

**Department of 4-H Youth Development and Family & Consumer Sciences
Staffing Descriptions**

Dr. Marshall Stewart – Associate Director, NCCES, Department Head, State Program Leader, Associate Professor. Provides leadership and coordination for the Department of 4-H Youth Development and Family & Consumer Sciences and State 4-H and FCS Program. Provides oversight and management for the budget and strategic planning efforts for 4-H and FCS in North Carolina. Develops alliances and partnerships with other related groups to further the vision, mission and goals of the 4-H youth development and FCS programs. Works closely with the leadership team of NCCES and CALS. Executive Assistant: Angie Thomas 919.515.8466
Contact Information: 919.515.8466 or marshall_stewart@ncsu.edu

4-H Youth Development Program

Cintia Aguilar - Extension Assistant, Migrant Education Program (MEP). Coordinate NC MEP Identification & Recruitment (ID&R) plan and the Quality Control System. The MEP provides supplemental services to migrant students to enable them to meet high academic challenges and performance standards that are expected for all children. Administrative Support Associate: Shelly Owens 919.515.8468 *Contact Information: 919.513.0311 or cintia_aguilar@ncsu.edu*

David Brittain - Extension Assistant, 4-H/Air Force Partnership, located in Alexandria, Virginia. Team leader for the Air Force youth Health and Fitness initiative, FitFactor. Works with Air Force base staff on 4-H club programming, conducts trainings, and provides technical assistance. Provides leadership, support and coordination to Air Force youth development staff that establish and sustain 4-H clubs and programs for youth of military families with a special emphasis on youth fitness. Works closely with AF Camping programs, Youth of the Year program, CYFAR and NAE4-HA events. Administrative Manager: Christiana Boyle 919.515.9127 *Contact Information: 703.604.6427 or David.Brittain@pentagon.af.mil*

Ken Burgess – Extension Associate/4-H Camping Associate. Assists in the administration of the North Carolina 4-H Camping system. Serves as the primary point of contact for Betsy Jeff Penn and Sertoma 4-H Camps. Administrative Support Specialist: Belinda Niedwick 919.515.8471 *Contact Information: 919.515.8483 or ken_burgess@ncsu.edu*

Heidi Craig – Administrative Support Associate. Provides support for Dr. Michael Martin, Beth Farrell, and Sarah Ray. Also, serves as receptionist for 512 Brickhaven Drive and answers main telephone line to answer questions and direct calls.
Contact Information: 919.513.7989 or heidi_craig@ncsu.edu

Dr. Mitzi Stumpf-Downing - Extension Assistant Professor & Specialist. Provides leadership to the 4-H Youth Development Workforce Development Long Range Focus Area, Director of the 4-H Center for Youth Development Research and Innovation, Coordinator for State & Federal Reporting practices (ES-237), 4-H PRK-C Domain Leader for Equity, Access and Opportunity and Partnership and Collaboration, Coordinator for the 4-H Presentation / Public Speaking program and the ARI Academy Program. Serves as administrative liaison to the South Central District. Conducts scholarly and creative work related to youth development, workforce development, diversity and 21st Century Skills. Administrative Support Specialist: Belinda Niedwick 919.515.8471 *Contact Information: 919.515.8487 or mitzi_downing@ncsu.edu*

James Draper – Administrative Support Associate. Provides support for Dr. Ben Silliman, Shannon McCollum, and Sarah Kotzian. Also, answers main telephone line to answer questions and direct calls. *Contact Information: 919.515.8470 or james_draper@ncsu.edu*

Chance Eckles – Extension Assistant, Interim Director, Swannanoa 4-H Center. Responsible for overall operations of camp. *Contact Information: 828.686.3196 or chance_eckles@ncsu.edu*

Dr. Harriett Edwards - Assistant Professor and Extension 4-H Specialist, Continuing Volunteer Education. Provides leadership for 4-H Youth Development volunteer development programs, including 4-H Master Volunteer Achievement in Continuing Education (ACE) program. Serves as North Carolina's 4-H Military Liaison. Serves as staff advisor to the NC 4-H Volunteer Leaders' Association and as liaison to the North Carolina Association of Extension Program Assistants, Associates and Technicians. Serves as administrative liaison to the Southwest District. Conducts scholarly and creative work related to volunteer administration. Administrative Support Associate: Shelly Owens 919.515.8468
Contact Information: 919.515.9548 or harriett_edwards@ncsu.edu

J. Scott Enroughty - Extension Assistant for Military Programs. Serves as project manager for North Carolina's Operation: Military Kids! project and for the Military Clubs programs. Coordinates utilization of state's mobile technology lab in support of military families. Also assists with 4-H volunteer development programs. Administrative Support Associate: Shelly Owens 919.515.8468 *Contact Information: 919.515.8500 or scott_enroughty@ncsu.edu*

Beth Pugh Farrell - Assistant Director of Development, 4-H Camping and Awards. Fundraising for 4-H Camps (including annual campaigns) and fundraising event management for NC 4-H Camps, Conference Centers and Camperships Development liaison with 4-H camping professionals statewide. Fundraising for NC 4-H Awards and Incentives Program.
Contact Information: 919.515.8292 or beth_farrell@ncsu.edu

Elaine Furlough – Food Services Technician, Eastern 4-H Environmental Education Conference Center. Prepares, cooks, and packages meals including beverages for the Elderly Nutrition Program in 3 surrounding counties (Hyde, Tyrrell, and Dare). Prepares with a co-worker 110 to 150 meals per day Monday through Friday. Counts and sorts meals per container for each county. Writes tickets for each container with meal count numbers and temperatures of each entrée. Turns in a list of items that need to be ordered to prepare the next week menus to her supervisor. Maintains a safe food preparation standard and keeps the kitchen and storage areas clean and organized. *Contact Information: 252.797.4800*

Wanda Gardner – Food Services Technician, Eastern 4-H Environmental Education Conference Center. Prepares, cooks, and packages meals including beverages for the Elderly Nutrition Program in 3 surrounding counties (Hyde, Tyrrell, and Dare). Prepares with a co-worker 110 to 150 meals per day Monday through Friday. Counts and sorts meals per container for each county. Writes tickets for each container with meal count numbers and temperatures of each entrée. Turns in a list of items that need to be ordered to prepare the next week menus to her supervisor. Maintains a safe food preparation standard and keeps the kitchen and storage areas clean and organized. *Contact Information: 252.797.4800*

Crystal Green – Accounting Clerk for Extension Programs. Responsible for all bookkeeping and accounting of 4-H Development Fund and FCS Foundation funds.

Contact Information: 919.513.0136 or crystal_green@ncsu.edu

Carole Lemons Griffin - Administrative Support Associate, Betsy-Jeff Penn 4-H Center. Office administration; prepares temporary and payroll information for camp, and required revenue and expenditures. Main contact person for weekend groups. Answers phones and Center correspondence as required.

Contact Information: 336.349.9445 or carole_griffin@ncsu.edu

Kate Guerdat – Extension Associate. Provide statewide training and assistance for counties within the delivery modes (School Enrichment, Clubs, After school, and Special Interest). Completes research on best practices of delivery strategies in order to develop and deliver resources and training to county providers. Conducts scholarly and creative work related to youth program development, International program development, and transfer of training for youth workers. Serves as liaison for the Northeast District. Administrative Support Specialist: Blanche Stokes 919.515.8425

Contact Information: 919.515.9568 or kate_guerdat@ncsu.edu

Larry Hancock – Extension 4-H Specialist. Provides overall leadership to the six North Carolina 4-H Camps and Conference Centers. Plans, implements and evaluates all aspects of the North Carolina 4-H Camping Program. Directly supervises the 4-H Camp and Center Directors. Administrative Support Specialist: Belinda Niedwick 919.515.8471.

Contact information: 919.515.8482 or larry_hancock@ncsu.edu

Orlando Harris – Vehicle/Equipment Operator, Eastern 4-H Environmental Education Conference Center. Delivers prepared meals for the Elderly Nutrition Program in 3 surrounding counties (Hyde, Tyrrell and Dare). Performs routine cleaning tasks for all the transport containers and the vehicle. Maintains logs for his mileage and gas records.

Contact Information: 252.797.4800

Jackie Helton – Extension Assistant: Curriculum. To assist and support county and departmental faculty in areas related to curriculum development, management, and training. Duties include organizing and supporting writing teams for new or revised products in support of LRFA objectives and researching grant opportunities for curriculum products and web based interactive materials. Managing curriculum review process, pre-press ordering process, publication/teacher web sites, curriculum blogs and assisting with 4-H Curriculum Committee. Assisting in training, development of training materials and organizing training functions for volunteers, 4-H agents, and subject matter agents. District liaison for the North Central District. Administrative Support Specialist: Blanche Stokes 919.515.8425 *Contact Information: 919-515-8475 or jackie_helton@ncsu.edu*

Rebecca Ingalls – Food Services Supervisor, Eastern 4-H Environmental Education Conference Center. Manages the food service personnel, creates menus for user groups that come to the Eastern 4-H Center, and orders foods for these events.

Contact Information: 252.797.4800 or becky_ingalls@ncsu.edu

Lee Jennings- Administrative Support Specialist, Betsy-Jeff Penn 4-H Center. Duties include food and kitchen supervision of meals served at the Center. Orders food, plans menus and budgets per meal food costs of summer camp and user groups. Acts as a host and first point of contact for weekend groups. Facilitate the growth of marketing and fund raising events for the Center. *Contact Information: 336.349.9445 or lee_jennings@ncsu.edu*

Jeff Johnson – Facilities Maintenance Supervisor, at Betsy-Jeff Penn 4-H Center. Supervises the temporary house keeper and maintenance staff in their daily duties of cleaning and landscaping. Repair of facility, vehicles and equipment as needed. Formulate and implement a comprehensive preventive maintenance plan for all building and assets of the Center. *Contact Information: 336.349.9445 or jeff_johnson@ncsu.edu*

Grenita Renee Jordan - Administrative Support Associate. Works with the 4-H Expanded Food and Nutrition Education Program (4-H EFNEP) supporting Carolyn Rudd and Lorelei Jones. *Contact Information: 919.513.1096 or grenita_jordan@ncsu.edu*

Sarah Kotzian - Extension 4-H Assistant - Provides operational support for National 4-H Congress, State 4-H Council, NC 4-H Congress, State 4-H Council Conference, Ambassadors, TRY-IT, TRY-IPS, Citizenship North Carolina Focus, National 4-H Conference and State Fair crafts and exhibits. Also, provides operational support for the NC 4-H Awards Program which consists of cumulative records, project records, group awards, scholarship applications, Honor Club applications and Application, Resume & Interview. Administrative Support Associate: James Draper 919.515.8470 *Contact Information: 919.515.8480 or sarah_kotzian@ncsu.edu.*

Tracey Langston - Extension Associate. 4-H/Support Our Students Project Coordinator with primary responsibilities to provide training and technical assistance to DJJDP funded Support our Students grant recipients. Administrative Support Specialist: Blanche Stokes 919.515.8425 *Contact Information: 919.515.8099 or tracey_langston@ncsu.edu*

Chase Luker - Program Director, Eastern 4-H Center. Responsible for recruiting, hiring, and training spring/fall and summer program staff. Provides leadership to the Summer Camp program and spring/fall program groups. Builds relationships with NC 4-H Agents in an effort to maximize the Center's program utility. *Contact Information: 252.797.4800 or chase_luker@ncsu.edu*

Michael Martin – Executive Director, NC 4-H Development Fund. Leads a dynamic professional team and volunteer board of directors to raise private-sector funds to support the North Carolina 4-H Youth Development Program. Our vision is to become the premier youth development fund in North Carolina by attracting the human and financial resources that will enable 4-H and the young people we serve to realize their dreams. We partner with counties, individuals, corporations, and foundations to raise funds to enhance programs, recognize members, build endowments, and support leadership development for youth and 4-H volunteers. Administrative Support Associate: Heidi Craig 919.513.7989 *Contact Information: 919.513.8254 or mjmartin@ncsu.edu*

Dr. Ed Maxa – Associate Professor, Department Extension Leader. Provides leadership for the development and management of 4-H curriculum. Provides support for the club, school enrichment, after school and special interest delivery modes. Serves as liaison with subject matter specialists and as liaison for the West District. Administrative Support Specialist: Blanche Stokes 919.515.8425 *Contact Information: 919.515.8479 or ed_maxa@ncsu.edu*

Shannon McCollum - Extension 4-H Associate – Provides overall leadership to the North Carolina 4-H Teen Program which consist of: State 4-H Council, NC 4-H Congress, State 4-H Council Conference, 4-H NC Citizenship Focus, TRY-IT, TRY-IPS, 4-H Ambassadors Program, National 4-H Congress and Conference. Provides resources and training regarding Youth In Governance, Teen Adult Partnerships, Teen Volunteerism. Coordinates State Fair Marketing/Exhibits and State Fair Crafts; Provides overall leadership to the NC 4-H Awards Program, which consists of: cumulative records, project records, group awards, scholarship applications, Honor club applications and Application, Resume & Interviews. District liaison for the Southeast District. Staff liaison to the NC 4-H Honor Club. Coordinator for 4-H EMC Golf Tournament. Administrative Support Associate: James Draper 919.515.8470
Contact Information: 919.515.8486 or Shannon_mccollum@ncsu.edu

Dr. Thearon T. McKinney –Professor and Associate State 4-H Program Leader, Leads the overall 4-H Developing Responsible Youth Programming effort and the Youth Program Development and Delivery Team. Administrative Manager: Christiana Boyle 919.515.9127
Contact Information: 919.515.8472 or thearon_mckinney@ncsu.edu

Charles Midgette – Facilities Maintenance Technician, Eastern 4-H Environmental Education Conference Center. Serves as the maintenance mechanic for the Eastern 4-H Center. Operates the sewer system, the pool, maintains the grounds, and assists his supervisor as needed.
Contact Information: 252.797.4800 or charles_midgette@ncsu.edu

Kevin Moore - Extension Assistant, Education Director for Betsy-Jeff Penn 4-H Center. Education Director for the school programs in the spring and fall. Works with teachers in developing field trips that correlate and enhance classroom objectives. Position requires marketing both school programs. Also, staff hiring, supervision and scheduling. The Education Director orders program and store supplies as needed.
Contact Information: 336.349.9445 or kevin_moore@ncsu.edu

Belinda Niedwick - Administrative Support Specialist provides support for Dr. Mitzi Downing, Mr. Larry Hancock, Mr. Ken Burgess, and the 4-H Camps. Coordinates the biweekly personnel and payroll for the department. Assist with the summer camping program.
Contact Information: 919.515.8471 or belinda_niedwick@ncsu.edu

Nikki Norman – Administrative Support Associate, Reservationist, Eastern 4-H Environmental Education Conference Center. Initiates and completes all rental agreements with potential user groups and summer camp registration with counties and open enrollment parents. Maintains a master calendar and distributes an accurate calendar of events to other staff members monthly. Provides a monthly booking report of scheduled events for her supervisor and Center Director. Designs a newsletter with input from fellow staff members to be published in the spring and fall. Collects and compiles evaluations from user groups to share with the fellow staff members.
Contact Information: 252.797.4800 or nikki_norman@ncsu.edu

Jeff North – Extension Associate, Director, Betsy-Jeff Penn 4-H Center. Responsible for the overall financial, facility and programming operation of the Center.

Contact Information: 336.349.9445 or jeff_north@ncsu.edu

Shelly Owens – Administrative Support Associate. Provides administrative support and maintains calendar for Dr. Dale Safrit, Dr. Harriett Edwards, and Cintia Aguilar. Assist with event planning (hotel, catering, AV), processes registrations and invoices pertaining to meetings/conferences. *Contact Information: 919.515.8468 or shelly_owens@ncsu.edu*

George Owens - Facilities Supervisor, Eastern 4-H Environmental Education Conference Center Responsible for all maintenance, grounds, housekeeping for the Eastern 4-H Center.

Responsible for the budget for maintenance and housekeeping.

Contact Information: 252.797.4800 or george_owens@ncsu.edu

Sara Phelps - Extension Assistant, Marketing Director, Eastern 4-H Environmental Education Conference Center. Provides local and regional community relations, publicity, summer camp marketing, center marketing, website marketing and fund raising for the Eastern 4-H Environmental Education Conference Center.

Contact Information: 252.797.4800 or sara_phelps@ncsu.edu

Sarah Ray - Director of Development for Extension Programs. Lead marketing, public relations, event coordination and real estate acceptance procedures for the NC 4-H Development Fund. Implement plans of event leadership teams, develop marketing materials, programs and invitations, manage operations and logistics, serve as point of contact with staff, volunteers, Agents, outside vendors and hotel personnel for all major NC 4-H Development Fund events. Coordinate involvement in the application and acceptance process for the North Carolina State Employees' Combined Campaign. Act as liaison between counties and the SECC for all contribution inquiries. Write, edit and lay-out of Extension related foundation exhibits, brochures, annual reports, magazines and/or newsletters. Coordinate web design for the NC 4-H Development Fund . *Contact Information: 919.515.9263 or sarah_ray@ncsu.edu*

Maurene Rickards -Regional Director of Development, Assistant Executive Director, NC Family and Consumer Sciences Foundation

Contact Information: 336.655.6954 or maurene_rickards@ncsu.edu

Sharon Rowland - Executive Director of Development for Cooperative Extension Service Foundation. Administrative Support Specialist: Jo Yarley 919.515.1680

Contact Information: 919.515.9267 or sharon_rowland@ncsu.edu

Carolyn Rudd – Extension Associate, 4-H EFNEP Coordinator. Provides leadership for the youth component of the Expanded Food and Nutrition Education Program (4-H EFNEP), including statewide training. Serves as state co-chair for the Nurturing Healthy Lifestyles Long Range Focus Area. Administrative Support Associate: Grenita Renee Jordan 919.513.1096.

Contact Information: 919.515.8478 or carolyn_rudd@ncsu.edu

Dr. R. Dale Safrit - Professor and Extension Specialist. Serves as Team leader for the Human Resource Development and Delivery (HRDD) Team. Provides leadership to all 4-H Youth Development continuing professional education, including State 4-H New Professionals' Orientation (NPO), the annual Youth Development Institutes (YDI), the graduate program specialization in Youth Development Leadership (YDL), and coordination of distance-based state 4-H in-services. Conducts scholarly and creative work related to staff development, and non-profit management and leadership. Co-chair the NC Summit on Youth and Families. Administrative Support Associate: Shelly Owens 919.515.8468
Contact Information: 919.513.0306 or dale_safrit@ncsu.edu

Lee Scripture – Extension Associate, Director, Eastern 4-H Environmental Education Conference Center. Serves as the chief administrative officer and director for the Eastern 4-H Environmental Education and Conference Center. Responsible for overall management of personnel, operations, and facilities at the Center. Involved in resource development and planning for the future growth and building of the Center.
Contact Information: 252.797.4800 or lee_scripture@ncsu.edu

Gene Shutt – Extension Assistant (Director, Millstone 4-H Center). Directs the day-to-day operations of Millstone 4-H Center. *Contact Information: 336.593.8057*

Dr. Ben Silliman – Associate Professor, Extension 4-H Specialist. Evaluates 4-H programs, with emphasis on state-level programs. Trains 4-H faculty and staff on program evaluation and youth development and youth risk and resiliency. Liaison to Northwest District. Administrative Support Associate: James Draper 919.515.8470
Contact Information: 919.515.8485 or ben_silliman@ncsu.edu

Terri Spear – Building Environmental Technician, Eastern 4-H Environmental Education Conference Center. Maintains clean bathrooms, offices, and meeting rooms. Cleans group cabins and executive lodge rooms after each user group. Orders and obtains linens, cleaning supplies, and other materials as needed. Works in flowerbeds some and assists the maintenance staff as needed in other areas. *Contact Information: 252.797.4800 or teresa_spear@ncsu.edu*

Teresa Spruill - Administrative Support Associate, Eastern 4-H Environmental Education Conference Center. Acts as chief business manager for the Eastern 4-H Center. Office manager to ensure all support functions run smoothly. Directly supervises the receptionist and the reservationist. Responsible for data entries in Financials on People Soft and the HR person at the Center to ensure that all needed paperwork for temporary bi-weekly hires or rehires are completed. Gathers and calculates all bi-weekly time sheets for payroll entry. Maintains all vendor files and user group files. Works with the Center Director for all aspects of administrative support. *Contact Information: 252.797.4800 or teresa_spruill@ncsu.edu*

Blanche Stokes - Administrative Support Specialist. Works with The Human Resources Research and Delivery Mode Team, supporting Dr. Ed Maxa, Tracey Langston, Kate Guerdat, and Jackie Helton. *Contact Information: 919.515.8425 or blanche_stokes@ncsu.edu*

Angie Thomas – Executive Assistant. Provides administrative support for Dr. Marshall Stewart. Manages the departmental and program budgets for the Department. Assists with day-to-day operations of Department functions and processes.

Contact Information: 919.515.8466 or angela_thomas@ncsu.edu

Connie Watt – Administrative Support Specialist - Enter vouchers, requisitions, inter-departmental transfers, journal vouchers, and travel documents for department and 4-H camps. Reconciles department accounts, grants, and purchase cards. Prepare various reports for faculty and staff. *Contact Information: 919.515.8467 or connie_watt@ncsu.edu*

Jo Yarley – Administrative Support Specialist, Cooperative Extension Service Foundation, Family and Consumer Sciences. *Contact Information: 919.515.1680 or jo_yarley@ncsu.edu*

Family & Consumer Sciences Program

Dr. Lucille B. Bearon – Associate Professor, Specialist in Adult Development and Aging – Extension programming focuses on family caregiving, grandparents raising grandchildren, and positive aging. Research and publications focus on attitudes toward aging, cultural stereotypes, life satisfaction and quality of life, and methods of gerontological education and research.

Administrative Support Associate: Laverta Flewellen 919.515.9132

Contact Information: 919.515.9146 or luci_bearon@ncsu.edu

Dr. Andrew Behnke – Assistant Professor. Conducts applied research on Latino families and creates educational materials for accessing and reaching out to Latino families. Develops tools and programs to improve: parent involvement in the education and emotional lives of youth, effective service and engagement of diverse communities, and health and wellness for Latino families. Administrative Support Associate: Laverta Flewellen 919.515.9132

Contact Information: 919.515.9156 or andrew_behnke@ncsu.edu

Dr. Carolyn L. Bird, AFC – Assistant Professor, Family Resource Management Specialist. Provides leadership on economic issues relevant to individuals and families across the lifespan. Representative topics include youth financial literacy, retirement planning, consumer credit, and estate planning including powers of attorney. Serves as the state principal investigator on Rural Families Speak, a national longitudinal research project and conducts applied research with a focus on the community and family interconnections. Of special interest are rural, urban, military families, and employed family caregivers. Administrative Support Associate: Geri Bushel 919.515.9136 *Contact Information: 919.513.7793 or carolyn_bird@ncsu.edu.*

Christiana Boyle – Administrative Manager. Supervises permanent and temporary SPA employees. Serves as the Personnel/Payroll manager, Contracts and Grants Manager, Leave Coordinator and supports the Associate State Program Leaders.

Contact Information: 919.515.9127 or christiana_boyle@ncsu.edu

Judy M. Branson – Extension Associate, Expanded Food and Nutrition Education Program (EFNEP) – Responsible for county units in North West and South West providing leadership for programs for limited resource families with children and youth. Curriculum and programmatic training, coaching, observing and developing nutrition program assistants.

Contact Information: 704.633.0571 or judy_branson@ncsu.edu

Geri Bushel – Administrative Support Associate. Administrative support for Dr. Sandy Wiggins, Dr. Sarah Kirby, Robin Roper, Dr. Carolyn Bird, and Dr. Susan Jakes.
Contact Information: 919.515.9136 or geri_bushel@ncsu.edu

Linda Cahoon – Administrative Support Associate. Provides administrative support for Expanded Food and Nutrition Education Program faculty.
Contact Information: 919.515.9126 or linda_cahoon@ncsu.edu

Amy G. Chilcote – Extension Associate, Consumer Energy Education Program – Responsible for program management of the Consumer Energy Education Project that is designed to reach and teach families and consumers to take a proactive approach in reducing home energy consumption and utility costs through energy efficient retrofitting techniques.
Contact Information: 919.515.0730 or amy_chilcote@ncsu.edu

Dr. Karen DeBord – Professor & Extension Specialist, Child Development. Provides leadership and support to child development and parenting Extension educational programs in the state and is the Director of Graduate Programs in Family Life and Parenting Education. Conducts applied research and develops supporting educational materials and programs in the areas of professional development for child care teachers, professional development for parenting educators, quality outdoor children's environments, and parenting education. Administrative Support Specialist: Donna Stewart 919.515.9125 *Contact Information: 919.515.9147 or karen_debord@ncsu.edu*

Dr. Carolyn Dunn – Professor, Nutrition Specialist and Associate State Program Leader. Areas of expertise include nutrition and physical activity education for children, youth and families as it relates to healthy weight. Administrative Manager: Christiana Boyle 919.515.9127
Contact Information: 919.515.9142 or carolyn_dunn@ncsu.edu

Laverta Flewellen – Administrative Support Associate. Administrative support for Dr. Carolyn Lackey, Dr. Andrew Behnke, Dr. Wayne Matthews, Dr. Angela Fraser, Dr. Luci Bearon, and Dr. Jackie McClelland *Contact Information: 919.515.9132 or laverta_flewellen@ncsu.edu*

Dr. Angela Fraser – Associate Professor, Food Safety Education Specialist. Provides statewide leadership on food safety issues relevant to consumers and the foodservice industry. Specific program expertise includes food science, food preservation, home food safety, and retail food safety. All materials to support these programs are located at www.foodsafetysite.com
Administrative Support Associate: Laverta Flewellen 919.515.9132
Contact Information: 919.515.9150 or angela_fraser@ncsu.edu

Autumn H. Guin – Extension Associate, Children, Youth, and Families Programs - Responsible for program evaluation for the Children, Youth, and Families at Risk Sustainable Communities Program in North Carolina and for the Consumer Energy Education Project. Serves as the Assistant Editor for the Community area of CYFERnet.
Contact Information: 919.515.9152 or autumn_guin@ncsu.edu

Dr. Susan Scherffius Jakes – Family and Community Development Extension Specialist – Provide program leadership in the areas of community development to support family programs. Research and training interests include volunteerism, leadership, effectively working with people in poverty, community mobilization and engagement, and collaboration development.

Administrative Support Associate: Geri Bushel 919.515.9136

Contact Information: 919.515.9161 or susan_jakes@ncsu.edu

Lorelei Jones – State Coordinator, Expanded Food and Nutrition Education Program. Provides leadership for statewide programming for nutrition education reaching limited resource families and youth. Assures program policies and guidelines are followed, coordinates program planning to include asset mapping and needs assessment, connects program to current research, oversees curriculum selection and development, promotes collaborative relationships to further the mission of the program, communicates program value and successes through program marketing, and practices good stewardship of federally allocated program funds. Administrative Support Associate: Linda Cahoon 919.515.9126

Administrative Support Associate: Linda Cahoon 919.515.9126

Contact Information: 919.515.9140 or lorelei_jones@ncsu.edu

Dr. Sarah Drummond Kirby – Associate Professor, Housing Specialist – Provides program expertise and statewide leadership for housing educational programs. Directs the E-Conservation Consumer Energy Education Program. Develops and conducts educational programs in disaster preparation, response and recovery; healthy homes; moisture management; universal design, aging; and home maintenance and repair. Administrative Support Associate: Geri Bushel 919.515.9136

Contact Information: 919.515.9154 or sarah_kirby@ncsu.edu

Denise Lamb-Willis – Administrative Support Specialist – Providing Financial Support in the area of Expenditures and Budget for the Adult & Youth EFNEP components. Enter vouchers, requisitions, Inter-departmental transfers, Journal Vouchers and purchase orders for department. Monthly reconciliation of department accounts. Reconcile and process purchase cards.

Compile, Process and Review Month-end Expenses. Monitoring Budget against YTD expenditures.

Contact Information: 919.515.9133 or denise_lamb-willis@ncsu.edu

Dr. Wayne Matthews – Associate Professor – Serves as a Human Development Specialist with an emphasis on adult development and family relationships, including family dynamics, family strengths, dysfunctional families, family communication, stress management, self-esteem, and individual life-cycle needs. Works with the Workable Wellness program, a multidisciplinary wellness program conducted at worksites, and the Citizen Soldier Support Program, an educational effort to help families of Guards and Reserves adjust to the challenges of deployment. Teaches in the Family Life & Parent Education graduate degree program, presents at state, regional, and national professional meetings, and serves as the Grievance Coordinator for Extension County Operations. Administrative Support Associate: Laverta Flewellen 919.515.9132

Contact Information: 919.515.9139 or wayne_matthews@ncsu.edu

Dr. Jacquelyn W. McClelland –FCS Extension Leader (DEL), Professor, and Nutrition Specialist. Provides leadership, support, and expertise to the overall adult nutrition arena including specific topics of general nutrition and health, diet and health-related chronic/degenerative disease issues, community nutrition education, and applied research design and evaluation. Focuses nutrition education programs on bringing about beneficial behavior change and improving quality of life for adults and older adults in community settings. Gives leadership and support to faculty within the department. Editor-in-Chief of the refereed, electronic journal, 'The Forum for Family and Consumer Issues.' Administrative Support Associate: Laverta Flewellen 919.515.9132
Contact Information: 919.515.9148 or jackie_mcclelland@ncsu.edu

Susan M. Morgan, Extension Associate, EFNEP – Responsible for Southeast District Unit providing leadership in managing programs for limited resource families with children and youth. Duties include curriculum and programmatic training, coaching, observing and developing Nutrition Program Assistants. Involved with Brunswick, Carteret, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne Counties.
Contact Information: 910.253.2610 or Susan_Morgan@ncsu.edu

Virginia L. New – Extension Associate, Expanded Food and Nutrition Education Program – Responsible for a multi-county unit in the Western District providing leadership in managing the Expanded Food and Nutrition Education Program (EFNEP). Duties include curriculum development and training as required in the programmatic and professional development of nutrition program assistants. Involved with Avery, Buncombe, Clay, Henderson, Macon, Transylvania, Watauga, and Yancey Counties.
Contact Information: 828.687.0570 or virginia_new@ncsu.edu

Stephanie Patterson – Extension Associate, EFNEP – Responsible for county unit in the South Central district providing leadership in managing programs that provide nutrition education to limited-income youth and families with children. Duties include curriculum development and training as required in the programmatic and professional development of nutrition program assistants. *Contact Information: 919.775.5624 ext. 236 or stephanie_patterson@ncsu.edu*

Jason Robinson – Technology Analyst – Provides technology support for the department.
Contact Information: 919.513.4565 (FCS office) 919.515.8474 (4-H office) or jason_robinson@ncsu.edu

Robin Goff Roper – Extension Associate, Extension and Community Association – Provides programming support in the areas of Leadership and Volunteer Development and Community Development as related to Families. Robin is an Apprentice Facilitator for Opening Doors the CALS diversity awareness program (<http://harvest.cals.ncsu.edu/index.cfm?showpage=716>). Certified to conduct the “Bridges Out of Poverty” curriculum and serves as a coach with the Rural Community College Coach for Piedmont Community College. Administrative Support Associate: Geri Bushel 919.515.9136
Contact Information: 919.515.9138 or robin_roper@ncsu.edu

Donna Stewart – Administrative Support Specialist, Departmental Bookkeeper, Scheduling Officer. Provides administrative support to Director of Graduate Studies, Associate State Program Leader, and Office Manager as needed. She servers as the Departmental Bookkeeper and Scheduling Officer for the Graduate Studies Program.

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