STAFF DUTIES AND CONTACT INFORMATION

ADMINISTRATIVE STAFF

Please use the above email for:

HR Needs – Hires, Terminations, Personnel Changes, J1 Requests
Purchasing – Ordering, PCard Receipts (reconciling), Reimbursements
Travel – All travel submissions and questions

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 (On-Line, etc.)
• Liaison between CISE & Tax Services
• Space reporting
• Visa status updates

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
• Assist faculty interviewees
• Update Dept Phone Directory
• Graduate Faculty Status requests

Joan Glisson – HR Assistant
joanmglisson@ufl.edu; 392.0099
• Assist OM with all OPS/STAS hires
• Process J1 applications
• Time Reporting/Approval audit
• Notary
• Key distribution

Tessie Colson – Fiscal Assistant III
mcolson@ufl.edu; 273.2554
• PCard reconciliations
• Telephone charges
• Cell phone reimbursements
• Coordinate building improvements
• Work order (PPD) service requests
• Reimbursements
• Club fund tracking
• Travel, as deemed necessary

TBD - Fiscal Assistant II
; 392.0092

Kristy Buchanan – Fiscal Assistant I
k.buchanan@ufl.edu; 273.4147
• Purchase orders
• Vendor payments
• Business Cards
• Order supplies
• Work order (PPD) service requests
• Back up reception
• Travel
• Reconcile Travel PCard purchases
• Input PCard Info for travel purchases

Allison Logan – Marketing & Communications
allisonlogan@ufl.edu; 273.2608
• Flyers for Events/Conferences
• Social Media
• CDW Coordinator
• Website Content
• Department Marketing
• SWAG Purchases
• Name Tags
• Newsletter Editor
Matthew Walters – Assist. Dir. Admin. Services
mwalt@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

Research Administrators

Cheryl Coleman
ccole@eng.ufl.edu; 294.2043

Emily Griffith
egriffin@ufl.edu; 294.0471

Rodolfo Molina
rmolina@eng.ufl.edu; 392.0054

Kendra Williams
kendrawilliams@ufl.edu; 273.4045
- 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

J. Kevin Bird - Academic Advisor III
kevin.bird@ufl.edu; 294.2076

Jessica McCarty – Academic Advisor III
jessicamccarty@ufl.edu; 294.2075

- Undergrad 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

Adrienne Cook – Academic Advisor III
accook@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)
- Taulbee
- AAR
- Credential holds
- Advising holds
- QE exam – all paperwork, 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
- Optional Practical Training
- Recruiting (especially February PhD recruiting)
- Assist with Orientation
- Faculty Regalia
- Maintain job blog for grad students
- Manage Master’s/Ph.D. mailing list
Dan Eicher - IT Manager
294.0415
- 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
294.0416
- Mail Administration
- Windows Server Desktop Administration

Addison Laurent – Systems Admin/Programmer IV
294.0419
- Unix Server/Desktop Administration
- Network Administration
- Cluster (CPU/GPU) Administration

Mark Windischman – End User Computing Specialist III
294.0418
- Asset/ITAR/Travel Request Administration
- Hardware Support
- Building Services/Maintenance/Operations Coordination
- Building Emergency Coordinator
- Maintain Card Access System / Keypad Entry and Camera Systems

RESEARCH COORDINATORS

Timothy Brown – Research Coordinator I
timothy.brown@ufl.edu;
Under direction of Kristy Boyer