

MEAS Who's Who?

- ★ **Department Head:** Gary Lackmann, gary@ncsu.edu, (919) 515-1439 or (919) 760-0644
- ★ **Departmental Business Manager:** Amber Armour, aarmour@ncsu.edu, (919) 515-3179
- ★ **Operations Manager:** West Wiggins, wwiggin@ncsu.edu, (919) 515-7911 or (919) 394-4250
- ★ **Graduate Services Coordinator:** Carmen Hoffmann, ckhoffma@ncsu.edu, (919) 515-7776
- ★ **Undergraduate Associate Director:** Maggie Puryear, mwpollar@ncsu.edu, (919) 513-1093
- ★ **Admin. Support Specialist:** Laura Holland, lhollan@ncsu.edu, (919) 515-7779
- ★ **HR Specialist:** LaVerne Gee, ldgee@ncsu.edu, (919) 513-2570
- ★ **Accounting Technician (Non-Grants):** Lisa Messick, lmessic@ncsu.edu, (919) 513-7778
- ★ **Grant Support Staff:** cos_preaward@ncsu.edu, cos_postaward@ncsu.edu

MEAS Who Does What?

TASK	PRIMARY CONTACT	BACK-UP
Budget Oversight	Amber	Lisa
Building/Facilities Issues	West	Laura
CAMS/Surplus Inventory	West	Amber
Cash Reimbursements	Lisa	Amber
Collecting money from students (field trips, reimbursements, club deposits, etc.)	Lisa	Amber
Dept Seminar Announcements, MEAS website, Billboard Slides, Bulletin boards	Laura	Amber
Electronic Access- Exterior Bldgs, Classrooms, Labs	West	Laura
FedEx* (*48-hr notice)	Laura	Lisa
Graduate Student Appointments	Carmen	Amber
Hotel Accommodations for Special Guests	Laura	Lisa
HR related items	LaVerne	Amber
IT/Computing or Copier Assistance	IT - help@sciences.ncsu.edu , Copier probs- help@ncsu.edu	Laura (supplies-paper, copy codes, color toner for printer)
Keys	West	Laura
Marketplace Orders	Laura	Lisa
Parking Permits* (Guest)- *48-hr notice	Laura	Amber
P-card Reconciliation/Questions	Lisa	Amber
Phone Orders/Problems	Amber	Laura
Purchasing Non-Marketplace Items or Services (including Contracts/Statements of Work)	Lisa	Amber
Reserving Classrooms	Maggie	Laura
Resource Reservations (1132 Conf. Room, dept. vehicles, laptops, video-cam, portable projectors)	Laura	West
RPT process, Peer Review, Post Tenure Reviews, COI compliance	LaVerne	Gary
Start-up/ETF	Lisa	Amber
System Access Requests (SAR)	Amber	College OFBM
Travel Authorizations/Reimbursements	Lisa	Amber
Travel Payment Processing (P-card)	Laura	Lisa
Varsity Warehouse: Storing/removing items	West	Amber
Vehicles: Insurance, Mileage, Billing, Fleet	Lisa	Amber