

LTER Network Office (LNO) Organizational Chart—2004

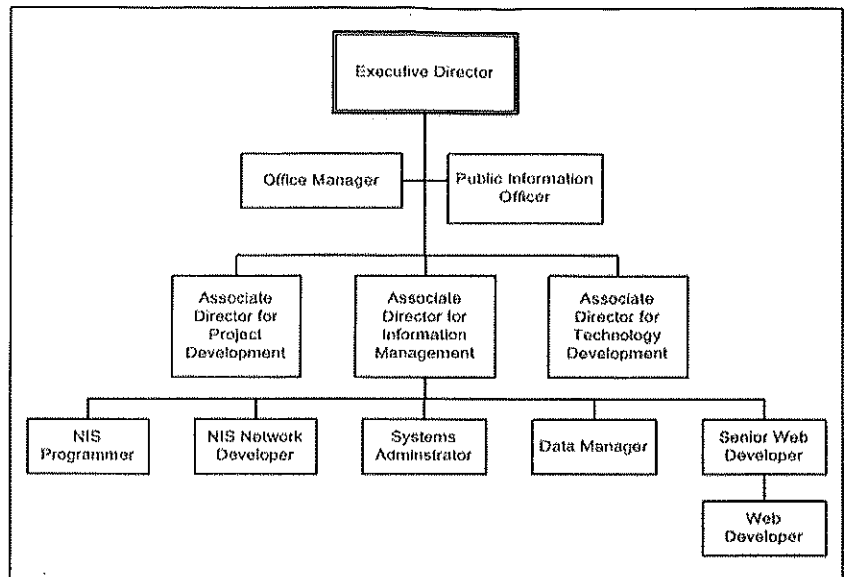
Management and Planning

Robert Waide, Executive Director

- Facilitate development of cross-site and synthesis activities
- Develop interactions with non-LTER sites and programs
- Oversee operations of LNO and administer Cooperative Agreement

Sonia Ortega, NSF Liaison

- Facilitate Network level education activities (proposals, meetings, symposia and presentations)
- Coordinate integration of education with research initiatives at LTER
- Provide guidance and information to LTER scientists, students and educators about NSF programs



James W. Brunt, Associate Director for Information Management

- Coordinate LNO information management activities with NIS Advisory Committee and Information Management Committee
- Coordinate and supervise systems, database, and web page administration in the LNO
- Provide a technical interface between LTER information management and other ecoinformatics efforts

William K. Michener, Associate Director for Development

- Coordinate LTER activities with other large, developing networks (e.g., NEON, NBII)
- Facilitate cyberinfrastructure development for LTER and ILTER
- Develop mutually beneficial activities with Federal agencies, international research programs and other networks, including ecoinformatics training and research

John Vande Castle, Associate Director for Technology

- Coordinate technology planning and implementation for the LTER Network
- Coordinate LTER technology with the development of the LTER Network Information System and serve as chair of the LTER Technology Committee
- Coordinate activities of the International LTER Network (summer, 2004)

Meeting planning and facilitation

Pamela Griego-Madrid, Office Manager

- Meeting Coordination
- Management of day to day operation of LNO

Andrea Briscoe, Account Technician

- Reconcile all expenditures related to the LNO
- Aid in projecting and balancing budgets for synthesis working groups and supplements to the LNO
- Maintain accounting system for LNO for cross-reference of expenditures

Communication and Outreach

McOwiti O. Thomas, Public Information Officer

- Develop strategies, plans and activities for public information
- Develop public information products and tools
- Handle internal and external public and media relations

Infrastructure

Greg A. Shore, *Systems Administrator*

- Administer computer, network, and associated security systems at the LNO
- Provide technical support to LNO staff, and to LTER sites on limited basis
- Maintain email, web, ftp, database, file, compute, and backup servers at LNO

Marshall White, *Senior Web Designer*

- Webmaster for the LNO
- Develop, design, and maintain websites hosted by the LNO
- Provide web development assistance to the LTER Network

Michelle Murillo, *Database Manager*

- Maintain and manage all LNO databases
- Design and write web page interfaces
- Perform system administration tasks and duties

Jeanine McGann, *Web Designer*

- Update current LTER web sites to reflect new postings, announcements, jobs, etc.
- Assist in planning of design and development of new or revamped web sites
- Assist in updating of database and providing support for database users

Network Information System

Mark Servilla, *NIS Lead Scientist*

- Design and implementation of LTER Network Information System
- Coordinate integration of LTER partner site's computing and data infrastructure
- Enable cross-site synthesis through cyber-infrastructure technology

Duane Costa, *NIS Analyst Programmer*

- Develop NIS software and technologies
- Develop EML tools and harvesting software
- Administer LNO Metacat metadata repository

Science Environment for Ecological Knowledge (SEEK) Project

Deana Pennington, *Research Assistant Professor*

- Develop cyberinfrastructure for ecology on the project
- Analyze field, GIS and remotely sensed data

Samantha Romanello, *Post Doctoral Fellow*

- Education, outreach and training for SEEK

Steve Tekell, *Web Designer*

- SEEK web site management and web tools development
- Programming of web applications, web services and grid services for SEEK using Java/J2EE, SQL, etc.

The LNO has established an automated system to track requests for assistance from LTER sites and scientists and responses to those requests. Requests relating to technical support (web pages, data bases, e-mail, etc) should be sent to tech_support@lternet.edu. Requests relating to logistic/administrative support (meetings, reimbursements, working groups, etc) should be sent to office_support@lternet.edu. If you prefer to speak to someone in the Network Office directly regarding a request, please contact the appropriate person as shown below:

Meeting organization

Contact Pam at 505/277-2551 (pgriego@lternet.edu)

NEON

Contact Bill at 505/277-2769 (bmichener@lternet.edu)

Changes in LTER web pages

Contact Jeanine at 505/277-2756 (jmcgann@lternet.edu)

SEEK

Contact Samantha (sromanello@lternet.edu)

Changes in personnel and site databases

Contact Michele at 505/277-2578 (mmurillo@lternet.edu)

LTER Network Information

Contact Bob at 505/277-2649 (rwaide@lternet.edu)

Information/assistance on the NIS or EML

Contact Mark at 505/277-2619 (mservilla@lternet.edu)

Education

Contact Sonia at 505/277-2592 (sortega@lternet.edu)

Site web design and development

Contact Marsh at 505/277-2667 (mwhite@lternet.edu)

International LTER

Contact Steve Hamburg or Patrick Bougeron

Communication and public outreach

Contact McOwiti at 505/277-2638 (tmcowiti@lternet.edu)

Technology issues/remote sensing database

Contact John at 505/277-2634 (jvc@lternet.edu)



LTER Intranet

— Serving the LTER Community —

Meeting & Workshop Host Coordination Tasks

The Following is a general list of coordination tasks for hosts of LTER Network Office-supported LTER meetings and workshops. Tasks may vary according to specific circumstances for each meeting. The Network Office provides support and information to site coordinators and reimburses meeting costs incurred by the site.

The Network Office reimburses travel expenses for one representative per LTER site, plus Executive Committee members and LTER standing committee chairs. Individual participants generally book their own airline and hotel reservations with designated vendors. Airline tickets for Network Office-paid participants are direct-billed to the Network Office through our travel agency; other expenses for Network Office-paid participants are paid out-of-pocket by individual travelers and reimbursed after the meeting. Reimbursement paperwork for Network Office-paid participants is made available at each meeting.

COORDINATION TASKS:

- Prior to the meeting, provide itemized meeting cost estimate to Network Office so funds can be encumbered.
- Make arrangements with meeting facility.
- Reserve rooms at lodging facility and notify participants to guarantee their rooms with credit cards.
- Arrange catering for breaks.
- Arrange with restaurant or caterer for group meals, if any.
- Arrange field trip logistics, including box lunches if needed.
- Arrange vehicles and drivers as needed for airport, meeting and field trip transportation. (If participants are responsible for their own transportation, provide local information on commercial shuttles or other services.)
- Arrange audiovisual equipment for meeting and field trip sites.
- Make arrangements with own accounting department to pay local meeting costs (e.g., motor pool vehicles, conference rooms, etc.) and invoice the Network Office.
- Compile e-mail addresses of participants so messages and meeting information can be sent to entire group.
- Send out participant travel, registration and local information, including information on special clothing or equipment required due to weather or field trip conditions, and costs of food and lodging. Message should include travel and reimbursement information, which will be provided by the Network Office.
- Track RSVPs and compile participants' airline arrivals/departures.
- Design and assemble participant information packets if needed (agenda, participants list, local info, etc.)
- Assemble supplies: pens, flip charts, transparencies, name tags, tape, staplers, etc.
- Collect money before or during the meeting from participants for group meals, box lunches, etc., and issue receipts.

- Distribute expense reimbursement packets provided by Network Office.
- Submit itemized invoice with documentation of charges to Network Office for reimbursement of meeting expenses incurred by the host site.

INTRANET www.lternet.edu www.ilternet.edu schoolyard.lternet.edu

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