

MEMO

To: Faculty and Staff
From: David Kelley
Re: Who Does What
Date: June 2008

Well, we've got the "Who's Who" and the "What's What" so I guess the only thing missing is the "Who Does What"...and here it is:

WHO DOES WHAT IN BUSINESS SERVICES

This is organized alphabetically by employee. We have also included an alphabetized list of services matched to responsible persons. Please let Shirley Johansen know if you have additional questions or suggestions.

FACILITIES

Facilities Manager

This position is currently unfilled...please contact David Kelley regarding items mentioned below. This person supervises and works with Gerald and Reggie to take care of this wonderful set of buildings and the grounds surrounding them, and to provide audio/visual support to faculty and staff. This is the person to call if there is a problem with your phone, your temperature (office that is), or to point out anything you notice that might need repair or be suffering from deferred maintenance. This person (and David Kelley, Stefanie, Lisa, Gerald and Reggie) are located in the Facilities/Administration area next to the Registrar.

Reggie Raiford and Gerald Wenzel

Our "go to guys"! Reggie and Gerald provide support to the Law Community for special event set-ups, media services, general maintenance tasks and moving and storage of equipment and supplies. Reggie does the mail delivery two times a day, with Gerald providing back-up. Gerald is also now ordering office supplies so if you find we're out of your favorite pen or paper clip, talk to Gerald. Reggie is also responsible for scheduling all rooms for class or student use.

Linda Lopeman (x6899 or lopeman@lclark.edu) schedules all room for non-class purposes.
FINANCIAL and ASSOCIATE DEAN, ADMINISTRATION

David Kelley

David is the \$\$ person. His responsibilities include: oversee law school annual operating budget including preparation of annual budget and monthly review of income and expense. Review law school capital, restricted and endowment accounts. Prepare five-year capital budget. Review and approve travel reports, invoices and check requests for all non-library accounts. Review and sign Personnel Action Forms to ensure there are budgeted dollars available. Financial compilation and reporting for the Budget Committee, the Associate Dean for Administration and the Dean of the Law School. Liaison to Business Office at the college.

Stefanie Thiel and Lisa Garcia

Stefanie is the law school Budget Specialist; Lisa the Administrative Coordinator. Some of their responsibilities include providing monthly budget reports to departments, processing journal entries, budget support to the Assistant Dean. They also take care of the day-to-day bookkeeping, including: Student pay: process initial paperwork (I-9, W-4, CSW request forms, etc.) and take to CSAW, process time cards, disburse paychecks and follow up/troubleshoot expense and payment items; Emergency loans: process loan requests, disburse loan checks, process payments and track/update files; Petty cash: maintain ready supply of petty cash, process requests for petty cash reimbursement, reconcile weekly; Parking passes (daily permits): keep a ready supply on hand, provide receptionist with passes to be distributed to individuals as needed, special orders as needed, tracking; Deposits: prepare deposit slip and take to cashiers, maintain file copies.

OFFICE STAFF

In an effort to have more complete coverage in word processing and to have faculty assistants available to more of the faculty, the hours of the office staff vary considerably.

Andy and Lisa are primarily responsible for exam preparation and processing, but everyone makes themselves available to help out as needed to type, copy and package exams, print many of the exams and generally assist the Registrar in whatever way required. All faculty assistants alternate relief on the switchboard for lunches and breaks.

Brienne Carpenter

Brie is one of our four faculty legal assistants. She is located on the third floor of the LRC directly outside Ron Lansing's office. Brie provides direct support to our faculty. That support covers a wide range of responsibility – from research, to editing, to correspondence, to class preparation, and on and on as needed by the faculty. Hours– 12:30 - 8:00 pm so she can serve

our evening faculty.

Sara Chambers

Sara is our receptionist. In addition to greeting people and handling the telephone she also sends and receives faxes, has stamps available, maintains a list as students pick up their paychecks at reception; assists with large mailings; provides daily parking passes for guests and the occasional faculty member who leaves her/his parking pass in the other car. Hours: 8:00 am - 5:00 pm.

Doreen Corwin

Doreen is the Assistant to the Associate Dean for Faculty and supervises the faculty assistants. She is located in Legal Research Center Room 333 and her hours are 7:30-4:00 pm.

Lisa Frenz

Lisa is in word processing. She's excellent with merges, large mailings, general word processing, graphics, etc. A lot of Lisa's time is spent working with Development, Events and Alumni Relations. She and Andy have become very proficient with design work. Let Lisa know what you need and she'll be happy to help. Hours: 7:00 am - 3:30 pm .

Bonny Green

Bonny is one of our four faculty legal assistants. She is located on the lower floor of the LRC directly outside Doug Belooof's office. Bonny provides direct support to our faculty. That support covers a wide range of responsibility – from research, to editing, to correspondence, to class preparation, and on and on as needed by the faculty. Hours: 8:00 am - 4:00 pm.

Shirley Johansen

Shirley adds seasoning to our office staff. Shirley manages word processing, the copy center and receptionist. Shirley's duties include hiring, training and supervising personnel in these areas. Shirley is working to increase our publications and word processing support for our faculty. Hours: 7:30 am - 4:00 pm.

Andy Marion

Andy is in word processing, with a focus toward the large projects such as books and articles. He also does general word processing, seating charts, mailings, etc. Andy's special skills have proven to be working with graphics, academic articles and books. He is also pretty good at sending out emails to 2000 people at once – so if you want to try something different with the computer talk to Andy. Andy's hours are 10:00 am to 6:00 pm.

This position is currently unfilled

XXX is one of our four faculty legal assistants. She is located on the third floor of the LRC directly outside Mike Blumm's office. This person provides direct support to our faculty. That support covers a wide range of responsibility – from research, to editing, to correspondence, to class preparation, and on and on as needed by the faculty.

Amber Lange

Amber is one of our four faculty legal assistants. She is located on the second floor of the LRC directly outside Jack Bogdanski's office. Amber provides direct support to our faculty. That support covers a wide range of responsibility – from research, to editing, to correspondence, to class preparation, and on and on as needed by the faculty. Hours– 7:30 am - 4:00 pm

Duane Wheeler

Duane will, of course, continue running the copy room. Please check with Duane for any special needs in the way of copying, binding, etc. His hours are 8:30 am to 5:00 pm, Monday through Thursday and 8:30 to 12:00 on Fridays. During August, Duane works Monday through Thursday only.

BOOKSTORE

Elizabeth Reichhoff and Ashley Prewitt

Elizabeth and Ashley do everything related to the bookstore located on the second floor of the Legal Research Center.

LAW REVIEWS

Matty Davis

Matty is our Law Review administrator and assists the student members of law review with their publication efforts.

COMPUTING SERVICES

If it has an Intel brain, Computing Services works on it. If it has an Hewlett-Packard label, they work on it. If it transmits email or internet traffic, they work on it. If it brews coffee or makes faxes, they don't work on it.

If you need assistance with any computer or printer issue, please leave a message on the

Faculty/Staff hotline at x6644. The hotline is monitored from 9:30 am to 4:30 pm on weekdays. You may also send email to comphelp@lclark.edu. This will be monitored during normal hotline hours.

The advantage of utilizing the hotline is:

- * there are 4 of us who retrieve calls on that number (if you call or email an individual, that person may be away from the phone for many hours!)

- * if you have a dire emergency (as in you cannot function until you get support or are on a short deadline), you can leave an urgent message and it will page Bruce (at the end of your phone message press #, 1, 1, and 2).

- * we can figure out who is the most efficient person (Bruce, Mary Jo, Brian, or Rick to respond to the service call

CAVEAT: The hotline system isn't perfect since everyone in our office is occasionally gone at the same time on service calls and the paging can't always reach me depending upon where I am in the buildings (such as when I'm in one of our bunkers) but it is a lot more efficient (for you and us) than leaving messages for four people. We are all responsive to email, but if we are out of the office, it may go unanswered until we return. The hotline is the best way to get our attention and also allow us to prioritize tasks!

Carla Almaraz

Carla provides client media support. Special media requests should be directed to her as well as any concerns. Her office can be found in Wood Hall.

Mary Jo Cheek and Brian Cutler

When we purchase new equipment, Mary Jo and Brian help configures the servers and computers. They can also change Novell and email passwords. Their offices are in Wood Hall.

Bruce Williamson

Bruce manages the resources so that everyone else in Computing Services can continue to do their jobs. He provides client support for all routine questions as well, but his speciality is his Netware certification and knowledge of this program that speaks to the server. If you are thinking of future computing or email needs, need to have your email password changed, need help forwarding email, or have gone on vacation and forgot to put a vacation message on your email, call Bruce. When we purchase new equipment, Bruce helps configures the servers and computers. He also coordinates and provides computer and network support to the Legal Clinic

and Oregon Legal Institute. Bruce can also change Novell and email passwords. Bruce's office is in Wood Hall.

Rick Wilson

Rick provides non-network related client support but his specialty is printers and hardware repair. Rick maintains our hardware database and configures re-allocated resources around campus. He also configures and maintains the faculty loaner laptop pool. Rick's office is in Wood Hall.

Chris Bray

Manages the student computer labs in Wood Hall and provides general computing services assistance as required.