

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.



Janessa Boley, Academic Adviser I, 2162D Sweeney, 515-294-5927, boleym@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 III, 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. Manages department web site and department social media activities. Photographs department activities and events. Assists in event planning. Provides administrative support as needed. Serves on ISU Professional & Scientific Council.



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).



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.

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Brook Long, Program Assistant II, 2117 Sweeney, 515-294-7870, blong@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.



Nicole Prentice, Academic Adviser II, 2126A Sweeney, 515-294-9124, nprent@iastate.edu
Committees: Graduate Program
Duties: Advises undergraduate students and graduate students; manages related statistics, academic forms, curriculum adjustments, registration. Assists with undergrad student recruitment and orientation.



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: Manages 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.