### FACILITIES MANAGEMENT: Building Maintenance and Repair, Building Systems and Operations, Heating, Ventilation and Air Conditioning

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmer Phelon, Director</td>
<td>212-237-8613</td>
<td>917-578-3346 <a href="mailto:ephelon@jjay.cuny.edu">ephelon@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Anne Goon, Administrative Superintendent - Custodial Services, Laborers, Painting</td>
<td>212-237-8543</td>
<td>646-879-5999 <a href="mailto:agoon@jjay.cuny.edu">agoon@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>George Tangredi, Admin. Superintendent - Director of Engineering</td>
<td>646-557-4649</td>
<td>646-203-1228 <a href="mailto:gtangredi@jjay.cuny.edu">gtangredi@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Neil Stewart, Administrative Superintendent - General Repairs</td>
<td>212-237-8542</td>
<td>646-739-9541 <a href="mailto:nstewart@jjay.cuny.edu">nstewart@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Steven Waxman, Admin. Superintendent - Building Automation Systems</td>
<td>646-557-4612</td>
<td>646-243-5927 <a href="mailto:swaxman@jjay.cuny.edu">swaxman@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Joe Dunning, Administrative Superintendent, Honors College</td>
<td>212-729-2902</td>
<td>646-210-7168 <a href="mailto:jdunning@jjay.cuny.edu">jdunning@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Susan Jeffrey, Administrative Superintendent—Evening (to 9 pm)</td>
<td>212-237-8535</td>
<td>646-208-9949 <a href="mailto:sjeffrey@jjay.cuny.edu">sjeffrey@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Tahera Jaffer, Facilities Management Administrative Manager</td>
<td>212-237-1427</td>
<td>646-210-3951 <a href="mailto:tjaffer@jjay.cuny.edu">tjaffer@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Facilities Help Desk</td>
<td>212-237-8541</td>
<td></td>
</tr>
</tbody>
</table>

### SPACE PLANNING AND CAPITAL PROJECTS: Facility Improvements, Space Planning & Design, Capital Projects

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marc Harary, Director</td>
<td>212-237-8013</td>
<td>646-326-5273 <a href="mailto:mharary@jjay.cuny.edu">mharary@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Sara Cuya, Space Planner</td>
<td>212-484-1168</td>
<td></td>
</tr>
</tbody>
</table>

### INFORMATION TECHNOLOGY (DoIT): Email, PC Support, Help Desk, Instructional Technology Services, Telecommunications, Mainframe Support, Network Management, Student Tech Fee Projects, and Distance Learning Facilities

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Laub, Chief Information Officer</td>
<td>212-484-1108</td>
<td>646-210-5122 <a href="mailto:jlaub@jjay.cuny.edu">jlaub@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Louie Perillo, Director of Client Services</td>
<td>212-237-8212</td>
<td>646-772-1946 <a href="mailto:lperillo@jjay.cuny.edu">lperillo@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Douglas Toppin, Deputy Director of Client Services</td>
<td>212-237-8209</td>
<td>646-235-3455 <a href="mailto:dtoppin@jjay.cuny.edu">dtoppin@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Raymond Jiggetts, Director, Classroom Lab Support Services</td>
<td>212-237-8958</td>
<td>646-235-7914 <a href="mailto:raymondj@jjay.cuny.edu">raymondj@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Patrick Alvarez, Telecommunications Manager</td>
<td>212-237-8206</td>
<td>646-772-1948 <a href="mailto:palvarez@jjay.cuny.edu">palvarez@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Ana Giron, Applications Manager</td>
<td>212-484-1334</td>
<td>347-209-8160 <a href="mailto:agiron@jjay.cuny.edu">agiron@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Ext.</td>
<td>For urgent situations:</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------</td>
<td>------------------------</td>
</tr>
<tr>
<td>O’Neil Hinds, Manager for Infrastructure Services</td>
<td>212-237-1365</td>
<td>646-210-2791 <a href="mailto:ohinds@jjay.cuny.edu">ohinds@jjay.cuny.edu</a></td>
</tr>
</tbody>
</table>

**Help Desk:** Provides technical support via phone and office visits for Email, Network, Internet, Microsoft XP & 2000, other Microsoft products and technical equipment

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Ketterer, Assistant Vice President</td>
<td>212-237-8516</td>
<td>347-203-3872 <a href="mailto:pketterer@jjay.cuny.edu">pketterer@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Mark Flower, Business Manager</td>
<td>212-621-3789</td>
<td><a href="mailto:mflower@jjay.cuny.edu">mflower@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Helen Cedeno, Director of Accounting Services</td>
<td>212-237-8485</td>
<td><a href="mailto:hcedeno@jjay.cuny.edu">hcedeno@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Emily Karp, Director, Tuition &amp; Fees/ Revenue</td>
<td>212-237-8488</td>
<td><a href="mailto:ekarp@jjay.cuny.edu">ekarp@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Gerald Garvey, Bursar</td>
<td>212-237-8477</td>
<td><a href="mailto:ggarvey@jjay.cuny.edu">ggarvey@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Dan Dolan, Director of Procurement and Property Management</td>
<td>212-237-8900</td>
<td><a href="mailto:ddolan@jjay.cuny.edu">ddolan@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Irene O’Donnell, Director, Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers)</td>
<td>212-237-8540</td>
<td><a href="mailto:iodonnell@jjay.cuny.edu">iodonnell@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Cadelie Neat, Manager, Accounts Payable</td>
<td>212-237-8505</td>
<td><a href="mailto:cneat@jjay.cuny.edu">cneat@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Michael Merseburg, Supervisor, Mailroom, Receiving, Stockroom (Office Supplies)</td>
<td>212-237-8532</td>
<td><a href="mailto:mmerseburg@jjay.cuny.edu">mmerseburg@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Alex (Mario) DeLeon, Supervisor, Printshop (Copy Center, Posters, General Printing)</td>
<td>212-237-8279</td>
<td><a href="mailto:mdeleon@jjay.cuny.edu">mdeleon@jjay.cuny.edu</a></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Cassidy, Director of Public Safety and Risk Management</td>
<td>212-237-8521</td>
<td>917-436-3229 <a href="mailto:kcassidy@jjay.cuny.edu">kcassidy@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Isabelle Curro, Deputy Director</td>
<td>212-237-8529</td>
<td>646-372-3760 <a href="mailto:icurro@jjay.cuny.edu">icurro@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>David Rivera, Assistant Director</td>
<td>212-237-8525</td>
<td>646-372-5054 <a href="mailto:drivera@jjay.cuny.edu">drivera@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Lindsey Kayman, Director, Environmental Health and Safety Director</td>
<td>212-621-4117</td>
<td>732-261-3899 <a href="mailto:lkayman@jjay.cuny.edu">lkayman@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Public Safety Office</td>
<td>212-237-8524</td>
<td></td>
</tr>
</tbody>
</table>

**For Emergencies:**

<table>
<thead>
<tr>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>212-237-8888</td>
<td></td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES:** Payroll, Personnel, Employee Benefit and Wellness, Employment Processing, Time and Leave, Training

<table>
<thead>
<tr>
<th>Name</th>
<th>Ext.</th>
<th>For urgent situations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raj Singh, Interim Executive Director</td>
<td>212-237-8512</td>
<td><a href="mailto:rsingh@jjay.cuny.edu">rsingh@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Phone</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Gulen Zubizarreta</td>
<td>Director of Operations</td>
<td>212-237-8469</td>
</tr>
<tr>
<td>Toni Mason-Clarke</td>
<td>Timekeeping and Payroll Manager</td>
<td>212-621-3788</td>
</tr>
<tr>
<td>Carrie Dehls</td>
<td>Wellness &amp; Benefits Administration Manager</td>
<td>212-237-8504</td>
</tr>
<tr>
<td>Valerie Petersen</td>
<td>Employee Services Manager</td>
<td>212-621-3768</td>
</tr>
<tr>
<td>Aneesa Lesley</td>
<td>HRIS Manager</td>
<td>212-237-8479</td>
</tr>
<tr>
<td>Lorraine Belasco</td>
<td>HR Training Specialist</td>
<td>212-393-6320</td>
</tr>
</tbody>
</table>

**THEATER & EVENT SUPPORT SERVICES:** Events and Performances, Space Reservations, Film & TV Location Shoots, Audio-Visual Services Event Support Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey Brown</td>
<td>Director</td>
<td>646-557-4863</td>
<td>646-739-3868 <a href="mailto:jcbrown@jjay.cuny.edu">jcbrown@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Johanna Whitton</td>
<td>Managing Director</td>
<td>212-237-8359</td>
<td>718-614-5800 <a href="mailto:jwhitton@jjay.cuny.edu">jwhitton@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Joshua Redfearn</td>
<td>Technical Supervisor</td>
<td>212-237-2156</td>
<td>917-468-2843 <a href="mailto:jredfearn@jjay.cuny.edu">jredfearn@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Rubina Shafi</td>
<td>Audience Services Manager</td>
<td>646-557-4753</td>
<td>917-402-6577 <a href="mailto:rshafi@jjay.cuny.edu">rshafi@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Bill Pangburn</td>
<td>Gallery Director and AVS Event Support</td>
<td>212-237-8204</td>
<td>646-772-1947 <a href="mailto:bpangburn@jjay.cuny.edu">bpangburn@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Nancy Marshall</td>
<td>Director of Administrative Services</td>
<td>212-237-8531</td>
<td>917-578-3347 <a href="mailto:nmartshall@jjay.cuny.edu">nmartshall@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Cheryl D’Antonio</td>
<td>Space Reservations Manager</td>
<td>212-484-1169</td>
<td><a href="mailto:cdantonio@jjay.cuny.edu">cdantonio@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Christine Baerga</td>
<td>Space Reservationist</td>
<td>212-237-8539</td>
<td><a href="mailto:cbaerga@jjay.cuny.edu">cbaerga@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Chinua Thomas</td>
<td>AVS Supervisor</td>
<td>212-393-6485</td>
<td><a href="mailto:cthomas@jjay.cuny.edu">cthomas@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>T.E.S.S. MAIN LINE</td>
<td></td>
<td>212-237-8005</td>
<td><a href="mailto:theater@jjay.cuny.edu">theater@jjay.cuny.edu</a></td>
</tr>
<tr>
<td>Theater Backstage</td>
<td></td>
<td>646-557-4599</td>
<td></td>
</tr>
<tr>
<td>Gallery Main Line</td>
<td></td>
<td>212-484-1439</td>
<td></td>
</tr>
<tr>
<td>Theater Production Office</td>
<td></td>
<td>212-237-8157</td>
<td></td>
</tr>
<tr>
<td>Theater Box Office and Admin</td>
<td></td>
<td>212-237-8220</td>
<td></td>
</tr>
</tbody>
</table>