STAFF DUTIES AND CONTACT INFORMATION

ADMINISTRATIVE STAFF

Paula Cunningham – Office Manager
pjcu@ufl.edu; 392-1070
- All HR hires/terminations/edits, etc.
- Payroll distributions
- GA Letters of Appointment (fee waiver)
- Additional payments (inc. internet charges)
- Lump sum payments
- Liaison between CISE & Tax Services
- Space reporting

Amber Cook – Sr. Secretary
ambercook@ufl.edu; 392-1201
- Chair’s travel
- Chair’s expense reimbursements
- Chair’s calendar
- Organizer IAB
- T&P
- Faculty evaluations
- Coordinate building improvements
- Prepare ‘thank you’ letters to donors
- Newsletter Editor
- Assist faculty interviewees
- Update Dept Phone Directory
- Graduate Faculty Status requests

Joan Glisson – HR Assistant
joanmglisson@ufl.edu; 392-0099
- Assist OM with all HR hires
- Process J1 applications
- Time Reporting/Approval audit
- Visa status updates
- Notary
- Key distribution

Andrea Pulling – Sr. Fiscal Assistant
alpulling@ufl.edu; 392-0092
- PCard reconciliations
- Purchase orders
- Vendor payments
- Order supplies
- Work order (PPD) service requests
- Back up reception
- Telephone charges
- Faculty cell phone reimbursements
- Foundation Reimbursements

Kendra Williams – Fiscal Assistant
kendrawilliams@ufl.edu; phone tba
- Travel
- Reconcile Travel PCard purchases
- Input PCard Info for travel purchases
- Order supplies (back up)
- Back up to Sr. Fiscal Assistant
- 2nd back up to reception

Cory Spence-Thomas – Assoc. Dir. Admin. Services
CSpen@eng.ufl.edu; 392-0350
- Oversee all financial transactions
- Effort Reporting
- Faculty Assignment Reports
- Pcard approvals
- Prepare financial reports
- Approve travel
- Faculty payroll distributions
- Monitor all department accounts

Matthew Walters – Research Administrator
mwalt@eng.ufl.edu; 392-0054
- Oversee/Submit proposals
- Approve grant expenditures
- Monitor grant spending
- Process/Initiate corrections to spending
- Prepare financial reports
- Pcard approvals

Cheryl Coleman – Research Administrator
ccoleman@eng.ufl.edu; 294-2043
- Oversee/Submit proposals
- Approve grant expenditures
- Monitor grant spending
- Process/Initiate corrections to spending
- Prepare financial reports
Adrienne Cook – Academic Support Servs, Coord 3
alcook@eng.ufl.edu; 392-7392
- Graduate Student Academic Advisor
- Registration, drop/add issues
- Proposal/candidacy processing
- Graduation verification
- Tracking at-risk students
- Various petitions
- Grades input for research courses
- Tracking enrollment (for IWL purposes)
- Maintain grad email lists
- GIIMS data input, updates, verification
- Maintain PhD grad database
- TA evals
- Annual PhD student evals
- Achievement Award tracking
- TA data (and TAAS data input)
- QE exam – all paperwork, scheduling, spreadsheet info
- Room reservation
- Track SPEAK score issues

Kristina Sapp – Sr. Secretary
klsapp@cise.ufl.edu; 392-6846
- Grad Admissions – all aspects (receipt of materials, processing, tracking, triage, assignment to admissions committee, notification to students mountains of email/phone calls, etc.
- Processing for B/M, grad transfer, non-traditional, concurrent, minor degree info and paperwork
- Post Baccalaureate applications
- Organize and Run CDW
- Senior Certificate
- Cooperative Practical Training
- Back-up for reception in E405
- Recruiting (especially February PhD recruiting)
- Assist with Orientation
- Faculty Regalia
- Maintain job blog for grad students

Todd Best - Academic Support Servs, Coord 3
tbest@cise.ufl.edu; 392-6885
- Undergraduate Academic Advisor: Computer Science (EG & LS) & Digital Arts and Sciences
- Undergraduate advising issues (2nd year and above)
- Advising hold removal
- Coordinate departmental probation
- Oversee Academic Tutoring Center
- Maintain undergraduate blog (non-vital news and announcements)
- Set up department course schedule
- Coordinate transfer admission evaluation
- Reserve classrooms for academic purposes
- Meet with prospective students
- Department grading coordinator (along with Joan Crisman)
- Coordinate Honors Theses for undergrads
- Liaison to College of Engineering
- Liaison to Innovation Academy
- Liaison to Career Resource Center
- Note: Advising for Computer Engineering is handled by Computer Engineering advisor

Courtney Lindsey - Secretary
crlindsey@ufl.edu; 392-1090
- Act as back up to front reception area
- Clerical support to Student Services Staff
- Course Scheduling
- Instructor Workload
- Textbook Adoptions
- Assist with all functions of CISE Student Services
Dan Eicher - IT Expert (Supervisor)
- Unix Server/Desktop Administration
- Network Administration
- Backup Administration
- Mail Administration
- Cluster (CPU/GPU) Administration
- Building Services/Maintenance/Operations Coordination
- Building Emergency Coordinators

Ernest Hall - Computer Systems Programmer
- Backup Administration
- Windows Server/Desktop Administration
- Skype Desktop Phone Support

Addison Laurent - IT Expert
- Unix Server/Desktop Administration
- Network Administration
- Mail Administration
- Cluster (CPU/GPU) Administration

Dayron Acosta - OPS
- Web Application Maintenance and Development
- Web Site Administration
- Oracle/MYSQL/Postgres Administration

Mark Windischman – IT Expert
- Asset/ITAR/Travel Request Administration
- Hardware Support
- Building Services/Maintenance/Operations Coordination
- Building Emergency Coordinator
- Maintain Card Access System / Keypad Entry and Camera Systems