I Can Help You With...

**KATINA MCAFEE**
- BBS Roster
- BBS Website
- Graphic Design
- Lab Websites
- Organizational Charts

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

**PINKY REYES**
- 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

**KEELEY FINCIK**
- 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 VISA
- 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

**ARLEEN SMITH**
- Asset Management
- Badges
- BBS Teaching Awards
- Colloquium
- Continuity Planning
- Dean’s Office Supplies/Equipment
- eCat Submissions
- Email Distribution Lists - Faculty Lists
- Faculty 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

**COMMITTEE SUPPORT**
- Ad Hoc Committees
- Anti-Racism/Multicultural Committee
- Bylaw Committee
- Executive Committee
- Faculty Personnel Committee
- Teaching Effectiveness Committee