BBS DEAN’S OFFICE STAFF

I Can Help You With...

LISA JIMENEZ

ASSOCIATE DEAN OF ADMINISTRATION
○ Business Plans
○ Employee Engagement
○ Operational Analysis
○ Policies and Procedures
○ Resource Planning
○ Staff Development
○ Strategic Development

(972) 883-4257
GR 4.104K

DONNA GOETZ

SCHOOL FISCAL OFFICER
○ Account Reconciliation
○ Budget Process
○ Cost Centers
○ Expense Reimbursement
○ Faculty Supplements
○ Faculty Travel Funds
○ Financial Policies
○ Financial Reporting
○ Financial Training
○ One-Card
○ Part-Time Lecturers
○ Scholarships and Fellowships
○ Start-Up, STARS and Research Initiative Funds
○ Student Travel Awards
○ Summer Faculty Pay
○ TA Funding
○ Travel

(972) 883-2429
GR 4.104E

NANCY ORLOWSKI

FINANCIAL ANALYST
○ Grant Budget Development and Maintenance
○ Grant Consultation
○ Grant Cost Center Reconciliation
○ Grant Financial Reporting
○ Grant Training
○ RA Funding
○ Research Funding Coordination

(972) 883-4845
GR 4.104G

DENNIS GUTEN

MARKETING COORDINATOR
○ Annual Report
○ Brochures
○ Digital Signage
○ Directories
○ Marketing Consultation
○ Nexus Newsletter
○ Promotional Items
○ Special Event Support

(972) 883-3807
GR 4.522

WEB DEVELOPER
○ BBS Lecture Page
○ BBS Website
○ Comet Calendar
○ Graphic Design
○ Insider Emails
○ Lab Websites
○ Microsoft TEAMS
○ Nexus Newsletter
○ Pictures - Faculty and Staff
○ Site Server and WordPress
BBS DEAN’S OFFICE STAFF

I Can Help You With...

KATINA MCAFEE
(972) 883-2494
GR 4.810
SENIOR WEB DEVELOPER
- BBS Roster
- BBS Wall Directory
- BBS Website
- Graphic Design
- Lab Websites
- Organizational Charts

ROCKY SHEN
(972) 883-2022
GR 4.309
IT SUPPORT SPECIALIST IV
- Hardware
- Hardware Inventory
- Hardware and Software Purchasing
- IT Consultation
- IT Training
- Research Projects (technical)
- Software
- Systems

PINKY REYES
(972) 883-5117
GR 4.104H
ADMINISTRATIVE ASSISTANT III
- Academic Advisory Council
- Admin and Finance Staff Meeting
- BBS Events Calendar
- Dean’s Signature
- Curriculum Vitae
- Executive Recruitment
- Faculty Achievements/Accolades
- Faculty Appraisals
- Faculty Mentoring
- Guest and Visiting Faculty
- Meetings with the Dean and School Administrator
- Mid-Probationary Reviews
- Periodic Performance Evaluations
- Promotion and Tenure
- Room Reservations - GR4.104
- Special Events
- Student Events
- Surveys
- VIP Guests

DANIELLE ELLIOTT
(972) 883-4922
GR 4.104D
ASSOCIATE FINANCIAL ANALYST
- Cost Center Management
- Grant Budget Requests and Approvals
- Grant Cost Center Reconciliation
- Grant Financial Reporting
- RA Funding
- Research Funding Coordination

ARLEEN SMITH
(972) 883-2357
GR 4.104C
ADMINISTRATIVE PROJECT COORDINATOR II
- Asset Management
- Badges
- BBS Teaching Awards
- Colloquium
- Continuity Planning
- Dean’s Office Supplies/Equipment
- eCat Submissions
- Email Distribution Lists - Faculty Lists
- Facility Project Coordination
- Furniture/Equipment Ordering
- Keys
- Lab Setup and Closing
- Office Moves/Setup
- Records Management
- Room Reservations - GR4.209, JO4.306, GR4.304 and JO4.314
- Space Inventory and Planning
I Can Help You With...

SAMANTHA MONTANO

- Account Reconciliations
- Appointing TA/RAs
- Assigning Time Sheets to New Staff
- Email Distribution Lists - Admin, Post Doc, Research, BBS All
- Faculty Educational Credentialing Verification
- Hiring of Faculty and Staff
- Hourly Employees
- Human Resources Consultation
- Human Resources Policies and Procedures
- International Affairs and VISAs
- Job Advertisements
- Job Descriptions
- Offboarding - Faculty and Staff
- Onboarding - Faculty and Staff
- Staff Appraisals
- Student Workers
- Teaching Supervisors How to Approve Time
- Training and Development

(972) 883-2377
GR 4.104L

BUSINESS MANAGER

HERSH PATEL

- Hardware
- Hardware Inventory
- Hardware and Software Purchasing
- IT Consultation
- IT Training
- Research Projects (technical)
- Software
- Systems

(972) 883-2372
GR 4.309

IT SUPPORT SPECIALIST I