# Psychology Administrative Offices

## Chair's Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reuter-Lorenz, Patti</td>
<td>Chair</td>
<td>1004 EH</td>
<td>764-7429</td>
<td><a href="mailto:parl@umich.edu">parl@umich.edu</a></td>
</tr>
<tr>
<td>Lopez-Duran, Nestor</td>
<td>Associate Chair, Student Acad Affairs</td>
<td>2253 EH</td>
<td>936-5819</td>
<td><a href="mailto:nestorl@umich.edu">nestorl@umich.edu</a></td>
</tr>
<tr>
<td>Mattis, Jacqueline</td>
<td>Associate Chair, Diversity Initiatives</td>
<td>3268 EH</td>
<td>615-3985</td>
<td><a href="mailto:jmattis@umich.edu">jmattis@umich.edu</a></td>
</tr>
<tr>
<td>Polk, Thad</td>
<td>Associate Chair, Faculty Development</td>
<td>3046 EH</td>
<td>647-6982</td>
<td><a href="mailto:tpolk@umich.edu">tpolk@umich.edu</a></td>
</tr>
<tr>
<td>Barnett, Jennifer</td>
<td>Chief Administrator</td>
<td>1004 EH</td>
<td>615-0070</td>
<td><a href="mailto:barnettj@umich.edu">barnettj@umich.edu</a></td>
</tr>
<tr>
<td>Williams, Shamyla</td>
<td>Executive Secretary</td>
<td>1004 EH</td>
<td>764-7429</td>
<td><a href="mailto:shamilya@umich.edu">shamilya@umich.edu</a></td>
</tr>
<tr>
<td>Boehr, Lisa</td>
<td>Faculty Affairs Coordinator</td>
<td>1004 EH</td>
<td>647-3887</td>
<td><a href="mailto:boehr@umich.edu">boehr@umich.edu</a></td>
</tr>
<tr>
<td>Anderson, Jocelyn</td>
<td>Web Applications Developer</td>
<td>1004 EH</td>
<td>647-7789</td>
<td><a href="mailto:psych.web@umich.edu">psych.web@umich.edu</a></td>
</tr>
</tbody>
</table>

- **Oversight of departmental policies and procedures**
- **Manage non-academic staff**
- **Chair calendar & support**
- **Coordinate faculty mtgs, EC mtgs, Area Chair mtgs.**
- **Chair conference rm reservations**
- **Faculty 3rd year/tenure/promotion reviews**
- **Lecturer reviews**
- **Sabbatical/other leave requests**
- **Dry/adjunct/research scientist appointments**
- **Notary**
- **Advise/recommend Web technologies for lab/event Websites**
- **SharePoint technical support**
- **Build & support pages on the departmental Website**

## Administrative Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Linda</td>
<td>Administrative Asst</td>
<td>1004 EH</td>
<td>764-6332</td>
<td></td>
</tr>
<tr>
<td>Parran, Laura</td>
<td>Administrative Asst Inter</td>
<td>1004 EH</td>
<td>647-3924</td>
<td></td>
</tr>
<tr>
<td>Wiley, Keith</td>
<td>Administrative Asst</td>
<td>1004 EH</td>
<td>764-6314</td>
<td></td>
</tr>
</tbody>
</table>

- **Faculty & student reimbursements**
- **Print/copy requests**
- **Departmental & area speakers/events/brown bags**
- **Area chair assistance (including budgets)**
- **Recruitment weekend**
- **Ordering supplies**
- **Copier maintenance**
- **Website updates**
- **Faculty recruitment**
- **Diversity recruitment**

## East Hall Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorace, Marc</td>
<td>HR Generalist Associate</td>
<td>1044 EH</td>
<td>647-3927</td>
<td></td>
</tr>
</tbody>
</table>

- **Regular staff & temporary staff appointments**
- **Visitors (e.g. Visiting Scholars)**
- **Timekeeping**
- **Research Fellow appointments**
- **Immigration**
- **Volunteers**

## LSA IT - East Hall

<table>
<thead>
<tr>
<th>Name</th>
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<th>Phone</th>
<th>Email</th>
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</thead>
</table>

- **End-to-end computing support for Research, Teaching, and administrative needs - from hardware consultations, to ordering, setup, and troubleshooting.**
- **Please note -- all computer and related purchases (including software) must go through LSA IT.**
# Student Academic Affairs

**Wallace, Brian**  
**Director of Student Academic Affairs**  
- Manages grad/undergrad programs  
- Grad student funding  
- Curriculum planning & enrollment mgmt  
- Manage issues related to student health & academic integrity  

**Cicero, Saroya**  
**Undergraduate Program Manager**  
- Academic advising coordinator  
- Psychology commencement and other events  
- Undergrad student groups  
- Service learning courses  
- Web grading assistance  

**Catanzarite, Julie**  
**Academic Advisor**  
- Undergrad academic advisor  
- Undergrad programming and event planning  

**Santuci, Venus**  
**Senior Graduate Program Coordinator**  
- Grad student administrative support & funding  
- Grad student administrative support & funding  

**Wolgast, Megan**  
**Graduate Program Coordinator**  
- Course scheduling & course descriptions  
- GSI hiring  
- Final exam scheduling  
- Instructor evaluations  

**Fry, Kaydee**  
**Honors Program and AMDP Coordinator**  
- Undergrad academic advisor  
- Accelerated Master's Degree Program  
- Departmental Honors program  

**Brannan, Laurie**  
**Graduate Program Coordinator**  
- Grad student administrative support & funding  
- Student awards  

**Coleman, Tessa**  
**Student Admin Asst Assoc**  
- Academic support regarding programs, courses, majors  
- Department website  
- Community outreach  

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# East Hall Business Office

**Thomson, Anne**  
**East Hall Business Office Manager**  
- Pre & post award grant management  
- Financial transaction processing  
- Financial activity analysis & compliance  

**Alguire, Mindy**  
**Research Administrator Senior**  
- 647-1383 mindy.easthall.bus@umich.edu  

**Bui, Katherine**  
**Research Administrator Intermediate**  
- 615-0226 katherine.easthall.bus@umich.edu  

**Clendenin, Lori**  
**Research Administrator Senior**  
- 647-4188 lori.easthall.bus@umich.edu  

**Marvin, Kelcie**  
**Financial Specialist Associate**  
- 647-4187 kelcie.easthall.bus@umich.edu  

**Elliston-Cowher, Ashley**  
**Research Administrator Intermediate**  
- 647-0560 kayleigh.easthall.bus@umich.edu  

**Szemak, Karen**  
**Research Administrator Senior**  
- 615-3058 karen.easthall.bus@umich.edu  

**Tsao, Cindy**  
**Financial Specialist Associate**  
- 647-4174 cindy.easthall.bus@umich.edu  

**Forsyth, Amber**  
**East Hall Business Analyst Sr**  
- 764-8099 amberf@umich.edu  

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# Purchasing

**Sejfulla, Emily**  
**Purchasing Clerk Senior**  
- 647-3937 esejfull@umich.edu
# East Hall Building Operations

easthallfacilities@umich.edu • 734-368-8649

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Buck, Chris</td>
<td>East Hall Building Manager</td>
<td>1004 EH</td>
<td>734-615-995</td>
<td><a href="mailto:ctbuck@umich.edu">ctbuck@umich.edu</a></td>
</tr>
<tr>
<td></td>
<td>Building upgrades &amp; space needs</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Manage building renovations &amp; construction activities</td>
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<tr>
<td></td>
<td>Develop, distribute and implement facility policy</td>
<td></td>
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</tr>
<tr>
<td>Wilson, Jeremy</td>
<td>Facilities Coordinator</td>
<td>1004 EH</td>
<td>734-368-864</td>
<td><a href="mailto:easthallfacilities@umich.edu">easthallfacilities@umich.edu</a></td>
</tr>
<tr>
<td></td>
<td>Key requests &amp; building access</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Event set-up</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Furniture moves, removal &amp; upgrades</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Coordinate building repairs</td>
<td></td>
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</tr>
</tbody>
</table>

# Research Technical Support

psych.rts@umich.edu • 734-615-5053

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roelofs, Justin</td>
<td>Fabrication Specialist</td>
<td>B262 EH</td>
<td>647-0887</td>
</tr>
<tr>
<td></td>
<td>Experiment design &amp; post-experiment documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Design and fabricate new research apparatus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintain/repair existing research apparatus, lab equipment &amp; surgical tools</td>
<td></td>
<td></td>
</tr>
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</table>

# Animal Care (ULAM)

Level 5 Hallway Phone: 764-5253

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stein, Travis</td>
<td>Animal Care Manager</td>
<td>B262 EH</td>
<td>647-0887</td>
<td><a href="mailto:trstein@umich.edu">trstein@umich.edu</a></td>
</tr>
<tr>
<td>Donner, Jim</td>
<td>Animal Attendant</td>
<td>B262 EH</td>
<td>647-0887</td>
<td><a href="mailto:donjim@umich.edu">donjim@umich.edu</a></td>
</tr>
<tr>
<td>Elledge, Tina</td>
<td>Animal Attendant</td>
<td>B262 EH</td>
<td>647-0887</td>
<td><a href="mailto:telledge@umich.edu">telledge@umich.edu</a></td>
</tr>
<tr>
<td>Stewlow, Julie</td>
<td>Animal Technician Associate</td>
<td>B262 EH</td>
<td>647-0887</td>
<td><a href="mailto:jstewlow@umich.edu">jstewlow@umich.edu</a></td>
</tr>
</tbody>
</table>

# Quick References

- **Psychology Mailing Address:** 530 Church Street, Ann Arbor, MI 48109-1043
- **Mail Room:** 1004 EH
- **Receiving Office:** 1004 EH; 734-647-4952; M-F 8am-5pm
- **Psychology Room Reservation Requests:** http://lsa.umich.edu/psych/resources/room-schedules.html
- **Department Notaries:** Linda Anderson (1004 EH) & Lisa Boehr (1004 EH)
- **Dept of Public Safety & Security (DPSS):** 734-763-1131