

# CSANR and WSU Mount Vernon & Puyallup RECs Administrative Support Coverage Plan

Support Need	Primary Contact	Back Up Contact	Secondary Back Up	Additional Back Up
<b><u>Budget Management</u></b>				
Budget Analysis & Reconciliation (all budgets: state, development, service center, etc.)	<a href="mailto:finance.c.cmp@wsu.edu">finance.c.cmp@wsu.edu</a>	CAHNRS Finance & Admin		
Service Centers	<a href="mailto:finance.cmp@wsu.edu">finance.cmp@wsu.edu</a>	CAHNRS Finance & Admin		
Contract Management/ Personal Service Contracts	<a href="mailto:contracts.bc@wsu.edu">contracts.bc@wsu.edu</a>	CAHNRS Business Center	CAHNRS Grants	
<b><u>Grants</u></b>				
Pre-award (proposals, budgets, cost-share, etc.)				
Mount Vernon	Lisa Friend	Jean Canonica	CAHNRS Grants	Other REC Grant Admin
Puyallup	Jean Canonica	Lisa Friend	CAHNRS Grants	Other REC Grant Admin
CSANR	Jean Canonica/Lisa Friend	Lisa Friend/Jean Canonica	CAHNRS Grants	Other REC Grant Admin
<b>Post-award Management</b>				
Mount Vernon	Lisa Friend	Jean Canonica	CAHNRS Grants	Other REC Grant Admin
Puyallup	Jean Canonica	Lisa Friend	CAHNRS Grants	Other REC Grant Admin
CSANR	Jean Canonica/Lisa Friend	Lisa Friend/Jean Canonica	CAHNRS Grants	Other REC Grant Admin
<b><u>Personnel/Payroll</u></b>				
Payroll – time slip employees	Drew Lewis	Tatum Weed	CAHNRS F&A Personnel	
Payroll – all appointed employees	Drew Lewis	Tatum Weed	CAHNRS F&A Personnel	
Online Leave Reporting	Drew Lewis	Tatum Weed	CAHNRS F&A Personnel	
Time Sheets	Drew Lewis	Tatum Weed	CAHNRS F&A Personnel	
I-9	Drew Lewis	HRS	N/A	N/A
Temporary Employment	Drew Lewis	Tatum Weed		
Permanent Employment	Drew Lewis	Tatum Weed	CAHNRS F&A Personnel	
Personnel Forms (i.e., appointments, assignments, funding, etc.)	Drew Lewis		Tatum Weed	
Searches	Drew Lewis	Tatum Weed	Other REC Admin	
<b>New Employee Onboarding</b>				
Mount Vernon	Robin Miller	Tatum Weed	Finance Team	
Puyallup	Charity Johnson	Tatum Weed	Finance Team	
CSANR				
Directory Updates	Andrew Mack	CAHNRS Comm		
<b>Email distribution list updates</b>				
Mount Vernon	Robin Miller	CAHNRS IT		
Puyallup	Charity Johnson	CAHNRS IT		
CSANR	Brooke Saari	CAHNRS IT		
<b><u>Purchasing</u></b>				
<b>P-card Purchases / Reconciliation</b>				
Mount Vernon and Puyallup	Andrea Engle	Drew Lewis		
CSANR	Drew Lewis	Andrea Engle		
CBS Invoice Vouchers / IRIs / Purchase Orders	Andrea Engle	Drew Lewis	Sherri Clarke	
<b>Deposits</b>				
Mount Vernon	Robin Miller	Lisa Friend		

Puyallup	Charity Johnson	Jean Canonica	Andrea Engle	
Property Inventory				
Mount Vernon	Dan Gorton			
Puyallup	Andrea Engle	Bill McCrea		
CSANR	Andrea Engle	Georgine Yorgey		
<b><u>Travel</u></b>				
Travel Authorities	<a href="#">CAHNRS Online TA form</a>			
Travel Expense Vouchers	Tatum Weed	Andrea Engle	Jean Canonica	
Travel Arrangements	Global Travel			
CTA Approval and Reconciliation				
Mount Vernon	Andrea Engle	Drew Lewis		
Puyallup	Andrea Engle	Drew Lewis		
CSANR	Andrea Engle	Drew Lewis		
<b><u>Rentals, Conference Rooms and Classrooms</u></b>				
AMS and non-AMS class and meeting room scheduling	<a href="#">AMS Website</a> Outlook calendars	Puyallup: Charity Johnson Mount Vernon: Robin Miller		
AMS classroom and conference room technical assistance	AMS: 509-335-6575			
Mount Vernon	Robin Miller	Dan Gorton		
Puyallup	Charity Johnson	Bill McCrea		
Mount Vernon Olsen House and Auditorium Rentals	Robin Miller	Dan Gorton		
Puyallup Guest House and Allmendinger Rentals	Charity Johnson	Bill McCrea		
<b><u>Administrative Support</u></b>				
Graphic Design	Andrew Mack	CAHNRS Comm		
Communications Mount Vernon & Puyallup	Charity Johnson	Andrew Mack		
CSANR	Andrew Mack	Charity Johnson		
SharePoint support	<a href="#">CAHNR IT</a>	Andrew Mack		
Website support Mount Vernon and Puyallup	Andrew Mack			
CSANR	Andrew Mack			
Center Event Coordination and RTSF				
Mount Vernon	Robin Miller			
Puyallup	Charity Johnson			
CSANR	Program Specific			
Copiers and Printer Support				
Mount Vernon	<a href="#">CAHNRS IT</a>	Robin Miller		
Puyallup	<a href="#">CAHNRS IT</a>	Andrew Mack		
Mail/Shipping Receiving				
Mount Vernon	Robin Miller	Lisa Friend		
Puyallup	Andrew Mack	Charity Johnson	Andrea Engle	
Hazardous Material Shipping				
Mount Vernon	Ed Scheenstra	Babette Gundersen		
Puyallup	TBD	TBD		

## **CONTACT INFORMATION:**

### **Tatum Weed**

Associate Director, RECs  
[tatumweed@wsu.edu](mailto:tatumweed@wsu.edu)  
253-445-4554

### **Georgine Yorgey**

Associate Director, CSANR  
[yorgey@wsu.edu](mailto:yorgey@wsu.edu)  
206-235-1754

### **Jean Canonica**

Fiscal Analyst  
[grants.cmp@wsu.edu](mailto:grants.cmp@wsu.edu)  
[finance.cmp@wsu.edu](mailto:finance.cmp@wsu.edu)  
253-445-4506

### **Andrea Engle**

Fiscal Specialist 2  
[finance.cmp@wsu.edu](mailto:finance.cmp@wsu.edu)  
253-445-4508

### **Charity Johnson**

Admin Assistant  
[charity.johnson@wsu.edu](mailto:charity.johnson@wsu.edu)  
253-445-4580

### **Andrew Lewis**

Fiscal Specialist 2  
[finance.cmp@wsu.edu](mailto:finance.cmp@wsu.edu)  
253-445-4514

### **Andrew Mack**

Graphic Designer  
[armack@wsu.edu](mailto:armack@wsu.edu)  
253-445-4564

### **Robin Miller**

Office Assistant  
[r.miller@wsu.edu](mailto:r.miller@wsu.edu)  
360-848-6153

### **CAHNRS IT**

[it.support@wsu.edu](mailto:it.support@wsu.edu)  
509-335-1506  
<http://it.cahnrs.wsu.edu>

## **Team Schedules:**

### **Puyallup:**

Jean Canonica: Monday – off; Tuesday – Friday 7AM – 5:30PM  
Andrea Engle: Monday – Friday 7AM – 3PM  
Charity Jonson: Monday – Friday 8AM – 2:30PM  
Drew Lewis: Monday – Thursday 8AM – 5:30PM; Friday 8AM – 12PM  
Andrew Mack: Monday – Friday 8AM – 12PM Puyallup; 1PM-5PM  
Conference Management (Available for shipping assistance all day)

### **Mount Vernon:**

Lisa Friend: Monday – Friday 8AM – 5PM  
Robin Miller: Monday – Thursday 8AM – 3PM; Friday 8AM – 2:30PM

