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*](mailto:bcowans@clemson.edu) | Rich lab front desk reception  Office and classroom supplies for Rich Lab & CETL  Visa entries  Room and vehicle scheduling  Copying, scanning, printing, binding, word processing |
| **Dave Lipscomb** | **Lab Manager** |
| *130B Rich Lab*  *656-5571*  [*llipsco@clemson.edu*](mailto:annec@clemson.edu) | Lab support (teaching and research), Lab Safety, Hazardous Waste Management  Computer/Network troubleshooting Off-Campus ordering, credit card  Training, Scheduling & Billing on Analytical Instrumentation Departmental Vehicle Billing (van, suburban) |
| **Rodney Merck** | **Lab Specialist** |
| *CETL Shop 656-1784*  [*dmerck@clemson.edu*](mailto:dmerck@clemson.edu) | Special Projects  Shop/Fabrication |
| **Rodney Morgan** | **Lab Specialist** |
| *Rich Lab Shop 656-1002*  [*rodneym@clemson.edu*](mailto:kedunn@clemson.edu) | Special Projects  Shop/Fabrication |
| **Susan Culbreath** | **Accounts Fiscal Analyst** |
| *152 Rich Lab*  *656-3277*  [*sculbre@clemson.edu*](mailto:sculbre@clemson.edu) | Accounts Payable  Travel reimbursement, Personal Reimbursement - Rich Lab  Visa credit card for membership dues, registration, book orders - Rich Lab Inter-departmental orders - Rich Lab  Fellowship payments |
| **Barbara Smith** | **Graduate Student Services Coordinator** |
| *149 Rich Lab*  *656-3278*  [*barbar2@clemson.edu*](mailto:barbar2@clemson.edu) | Graduate Student Records/Applications/Recruitment  Course Scheduling & Management (Grad)  International Student Hiring (Grad/UG); TA Hiring Hotel/flight/meeting arrangements (off-campus) Departmental Events Planning  Data for reports/ABET/CHE, WEAVE reports (Grad)  EEES website (Grad) |
| **Jodi Redlinger** | **Accountant/Fiscal Analyst II** |
| *151 Rich Lab*  *656-1978*  [*jodir@clemson.edu*](mailto:jodir@clemson.edu) | Budgeting and account information for state accounts, foundations |
| **Ellen Sharpe** | **Administrative Coordinator** |
| *153 Rich Lab*  *656-5567*  [*sharpe5@clemson.edu*](mailto:mshrly@clemson.edu) | Budgeting and account information for grants  Grad and UG hiring, nationals; all GRA hiring; hourly payroll  EEES website, publications  Computer, 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*](mailto:jlee6@clemson.edu%20%09) | Undergraduate Student Records & Information, Recruitment  Student Course Registration  Course Scheduling & Management  Student Data for Assessment & Reporting  EEES Website, publications  ABET Accreditation Preparation  WEAVE reports  On campus event planning |
| **Briana Peele** | **Administrative Assistant** |
| *445 Brackett Hall*  *656-3438*  [*bkloc@clemson.edu*](mailto:bkloc@clemson.edu) | EEES website, blog, newsletter  On campus ordering, travel arrangements & reimbursements, IDOs  Brackett office supplies, keys, room access and reservations, vehicle reservations  On campus event planning, Hydrogeology Symposium, seminar receptions  Brackett lab management  On campus student hiring, student workers, timesheets  Packages, mail, shipping |