Department of Soil, Water, and Climate
Interim Administrative Director Office Staff Duties

Contact information:
Department:
Carl Rosen (rosen006@umn.edu) 612-625-8114
Kari Jarcho (kjarcho@umn.edu) 612-625-5251
Aimee Gillespie (gille664@umn.edu)
Amber Grupe (argrupe@umn.edu) 612-624-2799

ESPM Finance team:
Patty Hoag (p-pete2@umn.edu) 612-625-7981
Nicole Jones (jone3149@umn.edu) 612-624-1223

Pre-award and PRFs:
Susan Kalenze (skalenze@umn.edu)

Facilities:
Growth Chamber contact: Doug Brinkman (brin0094@umn.edu)
Greenhouse contact: Pam Warnke (alter002@umn.edu)
Building Issues: Kari Jarcho (kjarcho@umn.edu) and Thor Sellie (tsellie@umn.edu)
Department safety office: Thor Sellie tsellie@umn.edu; 612-625-2712, Mobile - 612-840-0144

Human Resources
- All hires including faculty, staff (Civil Service/Bargaining Unit), P&A, post-doc, graduate and undergraduate students and temp/casual appts – Amber Grupe/CFANS HR
- FMLA – CFANS HR
- Onboarding and offboarding – Amber Grupe/Kari Jarcho/Aimee Gillespie
- Visiting scholar applications – Amber Grupe
- Performance Appraisal Tool-Amber Grupe
- Requests for hiring exceptions, salary adjustments, equity increases, reclasses – Amber Grupe/Kate Niederer
- Annual reappointment/nonrenewal letters – Kate Niederer (CFANS HR)
- Sponsored email account and University ID – Amber Grupe
- Affiliate account and University ID (adjunct Professor) – Amber Grupe
- restricted building access - Kari Jarcho
• Time/absence approval/Absence administration – Amber Grupe

Finance, payroll, grants, appointment entry/auditing, reporting
• Distribution changes – Nicole Jones
• New PCards/TCards: Request to Cale Drange with cc to Nicole
• Post Award: Nicole Jones
• Chrome River Questions: Nicole Jones
• Purchasing: Nicole Jones
• U of MN Foundation (gifts): Aimee/Nicole
• Non-sponsored accounts: Nicole Jones
• Copier charges/Setting up new employees: Aimee Gillespie
• Preaward and PRFs – Sue Kalenze
• Effort Certification – Nicole Jones

Building Operations
• Space assignments - Carl Rosen
• Facilities Management and building projects liaison - Kari Jarcho
• Replacing technology – Aimee Gillespie
• Renovation coordination – Kari Jarcho
• Furniture and equipment delivery – Thor Sellie

Technology
• Overall tech support-Aimee Gillespie
• CFANS Development/U of MN Foundation – Aimee Gillespie
• Classroom tech support-Aimee Gillespie
• Website – Aimee Gillespie
• Intranet – Aimee Gillespie
• Update student, faculty and staff photos – Aimee Gillespie