**STAFF DUTIES AND CONTACT INFORMATION**

**ADMINISTRATIVE STAFF**

**Paula Cunningham – Office Manager**  
*pjc@ufl.edu*; 392-1070  
- All HR hires/terminations/edits, etc.  
- Payroll distributions  
- Retros/Journals  
- Time Reporting/Approval audit  
- GA Letters of Appointment (fee waiver)  
- Notary  
- Lump sum payments  
- Liaison between CISE & Tax Services  
- Space reporting  
- Process J1 applications (backup)  
- Visa status updates

**Andrea Pulling – Sr. Fiscal Assistant**  
*alpulling@ufl.edu*; 392-0092  
- PCard reconciliations  
- Purchase orders  
- Vendor payments  
- Order supplies  
- Work order (PPD) service requests  
- “Expense to Expense” journal entries  
- Telephone charges  
- Faculty cell phone reimbursements  
- Foundation Reimbursements  
- Travel (back up)

**Skylar Ramsey – Sr. Secretary**  
*skylarnramsey@ufl.edu*; 392-1201  
- Chair’s travel  
- Chair’s expense reimbursements  
- Chair’s calendar  
- Organizer for CDW and 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

**Cory Spence-Thomas – DFO – CURRENTLY ON LEAVE**  
*CSpen@eng.ufl.edu*; 392-0350 (ICE = 2-1464 x2025)  
- Oversee all financial transactions  
- Effort reporting  
- Faculty Assignment Reports  
- Pcard approvals  
- Prepare financial reports  
- Approve travel  
- Faculty payroll distributions  
- Monitor all department accounts

**Joan Glisson – Office Assistant**  
*joanoglisson@ufl.edu*; 392-0099  
- Travel  
- Time Reporting/Approval audit  
- All HR hires/terminations/edits, etc.  
- Process J1 applications  
- Visa status updates  
- Notary  
- Order supplies (back up)  
- Becomes solely responsible for all GA HR related activities  
- Key distribution

**Matthew Walters – Grants Spec. – TRYING TO BE CORY**  
*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

**Rebekah Ketcham – OPS Receptionist**  
*rketcham@ufl.edu*; 392-1200  
- Tasks given by Dr. Gader  
- Answer phones; Greet/Direct visitors  
- Distribute mail/deliveries; Send Fed Ex  
- Campus deliveries/pick up  
- Other duties for Admin Staff
Joan Crisman – Academic Support Servs, Coord 3
crisman@cise.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
- CPT/OPT forms
- GIMS 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
- Maintain job blog for grad students
- Track SPEAK score issues
- Oversee Senior Certificate program

Kristina Sapp – Sr. Secretary
klapp@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
- Senior Certificate
- Cooperative Practical Training
- Back-up for reception in E405
- Recruiting (especially February PhD recruiting)
- Assist with Orientation
- Ph.D. data
- Faculty Regalia

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

VACANT - Academic Support Servs, Coord 3; 392-97520

Courtney Lindsey - Receptionist (OPS)
clindsey@cise.ufl.edu; 392-1090
- Manage front reception area
- Answer phone, route calls to correct advisor
- Filing, clerical duties/tasks as needed
- Hand deliver Drop/Add Forms to Registrar
consult@cise.ufl.edu

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

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

Matthew Williams - IT Expert
• 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