

## OFFICE OF FINANCE & ADMINISTRATION STAFF AND RESOURCE DIRECTORY – Spring 2012

<b>FACILITIES MANAGEMENT: Building Maintenance and Repair, Building Systems and Operations, Heating, Ventilation and Air Conditioning</b>			
	Ext.	For urgent situations:	
Elmer Phelon, Executive Director	8613	917-578-3346	<a href="mailto:ephelon@jjay.cuny.edu">ephelon@jjay.cuny.edu</a>
Anne Goon, Administrative Superintendent - Custodial Services, Laborers, Painting	8543	646-879-5999	<a href="mailto:agoon@jjay.cuny.edu">agoon@jjay.cuny.edu</a>
Neil Stewart, Administrative Superintendent - General Repairs	8542	646-739-9541	<a href="mailto:nstewart@jjay.cuny.edu">nstewart@jjay.cuny.edu</a>
Steven Waxman, Admin. Super - Building Automation Systems	4612	646-243-5927	<a href="mailto:swaxman@jjay.cuny.edu">swaxman@jjay.cuny.edu</a>
Dominick Conte, Admin Super - - Mechanical/HVAC	4649	646-203-1228	<a href="mailto:dconte@jjay.cuny.edu">dconte@jjay.cuny.edu</a>
Susan Jeffrey, Administrative Superintendent –Honors College	8535	646-208-9949	<a href="mailto:SJeffrey@honorscollege.cuny.edu">SJeffrey@honorscollege.cuny.edu</a>
<b>Facilities Help Desk</b>	8541		
<b>SPACE PLANNING AND CAPITAL PROJECTS: Facility Improvements, Space Planning &amp; Design, Room Reservations, Capital Projects</b>			
Ynes Leon, Director	8013	646-235-0105	<a href="mailto:yleon@jjay.cuny.edu">yleon@jjay.cuny.edu</a>
Joe Dunning, Project Manager, Construction Administration	4743	646-210-7168	<a href="mailto:jdunning@jjay.cuny.edu">jdunning@jjay.cuny.edu</a>
Nancy Marshall, Space Management Administrator	8531	917-578-3347	<a href="mailto:nmarshall@jjay.cuny.edu">nmarshall@jjay.cuny.edu</a>
Cheryl D'Antonio, Event and Space Management (Space Requests and Reservations, Events & Work Orders)	8611		<a href="mailto:cdantonio@jjay.cuny.edu">cdantonio@jjay.cuny.edu</a>
<b>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</b>			
	Ext.	For urgent situations:	
Praveen Panchal, Chief Information Officer	8907	917-295-1010	<a href="mailto:ppanchal@jjay.cuny.edu">ppanchal@jjay.cuny.edu</a>
Joe Laub, Deputy Chief Information Officer	1108	646-210-5122	<a href="mailto:jlaub@jjay.cuny.edu">jlaub@jjay.cuny.edu</a>
Bill Pangburn, Director - <b>Classroom Technology Services (all technology needs in the classroom)</b>	8204	646-772-1947	<a href="mailto:bpangburn@jjay.cuny.edu">bpangburn@jjay.cuny.edu</a>
Louie Perillo, Director – User Services	8212	646-772-1946	<a href="mailto:lperillo@jjay.cuny.edu">lperillo@jjay.cuny.edu</a>
Juan Baez, Project Manager	8811	646-342-6872	<a href="mailto:jbaz@jjay.cuny.edu">jbaz@jjay.cuny.edu</a>
Patrick Alvarez – <b>Telecommunications</b>	8206	646-772-1948	<a href="mailto:palvarez@jjay.cuny.edu">palvarez@jjay.cuny.edu</a>
Paul Brenner, Director – <b>Audio-Visual Services (Event Coverage, TV Production, Video Conferencing)</b>	8652	917-716-4473	<a href="mailto:pbrenner@jjay.cuny.edu">pbrenner@jjay.cuny.edu</a>
O'Neal Hinds Manager for Infrastructure Services	1365	646-210-2791	<a href="mailto:ohinds@jjay.cuny.edu">ohinds@jjay.cuny.edu</a>
<b>Help Desk:</b> Provides technical support via phone and office visits for Email, Network, Internet, Microsoft XP & 2000, other Microsoft products and technical equipment	8200		
<b>FINANCIAL &amp; BUSINESS SERVICES: Budget, Accounts Payable, Purchasing, Campus Office Services, Bursar, Tuition and Fees/Revenue Office, Property Management and Travel</b>			
	Ext.	For urgent situations:	
Patricia Ketterer, Executive Director	8516	347-203-3872	<a href="mailto:pketterer@jjay.cuny.edu">pketterer@jjay.cuny.edu</a>
Helen Cedeno, Director of Accounting Services ( <b>Auxiliary Service Corporation, Student Association, JJC Foundation</b> )	8485		<a href="mailto:hcedeno@jjay.cuny.edu">hcedeno@jjay.cuny.edu</a>
Gina Galligan, Budget Director	8312		<a href="mailto:ggalligan@jjay.cuny.edu">ggalligan@jjay.cuny.edu</a>
Emily Karp, Director Tuition & Fees/ Revenue	8488		<a href="mailto:ekarp@jjay.cuny.edu">ekarp@jjay.cuny.edu</a>
Gerald Garvey, Bursar	8477		<a href="mailto:ggarvey@jjay.cuny.edu">ggarvey@jjay.cuny.edu</a>
Fiona Chan, Acting Budget Manager	1392		<a href="mailto:schan@jjay.cuny.edu">schan@jjay.cuny.edu</a>
Dan Dolan, Director of Procurement ( <b>Accounts Payable, Purchasing, Travel, Property</b> )	8900		<a href="mailto:ddolan@jjay.cuny.edu">ddolan@jjay.cuny.edu</a>
Irene O'Donnell, Director, <b>Campus Office Services (Mail Room, Print Shop, Stock Room, Central Receiving, Office Copiers)</b>	8540		<a href="mailto:iodonnell@jjay.cuny.edu">iodonnell@jjay.cuny.edu</a>
Eileen Lee, Supervisor – <b>Mailroom Services</b>	8532		<a href="mailto:ealee@jjay.cuny.edu">ealee@jjay.cuny.edu</a>
Michael Merseburg – Supervisor, <b>Receiving/Stockroom (Office Supplies)</b>	8763		<a href="mailto:mmerseburg@jjay.cuny.edu">mmerseburg@jjay.cuny.edu</a>

Alex (Mario) DeLeon, Supervisor, Printshop ( <b>Copy Center, Posters, General Printing</b> )	<b>8279</b>		<a href="mailto:mdeleon@jjay.cuny.edu">mdeleon@jjay.cuny.edu</a>
Gina Aviles, Payroll Director	<b>8495</b>		<a href="mailto:gaviles@jjay.cuny.edu">gaviles@jjay.cuny.edu</a>
Cindy Robles, Deputy Director Payroll	<b>8478</b>		<a href="mailto:crobles@jjay.cuny.edu">crobles@jjay.cuny.edu</a>
<b>PUBLIC SAFETY:</b> <i>Security Cameras, Access Control/Turnstiles, Keys &amp; Locks, Emergency Policies &amp; Information, Crime Statistics, ID Cards, Fire Safety, Lost &amp; Found.</i>			
	<b>Ext.</b>	<b>For urgent situations:</b>	
Stephen Hollowell, Director of Public Safety and Risk Management	<b>8521</b>	<b>646-772-7246</b>	<a href="mailto:shollowell@jjay.cuny.edu">shollowell@jjay.cuny.edu</a>
Isabelle Curro, Deputy Director	<b>8529</b>	<b>646-372-3760</b>	<a href="mailto:icurro@jjay.cuny.edu">icurro@jjay.cuny.edu</a>
David Rivera, Evening Director	<b>8525</b>	<b>646-372-5054</b>	<a href="mailto:drivera@jjay.cuny.edu">drivera@jjay.cuny.edu</a>
<b>For Emergencies:</b>			
Security Emergency Number	<b>8888</b>		
Security Front Desk	<b>8266</b>		
Security Office	<b>8524</b>		
<b>HUMAN RESOURCES:</b> <i>Payroll, Personnel, Employee Benefits, Labor Relations, Employment Processing, and Direct Deposit Processing</i>			
	<b>Ext</b>	<b>For urgent situations:</b>	
Gulen Zubizarreta, Interim Executive Director of HR	<b>8469</b>		<a href="mailto:gzubizarreta@jjay.cuny.edu">gzubizarreta@jjay.cuny.edu</a>
Yvonne Purdie, Deputy Director, Professional Development and Timekeeping	<b>8554</b>		<a href="mailto:ypurdie@jjay.cuny.edu">ypurdie@jjay.cuny.edu</a>
Carrie Dehls, Manager, Wellness & Benefits Administration	<b>8504</b>		<a href="mailto:cdehls@jjay.cuny.edu">cdehls@jjay.cuny.edu</a>
Gwen Alexis, HR Center Manager	<b>8400</b>		<a href="mailto:galexis@jjay.cuny.edu">galexis@jjay.cuny.edu</a>
HR4U		<b>646-557-HR4U (4748)</b>	<a href="mailto:hr4u@jjay.cuny.edu">hr4u@jjay.cuny.edu</a>
<b>THEATER SERVICES</b>			
	<b>Ext</b>	<b>For urgent situations:</b>	
Jason Marsh, Interim Theater Director	<b>8157</b>	<b>646-296-7102</b>	<a href="mailto:jmarsh@jjay.cuny.edu">jmarsh@jjay.cuny.edu</a>
Joshua Redfearn, Asst. Technical Director	<b>2156</b>		<a href="mailto:jredfearn@jjay.cuny.edu">jredfearn@jjay.cuny.edu</a>
Rubina Shafi, Audience Services Manager and Payroll Administrator	<b>4753</b>	<b>646-557-4753</b>	<a href="mailto:rshafi@jjay.cuny.edu">rshafi@jjay.cuny.edu</a>
Agrona Selimaj, Office Assistant	<b>8005</b>		<a href="mailto:theater@jjay.cuny.edu">theater@jjay.cuny.edu</a>
Theater Backstage	<b>4599</b>	<b>646-557-4599</b>	