**CLAS Finance & Business Operations Contacts:**

**As of August 16, 2016**

### CLAS Finance and Operations
- **Collegiate Budget Officer**
- Financial oversight and budgeting
- Financial & business operations liaison to central administration, CLAS deans and senior staff
- Business operations & management of accounting group
- Supervision of CLAS finance staff and associated budgets
- Operational oversight; compliance with policies, regulations & laws
- Data management

### Budget and Operations - Finance Assistant
- Strategic planning
- Compliance monitoring
- Scheduling
- Assist with budget monitoring
- Update Training Manuals

### Strategic planning
- CLAS Finance website
- Financial oversight and budgeting
- Compliance monitoring
- Scheduling
- Assist with budget monitoring
- Update Training Manuals

### Jeff Donoghue: 335-2605 (SH)
- Course Fees
- Service Centers
- Delta Center
- Cultural Arts Fees
- Policies, procedures & training
- Financial reporting & analysis
- Visitor Budget
- Journalism
- Contact for Division of Performing Arts & School of Art & Art History

### Departmental Finances and CLAS Budgets

#### Affiliates

- **Nick Francisco: 335-2888 (CB)**
  - Chemistry
  - OSTEM (MAX)

- **Michelle Worrell: 335-1052 (BB)**
  - Biology

- **Lisa Krase: 335-1975 (RIV8)**
  - Division of Performing Arts
  - Includes Dance, Music and Theatre

- **Kevin McGlynn: 335-1773 (ABW)**
  - Art & Art History

- **Andrea Shaevitz: 335-1691 (VAN)**
  - Physics & Astronomy

#### Dean's Office

- **Kyle Marxen: 335-0577 (BECK)**
  - Cinematic Arts
  - Communication Studies
  - Production Unit
  - Social Work
  - Summer session
  - Service voucher workflow
  - Extension Budget
  - Foundation Scholarships

- **Sandy Mast: 335-9495 (FH)**
  - Communication Sciences & Disorders
  - Health & Human Physiology

- **Neva Sheehan: 384-3293 (JB)**
  - African American Studies
  - American Studies
  - Classics
  - English as a Second Language
  - Gender, Women's and Sexuality Studies
  - Religious Studies
  - Geographical & Sustainability Sciences
  - Earth & Environmental Sciences
  - Old gold
  - Book & Music Subvention

- **Kristina Swanson: 335-0176 (EPB)**
  - English
  - Linguistics
  - Philosophy
  - Rhetoric
  - First-year seminar
  - TA reappointments
  - Grad Tuition
  - Teaching Assistants Budget

- **Sherry Roe: 335-1449 (SH)**
  - Finance Assistant
  - CLAS Finance website
  - Compliance monitoring
  - Scheduling
  - Assist with budget monitoring
  - Update Training Manuals

- **Kristen Wolf: 335-2616 (SH)**
  - Anthropology
  - Statistics & Actuarial Science
  - Psychological & Brain Sciences
  - Sociology
  - Start up
  - RA’s
  - Tuition (RA’s)
  - Research
  - Renovation & Instructional Equipment
  - Faculty Recruitment
  - DSP workflow

### Dean's Office

- **Jeff Donoghue: 335-2605 (SH)**
  - Management of faculty salary budgets
  - Tenure/Tenure Track & DEO supplements
  - Non-FT Faculty
  - Instruction budget & related policies and procedures
  - Annual faculty budget process
  - Faculty salary release

- **Kristina Swanson: 335-0176 (EPB)**
  - Course Fees
  - Service Centers
  - Delta Center
  - Cultural Arts Fees
  - Policies, procedures & training
  - Financial reporting & analysis
  - Visitor Budget
  - Journalism
  - Contact for Division of Performing Arts & School of Art & Art History

- **Michelle Worrell: 335-1052 (BB)**
  - Business operations & management of accounting group
  - Update Training Manuals

- **Lisa Krase: 335-1975 (RIV8)**
  - Division of Performing Arts
  - Includes Dance, Music and Theatre

- **Kevin McGlynn: 335-1773 (ABW)**
  - Art & Art History

- **Andrea Shaevitz: 335-1691 (VAN)**
  - Physics & Astronomy

- **Beth Mellinger: 335-2190 (PH)**
  - Division of World Languages, Literature & Culture
  - Includes Asian & Slavic Languages & Literatures, American Sign Language, French & Italian, German, Spanish & Portuguese and Language Media Center

- **Jen Reynolds: 335-2369 (SH)**
  - Student technology fee
  - Compliance
  - Staff (P&S and merit)
  - Named Chairs and Deans’ Funds

- **Shari Sorensen: 335-0651 (SH)**
  - Dean's Office
  - Writers' Workshop
  - Division of Performing Arts (MAX)

- **Beth Mellinger: 335-2190 (PH)**
  - Student technology fee
  - Compliance
  - Staff (P&S and merit)
  - Named Chairs and Deans’ Funds

- **Rachel Vrchoticky: 335 0702 (MLH)**
  - Computer Science
  - Mathematics
  - History
  - Faculty Travel
  - Computer Replacement
  - General expense

- **Kristen Wolf: 335-2616 (SH)**
  - Anthropology
  - Statistics & Actuarial Science
  - Psychological & Brain Sciences
  - Sociology
  - Start up
  - RA’s
  - Tuition (RA’s)
  - Research
  - Renovation & Instructional Equipment
  - Faculty Recruitment
  - DSP workflow