BBS DEAN’S OFFICE STAFF

I Can Help You With...

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

(972) 883-2494
GR 4.810

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

(972) 883-2022
GR 4.309

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 - GR 4.104
◊ Special Events
◊ Student Events
◊ Surveys
◊ VIP Guests

(972) 883-5117
GR 4.104H

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 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) 883-2794
GR 4.104L

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 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

(972) 883-2357
GR 4.104C

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

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