fax) 1.877.371.8444 (toll-free) cts@usaor.net

Peoples Travel

201 S. Craig Street Pittsburgh, PA 15213 412.621.0799 (tel) 412.621.5438 (fax)

Tzell Travel Group (previously Carlson Wagonlit Travel)

510 East Main Street Carnegie, PA 15106 412.278.2300 (tel) 412.278.2990 (fax)

You will need to complete a Transportation Ticket Request Form (TR) to have flight expenses approved. Please see link below for the form:

www.cmu.edu/finance/forms/transaction/index.html

Voice Mail

Cathy Bilak should have assigned you your new mailbox number and a temporary password. NOTE If your mailbox is not set up within two weeks of the date sent, the mailbox will be deleted.

To set up your mailbox follow these first-time instructions.

First Time Voice Mail Set-Up

- 1. Call the Voice Mail systems at 86700, or 86700 from off-campus.
- 2. Press * (explains you are a system user).
- 3. Enter the five (5) digit mailbox number that has been assigned.
- 4. Listen to the tutorial.
- 5. Enter the temporary password that has been assigned to you.
- 6. Change the initial temporary password to your personal password. Your personal password must be 6 to 15 digits.
- 7. Record your name.
- **8**. Record your personal greeting.
- 9. Listen to final reminders. Your mailbox has now been initialized for use.
- **10**. To turn it on Call Telecom at extension 88500 to have your phone forwarded to Voice Mail.

NOTE Do not forget to do the last step above – your Voice Mail will not work if the last step is not completed.