



The FSU Coastal & Marine Laboratory Staff & Responsibilities

MEMORANDUM

TO: FSUCML Faculty, Staff, and Students

FROM: F. Coleman, Director

DATE: August 27, 2019

RE: Administration, Facilities & Marine Operations, Marine Research Support– 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 an electrical, IT, building, or other facility issue, please fill out a **Work Request Form** online here:

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

We ask that you be courteous to your colleagues who may also have submitted work requests by not interrupting staff to inform them of your particular issue. Rather, submit your order and Travis Mohrman, Assistant Director of Facilities, will work your request into staff schedules. If the problem is urgent, contact Travis immediately.

For assistance needed relating to research space or other aspects of conducting research at the lab, contact the Associate Director of Research, Dr. Dean Grubbs.

Contact Maranda Marxsen, Business Manager, if you have questions about administrative duties not answered by this memo.

ON-CALL CONTACTS: Daniels, Crump, 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 (cell: 850-559-8262) or Felicia Coleman (cell: 850 545-2841)



The FSU Coastal & Marine Laboratory

Staff & Responsibilities

ADMINISTRATION

Felicia Coleman, Director fcoleman@fsu.edu Research direction, initiatives
Faculty & Administration Oversight Development, Outreach, Education Initiatives
Liaison to upper administration, community at large Hiring, budget, and construction decisions

Dean Grubbs, Associate Director for Research
dgrubb2s@fsu.edu
Research space decisions for FSUCML & visiting scientists (laboratories, greenhouse space, tanks, storage)
Oversight for all RV Apalachee research questions

Durene Gilbert, Administrative Assistant
dgilbert@fsu.edu
HR: Payroll/Timesheets; docent coordinator
Responsible for facilities and marine ops reservations, invoicing
Outreach: organizes large group visits, assists with website, facebook, lectures, & special events; liaisons with main campus for FSUCML related events.
Travel: Authorizations, receives T-card receipts for processing Gives tours in the absence of a Docent

Mary Lewis, Administrative Assistant
HR: prepares new appointments, assists with reappointments, prepares Faculty AOR entry & FACET reporting.
Plans meetings, responsible for minutes of all FSUCML Boards and Committees; supports the Director.
Purchasing: procurement for all supplies, P-card proxy, receives P-card receipts for weekly and monthly processing; processes FedEx shipping

Maranda Marxsen, Office Manager mmarxsen@fsu.edu
FSUCML HR Representative: prepares personnel re-appointments, addresses workers comp, personnel issues
Manages all FSUCML budgets – operations, FSU Foundation, sponsored projects.
Proposals: conducts budget checks on all proposed budgets & cost-sharing

Gina Wells, ABSI Program Manager
Approves for ABSI personnel: travel, purchasing, and HR actions.
Manages all ABSI budgets.

FACILITIES & MARINE OPERATIONS

Travis Mohrman, Assistant Director Facilities
tmohrman@fsu.edu
Facilities and marine operations management including all construction details and permitting, staff supervision
Carries out facilities priorities for FSUCML and visiting researchers (the latter with Associate Research Director)
Liaison to campus facilities and maintenance, IT

Tray Crump, Custodial Worker trump@fsu.edu
Housekeeping, janitorial services, deep-cleaning Schedules recycling, laundry

Mark Daniels, Mechanical Trades Technician
mddaniels@fsu.edu
General maintenance & repair: plumbing for freshwater & seawater systems. Responsible for general inventory; vehicle maintenance, fueling, vehicle logs, water quality and rain databases. On-call personnel

Matt Edwards, Boat Captain for RV and Small Boats
medwards@fsu.edu
Maintenance, scheduling (with Assoc. Dir. Research), & operation of RV Apalachee, small boats, & trailers.
Responsible for boating safety, boat operator training and check-out. Assists in repair and maintenance of nets and other field gear. Available for launching campus-based boats

Dan Overlin, General Trades Technician doverlin@fsu.edu
General maintenance, construction: design, renovation, finish carpentry (all buildings); electrical maintenance

Mike Repchak, IT Technical Support Analyst -- Main Campus mrepchak@fsu.edu
Maintains computers, wireless, server, networking systems; advises on computer and peripheral purchases

Dennis Tinsley, Mechanical Trades Technician
cdtinsley@fsu.edu
General maintenance & repair: HVAC, telephones, freshwater system, septic system, generator, fire alarms
Environmental Health and Safety: Oversight of general safety, hazardous waste disposal; initiates insurance coverage & claims
Key Bank Manager; Signs/placards Purchasing: initiates POs except office supplies
Supplies & Equipment: Inventory custodian; surplus

ON-CALL CONTACTS: Daniels, Crump, 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 (cell: 850-559-8262) or Felicia Coleman (cell: 850 545-2841)

MARINE RESEARCH SUPPORT

Maddie Mahood, ABSI Outreach & Education Assistant
mmahood@fsu.edu

Responsible for working with ABSI leadership, FSU Communications, and scientists to promote ABSI research to the public through web-based and in-person fora;
Organizes venues, notices, signage, printed media for meetings and public events.
Organizes educational events for K-12 students

Christopher Matechik, ABSI Marine Field Technician
cmatechik@fsu.edu

Works with ABSI scientists and staff to facilitate research objectives in the field
Responsible for leading field operations related to ABSI, including oversight of other technicians and volunteers.

Cullen Morris, Marine Technician ccmorris@fsu.edu

Works with faculty and staff to facilitate research objectives in the field and in the lab.
Manages, maintains, and assists in acquisition of all research equipment (lab and field), and trains new users
Assures research compliance with relevant university, state, and federal permits (e.g., ACUC, FWC, NOAA, EH&S) for all FSUCML and visiting researchers; notifies FSUCML researchers of training requirements.
Responsible for Volunteer Coordination & teaching Community Engagement programs

Christopher Peters- Diving Safety Officer cpeters@fsu.edu

Manages FSU Diving Program; serves as dive safety officer
Oversight of all field operations to assist in the scientific objectives of all FSU diving operations
Training: Teaches Introduction to scientific diving & other supporting workshops to ensure that all FSU divers are properly trained in diving safety.
Develops budgets and strategic plans for the Dive Program