

March 28, 2021

APAC Administrative Profession Contribution Award Committee
Washington state University
Pullman, WA

Dear APAC Committee,

I am writing this letter in support of Jennifer Jansen, assistant Finance Director in CAHNRS for the Administrative Professional Contribution Award.

I have worked with Jennifer for 15 years both on the Pullman campus and as an Administrative Manager of an CAHNRS R&E Center. Jennifer has always been more than willing to help with any questions, issues, or problems that I have had, she always thinks them through, comes up with solutions and helps with the implementation if needed. Jennifer is always willing to help even if it means putting her tasks aside and working longer hours to get her work completed.

Recently when we heard that a new Financial system was coming to WSU, Jennifer really stepped up and took the lead on the transition. She has worked nonstop from the beginning on getting the old information cleaned up, so it did not go into workday, to learning how the new system works, especially when it comes to the Supervisory Organization, to creating spreadsheets for CAHNRS staff to help with the conversion of accounts in Workday. She is always thinking how new processes will affect CAHNRS right now but also how they might affect CAHNRS the future. She is very forward thinking and tries to solve issues before they become problems.

In closing, I think Jennifer is perfect for this award for her effort helping CAHNRS adjust to Workday.

Thank you.



Lisa L. Bruce
Extension Finance Manger
CAHNRS

Dear Administrative Professional Advisory Council (APAC) Selection Committee,

It my pleasure to nominate Jennifer Jansen for the 2021 Administrative Professional (AP) Contribution Award.

Jennifer has made exceptional contributions to WSU over her entire tenure.

Being the Assistant Finance Director for The College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) comes with a unique set of challenges since it is unique in scale and scope for Teaching, Research, and Extension. Not only is CAHNRS the largest WSU academic area, its Extension and Research efforts are larger in both expenditures and complexity. For context:

- 3,000 undergraduate and graduate students
- 1250 faculty & staff
- 16 Academic units
- 4 Research and Extension offices statewide
- 40 County and tribal offices statewide
- Over \$200 million in expenditures annually
- Up to \$85 million in grants annually
- Over \$30 million donations annually
- Volunteer base over 10,000 strong

Jennifer serves CAHNRS with four others managers and supervises a team of five staff members. Jennifer does a great job of balancing the team collaborations necessary for success with the needs for training, support, and mentorship. I especially appreciate her ability to manage and lead while prioritizing superior customer service and is an exemplary example of serving others.

Perhaps what sets Jennifer apart this year and why I am nominating her, is her significant contributions to not only the college, but the entire institution and positive impact on the design, configuration, and implementation of Workday.

Not only did Jennifer demonstrate leadership in role as the point person for CAHNRS, but in her contributions to position mapping, accounting, and cleaning up—even transitioning over 6,000 accounts in the college, Jennifer contributed WSU wide. Some of these contributions include:

- Knowledge of academic appointments
- Expertise in designing Cost Centers and cost center mapping
- Vast knowledge of role to security mapping
- Needs around grant account cleanup and closure
- Understanding and set up of named and endowed professorships
- Experience with time and leave balance
- Unprecedented participation in the number of discovery and design sessions.
- Consultation on Foundational Data Model

- Supervisory Organization expertise
- Holistic participation in “end to end” user testing
- Change agent and super user participation

I began working with Jennifer over six years ago and enjoy her consistent effort and commitment towards continuous improvement--striving to make contributions for which there is often little to no fanfare but doing so to make things better. Deep down Jennifer bleeds Crimson and Gray and desires the best for WSU by regularly going over and above to make positive contributions like those described above!

Sincerely,

Chris S. Johnson, MBA

CAHNRS CFO