



# The FSU Coastal & Marine Laboratory Staff & Responsibilities

## MEMORANDUM

**TO:** FSUCML Faculty, Staff, and Students

**FROM:** F. Coleman, Director

**DATE:** December 14, 2018

**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, Edwards, 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, Diving Program Oversight  
Education initiatives  
Development, Outreach  
Liaison to upper administration, community at large  
Budget decisions (shared with Facilities Director)

**Stephanie Welch, Administrative Assistant** (swelch@fsu.edu)  
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

**Sandra Brooke, Associate Director for Research** (sbrooke@fsu.edu)  
Research space decisions  
Oversight for all vessel research questions

### DIVING PROGRAM

**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

### FACILITIES

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

### MAINTENANCE

**Tray Crump, Custodial Worker** (tcrump@fsu.edu)  
Housekeeping, janitorial services  
Schedules recycling, laundry

**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

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

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

**Dennis Tinsley, Mechanical Trades Technician** (cdtinsley@fsu.edu)  
General maintenance: HVAC; freshwater system; sewer/aerobic system/ generator service & fueling; fire alarms; oversight of 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 POs except office supplies  
Supplies & Equipment: Inventory custodian; surplus

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## MARINE TECHNICAL OPERATIONS

### **Katrina Bayliss, Marine Technician** ([kbayliss@fsu.edu](mailto: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

### **Matt Edwards, Small Boat Technician** ([medwards@fsu.edu](mailto: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 [https://marinelab.fsu.edu/media/2895/fsucml-sci\\_boat\\_safe\\_manual\\_052018.pdf](https://marinelab.fsu.edu/media/2895/fsucml-sci_boat_safe_manual_052018.pdf) 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

### **Ephrey Priest, Boat Captain**

Maintenance, scheduling, & operation of RV Apalachee;  
available for running all other vessels on campus

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