

ADMINISTRATIVE STAFF DUTIES

Duty	Administrative Staff	
	PRIMARY	BACKUP
Academic Merits & Promotions	Laurie Allen	N/A
Academic Appointments & Reappointments	Laurie Allen	N/A
Accounting	Regina Hazlinger, Cass Hadnot	Kathrine Frugé
Building Security	Breanne Bailey	La-Keeya Sansone, Bill Sutton
Business Office Supply Cabinets	Breanne Bailey	La-Keeya Sansone
Chairman's Assistant	Laurie Allen	N/A
Conference Room Scheduling	Cindy Mena	Laurie Allen
Conferences	Laurie Allen	N/A
Construction & Repair Requests	Breanne Bailey	José Arredondo, Bill Sutton
Contracts & Grants Budgets	Regina Hazlinger, Cass Hadnot	Kathrine Frugé
CRIS Annual Financial Reports	Kathrine Frugé	Cass Hadnot, Regina Hazlinger
E-mail Addresses	Carolyn Friedman	Maria Martin
Entertainment Reimbursements	La-Keeya Sansone	Breanne Bailey
Entomology 250 Travel	La-Keeya Sansone	N/A
Entomology 250 Seminar-set up	Cindy Mena	N/A
Entomology Shop	José Arredondo	Breanne Bailey, Bill Sutton
Equipment Inventory	Breanne Bailey	Bill Sutton
Experiment Station Project Reports (CRIS)	Cynthia Mena	Kathrine Frugé
Faculty Leave & Sabbatical Reports	Maria Martin	Carolyn Friedman
FedEx Account Maintenance	Breanne Bailey	La-Keeya Sansone, Bill Sutton
Financial Reports	Regina Hazlinger, Cass Hadnot	Kathrine Frugé
Foundation Funds	Kathrine Frugé	Cass Hadnot/Regina Hazlinger
Gifts and Other Deposits	La-Keeya Sansone	Breanne Bailey

Greenhouse Maintenance	José Arredondo	Breanne Bailey
Initial Complement	Kathrine Frugé	Cass Hadnot/Regina Hazlinger
Key Distribution	Breanne Bailey	La-Keeya Sansone, Bill Sutton
ListServ Maintenance	Maria Martin	Carolyn Friedman
Mail Distribution	Breanne Bailey	Cindy Mena
Maintenance Requests	Breanne Bailey	La-Keeya Sansone, José Arredondo
Package Receiving & Pickup Notification	Cindy Mena	Breanne Bailey
Payroll Check Distribution	Breanne Bailey	La-Keeya Sansone, Bill Sutton
Performance Evaluations	Carolyn Friedman	Maria Martin
Payroll Services	Carolyn Friedman	Maria Martin
Personnel Safety Training Records	Carolyn Friedman	Maria Martin
Personnel Services/Benefits	Maria Martin	Maria Martin
Petty Cash	Breanne Bailey	Bill Sutton, La-Keeya Sansone
Photocopier Access Codes	Bill Sutton	Breanne Bailey, La-Keeya Sansone
Public Liaison (Insect Line)	Breanne Bailey	Cindy Mena
Purchasing	Bill Sutton	La-Keeya Sansone
Reception	Breanne Bailey	Cindy Mena
Recharges (on-campus purchases)	Breanne Bailey	La-Keeya Sansone
Reclassification Request	Maria Martin	Carolyn Friedman
Recruitment Undergrad & Work Study Students	Carolyn Friedman, Maria Martin	Maria Martin
Recruitment Faculty	Laurie Allen	N/A
Recruitment Limited and Career Staff	Maria Martin	Carolyn Friedman
Reimbursement Requests (no petty cash)	La-Keeya Sansone	Breanne Bailey
Sales and Service	Kathrine Frugé	Cass Hadnot, Regina Hazlinger
Storehouse Orders	Breanne Bailey	La-Keeya Sansone
Telephone Billing Information	La-Keeya Sansone	Breanne Bailey
Telephone Installations & Changes	Breanne Bailey	La-Keeya Sansone
Telephone – Department	Cindy Mena	Laurie Allen

List		
Telephone On-Line Listings	Carolyn Friedman	Maria Martin
Time Records	Carolyn Friedman	Maria Martin
Travel	La-Keeya Sansone	Breanne Bailey
Vehicle Rental Liaison	Breanne Bailey	La-Keeya Sansone
Visa Request	Maria Martin	Maria Martin
Web Page Maintenance	Breanne Bailey	La-keeya Sansone
Work Injury Reporting	Carolyn Friedman	Maria Martin