

<p><b>CHEM ADMIN</b></p> <p><b>Valerie Albicker</b> Administrative Assistant <a href="mailto:chemadmin@colorado.edu">chemadmin@colorado.edu</a></p>	<p><b>Main Point of contact if "who to contact" is unknown</b></p> <ul style="list-style-type: none"> <li>• Seminar and event scheduling</li> <li>• Edits and maintains departmental website, social media sites</li> <li>• Distributes mail for faculty and students &amp; assists with copier, fax and other shared office equipment (<i>when on-site work resumes</i>)</li> <li>• <i>Interim mail processing and sorting located in ChemStores (West)</i></li> <li>• Departmental directory and listservs</li> <li>• Assists with P&amp;T and Post Tenure review document collection</li> <li>• Chemistry conference room scheduling (<i>when on-site work resumes</i>)</li> </ul>
<p><b>HUMAN RESOURCES</b></p> <p><b>Zach Johnson</b> HR Coordinator <a href="mailto:chemhr@colorado.edu">chemhr@colorado.edu</a></p> <p><b>Benefits:</b> <a href="mailto:benefits@cu.edu">benefits@cu.edu</a> or 303-860-4200, option 3</p> <p><b>Payroll:</b> 303-860-4200, option 2</p>	<p>Human Resources:</p> <ul style="list-style-type: none"> <li>• Hiring process for postdoctoral research associates, research scientists, research techs, and visitors</li> <li>• J-1 and H-1B Visa processing &amp; issues, including checkout and transfers for postdocs</li> <li>• Onboarding Information</li> <li>• MyLeave submission questions/issues</li> <li>• Paycheck issues</li> <li>• Employee leave process/checklist and questions</li> </ul> <p>Faculty Affairs:</p> <ul style="list-style-type: none"> <li>• P&amp;T document assembly and submission</li> <li>• Collection of Faculty Peer Reviews</li> <li>• Document storage/archive: Reappointments, P&amp;T, post tenure review, merit reviews, teaching buyouts, sabbatical forms, etc.</li> </ul>
<p><b>PURCHASING</b> <a href="mailto:chempurchasing@colorado.edu">chempurchasing@colorado.edu</a></p> <p><a href="#">Submit purchase request through CHEMPRS</a></p>	<ul style="list-style-type: none"> <li>• Questions about:             <ul style="list-style-type: none"> <li>• Purchasing Process</li> <li>• How to use the CHEMPRS</li> <li>• PO requisition issues</li> <li>• Office Supplies, copier supplies</li> <li>• Concur non-travel and travel allocations for faculty and students</li> <li>• Reconciles PCard and TCards</li> <li>• Petty cash/check request reimbursements</li> <li>• Expense reimbursements employee &amp; non-employee</li> <li>• Seminar expenses</li> </ul> </li> </ul>
<p><b>FINANCE INQUIRIES</b></p> <p><b>Kate Daugherty</b> Finance and Accounting Manager <a href="mailto:chemfinance@colorado.edu">chemfinance@colorado.edu</a></p>	<ul style="list-style-type: none"> <li>• Questions about             <ul style="list-style-type: none"> <li>• Research and General Fund balances, expenses, allocations</li> <li>• M-Fin (CU Data) reporting/access</li> <li>• Cost Sharing</li> <li>• Fabrication cost tracking</li> <li>• Effort reporting Issues (ePERs)</li> </ul> </li> <li>• Processes:             <ul style="list-style-type: none"> <li>• Grant Closeout</li> <li>• Fabrication purchase fund setup</li> <li>• Service Center Charges</li> <li>• Gift Funds</li> <li>• Gift Cards</li> </ul> </li> <li>• Request to process:             <ul style="list-style-type: none"> <li>• Payroll Expense Transfers (PETs)</li> <li>• <b>(PI: Please Submit PET Request Form and include PI Justification)</b></li> <li>• Journal Entries</li> </ul> </li> </ul>

<p><b>FINANCE/BUSINESS OPERATIONS</b></p> <p><b>Linda Hamaker</b> <a href="mailto:chemdir@colorado.edu">chemdir@colorado.edu</a> Director Finance and Business Operations</p>	<ul style="list-style-type: none"> <li>• Point of Contact for Operational Questions/Issues: Finance and Administration</li> <li>• Oversees Faculty Affairs, Financial Management and Human Resources</li> <li>• Assists Department Chair (Annual reporting, Faculty and Staff Hiring, Budget Preparation, Communications with College of Arts &amp; Sciences)</li> <li>• Departmental Financial Approver</li> <li>• Oversees Administrative Staff (Backup contact for staff)</li> </ul>
<p><b>GRADUATE PROGRAM</b></p> <p><b>Matt Bohn</b> Graduate Program Manager <a href="mailto:chemgrad@colorado.edu">chemgrad@colorado.edu</a></p>	<p>Primary point of contact for current and prospective graduate students</p> <ul style="list-style-type: none"> <li>• Inquires related to: <ul style="list-style-type: none"> <li>• Day-to-day operations of the Chemistry graduate program</li> <li>• Graduate student recruiting</li> <li>• Graduate Commencement planning</li> </ul> </li> <li>• Processes: Teaching Assistant, Research Assistant, &amp; Fellowship Appts.</li> <li>• Processes funding changes for graduate student appointments</li> <li>• Assists Finance staff with student stipends and fellowships</li> </ul>
<p><b>UNDERGRADUATE PROGRAM</b></p>	<p>Associate Chair: Prof. <a href="#">Robert Parson</a></p> <ul style="list-style-type: none"> <li>• Grievances/Disputes, ACS Certification</li> <li>• Transfer Credit Evaluations</li> </ul> <p>Undergraduate Program Operations: <a href="#">Anne McWilliams</a></p> <ul style="list-style-type: none"> <li>• Course and Classroom/Lab Scheduling, Exam Scheduling</li> <li>• Interim FCQ Coordinator</li> <li>• Undergraduate Awards, Scholarships</li> <li>• Approved Tutor List</li> <li>• Course enrollment questions and assistance</li> </ul>
<p><b>CHEMSTORES</b></p> <p><b>Jack Gaston, Manager</b> <a href="mailto:chemstores@colorado.edu">chemstores@colorado.edu</a></p> <p><b>Student Workers:</b> Jasmine, Tilman, Jackson</p>	<ul style="list-style-type: none"> <li>• Manages/maintains the Chemistry Storerooms (East and Main Campus)</li> <li>• Contact for PRS purchasing questions</li> <li>• Contact for new or existing accounts</li> <li>• Provides customer assistance for the Chemistry Storerooms</li> <li>• Storeroom inventory and accounting and special orders</li> <li>• Dry Ice, Liquid Nitrogen</li> <li>• Specialty gases ordering and management</li> <li>• Shipping and receiving</li> <li>• <i>Interim mail processing and sorting located in ChemStores (West)</i></li> <li>• Backup to Building Proctor</li> </ul>
<p><b>BUILDING Operations</b></p> <p><b>Robbie Ingram</b> Manager and Proctor <a href="mailto:ChemProctor@colorado.edu">ChemProctor@colorado.edu</a> O: 303-492-6456 C: 601-606-9279</p> <p>Contact Facilities Management if Proctor or Backup is unavailable: <b>URGENT REQUEST: 303-492-5522</b> <a href="#">Submit a Service Request (FAMIS)</a></p>	<p>A <a href="#">Proctor</a> functions as a liaison between a campus building, its occupants, and Facilities Management.</p> <ul style="list-style-type: none"> <li>• Point of Contact for Building Operations/Issues regarding Cristol and Ekeley</li> <li>• Submits and manages service requests for chemistry buildings <ul style="list-style-type: none"> <li>• Repairs, maintenance, custodial needs, HVAC, ventilation, etc.</li> </ul> </li> <li>• Notifies of possible working deterrents in buildings occupied by chemistry faculty; submits accident reports</li> <li>• Responsible for equipment inventory: new, recording move, or disposal</li> <li>• Building access via Buff One Card and key distribution</li> <li>• Building outage contact person, coordinates special work order requests</li> <li>• Oversees construction and renovation projects in Chemistry Buildings</li> <li>• Oversees and tracks space usage/needs and occupancy</li> <li>• Department Environmental Health &amp; Safety (EH&amp;S) Liaison</li> <li>• Department OIT Liaison</li> <li>• Department Parking Liaison</li> </ul>



## EMERGENCY PHONE NUMBERS

### University of Colorado Police (CUPD)

- Emergencies (on campus) 911
- Non-emergencies 303-492-6666
- Fire Reports 911
- Ambulance Requests 911

### Facilities Management

- Operations Control Center 303-492-5522
- Operations Control Center Fax Machine 303-492-8656
- PD&C at RL2 303-492-5511

### Hazardous Materials

- Emergency 911
- Information – Environmental Health & Safety 303-492-6025

### Radioactive Materials

- Emergency 911
- Information – EH&S 303-492-6025

### Campus Closure

303-492-5500

### Night Ride

303-492-7233

### Boulder City/County Police – Non-emergencies

303-441-4444

### Poison Control

911