# State Office Contact List

## By Activity

**Please note that communications should include the appropriate supervisor and Regional/County Director.**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
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</thead>
</table>
| **4-H Club and Affiliated Groups, County 4-H Activities** | 4-H Programming Activities have oversight from the State 4-H Office  
- Questions, Guidelines, Policies & Procedures  
- Accounts, Use of Funds, Fundraising Activities & Reporting | State 4-H: Jean Glowacki  
970-491-6422  
Jean.Glowacki.Beeman@colostate.edu | State 4-H: Trent Hollister  
970-491-7881  
Trent.Hollister@colostate.edu |
| **Business Cards & Name Badges** | CSU Extension business cards can be ordered through CSU’s Creative Services.  
CSU Extension name badges for new employees are ordered by Kaylie. Replacements may be ordered through Craft Trophy. | Human Resources: Kaylie McKenna  
970-491-1617  
Kaylie.McKenna@colostate.edu |  |
| **Budgeting, Financial Analysis & Reporting** | Develop budgets (non-grant) for conference, contracts, program evaluation, etc. | Fiscal: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu | Fiscal: Matthew Wills  
970-491-7950  
Matthew.Wills@colostate.edu |
| **Cell Phone Allowance** | - Establish, modify, or cancel Cell Phone Allowance, for use of personal wireless device.  
- Questions regarding “Wireless Device & Service Plan Enrollment and Payroll Authorization Form” | Fiscal: Jennifer Wilmoth  
970-491-2386  
Jennifer.Wilmoth@colostate.edu |  |
| **Contracting – MONETARY** | Establish Contracts for any of the following:  
**ACCOUNTS PAYABLE** – Money being paid BY CSU Ext. by another party  
- Receipt of Professional Services  
- Event Contracts  
- MOU that details monies to be paid by CSU Ext. to another party  
**ACCOUNTS RECEIVABLE** – Monies being collected by CSU Ext. for services provided  
- Contract Courses  
- Fee for Service work  
- MOU for revenue sharing, etc. | Fiscal: Matthew Wills  
970-491-7950  
Matthew.Wills@colostate.edu | Fiscal: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu |
| **Contracts – NON-MONETARY** | Contracts that do not involve any funding such as:  
- Room and site rentals for activities with no accompanying fee. | Human Resources: Lori Bates  
970-491-2858  
Lori.Bates@colostate.edu | Fiscal: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu |
| **Credit Card Sales** | Establishing a merchant ID to accept credit card payments for non-appropriated activities through a CSU account. | Fiscal: Jana Smilanich-Rose  
970-491-6367  
Jana.Smilanich-Rose@colostate.edu | Fiscal: Matthew Wills  
970-491-7950  
Matthew.Wills@colostate.edu |

_Last Updated: March 2020_
<table>
<thead>
<tr>
<th>CSU Foundation Activities - Gifts/Grants</th>
<th>Deputy Director: Ashley Stokes 225-281-2032 <a href="mailto:Ashley.Stokes@colostate.edu">Ashley.Stokes@colostate.edu</a></th>
<th>Fiscal: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.Smilanich-Rose@colostate.edu">Jana.Smilanich-Rose@colostate.edu</a></th>
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</thead>
<tbody>
<tr>
<td>Financial Reporting</td>
<td>Fiscal: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.Smilanich-Rose@colostate.edu">Jana.Smilanich-Rose@colostate.edu</a></td>
<td>Fiscal: Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a></td>
</tr>
<tr>
<td>Forum</td>
<td>Coordinator: Wes Alford 970-491-6345 <a href="mailto:Wes.Alford@colostate.edu">Wes.Alford@colostate.edu</a></td>
<td>Human Resources: Kaylie McKenna 970-491-1617 <a href="mailto:Kaylie.McKenna@colostate.edu">Kaylie.McKenna@colostate.edu</a></td>
</tr>
<tr>
<td>Grants/Sponsored Projects</td>
<td>College of Agriculture: Cliff Schulenberg 970-491-0926 <a href="mailto:Cliff.Schulenberg@colostate.edu">Cliff.Schulenberg@colostate.edu</a></td>
<td>College of Agriculture: Reagan Lu 970-491-6953 <a href="mailto:Reagan.Lu@colostate.edu">Reagan.Lu@colostate.edu</a></td>
</tr>
<tr>
<td>Hiring/Recruitment</td>
<td>Human Resources: Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a></td>
<td>Human Resources: Kaylie McKenna 970-491-1617 <a href="mailto:Kaylie.McKenna@colostate.edu">Kaylie.McKenna@colostate.edu</a></td>
</tr>
<tr>
<td>HR Employee Relations</td>
<td>Human Resources: Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a></td>
<td>Deputy Director: Ashley Stokes 225-281-2032 <a href="mailto:Ashley.Stokes@colostate.edu">Ashley.Stokes@colostate.edu</a></td>
</tr>
<tr>
<td>Leave Policies</td>
<td>Human Resources: Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a></td>
<td>Human Resources: Kaylie McKenna 970-491-1617 <a href="mailto:Kaylie.McKenna@colostate.edu">Kaylie.McKenna@colostate.edu</a></td>
</tr>
<tr>
<td>Legal</td>
<td>Deputy Director: Ashley Stokes 225-281-2032 <a href="mailto:Ashley.Stokes@colostate.edu">Ashley.Stokes@colostate.edu</a></td>
<td>Human Resources: Lori Bates 970-491-2858 <a href="mailto:Lori.Bates@colostate.edu">Lori.Bates@colostate.edu</a></td>
</tr>
<tr>
<td></td>
<td>State 4-H: Jean Glowacki 970-491-6422 <a href="mailto:Jean.Glowacki.Beeman@colostate.edu">Jean.Glowacki.Beeman@colostate.edu</a></td>
<td>Last Updated: March 2020 2</td>
</tr>
</tbody>
</table>

- **CSU Foundation Activities - Gifts/Grants**
  - Accepting Donations
  - Spending/Use of Foundation Funds
  - Looking for Foundation Funding

- **Financial Reporting**
  - Generation of monthly financial reports for:
    - Department/Unit annual budgets and Consolidated Reporting
    - Internal Grants/Awards
    - CSU Foundation Reports
    - Specialist Accounts (Laura Barrera primarily)
  - **PRE-AWARD:** Proposals for Externally Funded Projects (funded by outside agency):
    - Grant Budget Development Approval & Submission Support
    - Letters of Intent/Commitment, etc.
  - **POST-AWARD:** Grants awarded assistance including:
    - Set-up
    - Re-budgeting
    - Expense processing/allowability
    - Effort certification
    - Reporting internally funded projects (funded by groups within CSU)

- **Hiring/Recruitment**
  - Administrative Professional and State Classified Employees
  - Non-Student and Student Hourly Employees

- **HR Employee Relations**
  - Rules and Regulations for Employees
  - Conflict Resolution
  - Benefits

- **Leave Policies**
  - Annual & Sick Leave
  - Bereavement Leave
  - Jury Duty
  - Family & Medical Leave
  - Parental Leave
  - Short/Long Term Disability
  - Leave Without Pay

- **Legal**
  - Legal questions or possible legal implications of actions.
  - 4-H Youth Development questions or concerns
<table>
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<tr>
<th>Memorandum of Understanding-MOUs</th>
<th>All County and Area MOU Agreements: Please send agreements to BOTH the Deputy Director and Asst. Dir. of Finance, as they require both signatures.</th>
<th>Deputy Director: Ashley Stokes 225-281-2032 <a href="mailto:Ashley.Stokes@colostate.edu">Ashley.Stokes@colostate.edu</a></th>
<th>Fiscal: Jana Smilanich-Rose 970-491-6367 <a href="mailto:Jana.Smilanich-Rose@colostate.edu">Jana.Smilanich-Rose@colostate.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Onboarding</td>
<td>New Staff Orientation and Mentorship Program</td>
<td>Professional Development: Wes Alford 970-491-6345 <a href="mailto:Wes.Alford@colostate.edu">Wes.Alford@colostate.edu</a></td>
<td>Human Resources: Kaylie McKenna 970-491-1617 <a href="mailto:Kaylie.McKenna@colostate.edu">Kaylie.McKenna@colostate.edu</a></td>
</tr>
<tr>
<td>Payroll Updates &amp; Adjustments</td>
<td>• PPDAs • Labor Redistributions • Assignment Changes • FTE Updates Please Email requests to: <a href="mailto:Ext_Payroll@mail.colostate.edu">Ext_Payroll@mail.colostate.edu</a></td>
<td>Fiscal: Matthew Wills 970-491-7950 Fiscal: Laura Barrera 970-491-7888</td>
<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td>• Change Management • Leadership Development &amp; Coaching • Mentoring • Team Building</td>
<td>Professional Development: Wes Alford 970-491-6345 <a href="mailto:Wes.Alford@colostate.edu">Wes.Alford@colostate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Program Planning &amp; Reporting</td>
<td>• PRU Plans of Work &amp; support • PRU and county needs assessments • Federal, county, PRU, and impact reports • Digital Measures reporting system • Energy &amp; climate change initiatives</td>
<td>Organizational &amp; Energy Initiatives: Cary Weiner 970-491-3784 <a href="mailto:Cary.Weiner@colostate.edu">Cary.Weiner@colostate.edu</a></td>
<td></td>
</tr>
<tr>
<td>Programming: 4-H</td>
<td>Program questions, matters and issues should be referred to the state office specialist under whose area the matter corresponds: • Livestock and Shooting Sports – Sam Lowry • STEM/K-12 Education – Wade Ingle • Projects &amp; Curriculum – Connie Cecil • Volunteer Leadership – Trent Hollister • Data Systems - Joy Bauder</td>
<td>State 4-H: Sam Lowry 970-491-6225 <a href="mailto:Sam.Lowry@colostate.edu">Sam.Lowry@colostate.edu</a> Wade Ingle 970-491-0893 <a href="mailto:Wade.Ingle@colostate.edu">Wade.Ingle@colostate.edu</a> Connie Cecil 970-491-7883 <a href="mailto:Connie.Cecil@colostate.edu">Connie.Cecil@colostate.edu</a> Trent Hollister 970-491-7881 <a href="mailto:Trent.Hollister@colostate.edu">Trent.Hollister@colostate.edu</a> Joy Bauder 970-491-3887 <a href="mailto:Joy.Bauder@colostate.edu">Joy.Bauder@colostate.edu</a></td>
<td>State 4-H: Jean Glowacki 970-491-6422 <a href="mailto:Jean.Glowacki.Beeman@colostate.edu">Jean.Glowacki.Beeman@colostate.edu</a></td>
</tr>
<tr>
<td>Programming: Master Gardener</td>
<td>Questions regarding the Master Gardener Program in general or volunteer issues.</td>
<td>State Master Gardener Coordinator: Katie Dunker 970-305-0530 <a href="mailto:Katie.Dunker@colostate.edu">Katie.Dunker@colostate.edu</a></td>
<td>Deputy Director: Ashley Stokes 225-281-2032 <a href="mailto:Ashley.Stokes@colostate.edu">Ashley.Stokes@colostate.edu</a></td>
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</table>
**Purchasing – POs, P-Card Processing**

For Assistance with purchasing relating to:

- **Purchase Orders** – LIMIT FOR ALL GOODS AND SERVICES WITHOUT A PURCHASE ORDER OR A CONTRACT IS $5,000.

- **P-Card** – assistance with making p-card purchases, or if your unit does not have access to a p-card

**Please Email Approved Monthly Statements to:**
Ext_Monthly_P-card_Backup@mail.colostate.edu

<table>
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<tr>
<th>POs</th>
<th>P-Card processing</th>
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<tr>
<td>Fiscal: Matthew Wills 970-491-7950 <a href="mailto:Matthew.Wills@colostate.edu">Matthew.Wills@colostate.edu</a></td>
<td>Fiscal: Laura Barrera 970-491-7888 <a href="mailto:Laura.Barrera@colostate.edu">Laura.Barrera@colostate.edu</a></td>
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<tr>
<td>Fiscal: Jennifer Wilmeth 970-491-2386</td>
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**Invoice payment** – UNDER $5,000

Send all documents for payment to:
Ext_Accounts_Payable@mail.colostate.edu

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**IT Purchases** – ALL IT purchases regardless of funding source must be done in conjunction with Extension Technology

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<tr>
<td>Technology: Tyler Rayburn - for quote/purchase set-up 970-491-3913 <a href="mailto:Tyler.Rayburn@colostate.edu">Tyler.Rayburn@colostate.edu</a></td>
<td>Fiscal: Jennifer Wilmeth 970-491-2386</td>
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<td>Fiscal: Laura Barrera 970-491-7888</td>
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**Timekeeping (TimeClock Plus)**

Please contact your Department Administrator for your Region:

- **EFNEP** – Cindy Standley
  Front Range – Sonjia Graham
  Peaks & Plains – Joan Jordan
  Western – Monique Mull
  State Office – Kaylie McKenna

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**Regional Administrators:**

- **EFNEP** – Cindy Standley 970-491-2377 Cindy.Standley@colostate.edu
- **FR** – Sonjia Graham 970-491-2806 Sonjia.Graham@colostate.edu
- **P&P** – Joan Jordan 719-545-1845 Joan.Jordan@colostate.edu
- **WR** – Monique Mull 970-241-3346 Monique.Mull@colostate.edu

**Human Resources:** (Backup for all regional departments)

- Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu
- Lori Bates 970-491-2858 Lori.Bates@colostate.edu

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**Travel Authorizations & Reimbursements**

Approval for travel: airfare purchase, conference registration & request for reimbursements of lodging, food & other approved travel expenses. Send all documents to the following e-mail:
Ext_Accounts_Payable@mail.colostate.edu

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**Workers’ Compensation**

Workplace injury or illness

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