

Iowa State University Department of Agronomy
Administrative Contact Sheet

<p>Barbara Neal is the receptionist in the Main Office for the Agronomy Department. Her other duties include clerical support for the Agronomy Accounting Staff. Visit Barbara for assistance with:</p> <ul style="list-style-type: none"> • Requesting and borrowing keys • Directing incoming phone calls • Conference room scheduling • Parking permits for visitors to Agronomy Hall • US postage stamps • Vending machine refunds • Distribution and Reconciliation of Departmental and Project Statements • Reallocating P-Card Purchases • Hourly payroll time card submission • Hourly time card label requests 	<p>bdneal@iastate.edu Office: 2101 AGRON Phone: (515) 294-1360</p>
<p>Mary Davis is the department's Account Clerk. All expenditures pass over her desk. Contact Mary for questions about or paperwork for:</p> <ul style="list-style-type: none"> • Purchasing – submit the following forms to Mary: <ul style="list-style-type: none"> ○ Fisher Scientific Order Form ○ Sigma Order Form ○ Purchasing Card Receipts ○ Agronomy Department Purchase Form • Travel – submit air ticket requisitions and authorizations and reimbursements to Mary • Payment of invoices • Hourly payroll • Copy machines – operation, photocopy charges, adding funding to accounts • Intramural billing • Cash reports 	<p>maryd@iastate.edu Office: 2101 AGRON Phone: (515) 294-1464</p>
<p>Lisa Mayberry assists the department chair. Contact Lisa with questions on:</p> <ul style="list-style-type: none"> • Department chair's calendar • Promotion and tenure • Post tenure reviews • Faculty hires and reviews • Baker Council • Administrative reports • Departmental social events 	<p>mayberry@iastate.edu Office: 2101 AGRON Phone: (515) 294-7636</p>
<p>Debra Hop's duties include supervising the accounting staff in the areas of payroll and purchasing systems. Her other duties include cash flow analysis and financial planning, departmental budget planning, monitoring account balances, and consultation. See Debra for:</p> <ul style="list-style-type: none"> • Gold Sheets on-line approval and the E-Goldsheet Quick Start Guide • Grant Coordination Advice to PI's in sponsored funding issues • Budgets / account management • Payroll <ul style="list-style-type: none"> ○ Electronic processing of personnel action forms ○ Processing PostDoc hiring ○ Renewing P&S and PostDoc letter of intents • Purchasing (she is the department's purchasing card coordinator) • Department templates and forms • Tuition and scholarships/awards <ul style="list-style-type: none"> ○ Graduate Students – on-line entry of in-house tuition/award payments ○ Undergraduate Students – process paperwork for payments 	<p>dhop@iastate.edu Office: 2009 AGRON Phone: (515) 294-4453</p>

<p>Shelly Evangelou's responsibilities include human resource and personnel coordination. Contact Shelly for:</p> <ul style="list-style-type: none"> • Advice in the areas of hiring, personnel policies, and compliance issues • Processing P&S, merit, and non-student hourly hiring • Making changes to the Agronomy personnel database regarding personnel listings and room assignments • Telephone and Ethernet moves, upgrades, and trouble calls • Vacation and Leave Reporting • Information on Workers Compensation (first report of injury) • Family and Medical Leave Act procedures 	<p>sheva@iastate.edu Office: 2015 AGRON Phone: (515) 294-5538</p>
<p>Rita Brueland is the clerk for the Baker Lab. She will handle your IT requests or forward them as appropriate. Contact Rita with questions about:</p> <ul style="list-style-type: none"> • IT support (E-mail, server issues, troubleshooting, ect.) • Ordering equipment • Poster printing and color prints • Personnel photographs 	<p>rbruelan@iastate.edu Office: 2216 AGRON Phone: (515) 294-4418</p>
<p>Tyler Teske coordinates the department's internal and external communication. Contact him with information or questions about:</p> <ul style="list-style-type: none"> • News – For public relations purposes let him know about: <ul style="list-style-type: none"> ○ Awards – faculty, student, or staff awards and honors ○ Research – newly funded projects or published results ○ Education – innovative teaching practices or materials, new Ext. publications ○ Events – conferences, seminars, field days, etc. • Media Contacts <ul style="list-style-type: none"> ○ Notify Tyler of your interactions with the media by sending an email containing person's name, media affiliation, and the topic of discussion to Tyler (tteske@iastate.edu). The information is sent to University News Service where it is shared with President Geoffroy and other ISU administration daily. ○ Tyler also can help with setting up interviews, creating talking points, photographs, and other media requests • Web – Contact Tyler if you are interested in: <ul style="list-style-type: none"> ○ Adding content, correcting mistakes, or offering suggestions about the departmental Web site ○ Setting up your own course, research lab, Extension, or personal Web page (project funding may be required) • Announcements – <ul style="list-style-type: none"> ○ Tyler will distribute your announcements via the weekly newsletter or via e-mail (if appropriate) • Departmental exhibits and events • Alumni relations 	<p>tteske@iastate.edu Office: 2210 AGRON Phone: (515) 294-1890</p>
<p>Al Vogl is the building and greenhouse manager for the department. Contact Al about:</p> <ul style="list-style-type: none"> • Agronomy Hall <ul style="list-style-type: none"> ○ Assigning office space ○ Additional lab space requests ○ Building repairs or renovations ○ Building mechanical systems ○ FP&M project coordination • Greenhouse <ul style="list-style-type: none"> ○ Space scheduling ○ Repairs, Upgrades ○ Supplies ○ Pest control • Growth chambers <ul style="list-style-type: none"> ○ Scheduling use ○ Repairs, Upgrades ○ Supplies 	<p>advogl@iastate.edu Office: 2019 AGRON Phone: (515) 294-3774</p>