

## STAFF DUTIES AND CONTACT INFORMATION

### ADMINISTRATIVE STAFF

[admin-office@cise.ufl.edu](mailto:admin-office@cise.ufl.edu)

*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

[calendar@cise.ufl.edu](mailto:calendar@cise.ufl.edu)

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

#### **Paula Cunningham – Office Manager**

[pjcu@ufl.edu](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:allisonlogan@ufl.edu); 273.2608

- Flyers for Events/Conferences
- Social Media
- CDW Coordinator
- Website Content
- Department Marketing
- SWAG Purchases
- Name Tags
- Newsletter Editor

## HWCOE GRANT/FINANCIAL STAFF

### **Matthew Walters – Assist. Dir. Admin. Services**

[mwalt@eng.ufl.edu](mailto: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](mailto:ccole@eng.ufl.edu); 294.2043

#### **Emily Griffith**

[egriffith@ufl.edu](mailto:egriffith@ufl.edu); 294.0471

#### **Rodolfo Molina**

[rmolina@eng.ufl.edu](mailto:rmolina@eng.ufl.edu); 392.0054

#### **Kendra Williams**

[kendrawilliams@ufl.edu](mailto:kendrawilliams@ufl.edu); 273.4045

- Oversee/Submit proposals
- Approve grant expenditures
- Monitor grant spending
- Process/Initiate corrections to spending
- Prepare financial reports
- Pcard approvals

## STUDENT SERVICES

**MAIN NUMBER = 352.392.1090**  
**(do not give out individual staff #'s)**

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**Todd Best - Academic Advisor III**  
[tbest@cise.ufl.edu](mailto:tbest@cise.ufl.edu); 392.6885

**J. Kevin Bird - Academic Advisor III**  
[kevin.bird@ufl.edu](mailto:kevin.bird@ufl.edu); 294.2076

**Jessica McCarty – Academic Advisor III**  
[jessicamccarty@ufl.edu](mailto:jessicamccarty@ufl.edu); 294.2075

- Undergrad Academic Advisor: Computer Science (EG & LS) & Digital Arts and Sciences
- Undergraduate advising issues (2<sup>nd</sup> 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**  
[alcook@ufl.edu](mailto: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)
- 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](mailto: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

## IT

[consult@cise.ufl.edu](mailto:consult@cise.ufl.edu)

### **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](mailto:timothy.brown@ufl.edu);

Under direction of Kristy Boyer