## Psychology Administrative Offices

### Chair's Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</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, Shamilya</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**
- **Faculty recruiting**
- **Chair conference room reservations**

### Administrative Team

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<thead>
<tr>
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<tr>
<td>Howie, Jaime</td>
<td>Administrative Supervisor</td>
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<tr>
<td>Anderson, Linda</td>
<td>Administrative Asst</td>
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<tr>
<td>Parran, Laura</td>
<td>Administrative Asst Inter</td>
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<tr>
<td>Wiley, Keith</td>
<td>Administrative Asst</td>
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### Administrative Team Responsibilities

- 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

**Supports the following areas:**

- Social
- Clinical, Developmental, CCN
- Biopsych, P&SC, GFP

### East Hall Human Resources

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Sorace, Marc</td>
<td>HR Generalist Associate</td>
<td>1044 EH</td>
<td>647-3927</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regular staff &amp; temporary staff appointments</td>
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<td>Visitors (e.g. Visiting Scholars)</td>
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**Supports the following areas:**

- Research Fellow appointments
- Immigration
- Volunteers

### LSA IT - East Hall

- 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**

psych.saa@umich.edu • 734-764-2580 • 1343 EH

---

**Wallace, Brian**  
Director of Student Academic Affairs  
1343 EH 764-2580  bwallace@umich.edu  
- Manages grad/undergrad programs  
- Grad student funding  
- Curriculum planning & enrollment mgmt  
- Manage issues related to student health & academic integrity

---

**Cicero, Saroya**  
Undergraduate Program Manager  
1343 EH 764-2580  saroyaj@umich.edu  
- Academic advising coordinator  
- Psychology commencement and other events  
- Undergrad student groups

---

**Circele, Sheri**  
Subject Pool Coordinator  
1343 EH 764-2580  scircele@umich.edu  
- Introductory Psychology Subject Pool  
- Service learning courses  
- Web grading assistance

---

**Catanzarite, Julie**  
Academic Advisor  
1343 EH 764-2580  jcatanza@umich.edu  
- Undergrad academic advisor  
- Undergrad programming and event planning

---

**Santuci, Venus**  
Senior Graduate Program Coordinator  
1343 EH 764-2580  vagre@umich.edu  
- Grad student administrative support & funding

---

**Wolgast, Megan**  
Graduate Program Coordinator  
1343 EH 764-2580  mwolgast@umich.edu  
- Course scheduling & course descriptions  
- GSI hiring  
- Final exam scheduling  
- Instructor evaluations

---

**Fry, Kaydee**  
Honors Program and AMDP Coordinator  
1343 EH 764-2580  kayfry@umich.edu  
- Undergrad academic advisor  
- Departmental Honors program  
- Accelerated Master's Degree Program

---

**Brannan, Laurie**  
Graduate Program Coordinator  
1343 EH 764-2580  lbrannan@umich.edu  
- Grad student administrative support & funding  
- Student awards

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**OPEN**  
Student Admin Asst Assoc  
1343 EH 764-2580  
- Academic support regarding programs, courses, majors  
- Community outreach  
- Department website

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**East Hall Business Office**

easthall.bus@umich.edu • 734-647-8104 • 1044 EH

---

**Thomson, Anne**  
East Hall Business Office Manager  
1044 EH 647-8104  anne.easthall.bus@umich.edu

---

**Alguire, Mindy**  
Research Process Coordinator  
1044 EH 764-1383  mindy.easthall.bus@umich.edu

---

**Bui, Katherine**  
Contract and Grant Specialist  
1044 EH 615-0226  katherine.easthall.bus@umich.edu

---

**Clendenin, Lori**  
Research Process Coordinator  
1044 EH 647-4188  lori.easthall.bus@umich.edu

---

**Marvin, Kelcie**  
Financial Specialist Associate  
1044 EH 647-4187  kelcie.easthall.bus@umich.edu

---

**Stevenson, Kayleigh**  
Contract and Grant Specialist  
1044 EH 647-0560  kayleigh.easthall.bus@umich.edu

---

**Szemak, Karen**  
Research Process Coordinator  
1044 EH 615-3058  karen.easthall.bus@umich.edu

---

**Tsao, Cindy**  
Financial Specialist Associate  
1044 EH 647-4174  cindy.easthall.bus@umich.edu

---

**Forsyth, Amber**  
East Hall Business Analyst Sr  
1044 EH 764-8099  amberf@umich.edu

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**Purchasing**

lsa-procurement-staff@umich.edu • 734-647-3937 • 1044 EH

---

**Sejfulla, Emily**  
Purchasing Clerk Senior  
1044 EH 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>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</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>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>Roelofs, Justin</td>
<td>Fabrication Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
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Research Technical Support  
psych.rts@umich.edu • 734-615-5053

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<tr>
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<td>Fabrication Specialist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson, Jeremy</td>
<td>Key requests &amp; building access</td>
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<td></td>
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</tr>
<tr>
<td>Buck, Chris</td>
<td>Building upgrades &amp; space needs</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Wilson, Jeremy</td>
<td>Furniture moves, removal &amp; upgrades</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Roelofs, Justin</td>
<td>Design and fabricate new research apparatus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roelofs, Justin</td>
<td>Maintain/repair existing research apparatus, lab equipment &amp; surgical tools</td>
<td></td>
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</tr>
</tbody>
</table>

Animal Care (ULAM)  
Level 5 Hallway Phone: 764-5253

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<td>647-0887</td>
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<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: 10041 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