

OFFICE OF FINANCE & ADMINISTRATION STAFF AND RESOURCE DIRECTORY – FALL 2009

FACILITIES MANAGEMENT: *Building Maintenance and Repair, Building Systems and Operations, Facility Improvements, Space Planning & Design, Room Reservations, Capital Project and Environmental Health & Safety*

	Ext.	For urgent situations:	
Elmer Phelon, Executive Director	8613	917-578-3346	ephelon@jjay.cuny.edu
Nancy Marshall, Deputy Director Administrative Services (Furniture Request, Work Orders, Office Relocations, Production Rentals)	8531	917-578-3347	nmarshall@jjay.cuny.edu
Kyle Manley, Administrative Superintendent (Mechanical/Heating/Ventilation/Air Conditioning/General Repairs/Laborers)	8542	646-739-9541	kmanley@jjay.cuny.edu
Sidney Grimes, Administrative Superintendent (Custodial Services)	8543	646-210-3616	sgrimes@jjay.cuny.edu
Susan Jeffrey, Administrative Superintendent –Honors College		646-208-9949	SJeffrey@honorscollege.cuny.edu
Ann Goon, Administrative Superintendent (Evenings)	8535	646-879-5999	agoon@jjay.cuny.edu
Shailendra Chainani, Director of Environmental Health and Safety	8990	646-739-3868	schainani@jjay.cuny.edu
Ynes Leon, Building Expansion Project Coordinator	8013		yleon@jjay.cuny.edu
Linda VonLumm, Assistant Director/Reservations (Space Requests, Events & Work Orders)	8611	Alt. # 212-237-1393	lvonlumm@jjay.cuny.edu
Facilities Help Desk	8541		

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

	Ext.	For urgent situations:	
Praveen Panchal, Chief Information Officer	8907	917-295-1010	ppanchal@jjay.cuny.edu
Joe Laub, Deputy Chief Information Officer	1108	646-210-5122	jlaub@jjay.cuny.edu
Bill Pangburn, Director - Classroom Technology Services (all technology needs in the classroom)	8204	646-772-1947	bpangburn@jjay.cuny.edu
Louie Perillo, Director – User Services	8212	646-772-1946	lperillo@jjay.cuny.edu
Juan Baez, Project Manager	8811	646-342-6872	jbaez@jjay.cuny.edu
Patrick Alvarez – Telecommunications	8206	646-772-1948	palvarez@jjay.cuny.edu
Paul Brenner, Director – Audio-Visual Services (Event Coverage, TV Production, Video Conferencing)	8652	917-716-4473	pbrenner@jjay.cuny.edu
O'Neal Hinds Manager for Infrastructure Services	1365		
Help Desk: Provides technical support via phone and office visits for Email, Network, Internet, Microsoft XP & 2000, other Microsoft products and technical equipment	8200		

FINANCIAL & BUSINESS SERVICES: *Budget, Accounts Payable, Purchasing, Campus Office Services, Bursar, Tuition and Fees/Revenue Office, Property Management and Travel*

	Ext.	For urgent situations:	
Patricia Ketterer, Executive Director	8516	347-203-3872	pketterer@jjay.cuny.edu
Helen Cedeno, Director of Accounting Services (Auxiliary Service Corporation, Student Association, JJC Foundation)	8485		hcedeno@jjay.cuny.edu
Gina Galligan, Budget Director	8312		ggalligan@jjay.cuny.edu
Emily Karp, Director Tuition & Fees/ Revenue	8488		ekarp@jjay.cuny.edu
Gerald Garvey, Bursar	8477		ggarvey@jjay.cuny.edu
Fiona Chan, Acting Budget Manager	1392		schan@jjay.cuny.edu
Dan Dolan, Director of Procurement (Accounts Payable, Purchasing, Travel, Property)	8900		ddolan@jjay.cuny.edu
Irene O'Donnell, Director, Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers)	8540		iodonnell@jjay.cuny.edu
Eileen Lee, Supervisor – Mailroom Services	8532		ealee@jjay.cuny.edu
Michael Merseburg – Supervisor, Receiving/Stockroom (Office Supplies)	8763		mmerseburg@jjay.cuny.edu

Alex DeLeon, Supervisor, Printshop (Copy Center, Posters, General Printing)	8279		mdeleon@jjay.cuny.edu
SECURITY: <i>Security Cameras, Access Control/Turnstiles, Keys & Locks, Emergency Policies & Information, Crime Statistics, ID Cards, Fire Safety, Lost & Found.</i>			
	Ext.	For urgent situations:	
Christopher Trucillo, Director of Public Safety	8521		
Lisa Curro, Interim Director	8529	646-372-3760	icurro@jjay.cuny.edu
David Rivera, Evening Director	8525	646-372-5054	drivera@jjay.cuny.edu
For Emergencies:			
Security Emergency Number	8888		
Security Front Desk	8266		
Security Office	8524		
HUMAN RESOURCES: <i>Payroll, Personnel, Employee Benefits, Labor Relations, Employment Processing, and Direct Deposit Processing</i>			
	Ext	For urgent situations:	
Don Gray, Dean	8512	917-578-3349	dgray@jjay.cuny.edu
Yvonne Purdie, Deputy Director (Classified Staff Administration)	8554		ypurdie@jjay.cuny.edu
Diane Dwyer, Deputy Director	8520		ddwyer@jjay.cuny.edu
Michael Liddie, Labor Designee	8614		mliddie@jjay.cuny.edu
Diana Lopez, Benefits Coordinator	8514		dlopez@jjay.cuny.edu
Gina Aviles, Payroll Director	8495		gaviles@jjay.cuny.edu
THEATER SERVICES			
	Ext	For urgent situations:	
Shannon Mayers, Executive Director	8321	646-235-7619	smayers@jjay.cuny.edu
Johanna Carlin Managing Director	8359	347-219-8973	jcarlin@jjay.cuny.edu
Jaqui Lopes, Office Manager	8005		
Jason Marsh, Technical Director	8157		
Joshua Redfearn, Asst. Tech. Director	2156		
Rubina Shafi, Audience Services Manager and Payroll Administrator	4753		
Theater Backstage	4599		