BBS DEAN’S OFFICE STAFF

I Can Help You With...

LISA JIMENEZ
SCHOOL ADMINISTRATOR
- 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
POST-AWARD GRANT SPECIALIST
- 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
- 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

COMMITTEE SUPPORT
- Website Committee
BBS DEAN’S OFFICE STAFF

I Can Help You With...

KATINA MCAFEE
WEB DEVELOPER
◊ BBS Roster
◊ BBS Website
◊ Graphic Design
◊ Lab Websites
◊ Organizational Charts

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

HELEN ROTH
DEAN’S EXECUTIVE ASSISTANT
◊ 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
HUMAN RESOURCE LIAISON
◊ 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
FACILITIES AND RESOURCE LIAISON
◊ Asset Management
◊ Badges
◊ BBS Teaching Awards
◊ Colloquium
◊ Continuity Planning
◊ Dean’s Office Supplies/Equipment
◊ eCat Submissions
◊ Email Distribution Lists - Faculty
◊ Facility Project Coordination
◊ Furniture/Equipment Ordering
◊ Keys
◊ Lab Setup and Closing
◊ Office Moves/Setups
◊ 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

COMMITTEE SUPPORT
◊ Certificate Programs Committee
◊ Graduate Review Committee
◊ Graduate Studies Committee
◊ Scholarship Committee
◊ School Wide Undergraduate Committee
◊ Undergraduate Studies Committee