
Sibley School of Mechanical and Aerospace Engineering
Department Staffing Information

Faculty Administrative Assistants

Assist with travel arrangements, travel reimbursements, purchases & payments, visits by research collaborators, room reservations, course copying, appointments and scheduling, seminars, co-coverage during absences

* Staff → faculty assignments are listed at the end of this document

Laura Black, 340 Upson, lab49, 5-0992 – also Communications Specialist

Patti Wojcik, 440 Upson Hall, pmw27, 5-6981

Lyn Park, 540 Upson Hall 5-3244, LNC4

Judy Thoroughman, 322A Upson Hall, jmt14, 5-0990 (also M.Eng. Assistant Director)

Administration

Director & School Support

Colleen McClenahan, Director of Administration, 100 Rhodes Hall, mm40, 5-5949
Oversight of staff, budget, finance, IT, and academic programs

Ginny McAuley, Executive Assistant to Director, 102 Rhodes Hall,
McAuley@cornell.edu, 5-3623. Administrative assistant to Director and Director of Administration in daily school business, oversight and facilitation of promotion cases, searches, and department and faculty activities and reports.

Accounting

Pre-Award, i.e. Proposals

RASC@cornell.edu - Research Admin. Service Center, Carpenter Hall

One-stop shopping for all proposals, nda's, budget, on-line submission via OSP, and current & pending records. Always check with the RASC when considering any and all proposals for resources - \$\$ or equipment. To initiate a proposal, complete the form at, https://cornell.qualtrics.com/jfe/form/SV_9KyeTUVtgh8ptfT

Accounting, active research grants (post-award)

Monitor active research accounts, and sub-accounts, review commitments & expenditures w. faculty, prepare projections, review invoices and receivables.

Leon Stoll, 188 Rhodes Hall, leon.stoll@cornell.edu, 5-7352 Andarawis-Puri, Barthelmie, Burns, Cady, Caughey, Collins, Diaz-Artiles, Erickson, Fisher, George, Gouldin, Healey, Hernandez, (Judy), Hoffman, Hui, Kirby, Leibovich, Mukherjee,

Peck, Phoenix, Rand, Ruina, Sachse, Savransky, Selva, Singh, Strogatz, van der Meulen (Judy), Wang, Warhaft, Zhang
Laurie Patten, ljh3, 184 Rhodes Hall, 5-9411, Avedisian, Bewley, Bhaskaran, Campbell, Dawson, Desjardins, Ferrari, Kress-Gazit, Louge, MacMartin, Miller, Moon, Pepiot, Pope, Shepherd, Silberstein, Williamson, Zehnder
Carol Moss, cem58, 186 Rhodes Hall, 5-0996, cem58. Dept account monitoring, emeritus, undergraduate research and projects accounts; Telephone and mailroom coordinator.

Academic Programs

* Undergraduate: All business concerning student records, curriculum, courses, classroom, grades, & ABET

(retiring 7/14) Nanette Peterson, 106A Rhodes Hall, np18, 5-3573. Undergraduate office coordinator. Provide Associate Director and Registrar with course scheduling, courses of study. Review & guide students on curriculum & degree fulfillment requirements. Provide admin. support to Undergraduate Program Committee

Emily Ivory, 106 Rhodes Hall, 5-1805, eft24. Undergraduate office assistant coordinator. Oversight & assistance with team purchasing, travel, and other administrative requirements. Assist u.g. coordinator with courses of study. ABET organization for faculty committee.

* Ph.D. Program,

Marcia Sawyer, 343 Upson Hall, mjs14, 5-5250, Degree & non-degree Ph.D. students, program requirements & procedures, liaison with University Graduate School, schedule Q, A, and B exams, Fellowships and TA support. Assist Associate Director with admissions & recruitment process, organize annual grad weekend visit.

* M.Eng. Program,

Judy Thoroughman, 322A Upson Hall, jmt14, 5-0990. Program requirements, project solicitations and coordination with faculty. Assist M.Eng. Director Matt Ulinski with all aspects of the M.Eng. program.

Facilities & IT Services – College of Engineering Service Groups

<https://help.coecis.cornell.edu/index.php?>

Matt Steel, Facilities coordinator. Repairs, maintenance, keys, locks, moves, and renovation coordination. Contact via maefacilities@cornell.edu, or 229-4115 (182 Rhodes Hall)

Computing help: itcoecis-help@cornell.edu.

Advisement on hardware, software, licensing, printers, networks and virus, worm & malware info and protection.

Instructional Program Staff

Rajesh Bhaskaran, 419 Upson Hall, rb88, Director of the John Swanson Computing in the Curriculum Program. Coordinate software used by and in various MAE courses. Training & workshops. Maintain the Swanson computing laboratory, 163 Rhodes Hall.

Matt Ulinski, 443 Upson Hall, mu25, M.Eng. Program Director, Hansen Director of Instructional Laboratories. Coordinate Experiential Learning Lab, Upson Hall basement, and project teams.

Rebecca Macdonald, Sr. Lecturer, Project Team Director, 196 Rhodes Hall, rm797, 5-1380. Coordinate and manage project teams for College of Engineering.

Rick Schmidt, 187A Rhodes hall, rrs4, 5-0998, Teaching Support Specialist

Joe Sullivan, 116 Rhodes Hall, mjs644, 5-9108, Emerson Machine Shop Manager

David Hartino, 111 Thurston Hall, dah322, 5-5136, Teaching Support Specialist

Liran Gazit, 112 Thurston Hall, Liran.Gazit@cornell.edu, 5-5920, Teaching Support Specialist.

* * Staff → faculty support assignments (F'16)

Laura Black: Desjardins, Fisher, MacMartin, Pepiot, Pope, Warhaft

Lyn Park: Barthelmie, Bewley, Ferrari, Hoffman, Hui, Kress-Gazit, Ruina, Shepherd, Silberstein, Singh, Zhang

Judy Thoroughman: Andarawis-Puri, (Bonassar), Hernandez, Ulinski, van der Meulen

Patti Wojcik: Avedisian, Bhaskaran, Burns, Callister, Diaz-Artiles, Erickson, Fisher, Miller, Peck, Savransky, Selva, Zehnder