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

**Margo Sallet**
- 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

**Donna Goetz**
- Financial Analyst
- Grant Budget Development and Maintenance
- Grant Consultation
- Grant Cost Center Reconciliation
- Grant Financial Reporting
- Grant Training
- RA Funding
- Research Funding Coordination

**Nancy Orlowksi**
- Marketing Manager
- Annual Report
- Brochures
- Digital Signage
- Directories
- Marketing Consultation
- Nexus Newsletter
- Promotional Items
- Special Event Support

**Dennis Gutten**
- 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
SAMANTHA MONTANO

Business Manager

- 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

HERSH PATEL

IT Support Specialist I

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

(972) 883-2372
GR 4.309