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

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

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

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

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

TBA – Fiscal Assistant II
tba; 273.4147
- Purchase orders
- Vendor payments
- Business Cards
- Order supplies
- Work order (PPD) service requests
- Back up reception
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
egriffith@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@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
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@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
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
Timothy Brown – Research Coordinator I
timothy.brown@ufl.edu;
Under direction of Kristy Boyer