Quick Reference Guide

Business Operations  |  HR/Payroll/Leaves  |  Web Development and Marketing Design  |  Communications and Connect Center Operations  |  Academic Operations  |  Undergraduate Coordination  |  Graduate Coordination  |  Research Advancement Team  |  Undergraduate Advising Team  |  Student Workers  |  Helpful Links

Business Operations

Jean Memberto – Assist. Director of Operations  
Social Sciences Building 221  
480-965-7542  
Jean.Memberto@asu.edu

Brenna Hansen – Business Operations Manager  
Social Sciences Building 217A  
480-965-4263  
Brenna.Hansen@asu.edu

JoAnne Groot – Department HR Specialist  
Social Sciences Building 217A  
480-965-0003  
JoAnne.Groot@asu.edu

Shelley Linford - Communication/Web Development  
Social Sciences Building 100F  
Shelley.Linford@asu.edu

John Keeney – Communication/The Connect Center Operations  
Cowden Building 224E  
480-965-3094  
John.Keeney@asu.edu

Academic Operations

Sarah Ericson – Academic Operations Manager  
Social Sciences Building 100A  
480-965-4233  
Sarah.Ericson@asu.edu

Gere Clark – Academic Operations/Events  
Social Sciences Building 144  
480-965-3735  
Gere.Clark@asu.edu

Bobette Makelele – Graduate Coordination  
Social Sciences Building 100G  
480-965-3932  
Bobette.Makelele@asu.edu

Ashley Bustamante – Graduate Advising  
Prospective students: graduatesanford@asu.edu  
Current students: graduateadvisingsanford@asu.edu  
480-965-6978

Nancy Landers – Undergraduate Coordination  
Social Sciences Building 144  
480-965-6875  
Nancy.Landers@asu.edu

Research Advancement Team

Catherine Ashmead - Research Advancement Manager  
480-965-6326  
Catherine.Ashmead@asu.edu

Luz Hernandez – Research Advancement Admin  
480-965-4773  
Lucy.Hernandez@asu.edu

For questions related to proposal submissions and/or managing your awarded funds, see our contact information below:

Email: sanford.ra@asu.edu  
Phone: (480) 965-6326

thesanfordschool.asu.edu  |  480-965-6875  |  Social Science Building 144  |  Revised 7/2019
Undergraduate Advising Team

Tempe Campus Students

Lois Goldblatt – Academic Success Coordinator
Social Sciences Building 100E
480-965-3130
Lois.Goldblatt@asu.edu

Denise Barnard – Academic Success Specialist
Social Sciences Building 100D
480-965-2031
Denise.Barnard@asu.edu

ASU Online Students

Lisa Barth – Academic Success Coordinator
Social Sciences Building 100B
480-965-7548
Lisa.Barth@asu.edu

Kelli Ramirez – Academic Success Specialist
Social Sciences Building 100F
480-727-7753
Kelli.Ramirez@asu.edu

Wes Jackson – Academic Success Specialist
Social Sciences Building 100B
480-965-7864
Wes.Jackson@asu.edu

Business Operations

Jean Memberto, Assistant Director of Operations
jean.memberto@asu.edu

- Financial oversight ASU and ASU Foundation accounts
- Payroll oversight
- Pcard manager
- Supervisor – school management team (Brenna Hansen, Sarah Ericson, Catherine Ashmead)

Brenna Hansen, Manager
brenna.hansen@asu.edu

- Payments, reimbursements, and purchases on ASU and ASU Foundation accounts
- Mileage reimbursement

In order to complete a mileage reimbursement claim you will need the following information:

- Request for Mileage/Parking Reimbursement Form located at https://www.asu.edu/fs/forms/AP_Reimb_MileageParkingTaxi.pdf
- Agency/Org - this is the account number funding the reimbursement
- A Mapquest/Google map printout of your normal commute miles to ASU
- A Mapquest/Google map printout for each trip listed
- Business purpose for the trip

Things to remember when completing the form:

- If you are traveling roundtrip from ASU to a site you need to log each leg of the trip (to/from). All mileage is reimbursable.
- If you travel from home to a site or a site to home you must deduct the normal number of miles you travel to ASU.
- Home to ASU is 10 miles - normal commute
- Home to site 12 miles - request is for 2 miles reimbursement for this leg of the trip
- Management of department property control and surplus/salvage requests
- Manage space survey
- Facilities building liaison
- Graduate funding

**HR/Payroll/Leaves**

JoAnne Groot, Department HR Specialist  
joanne.groot@asu.edu

- Hiring (faculty, postdocs, students, staff)
- HR/Payroll policy and procedure
- Leaves (medical and family)
- Paid holiday schedule ([https://cfo.asu.edu/hr-holidayschedule](https://cfo.asu.edu/hr-holidayschedule))
- Payroll
- Travel Claims (employees and students) ([https://cfo.asu.edu/fs-forms](https://cfo.asu.edu/fs-forms))

**Web Development and Marketing Design**

Shelley Linford, Communications Admin  
shelley.linford@asu.edu

- News Blast
- Graphic design for flyers, brochures, special events, etc.
- Social media
- Website development and updates
- ASU branding standards
- iSearch directory administrator

**Communications and Connect Center Operations**

John Keeney, Project Coordinator  
john.keeney@asu.edu

- Article composition
- Media relations
- Content dissemination
- Press releases
- School news and event promotion

- Sales and order fulfillment
- Product creation and development
- Faculty publishing services
- Conference registrations
- Vendor relationships
- Intellectual property and copyright management
- Business consulting
Academic Operations

Sarah Ericson, Manager
sarah.ericson@asu.edu

- Academic personnel actions
- Graduate programs support
- Course scheduling
- Course evaluations
- Student worker supervisor

Academic Operations Assistant

- Administrative support for director and academic operations
- Travel/hotel/scheduling (visitors and guests)
- Scholarship applications
- Faculty searches
- Faculty meeting minutes

Academic Support

Gere Clark, Coordinator
gere.clark@asu.edu

- Classroom change requests
- Conference room/University classroom reservations
- Event planning
- Key Request
  To complete a key request, please complete the Key Request form. Once you complete the form, please either email it to Gere Clark at Gere.Clark@asu.edu or bring it to the front office, Social Sciences 144.
- Office move coordination
- Telephones and voicemail
- Recycling
  Information for ASU Blue Bin Recycling can be found at: https://cfo.asu.edu/fdm-recycling-at-asu.
  To request pick up service for your small blue recycling bin in your personal office, please complete a service request online at: http://webtma.asu.edu/ASUServiceRequest.
- Shredding
- Undergraduate Scholarships

Undergraduate Coordination

Nancy Landers, Coordinator
nancy.landers@asu.edu

- Classroom facility issues
- Conference room/University classroom reservations
- Final exam classrooms
- Keys (classroom zone)
- Mail/FedEx
  Mail is picked up at 8:40 each weekday morning
- Make-up exams
• Parking validation
  Advance notice is required for large quantities of 20 or more. Stamps are for guests only.
• Syllabi requests
• Textbooks
• Undergraduate course overrides
• Undergraduate registration issues
• Undergraduate roster grades

Graduate Coordination

Bobette Makelele, Graduate Coordinator
bobette.makelele@asu.edu

Master's programs:

• Online Graduate Programs Recruitment
• Graduate application process Graduate College liaison
• Graduate course overrides
• Graduate program support
• Graduate registration issues
• Graduate roster grades
• Graduate student accomplishments
• iPOS
• Maintaining Continuous Enrollment
• Academic Record Changes
• Academic probation and dismissals
• Online Graduate Programs Community Management

PhD programs:

• PhD program support
• Comps
• Defenses
• Graduate application process
• Graduate College liaison
• Graduate course overrides
• Graduate registration issues
• Graduate roster grades
• Graduate tuition remission posting
• iPOS
• Pass/fail forms (graduate)
• Tuition remission processing
Research Advancement

The research advancement office at the T. Denny Sanford School of Social and Family Dynamics promotes and coordinates research activities across the enterprise and provides services to support faculty efforts to advance research.

For questions related to proposal submissions and/or managing your awarded funds, see our contact information below:

Email: sanford.ra@asu.edu
Phone: (480) 965-6326

Student Employees

- Copy and scanning requests

If there are copy and scanning requests that you would like completed by the student workers, please fill out a copy request form and attach it to the material you would like copied or scanned. (exams, worksheets, book pages, documents, etc.) and place it in the work baskets located in SS 144, Cowden 118, or Payne 308. All requests must be given a minimum 48 hours in advance.

Things to include on the copy request form:

- Duplex - yes or no
- Alternate Test forms A and B?
- Stapled - yes or no
- 2 different colors for forms A and B?
- Colored paper? Insert Scantron Answer Sheets?
- Specific colors? Number Tests and Answer Sheets?

Any other instructions:

You can also send an email with all of the same information to the student workers at: TDSSSFDStudentWorkers@gmail.com

- Mail delivery/mailbox maintenance

Undergraduate Advising Team

Tempe Campus Students

Walk-in Hours:

Tuesdays from 1-4pm
Wednesdays from 1-4pm

For available appointment times during the week, please email us:

Lois.Goldblatt@asu.edu
Denise.Barnard@asu.edu

ASU Online Students

Schedule appointments online:
https://webapp4.asu.edu/advsched/?acad_org=CSOCFAM

If you have questions, call 480-965-6978
Helpful Links

Business Operations

- Business Meals Form
- Reimbursements Request - Non Food
- Doctoral Graduate Student Department Travel Request Form
- ASU Human Resources Forms
- ASU Purchasing Forms
- Copy and Scanning Request Form
- Cost Share Request Form
- Expense Advance Log
- Gift Card Petty Cash Questionnaire
- Technology Purchases Security Assessment
- Honorarium

Facilities

- Request For Service Form (facility problems)
- Key Requests/ Action Form
- Recycling Pickup Request
- Property Control - Off-campus use Form

Course Overrides

- Graduate Course Override Request Form
- Undergraduate Course Override Request Form

Business Processes

- Hiring Guide for Staff and Student Workers
- Hiring Guide for Faculty Positions
- The Sanford School Pre-Award Process
- The Sanford School New Award Process