Who’s who (i.e., Who does what?)

This is a partial list to help you figure out which department staff member to talk to about particular topics. If in doubt, just ask anyone in the ESCI office in Tate 150 and they will direct you.

**Stephanie Rosenthal** (Executive Office, Administrative, and Communications Specialist) – front desk (first point of contact for visitors to the ESCI office), communications (webpage, social media, video wall, newsletter etc.), mail/copy, room scheduling in Tate: an excellent first stop for general questions about where things are, how things work, how to find a place/person/thing. The main department phone number is 612-624-1333.

**Sharon Kressler** (ESCI Administrator) – oversees most ESCI procedures, policies, and people, including hiring, human resources, visas, alumni relations. She is the supervisor of the other administrative staff and assistant to the department head. If you have a form or contract for the department head to sign, send/give it to Sharon first. If you have an HR question or problem: talk to Sharon. Although accounting staff (see below) deal with the day-to-day management of U credit cards, Sharon is the ESCI card administrator and is involved with the process of getting permission for cars (e.g., travel cards), with suspension of cards, and other major issues.

**Jen Petrie** (Student Services) – although Jen mostly works with students, you are likely to have some interaction with her because she also manages the department keys, can help with room scheduling if Stephanie is out, and does the travel logistics for visitors.

**Rachel Veenstra** (lead Financial Professional in the ESCI accounting office) – payroll, grants management (budgets for proposals, internal routing form, creation of UMN-financial-system friendly budget after an award is made), financial reports, effort reporting, general queries about financial systems. Rachel welcomes questions in person or by email. Feel free to stop by or set up an appointment. To make an appointment, you can email her directly or you can check her Google calendar (search using email: surbe002@umn.edu), find a mutually available time, and send a meeting invite via the calendar app.

**Emily Nelson** (Financial Professional) – pcard, Chrome River, purchasing (PO requests), ISO/ESO. Emily monitors the general accounting email address: esciacct@umn.edu. This is the best email to use, as we have had turnover of accounting staff, and therefore emailing this account ensures continuity in records. Note that owing to the large volume of pcard transactions, there is typically a student assistant working on this as well and you may receive emails from this person.
regarding questions about justifications, receipts etc. Emily also welcomes questions – stop by the office, email her (nels8277@umn.edu), or make an appointment etc.

**Mark Griffith** (Building Manager/Machinist) – building systems, including interfacing with Facilities Management (FM), though you should also contact FM directly to report problems; specialized machining of parts or gizmos for research (for a fee) and teaching; management of department shared facilities such as the “rock shop” in the subbasement and the ESCI vehicle fleet used for field trips and courses. If you have questions about Tate infrastructure, utilities, furniture etc., talk to Mark! His office is in the subbasement (S74), but he can also be found in S50 or roaming the halls of Tate.

**Scott Alexander** (Department Safety Officer) – Scott has many roles, including teaching and research, and he is also the safety officer for ESCI and he therefore provides safety workshops and is a course of information about such topics as hazardous waste disposal and which online safety training you need to do and how to report completion of training. Scott manages an ESCI text-message alert system for those who want to be contacted in the event of a building problem, such as a power-outage, outside of working hours.

**Other people with key roles that are possibly relevant to researchers:**

**Joy Wise Davis**, CSE Human Resources Manager – your first stop for HR issues should be Sharon Kressler whenever possible, but Joy is also an important contact in case you want to discuss an issue with someone outside ESCI.

**Cara Santelli** – Associate Professor and Chair of the ESCI committee on Diversity, Equity, and Inclusion. Talk to Cara if you have questions or concerns – or just want to be involved in ESCI efforts – related to DEI.

**Pete Makovicky** – Professor and Chair of the ESCI Outreach Committee. Talk to Pete if you want to be involved in outreach with schools, the community, organizations.

**Christian Teyssier** – Professor and space/storage czar. If you have questions or needs about where to store stuff, ask Christian. The primary storage for most research groups is in their own dedicated space, but there may be cases in which the size/number of items exceeds capacity, in which case you can request consideration of your situation. The department has very limited storage in Tate, and still-limited-but-less-so off-campus storage (for which we pay a fee).

.. and you can always talk to **Donna Whitney**, Professor and Head of the department and of the School of Earth & Environmental Sciences, about any questions, concerns, problems, ideas. Donna’s faculty office is Tate 329, if you want to talk about Science. Otherwise, the department head office is Tate 150-05, and you can stop by or make an appointment to talk about issues related to your work and life in ESCI. To make an appointment, one good way to do this is to check on Google calendar (search using email: dwhitney@umn.edu), find a mutually available time, and send a meeting invite via the calendar app.
For an unfortunately-long list of common acronyms and their meaning, please follow this link.

Training requirements

The University of Minnesota (UMN) requires that all employees complete training in Preventing and Responding to Sexual Misconduct. The online module takes about an hour to complete.

All those serving as principal investigators on grants must complete training in the Responsible Conduct of Research (RCR). It is also recommended that you participate in the annual research ethics event co-sponsored by ESCI and the School of Physics & Astronomy (SPA) during the first week of March.

All researchers and faculty need to complete (annually) a Report of External Professional Activities (REPA). You will receive a prompt each year to file a REPA, but new researchers who plan to submit proposals should file one soon after arrival because PIs are required to have a REPA on file.

If you supervise others, you may be required to complete online training in Information Security Awareness Training, and will be sent a link in an easy-to-overlook email (typically from “training”). There is a deadline for completing the training, so please be on the lookout for this training requirement.

Those working in labs need to complete safety training, including possibly special training depending on the materials and methods used in the lab. For example, there is specific training for radiation safety, biohazards, chemical safety. The Department runs a basic lab safety training workshop at the beginning of each academic year as part of the new graduate student orientation (all are welcome at this workshop). Other options can be found on the webpage of the University Health and Safety webpage, including lab safety (click on the link for the Department of Environmental Health and Safety, DEHS) and radiation safety (click on link for Department of Radiation Safety). Scott Alexander is the departmental safety officer and can answer questions about safety training or safety issues or concerns.

Other training that is recommended -- and some of which will be run in the department in events organized by the departmental Diversity, Equity, and Inclusion Committee -- are organized by the U’s Office for Equity and Diversity.

Facilities issues
For issues with building facilities, contact Facilities Management directly by phone at 612-624-2900 (4-2900 from a campus phone) or email them at fmcc@umn.edu. You can also submit a ticket online at http://facm.umn.edu/customers/index.htm

Note: While the FM services line works, our direct building manager is Nathan (Nate) Ryan (nryan@umn.edu). You can cc his supervisor, Greg Berger (berge024@umn.edu), for issues you deem serious or if you do not get prompt and effective solution from FM for an issue you report.

If you report a serious issue or a minor-but-recurring problem, please also alert Mark Griffith (building manager; office S74, email griff062@umn.edu, phone 612-624-4069). For serious issues, it is good to loop Sharon Kressler into the communication, and if safety is involved, also Scott Alexander. You can decide what you consider “serious”, but we recommend a “better safe than sorry” approach rather than being conservative of timid about deciding if something is serious.

Waste removal

To find the building’s cleaning schedule, you can check at http://z.umn.edu/cleaning.

Procedures for pick-up of chemical waste

More information can be found in the hazardous waste guidebook

Disposal of electronics. The U has an electronics recycling program, and there is a procedure for scheduling a pick-up. If the item has a UMN inventory sticker on it, you must first fill out a property disposal form. If the item is a computer or other device with sensitive information on it, please work with the department or CSE IT people to ‘sanitize’ the device before disposal.

Disposal of any item with a UMN inventory sticker: fill out the property disposal form.

Disposal of confidential material. Approximately twice a year, the department acquires a large bin for disposal of confidential documents. The bin is kept lock when the office is closed. This bin is suitable for documents you don’t put in the regular recycling bins but that don’t have super-confidential information on them. For the latter, there is a shredder in the ESCI office.

ReUse. The UMN ReUse Program collects surplus office furniture, supplies, equipment and parts from throughout the Twin Cities Campus and makes them available to University departments or individuals for purchase. The ReUse Program will also pick up new, used and empty toner and ink cartridges and ensure they get handled in an environmentally sound manner.

Free pick up service for small quantities of most materials occur from designated locations on campus. The pick-up route can be found here: https://facilities.umn.edu/reuse-program/reuse-routes. Tate is not on the general list anymore, but pick-up can be requested. Anything for ReUse needs to be clearly labelled “For ReUse”.
To see what ReUse otherwise has on offer for purchase, they have a quite entertaining Facebook page where they show recent acquisitions. In addition, the ReUse center can also help with selling high-value equipment.

**Building, WIFI and email access for guests and visitors**

At times, you may have visitors and guests such as external researchers or service engineers in the lab. If it is just a one-time occasion or an emergency, building access can be arranged through FM (https://facilities.umn.edu/building-access/after-hours-and-special-events-facility-use) or by calling the FM hotline.

If this is a recurring situation or you would like a back-up access card for after hour access to the building, you can either request a sponsored U card at https://ucard.umn.edu/umtc/sponsored-u-cards_or get a temporary access card (door access) at https://ucard.umn.edu/umtc/temporary-access-cards.

Despite the information on their web page, anyone who has control over an EFS account can request a temporary access card.

For access to the wifi network for external visitors, it is usually recommended to use either the eduroam or the UofM Guest wifi. However, there are lab computers that may need access to the Wifi and don’t want to use your personal account or you would like a dedicated lab email account. For this situation, there is a range of guest or sponsored email account options available and you can find more information here.https://it.umn.edu/comparison/compare-available-types-internet

**IT and network**

There are two IT helplines, the campus-wide OIT and CSE-IT. They can help with various IT problems and questions. If computer equipment needs to be bought in bulk, CSE-IT can help with getting a good price.

The University and CSE also carry various licenses for software like MATLAB, Mathematica, Origin, etc. that are available on request or for direct download: https://cseit.umn.edu/knowledge-help/downloadable-software and https://it.umn.edu/service-details/software.

Ordering new or changing your phone services (as for example to add international calling to a phone line) can be initiated here: https://it.umn.edu/data-voice-network-request-manage

If you connect a new computer to the ethernet for the first time, you need to register its MAC address first https://it.umn.edu/register-device-network-dhcp

Note: Not all network jacks were activated in Tate Hall when we moved in. If you need one and it doesn’t work, you probably need to contact CSE-IT to have it activated. If you have one that works
but you don’t need to use it very often, it’s a good idea to use it at least once every few months so that it won’t be deactivated.

IT offers various workshops and events throughout the year:
https://it.umn.edu/training-events

The Department has an IT committee (current chair: Justin Revenaugh) that is in frequent contact with OIT and CSE-IT, including regular meetings to discuss problems and solutions. If you have a major problem, a recurring problem, or a specialized IT question, contact Justin to report the issue or ask your question. He can help facilitate solutions with the various IT support people on campus.

**Money, purchasing, accounting, grants…**

This is one of the most complex topics you will likely encounter in your UMN existence, and the policies and procedures change often, as the UMN central administration seems to get bored easily with business systems and likes to change things from time to time. There is also an increasing obsession with Compliance, requiring ever more regulation of purchasing and justification of professional expenses. We feel your pain, which is shared by all.

The best way to deal with issues related to money is to arm yourself with knowledge. This guide provides some information, but just grazes the surface. Figure out what your most common accounting needs are, and ask others (colleagues, department staff) about ‘best practices’ or common shortcuts to get these tasks accomplished, whether it be buying things for the lab or paying for research travel.

Department accounting staff are happy to help you navigate the financial systems. Stop by to ask questions, send them emails, set up an appointment – stay in touch with them and get the information you need!

**EFS # or ‘string’ (Enterprise Financial System)**

This is shorthand for the UMN number associated with an account such as a grant (sponsored funds) or an internal, U-provided fund (non-sponsored). Your grant number from a sponsor is not used for most UMN internal purposes, so keep track of the EFS# associated with each account you use, so that you can provide this when making or justifying purchases. It is typically a long number that includes the department ID (DeptID 11130 for Earth & Environmental Sciences).

An EFS# includes the fund (4 digits), the DeptID, followed by Program (non-sponsored) or Project (sponsored) numbers. You may also encounter Chart Field (CF) 1 and 2 in the string, and then there is the Employee ID (EmplID) – the number on the U Card associated with the account.

For example, an EFS# for a sponsored account might look like this:
where the three numbers are: fund, DeptID, and project.

whereas an EFS# for a non-sponsored account might look like this:

1024 11130 20089 1000001337 9999999

where the numbers in this case are fund, DeptID, CF2, and EmplID.

Practice saying “emple I D”, so that you can have sophisticated conversations about EFS strings.

Useful links with charts that you can print out, frame, and hang over your desk:

1) How to read and understand EFS chart strings

2) Chart of Accounts manual and flow chart

An overview of UMN Fiscal Policies.

Buying stuff for the lab

The Department of Chemistry has a chemistry-research stockroom in the basement of Smith Hall (across the mall from Tate, next to Walter Library) that provides chemicals, apparatus, tools, hardware, office and cleaning supplies. Follow the link to apply for an account. After printing out and filling in the form, you will have to bring it to our accounting department first to get signed, and then bring it to the Chemistry accounting department in Smith Hall, room 141. The stockroom (“Chem Stores”) has a wide variety of chemicals and lab/office supplies. There are spreadsheets listing available lab supplies and office supplies. Please note that you may NOT buy office supplies paper, (pens, scissors, etc.) on sponsored accounts.

For other items, check out the Purchasing option in the left frame of your MyU page. This leads to a link to UMarket, as well as an info guide to what is available via UMarket.

How to order gas bottles through UMarket

and to schedule the pick-up of UMarket gas bottles

There is also some equipment that can be borrowed from DEH.

Ask your colleagues for advice about how to set up regular deliveries of consumables such as lab gases. It is also advisable to discuss with colleagues what is allowable to purchase with a grant and what must be purchased with a non-sponsored account.
To request a purchase order for an item that can’t be purchased by p-card or other means, fill out a form to initiate the purchase order – go to this website and click on Purchasing Request Form. There is additional information there about information needed, including tax documents for some purchases. It is the purchaser’s responsibility to get forms filled out by the vendor (i.e., not the responsibility of accounting staff).

Note: Near the end of a grant, it is important to check with Rachel before making purchases. It can be difficult to know exactly what is left in a grant, as some expenses, such as salary, are encumbered. Depending on which report you look at (and how skilled you are at reading impenetrable financial documents), it may be difficult to get a clear picture of how much money is left in the grant.

**Contracts** (relevant to lab managers in facilities that do work with external customers)

The UMN Office of the General Counsel has contract templates.

Note that all contracts must go through the ESCI main office unless you are in a research center that has signing authority. The admin office must have all contracts on file.

**Printing services (posters, letterhead, business cards etc.)**

To print a poster for a conference or otherwise, go to: [https://requests.cseit.umn.edu/printing](https://requests.cseit.umn.edu/printing).
Your poster will be printed in Keller Hall by CSE-IT. They typically need 24 hours to print a poster, but during busy pre-conference times it is best to budget 48 hours. You will need to provide an EFS number when you place your printing order.

The Department has electronic letterhead that you can use for official correspondence. There are also paper copies available in the department office.

Official University stationery and business cards can be ordered through the [UMN printing services](https://printing.umn.edu/). Here, you can also find high-res versions of logos and templates that you may need to use for websites, documents, letters etc.

**Getting and using a UMN credit card for research expenses**

If you take the required training, you can get a University of Minnesota Visa credit card (Pcard, or procurement card) for use for many professional expenses, including travel (except hotels and food). If you travel a lot, you may also apply for a travel card that can pay for some expenses that a Pcard cannot (e.g., hotel, but not food – the latter of which can be covered by “per diem” expenses).
Expenses charged to your Pcard show up in the Purchasing → My Wallet part of your my page. You can use MyWallet to upload signed receipts and add text justifying the expense (who, what, when, where, why) and indicating which account (EFS#) to use for the charge.

Expenses charged to your travel card show up in Chrome River and also need justification and account number(s).

There is additional information about justifications (for either type of credit card) and resources for navigating Chrome River on the ESCI Other Links → Resources → Accounting webpage.

There are many rules about the use of these cards, when the expenses have to be justified relative to the date of the expense, and so on.

More information, including links to the required training, are at https://policy.umn.edu/finance/procurementcard

For other questions, please ask the accounting staff or Sharon.

**Chrome River**

This is the U’s system for reimbursing employees for professional expenses. You can access it via MyU from the Key Links menu at the top of your page → U Travel. There are guides and videos just below the Chrome River login link to help you navigate the system, but probably the best thing to do is ask the accounting staff (Emily is the expert!) for help until you are comfortable using CR yourself.

**Fiscal Year**

A “fiscal year” (FY) is a 12-month period that is used for accounting purposes such as establishing a yearly budget, yearly earnings, etc. Fiscal years do not have to (and generally do not) correspond to calendar years. Each organization, business, or entity can decide what it wants its fiscal year to be. The fiscal year for the University of Minnesota goes from July 1st to June 30th and is named according to the year when it ends. For example, fiscal year 2020 (commonly denoted FY20) goes from July 1st 2019 to June 30th 2020.

**Grant proposals**

If you are a PI on a grant proposal, talk early and often to Rachel in the accounting office about the budget and talk to Sharon if you plan to include funds for other employees (students, technicians). Familiarize yourself with UMN internal procedures, including the internal deadline (typically 3 working days before the sponsor’s deadline).
Note that you need to complete a UMN Proposal Routing Form (PRF) and get it signed by the department head, the CSE research associated dean (csegms@umn.edu), and others before the Sponsored Projects Administration (SPA) at the U will check and submit your proposal.

* You will not get an alert when all the e-signatures are complete on the PRF. Check the PRF online from time to time, and when all signatures are complete, click on View/Print to create a pdf. You must then email this signed form to proposals@umn.edu with a specific subject line: YourLastName PRF# Sponsor (but check the SPA website to be sure that this is correct in case they change it). You must also give SPA access to your proposal, typically via the funding agency website, so that they can submit the proposal.

When you receive a grant, please alert Rachel so that she can set up a PeopleSoft-friendly budget for internal use. It is best to forward to Rachel any official emails from SPA (for example, a Notice of Grant Award, or NOGA). If you need a pre-award so that you can pay for project-related expenses before the official start of the award, check on policies and forms for pre-awards. You can keep track of your grant expenses via the Research tab on your MyU page.

**UMN travel grants**

The UMN offers a few international travel grants for researchers
https://global.umn.edu/funding/fac_staff.html

The International Travel Grants are funded by the University of Minnesota central administration to support the internationalization of the University on all campuses through research, teaching, and outreach. An average award is $1,500; maximum award is $2,000). Application deadlines are March 15, August 15, or December 15 each year.
https://global.umn.edu/funding/travelgrant/index.html

**Hiring hourly employees**

If you want to hire a student, technician, or other hourly employee, there is a process for hiring and for supervising the time.

For hiring, you must go through a formal process with the department before the employee (including students) begins work. This typically takes 1-2 weeks but can take more. This process must be done before an employee does any work, and there is an additional step involving producing valid identity documents at the start of the appointment – see Sharon for details.

Employee hours must be approved by supervisors by Tuesday noon every other week.

**Effort certification**
In theory, the concept of ‘effort’ certification is straightforward: UMN employees may be supported by multiple sources of funds for different activities.

Although an administrative annoyance, effort certification is extremely important to do right, as the consequences can be dire for an institution if someone is paid on one grant but works on another project. In reality, it is almost impossible to get this right because you might think that if you are supported by a grant for a time, you could work on it while in the office during the day but do some other work at night or on the weekends, such as writing a proposal. You would be wrong. If you are supported 100% on a grant for a period of time, the concept of effort expands to apply to every hour of every day. You cannot ethically work on any other project.

One solution is to avoid being 100% supported by any one grant. If you intend to write a new grant proposal, you should not be at 100% on an existing grant. You can decrease your appointment slightly to allow for time/effort spent on a proposal for a continuation of funding. In most cases, researchers will need to discuss this with their supervisors and determine the best option for their particular situation.

This is a complex topic and it might be useful to spend a bit of time discussing it with department accounting personnel, as they are the ones who manage the effort certification. Good luck.

**Repair or making things for the lab**

The University of Minnesota CSE Shop provides a wide array of machine shop services including fabrication, machining, welding, on-site inspection, and consulting. The CSE Shop can design, fabricate, weld, and repair prototype and scientific research equipment.

Some specialized geo-gizmos can be machined in Tate by Mark Griffith for a fee; consult with him if you want help deciding on the best option for your needs.

If you want to build something yourself, there are various maker spaces available throughout campus that are available to students, staff and faculty

- Anderson Design Labs (3D printers, laser cutters, machine shops)
- UMN Maker Spaces
- Media equipment rental
- Web development, data science etc.: DASH
- Recommended events
- They also have a grant program.

**Annual performance evaluation and raises**

Each spring, typically in April-May, all employees are evaluated: researchers, staff, faculty, graduate students. The evaluation process varies depending on job category: e.g., Civil Service, P & A, and labor-represented employees all have different evaluation processes (and yes, these change from time to time, thanks to the U’s penchant for changing procedures). In the spring,
Sharon will provide deadlines and guidelines to employees and supervisors regarding the evaluation. It is a good idea to keep track of your goals and progress during the year so that you are prepared for the spring evaluation.

Every employee must provide a self-evaluation of some sort (varying with job type), and will receive a letter of evaluation from their supervisor. Employee and supervisor must both sign the letter. In the case of the employee, this signifies that they have read the letter.

All letters are collected by the department administrator and sent to the College. No one will receive a raise without an annual review letter, so it is important that all letters be completed and signed by the stated deadline.

Raises are based on merit, although each year the College specifies a “raise pool”. In recent years, this has been 2.0-2.5%. Raises may be higher or lower than this, depending on the annual review. All raises are approved at the College level, even if the sources of funding (including the raise) is a grant.

Exceptional raises may be awarded in certain cases. The department head and/or administrator must follow a procedure specified by the College. In recent years, this has involved a lengthy justification, a 5-year salary history, and data for all department, College, and U employees in the same job code. These requests may be made “off-cycle” (that is, after the annual review/merit-raise process), but owing to the time-consuming nature of the process, these requests require planning and discussion with the department head.

**Websites, editing webpages, anything to do with web things**

The web platforms required or recommended by the College have recently changed, and the entire department website is migrating. Talk to the department communications specialist (Stephanie) for more information.

**Shipping**

ESCI has an account with FedEx. FedEx shipping forms may be picked up at the front desk. The shipper (you) need to know the account you will use to charge the shipping expense (that is an EFS number) in order to use the ESCI FedEx account. Once the you have filled out the form, you can call the number on side of the form to schedule for pick-up. Once pick-up is arranged, the package can be placed in the mailroom on or next to the counter that is designated via white tape as outgoing FedEx shipments. Keep the colored sheet of the form and turn that into the accountants’ mailbox so they can reconcile the shipping charges. Note that the mailroom closes at 4:30 pm and shipments scheduled after that time will not go out until the next day.

Shippers will be charged a fee for pick-up. If you want to avoid this fee, drop the package off at a
FedEx location or – if the package is small enough (i.e. envelope size) – you can drop the package off in the FedEx box outside of Northrop on the Lily Plaza side.

ESCI does not have a UPS account. If you want to ship through UPS, you can call UPS to arrange a pick-up (for a fee) and leave the package in the same area as the FedEx pick-ups. Even if UPS is making a delivery to Tate, the driver will not take packages that have not been called in for pick-up, as that is against UPS policy. Alternatively, you can take the package to a drop-off location such as a UPS Store or other designated location (i.e. the Bookstore in Dinkytown).

For shipping USPS, very small boxes and all envelopes can be placed in the white USPS box in the mailroom. ESCI does not have an account with USPS, but does keep a small number of postage stamps at the front desk for ESCI-related mail. For shipping large items, you will need to go to a USPS location, such as the one in Coffman or the one in Dinkytown, as our mail carrier will not take larger packages from the mailroom.

**Miscellaneous important information**

1) **Absence Reporting** - all employees who are eligible for sick/vacation (i.e., just about everyone other than faculty) must submit sick/vacation/absence in the system. It is best to report absences within one week of the occurrence. If you do not know how to do this, please visit the HR website or talk to Sharon.

2) **Register for International Travel** - Any individual who travels internationally on University business (including research trips and conferences), must register on the U's Global Program travel site. Registration is optional for faculty and researchers, but we were flagged in a recent audit for individuals not registering. There is also now a link in Chrome River, and the system checks to see if those requesting reimbursement for international travel have registered. Please register your international professional travel.

3) **Fly America Act** - Unless an exception applies, travelers using sponsored funds that originate with a US federal agency for travel must use a U.S. flag air carrier if that is an option for the route you are traveling. For more information on Fly America Act requirements and exceptions, see the University's Travel Services: Fly America Act website.

4) **Reporting Research Misconduct and/or Compliance Violations** - If you ever feel that you should report misconduct or compliance issues, there are various options for reporting or at least having a discussion about your concerns and options. You can talk to someone in ESCI, CSE, or the U, depending on what you want to do. See this website for more information.

Another excellent option if you want to discuss a challenging situation or concern with someone outside the School of Earth & Environmental Sciences is to contact the Office of Conflict Resolution on campus. You can consult with them informally about issues related to your work, or they can help you navigate a more formal process for reporting a problem and seeking resolution.
Miscellaneous other useful links

Employee benefits
Perks for UMN Employees: UPerks
https://humanresources.umn.edu/working-u/uperks
Notable are the Meat and Cheese sale on St. Paul campus as well as the Outdoor equipment rental program.

Special contract agreements that can be used by UMN employees

Language, Career and Teaching resources

Center for Educational Innovation
You can also request teaching and English consultations either one-on-one or in the class rooms with CEI.

English as a second language resources
University English Language Learner resources for faculty and staff who teach or work with multilingual students, including communication tips, teaching support, and other resources for students, staff and faculty.

Preparing future faculty program

UMN post-doctoral association
Event examples: individual CV/resumé consultations, preparation for interviews, how to write a research statement, etc.). Check the "News" section (some of these are listed there rather than under "Events").

Council of graduate students

Council of international graduate students

Women in Science and Engineering WISE

UMN career center

College of Science and Engineering career center for students;

Career resources for women and other diversity career resources

*Last updated February 2020*