The budget team monitors unrestricted (“A and E”) funds, reviews budget projections, and assists with budget/finance related questions and issues. Please note that responsibilities and assignments are subject to change. To contact the entire CAS budget team, email casbgt@mailbox.sc.edu. For payroll account changes, email caspayrl@mailbox.sc.edu.

Susan Klie - Director of Budget Operations: Manages fiscal and budget affairs for unrestricted funds of all college units. Works with college units to ensure compliance with policies and procedures, assists with budget development, and provides financial information to the unit heads as required. Susan’s office is Petigru 312. (sklie@mailbox.sc.edu)

Bob Ellis - Business Administration and Operations Manager: Works with senior management and assigned unit heads in the development of individual budgets, as well as components of the overall unit budget. Monitors budgets to ensure planned resources are available to meet strategic objectives. Assigned units include English, Geography, History, LLC, Linguistics, Philosophy, Religious Studies, SVAD, Theatre and Dance, and Women’s and Gender Studies, as well as the Centers and Institutes. Bob’s office is Petigru 302. (ellisrl@mailbox.sc.edu)

Rhonda Stephens - Business Administration and Operations Manager: Works with senior management and assigned unit heads in the development of individual budgets, as well as components of the overall unit budget. Monitors budgets to ensure planned resources are available to meet strategic objectives. Assigned units include Anthropology, Biology, Chemistry, Criminal Justice, Math, Physics, Political Science, Psychology, Statistics, SEOE, and Sociology. Rhonda’s office is Sumwalt 120C. (stepherw@mailbox.sc.edu)

Patty Brabham - Senior Budget Analyst: Reconciles summer accounts, processes budget transfers, tracks commitments, processes pre-approvals for commitments and reimbursements to commitments, processes membership requests and food memos. Patty’s office is Petigru 322. (brabhamp@mailbox.sc.edu)

Wendy Roberts - Budget Operations Coordinator: Duties include administrative functions such as purchasing, billing, travel, journal entries, reporting, and the hiring of student employees. Serves as P-card liaison for assigned units (Chemistry and Physics). Wendy’s office is Sumwalt 120E. (robertwj@mailbox.sc.edu)

Joya Caldwell – Financial Analyst: Assists the College’s Office of Finance, Budget, and Grants and the College’s Department of Human Resources to complete departmental goals and objectives as they relate to payroll; assists with specialized payroll reporting as needed. Responsible for calculating, processing, reconciliation and reporting all payroll account changes. Joya’s office is Petigru 301 (jecaldwe@mailbox.sc.edu)
The grants team provides pre-award services such as assisting with preparation of external proposal submissions, budget development, etc. as well as post-award grant monitoring. The grants team issues monthly budget reports to PIs for all active grants and provides other regular expenditure reports to assist PIs in managing their sponsored awards. To contact the entire CAS grants team, email casgrant@mailbox.sc.edu.

Alysia Bridgman - Director of Grant Operations: Assists all college faculty with proposal and budget development, proposal submission (help with internal processes and sponsors’ systems), compliance with policies and procedures (rebudgeting, extensions, reporting requirements). Works closely with university’s Sponsored Awards Management team. Alysia’s office is Sumwalt 120D. (abridgma@mailbox.sc.edu)

Jan Miron - Grants Manager: Provides post-award grant support, including regular reports of expenditures for assigned units. Approves transactions as required (payroll changes, journal entries, etc.). Works closely with university’s Grants and Funds Management team. Assigned units include Chemistry, Sociology, History, Anthropology, McKissick Museum, and SCIAA. Jan’s office is Sumwalt 120B. (mironj@mailbox.sc.edu)

Mike Turner - Grants Manager: Provides post-award grant support, including regular reports of expenditures for assigned units. Approves transactions as required (payroll changes, journal entries, etc.). Works closely with university’s Grants and Funds Management team. Assigned units include Biology, Earth and Ocean Sciences, Mathematics, Physics, Geography, Psychology, Baruch, and School of Earth, Ocean and Environment. Mike’s office is Sumwalt 120A. (turnermj@mailbox.sc.edu)

TBD - Grants Coordinator: Provides both pre-award support (budget development) and post-award support (distributing reports). Assists departments in processing transactions on grants as required.