Who Does What? EEES Staff Overview

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| **Rich Lab/Off-campus** |
| **Betty Cowans** | **Rich Lab/CETL supplies** |
| *Rich Lab Lobby**656-3276**bcowans@clemson.edu* | Rich lab front desk receptionOffice and classroom supplies for Rich Lab & CETL Visa entriesRoom and vehicle schedulingCopying, scanning, printing, binding, word processing |
| **Dave Lipscomb** | **Lab Manager** |
| *130B Rich Lab**656-5571**llipsco@clemson.edu* | Lab support (teaching and research), Lab Safety, Hazardous Waste ManagementComputer/Network troubleshooting Off-Campus ordering, credit cardTraining, Scheduling & Billing on Analytical Instrumentation Departmental Vehicle Billing (van, suburban) |
| **Rodney Merck** | **Lab Specialist** |
| *CETL Shop 656-1784**dmerck@clemson.edu* | Special ProjectsShop/Fabrication |
| **Rodney Morgan** | **Lab Specialist** |
| *Rich Lab Shop 656-1002**rodneym@clemson.edu* | Special ProjectsShop/Fabrication |
| **Susan Culbreath** | **Accounts Fiscal Analyst** |
| *152 Rich Lab**656-3277**sculbre@clemson.edu* | Accounts PayableTravel reimbursement, Personal Reimbursement - Rich LabVisa credit card for membership dues, registration, book orders - Rich Lab Inter-departmental orders - Rich LabFellowship payments |
| **Barbara Smith** | **Graduate Student Services Coordinator** |
| *149 Rich Lab* *656-3278**barbar2@clemson.edu* | Graduate Student Records/Applications/RecruitmentCourse Scheduling & Management (Grad)International Student Hiring (Grad/UG); TA Hiring Hotel/flight/meeting arrangements (off-campus) Departmental Events PlanningData for reports/ABET/CHE, WEAVE reports (Grad)EEES website (Grad) |
| **Jodi Redlinger** | **Accountant/Fiscal Analyst II** |
| *151 Rich Lab**656-1978**jodir@clemson.edu* | Budgeting and account information for state accounts, foundations |
| **Ellen Sharpe** | **Administrative Coordinator** |
| *153 Rich Lab**656-5567**sharpe5@clemson.edu* | Budgeting and account information for grantsGrad and UG hiring, nationals; all GRA hiring; hourly payrollEEES website, publicationsComputer, networking troubleshooting (backup)Assistant to Dr. Freedman |

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| **Brackett Hall/On-campus** |
| **Janet Lee** | **Undergraduate Student Services Coordinator** |
| *444 Brackett Hall**656-0470**jlee6@clemson.edu*  | Undergraduate Student Records & Information, Recruitment Student Course RegistrationCourse Scheduling & ManagementStudent Data for Assessment & Reporting EEES Website, publications ABET Accreditation PreparationWEAVE reports On campus event planning |
| **Briana Peele** | **Administrative Assistant** |
| *445 Brackett Hall**656-3438**bkloc@clemson.edu* | EEES website, blog, newsletterOn campus ordering, travel arrangements & reimbursements, IDOs Brackett office supplies, keys, room access and reservations, vehicle reservationsOn campus event planning, Hydrogeology Symposium, seminar receptionsBrackett lab management On campus student hiring, student workers, timesheetsPackages, mail, shipping |