

State Office Contact List By Activity

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

Activity	Description	Primary Contact	Secondary Contact
4-H Club and Affiliated Groups, County 4-H Activities	4-H Programming Activities have oversight from the State 4-H Office <ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Donations • Investment Accounts 	State 4-H Foundation: Rochelle Platter 970-491-1537 Rochelle.Platter@colostate.edu	State 4-H: Jean Glowacki 970-491-6422 Jean.Glowacki.Beeman@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 order 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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

CSU Foundation Activities – Gifts/Grants	<ul style="list-style-type: none"> • Accepting Donations • Spending/Use of Foundation Funds • Looking for Foundation Funding 	Deputy Director: Ashley Stokes 225-281-2032 Ashley.Stokes@colostate.edu	Fiscal: Jana Smilanich-Rose 970-491-6367 Jana.Smilanich-Rose@colostate.edu
Financial Reporting	Generation of monthly financial reports for: <ul style="list-style-type: none"> • Department/Unit annual budgets and Consolidated Reporting • <u>Internal</u> Grants/Awards • CSU Foundation Reports • Specialist Accounts (Laura Barrera primarily) 	Fiscal: Jana Smilanich-Rose 970-491-6367 Jana.Smilanich-Rose@colostate.edu	Fiscal: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu
Forum	Coordination of agenda, programming and logistics for Extension’s four-day annual conference	Professional Development: Wes Alford 970-491-6345 Wes.Alford@colostate.edu	Human Resources: Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu
Grants/Sponsored Projects	PRE-AWARD: Proposals for Externally Funded Projects (funded by outside agency): <ul style="list-style-type: none"> • Grant Budget Development Approval & Submission Support • Letters of Intent/Commitment, etc. POST-AWARD: Grants awarded assistance including: <ul style="list-style-type: none"> • Set-up • Re-budgeting • Expense processing/allowability • Effort certification • Reporting internally funded projects (funded by groups within CSU) 	College of Agriculture: Cliff Schulenberg 970-491-0926 Cliff.Schulenberg@colostate.edu Fiscal: Matthew Wills 970-491-7950 Matthew.Wills@colostate.edu	College of Agriculture: Reagan Lu 970-491-6953 Reagan.Lu@colostate.edu Fiscal: Jana Smilanich-Rose 970-491-6367 Jana.Smilanich-Rose@colostate.edu
Hiring/ Recruitment	Administrative Professional and State Classified Employees Non-Student and Student Hourly Employees	Human Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu	Human Resources: Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu
HR Employee Relations	<ul style="list-style-type: none"> • Rules and Regulations for Employees • Conflict Resolution • Benefits 	Human Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu	Deputy Director: Ashley Stokes 225-281-2032 Ashley.Stokes@colostate.edu
Leave Policies	<ul style="list-style-type: none"> • Annual & Sick Leave • Bereavement Leave • Jury Duty • Family & Medical Leave • Parental Leave • Short/Long Term Disability • Leave Without Pay 	Human Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu	Human Resources: Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu
Legal	Legal questions or possible legal implications of actions. 4-H Youth Development questions or concerns	Deputy Director: Ashley Stokes 225-281-2032 Ashley.Stokes@colostate.edu	Human Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu State 4-H: Jean Glowacki 970-491-6422 Jean.Glowacki.Beeman@colostate.edu

Memorandum of Understanding- MOUs	All County and Area MOU Agreements: Please send agreements to BOTH the Deputy Director and Asst. Dir. of Finance, as they require both signatures.	Deputy Director: Ashley Stokes 225-281-2032 Ashley.Stokes@colostate.edu	Fiscal: Jana Smilanich-Rose 970-491-6367 Jana.Smilanich-Rose@colostate.edu
Onboarding	New Staff Orientation and Mentorship Program	Professional Development: Wes Alford 970-491-6345 Wes.Alford@colostate.edu	Human Resources: Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu
Payroll Updates & Adjustments Oracle Updates	<ul style="list-style-type: none"> • PPDAs • Labor Redistributions • Assignment Changes • FTE Updates <p>Please Email requests to: Ext_Payroll@mail.colostate.edu</p>	Fiscal: Matthew Wills 970-491-7950	Fiscal: Laura Barrera 970-491-7888
Professional Development	<ul style="list-style-type: none"> • Change Management • Leadership Development & Coaching • Mentoring • Team Building 	Professional Development: Wes Alford 970-491-6345 Wes.Alford@colostate.edu	
Program Planning & Reporting	<ul style="list-style-type: none"> • PRU Plans of Work & support • PRU and county needs assessments • Federal, county, PRU, and impact reports • Digital Measures reporting system • Energy & climate change initiatives 	Organizational & Energy Initiatives: Cary Weiner 970-491-3784 Cary.Weiner@colostate.edu	
Programming: 4-H	<p>Program questions, matters and issues should be referred to the state office specialist under whose area the matter corresponds:</p> <ul style="list-style-type: none"> • Livestock and Shooting Sports – Sam Lowry • STEM/K-12 Education – Wade Ingle • Projects & Curriculum – Connie Cecil • Volunteer Leadership – Trent Hollister • Data Systems - Joy Bauder 	<p>State 4-H: Sam Lowry 970-491-6225 Sam.Lowry@colostate.edu Wade Ingle 970-491-0893 Wade.Ingle@colostate.edu Connie Cecil 970-491-7883 Connie.Cecil@colostate.edu Trent Hollister 970-491-7881 Trent.Hollister@colostate.edu Joy Bauder 970-491-3887 Joy.Bauder@colostate.edu</p>	<p>State 4-H: Jean Glowacki 970-491-6422 Jean.Glowacki.Beeman@colostate.edu</p>
	<ul style="list-style-type: none"> • OEO Issues (Equal Opportunity)/ Affirmative Action <ul style="list-style-type: none"> ◦ Youth and volunteer fair treatment issues • Risk Management • Program Events 	State 4-H: Jean Glowacki 970-491-6422 Jean.Glowacki.Beeman@colostate.edu	
Programming: Master Gardener	Questions regarding the Master Gardener Program in general or volunteer issues.	State Master Gardener Coordinator: Katie Dunker 970-305-0530 Katie.Dunker@colostate.edu	Deputy Director: Ashley Stokes 225-281-2032 Ashley.Stokes@colostate.edu

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	Fiscal: Matthew Wills 970-491-7950 Matthew.Wills@colostate.edu Fiscal: Laura Barrera 970-491-7888	Fiscal: Laura Barrera 970-491-7888 Laura.Barrera@colostate.edu Fiscal: Jennifer Wilmoth 970-491-2386
	Invoice payment – UNDER \$5,000 Send all documents for payment to: Ext_Accounts_Payable@mail.colostate.edu	Fiscal: Jennifer Wilmoth 970-491-2386	Fiscal: Laura Barrera 970-491-7888
	IT Purchases – ALL IT purchases regardless of funding source must be done in conjunction with Extension Technology	Technology: Tyler Rayburn - for quote/purchase set-up 970-491-3913 Tyler.Rayburn@colostate.edu	
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	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
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	Fiscal: Ellen Hughes 970-491-7526 Ext_Accounts_Payable@mail.colostate.edu	Fiscal: Ext_Accounts_Payable@mail.colostate.edu
Workers' Compensation	Workplace injury or illness	Human Resources: Lori Bates 970-491-2858 Lori.Bates@colostate.edu	Human Resources: Kaylie McKenna 970-491-1617 Kaylie.McKenna@colostate.edu