## STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
<th>Areas of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Beard</td>
<td>Academic Advisor</td>
<td><a href="mailto:amathadv@uw.edu">amathadv@uw.edu</a> <a href="mailto:rbeard@uw.edu">rbeard@uw.edu</a> for docusign or ISS forms</td>
<td>* Undergraduate Academics * Registration concerns * Degree planning</td>
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<td>206-616-0386</td>
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<td>Lewis 204</td>
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<tr>
<td>Karen Beaudry</td>
<td>Manager, Career Services &amp; Employer Relations, CFRM</td>
<td><a href="mailto:kbeaudry@uw.edu">kbeaudry@uw.edu</a></td>
<td>* CFRM career advising * Employer relations * CFRM alumni relations</td>
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<tr>
<td></td>
<td></td>
<td>206-616-9359 office Lewis 218</td>
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<tr>
<td></td>
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<td>206-714-1662 mobile/text - use this # while working remote</td>
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<tr>
<td>Laurie Feldman</td>
<td>Program Manager, CFRM</td>
<td><a href="mailto:lf23@uw.edu">lf23@uw.edu</a></td>
<td>* CFRM program management/operations</td>
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<td>206-221-7727 Lewis 219</td>
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<tr>
<td>Tony Garcia</td>
<td>Administrative Assistant</td>
<td><a href="mailto:tonyg2@uw.edu">tonyg2@uw.edu</a></td>
<td>* Administrative * Building concerns * Copy/scanner machine * Keys * Lockers * Office hour scheduling * Reimbursements</td>
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<td>206-685-9620 Lewis 201</td>
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<tr>
<td>Lauren Lederer</td>
<td>Academic Services Manager, Graduate Program Advisor, AMATH; Undergraduate Advisor</td>
<td><a href="mailto:gpa@amath.washington.edu">gpa@amath.washington.edu</a> <a href="mailto:llederer@uw.edu">llederer@uw.edu</a> for docusign or ISS forms</td>
<td>* Amath Grad Academics * Registration concerns * Degree planning * TA assignments * Backup undergraduate advising support</td>
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<td>206-616-9811 Lewis 202</td>
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<tr>
<td>Katherine McDermott</td>
<td>Administrator</td>
<td><a href="mailto:ktmcd@uw.edu">ktmcd@uw.edu</a></td>
<td>* Human Resources * Insurance * Payroll * Paychecks * Paydates * Tuition waivers * COVID safety questions</td>
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<td>206-685-7143 Lewis 205</td>
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<tr>
<td>Sarah Riley</td>
<td>Graduate Program Advisor, CFRM</td>
<td><a href="mailto:sjriley@uw.edu">sjriley@uw.edu</a></td>
<td>* CFRM Grad Academics * Registration concerns * Degree planning * Backup undergraduate advising support</td>
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<td>206-616-3099 Lewis 203</td>
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### BUILDING ACCESS

As of 9/29/21, Lewis Hall will be open from 9:00am to 5:30pm M-F. After hours and weekends, you can use your [Husky Card](#) to access the building. You can swipe your card at three of the five building entrances.

### BUILDING SECURITY

**UNIVERSITY of WASHINGTON**

**APPLIED MATHEMATICS**
Many offices are on the 1st floor of the building. Please shut any open windows and lock them upon leaving, including your office and any shared spaces. Also ensure all doors are closed upon leaving, do not leave doors propped open. This poses a security risk after hours.

**ANIMALS/PETS**
Only service animals are allowed into the building. For more information regarding service animals, please contact Disability Resources for Students.

**TA OFFICES**
Offices in Lewis Hall in 128 and 129 are for TAs to hold office hours. Reservations can be made through Tony Garcia, Amath front desk or tonyg2@uw.edu. Access code: 1618. Please shut the doors at the end of your office hours, locking the rooms. Please do not share the access code with non-AMATH Department persons.

**COLLABORATIVE & SHARED SPACES**
Lewis 115 and 320 are shared spaces for Lewis Hall residents to use, i.e., only individuals with key card access. Lewis 212 is generally available for use, but will sometimes have scheduled activities. Always consult the calendar posted by the door first. Each room requires your Husky Card for entrance. The MS suite is on the first floor of Lewis. For large classes with lots of office hour attendees, Lewis 115 may be scheduled. Under no circumstances should Lewis 208 (Wan conference room) or Lewis 212 be used for office hours. If holding office hours in these spaces, your students are welcome, as long as you are present to supervise the room. There will be signage on the doors to these spaces- you are responsible for following instructions on the signs.

**CONFERENCE ROOM**
Lewis 208 is the conference room, which also has a posted calendar. Generally, only faculty or staff reserve this room for reading/journal sections or group meetings. Access code: 2997

**KITCHEN/LOUNGE AREA**
Feel free to use the refrigerator, but your food, beverages, etc. must be labeled with your full name (no initials please), otherwise it will be discarded during a weekly refrigerator and freezer cleaning. Labels are in the top drawer to the right of the refrigerator. Labels for “Department Use,” should not be used unless you would like anyone in the department to use it. There is also blue painter's tape for you to use if you are concerned about putting stickers on your tupperware, etc. Be sure to clean up after yourself! Wash your own dishes and put them away. Please do not put food in the sink; it clogs the drain and the department has to pay for repairs. Please note, it is all Lewis Building occupants’ responsibility to maintain the common spaces. The janitorial staff do not wash dishes and organize the lounge. [Special COVID-19 Related Note: Following university guidance, which limits access to lunch spaces to a limited time, we've set the limit of lounge usage to 30 mins. Furniture in the lounge will be rearranged to limit crowding. This will not be policed- we rely on your common sense and your understanding of people's different comfort levels.]

**AMATH LIBRARY**
There is a library near the lounge with books available for reference or check out. Additionally there is a library in the Computer Lab. Make sure to sign out any books you take on the posted sheet and return them when finished. In general, we prefer books checked out for no longer than one quarter.

**LOCKERS**
Long-term use lockers are available on the first floor to master’s students. If you would like a lock, please contact Tony Garcia (front desk). You will be fined $20 if you lose the key.

**CLEANING**
Again, everyone should clean up their own mess! Trash/recycling receptacles are all over the building- use them. Clean up spills, etc. A variety of cleaning supplies can be found in the kitchen area or behind the front
desk. If you need assistance locating supplies, please see Tony Garcia (Office Assistant) at the front office for assistance. Individual trash cans must be emptied into the larger hallway receptacles. We want to maintain our Gold Green Office Certification which means compost, reduce, recycle, reuse!

EMAIL AND MAILING ADDRESS
Please keep your contact info current. Any updates can be made via MyUW (and also entered into Workday if you are a student employee). We enter your email address in our departmental distribution lists. Please check email frequently for event info, deadlines, or important news.

OFFICE MAIL
On campus students have a dedicated mailbox in LEW 201A. The same code to the conference room works here. (2997)

The address for the department is:
Applied Mathematics
University of Washington
201 Lewis Hall
Box 353925
Seattle, WA  98195

COMPUTING/AV EQUIPMENT & LAPTOPS
See resources on the intranet. Also, there are laptops and audio/video equipment available for short-term loan. They can be checked out through Tony Garcia (Office Assistant) at the front desk.

COPY MACHINE
On campus students have a unique copy code. Obtain your code from Tony Garcia. This code is used on the machine in LEW 201A when making copies, scanning documents, or faxing. This machine is for departmental related use. If you are a TA in the Math Department, you may use our machine with the code posted on the side, or the machine in the Math Department Office. If you are a TA in another department, please make work related copies in that department; you can ask the professor for a copy code.

OFFICE ASSIGNMENT (for PhD students)
If you are unsure of your office number, ask the Amath GSR, amathgsr@uw.edu. You will be charged $20 if you lose your key and need a replacement.

ASBESTOS AWARENESS TEST
Take an online test (~20 min). Enter email ktmcd@uw.edu when asked for a supervisor. Email notification will go to Katherine McDermott (administrator) at ktmcd@uw.edu.

SEXUAL HARASSMENT TRAINING
TAs or instructors, please notify Katherine McDermott (administrator) via email at ktmcd@uw.edu after completing this online self-paced training course.

COVID SAFETY
- Attestations- all employees and students must be vaccinated and must submit an attestation. (Student employees must submit both types of attestation.) Visit the policy page for information, as well as links to submit attestation(s).
- Mask policy- face coverings are required at all times indoors, unless you are alone in your closed-door office.
- Employee training- all UW employees should complete the COVID-19 Safety Training

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