MEMORANDUM

TO: FSUCML Faculty, Staff, and Students
FROM: F. Coleman, Director
DATE: July 28, 2017
RE: Administration, Maintenance, and Marine Operations—Who to call.

The following list is intended as a guide for who is responsible for different aspects of the FSU Coastal & Marine Lab’s operation.

If you need to report a problem with a boat, facility, piece of gear, or anything of that nature, we ask that you fill out a Work Request Form online here:

https://marinelab.fsu.edu/facilities/submit-a-work-request/

Travis Mohrman, Facilities Director, will be the one to evaluate and prioritize the work order so please work directly with him on any issues that you have.

For assistance related to research space and conducting research at the lab, contact Dr. Dean Grubbs, Associate Director of Research.

We ask that you be courteous to your colleagues by letting staff finish whatever the job they have in progress and let Travis do the scheduling.

Contact Maranda if you have questions about administrative duties not answered by this memo.

EMERGENCY CONTACTS: Daniels, Hart, Overlin, and Tinsley share on call duties. The on-call contact number is 850 591 0224. If you can’t reach anyone at this number, please contact either Travis Mohrman or Felicia Coleman
The FSU Coastal & Marine Laboratory
Staff & Responsibilities

ADMINISTRATION

Felicia Coleman, Director (fcoleman@fsu.edu)
Research direction, initiatives
Faculty & Administration Oversight
Education initiatives
Development, Outreach
Liaison to upper administration, community at large
Budget decisions (shared with Facilities Director)

Dean Grubbs, Associate Director for Research
(dgrubbs@bio.fsu.edu)
Research space decisions
Oversight for all vessel research questions

Travis Mohrman, Facilities Director (tmohrman@fsu.edu)
Facilities and marine operations management
Supervise maintenance and marine operations staff
Prioritizes facilities needs with FSUCML, FSU, and visiting researchers (the latter with Dr. Grubbs)
Liaison to campus facilities and maintenance, IT

OPEN POSITION, Administrative Assistant
Human resources: handles all new appointments; EX & NX FACET reporting/ AOR reporting
Plan/record meetings (Advisory, Board of Trustees, faculty, staff, Dive) & public/special events
Scholarship processing
Purchasing: POs for office supplies

Durene Gilbert, Administrative Assistant (degilbert@fsu.edu)
Human Resources: Payroll/Timesheets; Volunteer contact
Facilities: reservations, invoicing for facilities use (space, vehicles, small boats, diving equipment, RV Apalachee) and outreach workshops
Outreach: assists with website, facebook, group events
Travel: Authorizations, receives T-card receipts for processing
Purchasing: P-card proxy, receives P-card receipts for processing

Maranda Marxsen, Office Manager (mmarxsen@fsu.edu)
General budget management
Human resources: HR representative, handles recurring personnel appointments
Proposals: conducts budget checks on all proposed budgets & cost-sharing
Sponsored projects: manages budgets on all projects and assists PIs in budget decisions

MAINTENANCE

Mike Repchak, IT Technical Support Analyst (mrepchak@fsu.edu)
Maintains computers, wireless, server, networking systems
Provides advice on computer and peripheral purchases

Mark Daniels, Mechanical Trades Technician (mddaniels@fsu.edu)
General maintenance, construction; specialty = plumbing
Supplies & Equipment: Inventory taker and maintenance
Vehicles: Vehicle Manager: fueling, maintenance & repair; maintains vehicle log & use data
Water system: primary plumber for fresh- and saltwater systems; seawater maintenance and repair; seawater tank assignments; maintains database & archives for rain, seawater quality
On-call personnel

Milton Hart, Custodial Worker (mchart@fsu.edu)
Housekeeping, janitorial services
Schedules recycling, laundry

Dan Overlin, General Trades Technician (doverlin@fsu.edu)
General maintenance, construction; specialty = design, carpentry; renovations, lab modifications (all buildings)
Electrical maintenance
On-call personnel

Dennis Tinsley, Mechanical Trades Technician (edtinsley@fsu.edu)
General maintenance, construction; coordinates renovation/construction; HVAC; sewer/aerobic system maintenance/permitting; generator service & fueling; fire alarms; oversight of fueling systems storage & safety; telephone service maintenance/repair;
Environmental Health and Safety: Primary contact; disposes of hazardous waste; initiates insurance coverage & claims
Key Bank Manager; Signs/placards
Purchasing: initiates purchase orders, requisitions for everything except office supplies
Supplies & Equipment: Inventory custodian; surplus
Water System: freshwater maintenance and repair

MARINE TECHNICAL OPERATIONS

Christopher Peters- Diving Safety Officer
Oversight of all field and laboratory operations to assist in the scientific objectives of the diving operations
Manages FSU Diving Program; serves as dive safety officer
Training: Teaches Introduction to scientific diving & other supporting workshops

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Ephey Priest, Boat Captain
Maintenance, scheduling, & operation of RV Apalachee
Oversight of all boat operations

Bobby Francis, Boat Captain (rfrancis@email.com)
Maintenance, scheduling, & operation of RV Apalachee
Oversight of all boat operations

Matt Edwards, Small Boat Technician (medwards@fsu.edu)
Maintenance, repair and modification of all small boats
Maintenance and repair of all boat trailers
Formulation and upkeep of all small boat maintenance and repair logs
Boat operator training and check-out procedures
Maintain log of all certified small boat users
Launch and retrieval of all small boats
Assist in the repair and maintenance of nets, trawls, and other auxiliary equipment
Assist with RV Apalachee maintenance

Katrina Bayliss, Marine Technician (kbayliss@fsu.edu)
Manages and maintains equipment in lab spaces, schedules equipment usage, and trains new users of technical equipment
Assists in acquisition of new technical equipment for lab and researcher use; maintains stock room
Assists in assuring compliance with EH&S and ACUC for all researchers and visitors to the lab; notifies/schedules safety training; provides Materials Safety Data Sheets
Works with faculty and staff to facilitate research objectives

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