

DEAN'S OFFICE ADMINISTRATION

Functional Team Support

OFFICE OPERATIONS

Deanna Thomas thomasde@msu.edu

- Dean administrative support
- Ordering supplies
- Guest travel and event support
- Cashnet

Help navigating Functional Teams



FINANCE

Carly Ensign ensignca@msu.edu

Finance Team Primary Contact

- General (GA, GS), FAS Professional Development (GT), Startup (GE), Gift (RN), Endowment (RH, RT), Designated (D), Plant (P) accounts

Additional Finance Support

- External Research, Contracts & Grants (RC): Marianne Triponi triponi@msu.edu
- Internal Grants (RG, HARPS): Sherry Stevens danners@msu.edu
- Pre-Award: Barb Miller bmillier@msu.edu
- Reimbursements, Purchase Orders, Invoices: calfin@msu.edu

HUMAN RESOURCES

Sarah Jackson jacks835@msu.edu

Academic HR

- Hiring, Reappointments, I-9s
- Change of Status/Leaves/Termination
- Faculty Searches

HR Team Primary Contact for

- RPT, Specialists Continuing, Designation B
- Student hires and payroll
- Outside work for pay
- Overload and additional payments.



ACADEMIC OPERATIONS

Leann Dalimonte dalimon8@msu.edu

- Academic Administrative Support
- College Data Manager
- College Curriculum Manager
- College Administrative Access



FUNCTIONAL TEAM LEADS



Penny Shanks

shankspe@msu.edu
Office Operations



Carly Ensign

ensignca@msu.edu
Finance



Melissa Staub

staubmel@msu.edu
HR



Leann Dalimonte

dalimon8@msu.edu
Academic Operations