CONGRATULATIONS

The Commission for Women chose our very own Cheryl Knobloch, director, Women in Engineering Program, as a 2018 Achieving Staff Member honoree. Go online to learn more about the Commission for Women and the other honorees. Congratulations, Cheryl!

COMMUNITY NEWS

Brown Bag Lunch and Learn

May's Lunch and Learn is the third in a three-part series:

Physical Activity
When: Tuesday, May 22
Time: 12 noon - 1:00 p.m.
Location: 125 Reber Building
2018 Ice Cream Social: Come Enjoy the Fun!

You can tell by these photos that everyone always enjoys the College's Ice Cream Social.

Mark your calendars to attend this year!

**Student Advisory Committee Ice Cream Social**  
**When:** Friday, June 8, 2018  
**Time:** 12 noon - 2:00 p.m.  
**Location:** Kunkle Lounge

Want to Know More About SAC?  
Visit our [website](https://ui.constantcontact.com/mavmap/emcf/email/view?flow=view&camefrom=view&campaign=b0f10c83-7684-4cd6-83df-ade9f11acfb0).

STAFF OF THE SEMESTER

The Staff Advisory Committee is pleased to announce Mandy Engel-Herbert, industrial and manufacturing engineering (IME), as the first winner of the Staff of the Semester Award. Mandy is the IME Records Specialist and Undergraduate Staff Assistant.

Her nomination speaks for itself, "Faculty rely on Mandy to identify ‘least conflict date’ for evening exams and to secure rooms... She works with the IISE student chapter in organizing the Annual Banquet. She provides crucial support for our open house event, prospective student visits, Spend a Summer Day, and New Junior Orientations. What is truly remarkable is that she has done all this without a glitch - what an incredible way to nurture our community! However, what makes Ms. Engel-Herbert truly exemplary is her can-do work ethic and self-motivation to constantly grow professionally."

If there is someone in the College of Engineering that you feel deserves additional recognition, and you like to be more involved in acknowledging the success of others,
consider nominating someone for the new Staff of the Semester Award!

The purpose of this award is to recognize a full time College of Engineering staff or technical service employee who has made steps towards advancing the mission of the Staff Advisory Committee facilitating communication, nurturing a spirit of community, increasing recognition opportunities for staff members, and promoting personal and professional growth.

We are accepting Summer nominations now through June 29, 2018. Fill out the nomination form (found online) and email it to the Engineering Staff Advisory Committee at coestaffadvcommittee@engr.psu.edu.

Support SAC. Donate Today!

FACULTY LETTER

Letter by Akhelsh Lakhtakia, The Charles G. Binder Professor, Department of Engineering Science and Mechanics

The students and faculty members certainly constitute the corpus of any academic institution, but its vital circulatory systems are operated by staff members. The Engineering Science and Mechanics department is fortunate to have very knowledgeable and dedicated staff members.

The administrative staff comprises ten members. They organize, coordinate, and/or assist in student recruitment activities; admissions and changes of major; one undergraduate major, three undergraduate minors, and three graduate degree programs; course schedules and classroom allocations; candidacy and comprehensive examinations; honors thesis presentations and dissertation defenses; scholarships and assistantships; research and teaching budgets; purchase of equipment and supplies; travel reimbursements; alumni activities; publicity and development; and sundry other activities for about 40 faculty members, 100 honors undergraduate students, and 130 graduate students. I cannot exaggerate the invaluable roles played by the administrative staff members in the smooth operation of instructional and research activities of the departmental faculty members and their students. I often marvel at the cohesiveness of the staff members. They work seamlessly and harmoniously with each other as well as with the faculty members and students. In more than 34 years in this department, I have never heard any administrative staff member utter a single unkind word against anybody. They are all so patient, so understanding, and so cooperative.

The technical staff comprises four members, two of whom focus on information technology and two on laboratories and the physical plant. Software on our laptops is kept up to date, the most economical and high-performance laptops and peripherals are purchased and maintained, and
departmental information on the internet is kept current. Safe and continuous operation of departmental teaching and research laboratories is ensured. I am in awe of the multifarious expertise each of these four individuals possesses and shares for the benefit of the remainder of the department personnel and students.

What a great pleasure to have so capable, helpful, and willing staff members!

BENEFITS SPOTLIGHT

Discount Programs

Did you know that you can get discounts at local stores, restaurants and on-line as a Penn State employee?

The Penn State Discounts program is a collaborative effort between Penn State and local businesses with the primary goal of supporting the local economy by providing an "extra" benefit for being affiliated with Penn State University.

Eligibility may vary depending on whether you are a Penn State employee, student, retiree or alum. There are over 100 participating businesses, plus, a section dedicated to e-commerce, for those who prefer online shopping.

Go online for all the details.

IMPORTANT DATES

STAFF STAR

Tammy Coval

Graduate Programs Assistant
Engineering Science and Mechanics

Ms. Tammy L. Coval currently serves as the Graduate Secretary in my department. She has served in that position for about 20 months. Earlier, for seven months she served as the Undergraduate Secretary in my department. From May 2001 to September 2015, she worked in the
departments of Mathematics and Physiology as well as for the Office of Gift Planning in various capacities. From 1996 to 2001, she had worked as a Medical Secretary for Penn State Geisinger. Thus, Ms. Coval has had a wide variety of administrative experiences.

She brings those experiences every day to assist graduate students and faculty members in my department. She supervises two staff assistants. She works closely with the department head as well as the faculty members in charge of undergraduate education and graduate education to schedule undergraduate and graduate courses, schedule appropriate classrooms and teaching laboratories, and add students to courses. She coordinates the appointments of graduate teaching assistants and graduate research assistants. She works closely with the Graduate School for holding PhD comprehensive examinations as well as PhD defenses. She ensures the smooth flow of appropriate documents so that every one of our graduate students receives their stipend as well as degree on time.

I can write knowledgeably about her very important contributions to our department for two reasons. First, I was the faculty member in charge of graduate education in my department for six years (but she was then working elsewhere in the university). Second, my office is next doors to hers so that I often see and hear her helping not only graduate students but also undergraduate students.

Ms. Coval is a superstar and deserves to be recognized as such.

CAREER RESOURCES

Upcoming Seminars & Workshops

Visit the Human Resources website for full program details and to register. If you have any questions, please contact Workplace Learning at (814) 865-8216 or email them at learning@psu.edu.

Do you have something to submit to our quarterly eNews or an event or story you'd like to see included?

Click here to submit your story, photo, or event. Submissions are due by July 1, 2018 for the next issue.