Ashley Augspurger, Laboratory Supervisor II, 2054 Sweeney, 515-294-4134, ashleye1@iastate.edu
Committees: Safety
Duties: Manages and supervises teaching labs, researches and analyzes lab operations. Acts as Sweeney Hall building supervisor for facility issues and as CBE safety coordinator. Maintains department equipment inventory and database.

Tonia Baxter, Academic Adviser II, 2162C Sweeney, 515-294-2127, tkbaxter@iastate.edu
Committees: Curriculum, Scholarships, Assessment, Undergrad Recruiting & Retention
Duties: Advises undergrad students; manages related statistics, academic forms, curriculum adjustments, registration. Assists with undergrad student recruitment and orientation. Serves on Engineering College Advising Committee (ECAC) and ISU Professional & Scientific (P&S) Council.

Janessa Boley, Academic Adviser I, 2162D Sweeney, 515-294-5927, boleyj@iastate.edu
Committees: Curriculum, Scholarships
Duties: Advises undergrad students; manages related statistics, academic forms, curriculum adjustments, registration. Assists with undergrad student recruitment and orientation. Serves on Engineering College Advising Committee (ECAC).

Allison Bowie, Program Assistant II, 2117 Sweeney, 515-294-7870, abowie@iastate.edu
Committees: Post Tenure Review, Promotion & Tenure, Search
Duties: Supports human resources activities for faculty and staff recruitment and advancement, FMLA. Coordinates purchasing efforts (P-card, requisitions, CyBuy, etc.) and reconciles accounts. Postdoc/visiting scholar hiring.

John Burnett-Larkins, Communication Specialist I, 2114 Sweeney, 515-294-6988, johnbl@iastate.edu
Committees: Development
Duties: Prepares and distributes departmental news releases, feature stories and other announcements, produces various publications and printed projects, including annual ActiveSite newsletter and Annual Report. Coordinates promotional items. Maintains majority of department web site and all department social media activities. Takes photographs of department activities and events. Assists in planning and coordinating department events, including commencement receptions and awards banquet.

Adam Dane, Academic Adviser I, 2162B Sweeney, 515-294-3960, ahdane@iastate.edu
Committees: Curriculum, Scholarship
Duties: Advises undergrad students; manages related statistics, academic forms, curriculum adjustments, registration. Assists with undergrad student recruitment and orientation. Serves on Engineering College Advising Committee (ECAC). Serves as CBE disability liaison.
**Chris Gerke**, Program Coordinator I, 2119 Sweeney, 515-294-0270, cjgerke@iastate.edu
Committees: Scholarships, Foreign Study (finances), Development
Duties: Fiscal oversight, administrative projects/issues, policies/procedures, alumni and development, research grant administration (goldsheets).

**Bellinda Hegelheimer**, Graduate Program Asst. I, 2162A Sweeney, 515-294-1660, bellinda@iastate.edu
Committees: Graduate Program, CEGSO contact
Duties: 3/4 time employee. Grad program support, forms, rosters, reports, grad publication updates, grad keys, grad travel, graduate office assignments, grad commencement. Assists with grad student recruiting, grad-related surveys, grad student seminar series, reimbursements.

**Bette Maybee**, Administrative Specialist I, 2114 Sweeney, 515-294-7642, bjmaybee@iastate.edu
Committees: Honors & Awards, Advisory Council, Faculty Meetings, Strategic Planning & Governance
Duties: Provides support to chair, including administrative projects, faculty activity reports and evaluations, correspondence, calendar, and mail. Organizes department events, telecommunications, mail. Serves as main office receptionist, maintains administrative files, keys. Oversees travel for faculty, staff, post-docs, scientists.

**Kim Ohge**, Secretary II, 2162 Sweeney, 515-294-7643, kohge@iastate.edu
Committees: Assessment, Recruiting & Retention, Curriculum, Student Advisory (chair). Staff contact for undergrad student organizations AIChE, OXE, NOBBCChE.
Duties: Student Services office receptionist, secretarial support for advisers. Provides support to department faculty, some technical typing. Undergrad files, academic projects, surveys, evaluations, ABET support, undergraduate student travel, undergraduate keys, hourly payroll, media satellite. Coordinates awards banquet, undergrad commencement reception.

**Colin Richey**, Systems Support Specialist III, 2114 Sweeney, 515-294-4919, crichey@iastate.edu
Committees: None; assists with university cyber infrastructure activities.
Duties: Maintains department computers, including laboratory computers, fulfills computing needs, maintains/configures student lab systems and department file servers. Supports department software and assists users with software difficulties. Supports internet interaction.

**Michelle Stotts**, Program Coordinator II, 2114 Sweeney, 515-294-9297, mstotts@iastate.edu
Committees: Development, Strategic Planning & Governance
Duties: Manage departmental operations and supervises departmental staff, including human resources, facilities, academic advising, information technology, communications, and finances; recommends process improvements and oversees efficiency of departmental operations.