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

**TONYA GRIFFIN**  
*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 Coordinator*
- 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
- Hardware
- Hardware Inventory
- Hardware and Software Purchasing
- IT Consultation
- IT Training
- Research Projects (technical)
- Software
- Systems

ROCKY SHEN
- IT Support Specialist IV
- 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
- Special Events
- Student Events
- Surveys
- VIP Guests

PINKY REYES
- Administrative Assistant III
- 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

KEELEY FINCIK
- Human Resource Liaison
- 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

ARLEEN SMITH
- Facilities and Resource Liaison
- BBS Roster
- BBS Website
- Graphic Design
- Lab Websites
- Organizational Charts

SENIOR WEB DEVELOPER

BBS DEAN’S OFFICE STAFF Roster

IT SUPPORT SPECIALIST IV

ADMINISTRATIVE ASSISTANT III

HUMAN RESOURCE LIAISON

FACILITIES AND RESOURCE LIAISON

I Can Help You With...

Katina Mcafee
- (972) 883-2494
- GR 4.810

Rocky Shen
- (972) 883-2022
- GR 4.309

Pinky Reyes
- (972) 883-5117
- GR 4.104H

Keeley Fincik
- (972) 883-2794
- GR 4.104L

Arleen Smith
- (972) 883-2357
- GR 4.104C
SAMANTHA MONTANO
ASSOCIATE FINANCIAL ANALYST
◊ Account Reconciliations
◊ Cost Center Management
◊ ENSURE Program Inquiries
◊ Grant Budget Requests and Approvals

HERSH PATEL
IT SUPPORT SPECIALIST I
◊ Hardware
◊ Hardware Inventory
◊ Hardware and Software Purchasing
◊ IT Consultation
◊ IT Training
◊ Research Projects (technical)
◊ Software
◊ Systems

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

(972) 883-2377
GR 4.810

(972) 883-2372
GR 4.309