

# IOWA STATE UNIVERSITY

Department of Chemical and Biological Engineering

## Staff Roster & Duties



**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).



**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. Photographs department activities and events. Assists in event planning. Provides administrative support as needed.



**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 student 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.

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**Kate Jurgenson**, Academic Adviser II, 2126A Sweeney, 515-294-9124, isukate@iastate.edu

*Committees:* None

*Duties:* Advises undergrad students; manages related statistics, academic forms, curriculum adjustments, registration. Assists with undergrad student recruitment and orientation.



**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, NOBCCChE.

*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.



**Owen Reese**, Fiscal Assistant II, 2114 Sweeney, 515-294-8575, owen@iastate.edu

*Committees:* None

*Duties:* Assists CBE faculty with research proposals, reconciles department accounts, assists with department purchasing.



**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.



**Elaine Smuck**, Administrative Specialist I, 2114 Sweeney, 515-294-7642, esmuck@iastate.edu

*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.



**Michelle Stotts**, Program Coordinator II, 2114 Sweeney, 515-294-9297, mlstott@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.



**Brittany Young**, Program Assistant II, 2117 Sweeney, 515-294-7870, youngbr@iastate.edu

*Committees:* Post Tenure Review, Promotion & Tenure, Search

*Duties:* Supports human resources activities for faculty and staff recruitment and advancement, FMLA. Works with data collection analysis and reporting.