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

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 ORLOWSKI
MARKETING MANAGER
◇ Annual Report
◇ Brochures
◇ Digital Signage
◇ Directories
◇ Marketing Consultation
◇ Nexus Newsletter
◇ Promotional Items
◇ Special Event Support

DENNIS GUTEN
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
SENIOR WEB DEVELOPER
- BBS Roster
- BBS Wall Directory
- BBS Website
- Graphic Design
- Lab Websites
- Organizational Charts

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

PINKY REYES
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
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
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
BBS DEAN’S OFFICE STAFF

I Can Help You With...

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