STAFF DUTIES AND CONTACT INFORMATION

ADMINISTRATIVE STAFF

admin-office@cise.ufl.edu

Please use the above email for:
HR Needs – Hires, Terminations, Personnel Changes, J1 Requests
Travel Needs – Requests, Reimbursements
Purchasing – Ordering, PCard Receipts (reconciling), Reimbursements

calendar@cise.ufl.edu

Please use the above email for requesting a CISE conference room.

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
- Lump sum payments
- Liaison between CISE & Tax Services
- Space reporting

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

Jessie Hsueh – Fiscal Assistant I
jhsueh@cise.ufl.edu; 392-0092
- Travel
- Reconcile Travel PCard purchases
- Input PCard Info for travel purchases

Tina Stephens – Admin Support Asst II
tstephens@cise.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

Kendra Williams – Fiscal Assistant II
kendrawilliams@ufl.edu; 273-4147
- PCard reconciliations
- Purchase orders
- Vendor payments
- Order supplies
- Work order (PPD) service requests
- Back up reception
- Telephone charges
- Cell phone/Internet reimbursements
- Reimbursements

Allison Logan – Marketing & Communications (COE)
allisonlogan@ufl.edu; 273-2608
- Flyers for Events/Conferences
- Social Media
- CDW Coordinator
- Website Content
- Department Marketing
- SWAG Purchases
- Name Tags
- Business Cards
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

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

TBA – Research Administrator
; 392-0054
- Oversee/Submit proposals
- Approve grant expenditures
- Monitor grant spending
- Process/Initiate corrections to spending
- Prepare financial reports
- Pcard approvals
Todd Best - Academic Advisor III
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 other Academic Advisor III)
- 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

Adrienne Cook – Academic Advisor III
alcook@ufl.edu; 392-7392
- Graduate Student Academic Advisor
- Registration, drop/add, hold, issues
- Graduate Petitions
- Degree Certification
- Proposal/candidacy processing
- Graduation verification
- Minor degree requirements
- Tracking at-risk students
- Various petitions
- Grades input for research courses
- Tracking enrollment (for IWL purposes)
- Maintain grad email lists
- 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
- Track SPEAK score issues

Kristina Sapp – Admissions Assistant II
klsapp@cise.ufl.edu; 392-6846
- Grad Admissions
- Processing for B/M, grad transfer, non-traditional, concurrent
- Post Baccalaureate applications
- Senior Certificate
- Cooperative Practical Training
- Recruiting (especially February PhD recruiting)
- Assist with Orientation
- Faculty Regalia
- Maintain job blog for grad students
Dan Eicher - IT Manager
- Unix Server/Desktop Administration
- Network Administration
- Backup Administration
- Mail Administration
- Cluster (CPU/GPU) Administration
- Building Services/Maintenance/Operations Coordination
- Building Emergency Coordinators

Dayron Acosta – Systems Admin/Programmer III
- Systems Designs
- Remote Access
- Windows-based Support

Addison Laurent – Systems Admin/Programmer IV
- Unix Server/Desktop Administration
- Network Administration
- Mail Administration
- Cluster (CPU/GPU) Administration

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

TBA – Web Developer
- Web Application Maintenance and Development
- Web Site Administration
- Oracle/MySQL/Postgres Administration