Mechanical Engineering Business Office

**Front Desk (please refrain from going behind the front desk area)**

- **Department information** (faculty email/phone/room number, conference rooms)
- **General information** (directions)
- **Reservations** (AV equip./conference rooms/tables/conf. phone, etc.)
- **Keys** (issues and returns, card/bldg. access)
- **Paycheck distribution**
- **Department forms** (travel approvals, Physics/Machine Shop/Chem Store forms, key forms, etc.)
- **Shredding** (give to students)
- **Coffee** ($0.50 per packet)
- **Shipping** (outgoing)
  - UPS (items for UPS pickup)
  - FedEx (items for FedEx pick up, you must call FedEx to schedule the pickup then leave the package with the front desk)

**Administration**

**Lisa Schuetz** ([lschuetz@umd.edu](mailto:lschuetz@umd.edu) / x56850)  
Room 2181C

- Signing for the department
- Administration
- Money Chart Updates (DRIF, BOM Credits, etc.)
- Department Student Group Financials
- Fiscal Salary Charts
  - Faculty Salary Charts
  - Non-tenured
  - Graduate Students (by special request)
- Space Requests

**Kimberley Frye** ([kfrye@umd.edu](mailto:kfrye@umd.edu) / x53031)  
Room 2181A

- Chair’s calendar/assistant
- Faculty searches, appointments/agreements, committees, APT
- Faculty, staff and visitor parking/phone requests
- Special events
- Inquiries for Dr. Mote

**Erin Chen** ([erinchen@umd.edu](mailto:erinchen@umd.edu) / x56427)  
Room 2181D

- Department issues if Lisa is not in the office.

**Educational Technologist**
Dylan Hazelwood (dylan@umd.edu / x55434) Room 2151
- Development of innovative technological approaches for curriculum, management of distance and online course delivery, development of Department's online research presence.

**External Relations & Communications**

Cornelia Kennedy (ckennedy@umd.edu / x51364) Room 2172
- Outreach to external constituencies
- Corporate relations/Outreach
- Alumni relations
- Fundraising
- Donor stewardship and outreach
- Public relations and communications
- Visiting Committee

Jennifer Rooks (jfrooks@umd.edu) / x51458) Room 2102A
- Website updates
- News stories
- Public relations and communications

**Human Resources/Payroll**

Steven Wicker (swicker@umd.edu / x57769) Room 2181H
- Visas/Export Control/Visitor
- Faculty Appointments PHR Entry (Lecturer, RA, FRA, etc…)
- Faculty Renewals
- Staff Appointments PHR Entry
- Faculty Benefits
- Teaching Fellows
- Scholarships/Fellowships (Non-Dean)
- Faculty/Staff HR Issues

Tammie Wonning (twonning@umd.edu / x52786) Room 2181E
- Faculty/Staff Account maintenance PHR
- Visas/Export Control/Visitor (Backup)
- GRA Benefits
- GRA HR Issues
- Interns
- Graduate students and hourly employee payroll
- TAs payroll
Kimberley Frye (kfrye@umd.edu / x53031) Room 2181A
  - Faculty searches and appointments/agreements
  - Initial Faculty Appointments (Non-Teaching)

**IT Support**

Daniel Wysling (wysling@umd.edu / x54483) Room 0139 or
Melvin Fields (mfields@umd.edu / x50181) Room 0139

  - Please email technology needs or issues to mehelp@umd.edu
  - For a full list of services provided please see http://www.enme.umd.edu/facstaff/it-resources

**Purchasing**

Juanita Irvin (jirvin@umd.edu / x52062) Room 2181K

  - CALCE purchasing and travel
  - Facilities (rooms, facility issues)
  - FedEx shipping labels
  - Terrapin Trader

Sripen (Penny) Komsat (skomsat@umd.edu / x55242) Room 2181J

  - Un-sponsored purchasing (accounts starting with 1s and 2s and foundations)
  - UPS shipping labels
  - Department travel card
  - Copier access codes

Shandra Gumbs (sgumbs@umd.edu / x56960) Room 2181G

  - Sponsored research purchasing (accounts starting with 4s and 5s)

**Research**

Erin Chen (erinchen@umd.edu / x56427) Room 2181D

  - Proposals (meproposals@umd.edu)
  - Issues related to research (pre or post)
  - Donations/Gifts/Revenue
  - Department issues if Lisa is not in the office.

Arlene Samowitz (arlenes@umd.edu / x58681) Room 2181E

  - Proposals (meproposals@umd.edu)
  - Accounts Financials (PI specific) to be announced at a later date
Nikki Morris (nkola@umd.edu / x52097)     Room 2181L
- Accounts Financials (PI specific) to be announced at a later date
- BA3 technical questions/issues
- ME centers (CALCE, CEEE, CECD)
  o Accounting, memberships, etc.

Inventory

Majid Aroom (maroom@umd.edu / x55326)     Room 0103A
- Inventory tagging (capital equipment and devices)
- Machine Shop & PIRLS Lab Manager

Student Academic Affairs

Graduates

Lee Harper (leharper@umd.edu/ x58601)     Room 2178  or
Amarildo Damata (amata@umd.edu / x54216)     Room 2180
- Graduate advising, etc.

Undergraduates

Terry Island (tisland@umd.edu / x52199)     Room 2186
- Undergraduate advising

Fitz Walker (fwalker@umd.edu / x55139)     Room 2182
- Undergraduate advising, Academic Advisor and Manager, Outreach and Recruitment

Travel/ Effort Reporting

Lita Brown (ibrown@umd.edu / x55303)     Room 2181M
- Travel approvals/expense statements (not for CALCE)
- Conference registration/hotel prepay
- Effort reporting