Administration

Director of LASSP
Erich Mueller, Rm 418 PSB

Associate Director for Administration
Brenda Irvin, Clark 511. Brenda has an open-door policy if you have any concerns or problems you would like to address.

Business Office
Stacey Depew, Clark 509 – Financial analysis, grants management, financial management of service facilities.

Judy Wilson, Clark 515 – Telephone Coordinator. Time accrual records. Paychecks, tax information, travel cash advance requests.

Faculty Assistants
Provide administrative and travel support.
Caroline Brockner, 420 PSB – Assistant to Director
Jonathan Fuller, Clark 513 – Administrative Supervisor
Becky Jantz, Clark 515 – Manuscript support
Douglas Milton, Clark 515 – Seminars coordinator

Meeting Rooms – 516, 309, 620, PSB 416
Contact: Jonathan Fuller, jdf55@cornell.edu

Office Assignments
Contact: Jonathan Fuller, Clark 513, 5-8101
Any changes of office use let Jonathan know.

Copiers/Scanners - 532 Clark, 413 PSB, G10 PSB
Contact: Douglas Milton, Clark 515

FAX Machine
FAX number: 607-255-6428 in PSB G13

Video Display: Jonathan Fuller, Clark 513

Keys for Offices and Labs
You first need a key and safety form from Jonathan Fuller (Clark 513), Robert Kenyan (G28), or Tracy Davenport (PSB G72). Then see Robert Kenyan, in Clark G38.

Facilities

Facilities Director
Todd Pfeiffer, D22 Clark, 105 Weill Hall
Todd manages the Research Support Facilities in Clark Hall and the PSB. He knows the capabilities of the various shops and can coordinate multi-facility efforts for research support.

Graduate Research Shop
A well-equipped machine shop maintained for the use of graduate students and other academic members in Clark. A 25-hour course in machine shop techniques is taught by Mr. Ellis—a prerequisite to use the shop equipment.
Contact: Nate Ellis, Manager, Clark D24

Low Temp. and Helium Distribution Facility
Supplies liquid helium for Cornell science and engineering research groups. Also instructs members of research groups in techniques for handling and transferring liquid helium and liquid nitrogen.
Contact: Eric Smith, Manager, Clark H22

LASSP Machine Shop
A high technology model-shop with experienced professional machinists. The personnel advise on design as well as executing the needed machining, brazing, welding and other peripheral operations for fabricating experimental apparatus.
www.lassp.cornell.edu/facilities/machine-shop
Contact: Stephan Felix, 5-3524, Clark E21

Safety
Unit Emergency Coordinator Keane Leitch (5-8773, 121 Baker Lab) will schedule safety training for occupants of experimental labs. The Clark Hall safety manuals are placed outside each basement lab — be sure to read them and know the precautions for working in a building with a wide range of research activities.

When you hear the fire alarms walk down the stairs and exit the building on the first floor level. Wait outside until reentry is allowed.
**Purchasing**
E-Shop:  
[www.dfa.cornell.edu/dfa/cms/supply/eshop](http://www.dfa.cornell.edu/dfa/cms/supply/eshop)
Purchase Orders and Procurement Cards:  
[www.dfa.cornell.edu/supply](http://www.dfa.cornell.edu/supply)
Contact: Linda Hatch, 5-3966.

**Stockroom**
Rm G20 PSB, Linda Hatch, 5-3966  
Our open scientific stockroom has a large inventory of office and lab supplies. Liquid nitrogen orders and billing are handled by the Stockroom.  
[www.lassp.cornell.edu/facilities/lassp-stockroom](http://www.lassp.cornell.edu/facilities/lassp-stockroom)

**Receiving and Shipping**
Leonard Freelove, 5-0673, Clark G38  
Responsible for shipping and receiving for Clark Hall departments, special customs needs for overseas shipments, pickup of materials as needed for lab functions, additional support.

**Research Services Shop**
Bob Kenyon, Supervisor, 5-5079, Clark G26, 7th floor reservations, building maintenance.  
David Bowman and Daniel Sheerer – additional sup. General support to the research groups in the setup and modification of laboratory and building facilities.

**Computing**
For questions or problems contact Barry Robinson, 5-6065, Clark 519, [rbr2@cornell.edu](mailto:rbr2@cornell.edu)

**Seminars**
LASSP Seminar  
Notices for other seminars are posted to the website, bulletin boards in Clark, and the Cornell Events calendar: [www.cornell.edu/events](http://www.cornell.edu/events)
Contact: Douglas Milton, Clark 515.

**Appointments**
Academic and non-academic staff  
Faculty, postdocs, visitors, temporary staff.  
Contact: Caroline Brockner, PSB 420

**GRA and undergrads**
Appointments for GRAS, tuition and health insurance posting to Bursar.
Contact: Judy Wilson, Clark 515, 5-3591

**NetID and Kerberos Password**
Caroline (PSB 420) will give you a Welcome to Cornell letter after your appointment. You must safeguard this info and use it for your e-mail, benefits enrollment, address updates, and accessing other CU web sites requiring a netID login.

**Libraries**
The Edna McConnell Clark Physical Sciences Online Lib. [http://physicalsciences.library.cornell.edu](http://physicalsciences.library.cornell.edu) provides access to scholarly literature and information sources in astronomy, chemistry and physics. For the different units and services of the Cornell Libraries visit [www.cornell.edu/libraries](http://www.cornell.edu/libraries)

**Direct Deposit**
Sign up for direct deposit of your paychecks at [www.dfa.cornell.edu/dfa/payrollservices/services/directdeposit.cfm](http://www.dfa.cornell.edu/dfa/payrollservices/services/directdeposit.cfm). If you have signed up for direct deposit, then you can also have travel reimbursements deposited to your bank account. Sign up for Accounts Payable Direct Deposit at the link above.