College of Liberal Arts & Sciences
Finance & Business Operations Staff

Chaden Djalali
Dean

Raúl Curto
Executive Associate Dean

Erin Herting
Director, Business & Financial Admin
- Collegiate Budget Officer
- Strategic Planning
- 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 polices, regulations & laws
- Data management
- Chartfield WhoKey approval

Jeff Donoghue
Assistant Director, Business & Financial Admin
- Staff (P&S and Merit)
- Summer Session
- Course Fees
- Cultural Arts Fees
- Policies, procedures & training
- Financial reporting & analysis
- Writing Dissertation Fellowships
- Service Voucher workflow
- Journalism
- School of Social Work (including Extension)
- Contact for DPA and School of Art & Art History
- Delta Center
- Dean's Office & Division of Interdisciplinary Programs

Meliza Wise
Manager, Accounting & Financial Analysis
- Management of faculty salary budgets
  - Tenure/Tenure Track & DEO Supplements
  - Non-TT Faculty
- Visitor Budget
- Instruction budget & related policies and procedures
- Annual faculty budget process
- Faculty salary release
- Research (grant release and faculty cost sharing)
- Names Chairs and Deans' Funds
- History

Kristen Wolf
Senior Financial Analyst
- Extension Budget
- Startup Budget
- RA Budget
- RA Tuition
- Research (Other)
- DSP Workflow
- Student Technology Fees
- Compliance
- Chartfield WhoKey approval
- Statistics & Actuarial Science
- Creative Writing
- Sloan Grant

Kristina Swanson
Senior Accountant
- First Year Seminar
- TA Reappointments
- Grad TA Tuition
- TA Budget
- English
- Linguistics
- Philosophy
- Rhetoric

Beth Mellinger
Senior Accountant
- Division of World Languages, Literature & Culture Includes Asian & Slavic Languages & Literatures, American Sign Language, French & Italian, German, Spanish & Portuguese, and Language Media Center
- Political Science

Sherry Roe
Administrative Services Coord (50% HR Support)
- Finance Assistant
- CLAS Finance Website
- Compliance Monitoring
- Scheduling
- Assist with budget monitoring
- Update training manuals
- Cash Handling
- Reward & Recognition Policies
- Financial Subcertification
- Delegation of Signature Authority
- Workflow Administration
- Security and System Access
- CQ for training

Nicholas Francisco
Senior Financial Analyst
- Service Centers
- Chemistry
- OSTC
- Assist CSD & HHP

Sandy Mast
Senior Accountant
- Communication Sciences & Disorders
- Health & Human Physiology

Lisa Krause
Senior Accountant
- Division of Performing Arts Includes Dance, Music, and Theatre Arts

Kyle Marxen
Senior Accountant
- General Expense
- Foundation Scholarships
- Cinematic Arts
- Communication Studies
- Production Unit
- Earth & Environmental Sciences
- Geographical & Sustainability Sciences
- Religious Studies

Kevin McGlynn
Senior Accountant
- Digital Public Humanities Clusters
- School of Art & Art History

Rachel Vrchoticky
Senior Accountant
- Renovation
- Instructional Equipment
- Computer Replacement
- Faculty Recruitment
- Anthropology
- Computer Science
- Mathematics

Ryan Kirkey
Senior Accountant
- Old Gold Budget
- Book & Music Subvention
- Psychology & Brain Sciences
- Sociology
- English as a Second Language
- African American Studies
- American Studies
- Classics
- Gender, Women's and Sexuality Studies

Affiliates

Michelle Worrell
Senior Accountant
- Biology

Andrea Shaevitz
Senior Financial Analyst
- Physics & Astronomy

NOTE: Staff members in blue report to the Dean's Office, but are assigned to specific departments within CLAS.

Last Updated: January 22, 2018