

**MOLECULAR AND CELL BIOLOGY
ADMINISTRATIVE SERVICES AND DIRECTORY
November 2009**

DIRECTOR'S OFFICE

The director is responsible for the overall administrative operations for the Department. The Director provides leadership, planning and management direction for all the administrative reporting units which include: Academic Services, Buildings and Facilities, Business Services, Computing Support, and Human Resources. Each of these functional areas is headed by a senior, specialized manager who reports to the Director. Reporting to Chairs, the Director is also responsible for budgeting and the financial management of the Department. FAX 3-1307.

Heidi Hoffman, Director

Phone: 3-5909, Location: 497A LSA, Email: hehoffman@berkeley.edu

Staff:

Rosa Lewandowski

Phone: 3-3406, Location: 497 LSA, Email: rlewando@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Prioritize, schedule meetings; coordinate Departmental staff functions
- ♦ Review of financial statements for Divisions
- ♦ Obtain the Chair's and/or the Director's signature to meet deadlines
- ♦ Assists other areas in the Department, including HR, Academic Affairs, and GAO
- ♦ One-time parking arrangements

ACADEMIC PROGRAM SUPPORT SERVICES

Brief Summary of Administrative Services:

- ♦ Operation of the Academic Services and Laboratory Course Support Units, the Graduate Affairs Office and the Undergraduate Affairs Office.
- ♦ Help, advice, or information in the areas of academic program and student services
- ♦ Information about Department policies
- ♦ Availability of funds to hire temporary teaching staff

Auben Winters, Manager

Phone: 3-4423, Location: 397 LSA, Email: winterau@berkeley.edu

Academic Program Administrative Support

The Academic Program Administrative Support staff is located in LSA. The group provides services to support the Department's academic programs as well as several administrative support services for faculty. The services provided include: administrative support for faculty search committees; administrative support for Division and Department seminar series, retreats, and named lectures; course scheduling; allocation of reader hours; faculty teaching and course evaluations, arranging duplication of course materials; textbook/desk copy ordering; mail processing; distribution of pay checks.

Sharon Lindley, Supervisor

Phone: 3-9446, Location: 399A LSA, Email: slindley@berkeley.edu

Staff:

Stephanie Lim

Phone: 3-9446, Location: 399 LSA, Email: sj_lim@berkeley.edu

Deby Johns

Phone: 3-5524, Location: 399 LSA, Email: djohns@berkeley.edu

Brief Summary of Administrative Services:

Course Support

- ♦ Supervise academic program support staff
- ♦ Course and classroom scheduling
- ♦ Prepare and submit Course Approval Forms (for new or revised courses)
- ♦ Provide information on course administration policies & procedures
- ♦ Allocate Reader hours
- ♦ Provide course copy codes for copiers in Barker, Koshland, LSA and Stanley
- ♦ Course evaluations – faculty and GSI
- ♦ Textbook orders
 - BMB and GGD courses
 - CDB, Immunology, and Neurobiology courses
- ♦ Duplication of course materials

- ♦ Coordinate machine grading of exams
- Seminars and Retreats*
- ♦ Division and Department seminar arrangements
 - ♦ Administrative support for all Divisional Retreats
- Miscellaneous Administrative Services*
- ♦ Administrative support for faculty searches
 - ♦ One-time general assignment classroom reservations

Student Services and Laboratory Course Support

Undergraduate Affairs Office (UAO)

The MCB Undergraduate Affairs Office (UAO) is the advising office for MCB undergraduates, providing information about the Department's degree requirements for the B.A. The UAO staff advisors provide advising to MCB students, from pre-declaration through graduation, maintaining records, and providing appropriate referrals to faculty and other campus resources. They also develop and offer enrichment programs such as orientations, peer advising, and informational sessions on careers, research and graduate schools. A listserv is maintained for declared majors. Faculty members may submit announcements for students by contacting the UAO staff.

Anne Aaboe, Manager

Phone: 3-7473, Location: 2083 VLSB, Email: aaaboe@berkeley.edu

Staff:

Jenny Shin

Phone: 3-8895, Location: 2083 VLSB, Email: daisy2@berkeley.edu

Christina Yasi

Phone: 3-8895, Location: 2083 VLSB, Email: cyasi@berkeley.edu

Jenny Yen

Phone: 3-8895, Location: 2083 VLSB, Email: jyen@berkeley.edu

Graduate Affairs Office (GAO)

The Molecular and Cell Biology (MCB) GAO supports the MCB graduate Ph.D. program including approximately 90 faculty and 270 graduate students. This office also houses the Student Affairs Officer for the Graduate Group in Biophysics (50 Ph.D. students and 49 participating faculty across departments in four colleges as well as Lawrence Berkeley National Laboratory). Our mission is to provide excellent support to graduate students, faculty and the University in its mission of research, education and public service.

Requests for Information about the MCB Ph.D. program may be directed to:

- ♦ Phone: 510/642-5252
- ♦ Fax: 510/643-1307
- ♦ Web: <http://mcb.berkeley.edu/grad/>
- ♦ Email: mcbgao@berkeley.edu

Requests for Information about the Biophysics Ph.D. program may be directed to:

- ♦ Phone: 510/642-0379
- ♦ Fax: 510/643-1307
- ♦ Web: <http://biophysics.berkeley.edu/>
- ♦ Email: katechase@berkeley.edu

Eileen Bell, Manager

Phone: 2-0944, Location: 298 LSA, Email: ebell@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Unit administration and coordination
- ♦ Problem resolution and grievance procedures
- ♦ GAO Budget Management – all sources

Staff:

Christina Bianchi

Phone: 2-5252, Location: 299 LSA, Email: cdominici@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Recruitment
- ♦ Orientation
- ♦ Commencement
- ♦ 3rd year + beyond students: Dissertation filing, Thesis committee meetings, THERPS
- ♦ Registration and enrollment
- ♦ 290 Seminars

Eric Buhlis

Phone: 2-5252, Location: 299 LSA, Email: er_buhlis@berkeley.edu

Brief Summary of Administrative Services:

- ♦ GSI/GSR funding projections incl. tuition and fee payments
- ♦ Extramural fellowship funding
- ♦ Training Grants: Competing and non-competing renewals; checks/payment questions
- ♦ Reimbursement requests: travel to meetings and conferences, FERPs/SERPs, Recruitment travel

Kate Chase

Phone: 2-0379, Location: 299 LSA, Email: katechase@berkeley.edu

Brief Summary of Administrative Services:

- ♦ All Biophysics Graduate Group matters including admissions, recruitment, orientation, degree requirements, commencement, courses, fellowships, etc.
- ♦ Oversight of the NSF IGERT training grant

Berta Parra

Phone: 3-6440, Location: 299 LSA, Email: bparra@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Admissions
- ♦ 1st year students: FERPS, SERPS, rotations and thesis lab assignments
- ♦ 2nd Year Students: Qualifying examinations, advancement to candidacy
- ♦ Fellowship awards & applications (University and Extramural)
- ♦ Registration and enrollment
- ♦ Unit Head backup

Laboratory Course Support Services

The support staff is divided into three groups: one supporting Biology 1A - *General Biology*; one supporting MCB 32L - *Introduction to Human Physiology Laboratory*; MCB 130L - *Cell and Developmental Biology Laboratory*; MCB 137 - *Computer Simulation in Biology*; MCB 150L - *Immunology Laboratory*; MCB 160L - *Neurobiology Laboratory*; and MCB163 - *Mammalian Neuroanatomy*; and one supporting MCB 110L - *General Biochemistry and Molecular Biology Laboratory*; and MCB 140L - *Genetics Laboratory*. Services are provided by the technical staff for all aspects of laboratory instruction, including preparation of exercises, lab safety, maintenance of equipment and supplies and animal collection. In consultation with faculty, the staff run pilot experiments to introduce new exercises, demonstrate laboratory techniques to graduate student instructors, revise student lab manuals, develop new lab exercises and test their feasibility before use in the classroom. The staff also provides continuity and institutional memory for those courses which rotate faculty each semester.

Biology 1A Academic Support and Instruction:

Michael Meighan, Academic Coordinator

Phone: 2-4110, Location: 2088 VLSB, Email: mmeighan@berkeley.edu

Biology 1A/1AL

Erol Kepkep, Supervisor

Phone: 2-4214, Location: 2098 VLSB, Email: erol@berkeley.edu

Staff:

Amy deHart

Phone: 2-4214, Location: 2098 VLSB, Email: adehart@berkeley.edu

Jim Sharkey

Phone: 2-4214, Location: 2098 VLSB, Email: jsharkey@berkeley.edu

MCB 32L, 130L, 137, 150L, 160L, 163

Fei Lin, Supervisor

Phone: 2-4168, Location: 4017 VLSB, Email: feilin@berkeley.edu

Staff:

Mitra Akhtari

Phone: 2-0742, Location: 4015 VLSB, Email: xyz@berkeley.edu

Raymond Chen

Phone: 2-3160, Location: 4083 VLSB, Email: rechen@berkeley.edu

Mark Henteleff

Phone: 2-3160, Location: 4072 VLSB, Email: henteleff@berkeley.edu

Jonathan Paw

Phone: 2-3160, Location: 4083 VLSB, Email: jpaw1286@berkeley.edu

Stacia Rodenbusch

Phone: 2-0742, Location: 4015 VLSB, Email: staciar@berkeley.edu

Kristine Thai

Phone: 2-0742, Location: 4015 VLSB, Email: kristinethai@berkeley.edu

Jennifer Zeitler

Phone: 2-0742, Location: 4015 VLSB, Email: jbellenger@berkeley.edu

MCB 110L, 140L

Ann Fischer, Supervisor

Phone: 2-5956, Location: 201A GPTB/336 Barker, Email: afischer@berkeley.edu

Staff:

Jenny Ho

Phone: 3-1068, Location: 200 GPTB, Email: jinho@berkeley.edu

Susannah Patarroyo

Phone: 2-4054, Location: 201A GPTB, Email: spatarroyo@berkeley.edu

Carla Schultz

Phone: 2-5074, Location: 200 GPTB, Email: cschultz@berkeley.edu

BUILDING OPERATIONS AND FACILITIES

Building operations staff coordinate overall building safety, security, maintenance, and access control for buildings occupants under their area of responsibility.

Brief Summary of Administrative Services:

- ♦ Key control
- ♦ Laboratory equipment repair and fabrication
- ♦ Facility modification and design (central workshops located in Koshland Hall basement)
- ♦ Electrical, electronic and refrigeration shops
- ♦ Lab and facility design, building systems, floor plans

Bob Vallejo, Manager

Phone: 2-2467, Location: 208 Barker Hall, Email: bobv@uclink.berkeley.edu

- ♦ Building systems, CAD design, and floor plans

Life Sciences Annex (LSA) Building and Giannini Hall/MCB Specific Safety Business:

Barbara Duncan

Phone: 3-8121, Location: 165 LSA, Email: bduncan@berkeley.edu

Barker Hall and Koshland Hall:

Staff:

Greg Vitan

Phone: 2-0943, Location: 206 Barker Hall, Email: vitan@berkeley.edu

Carol Wehr

Phone: 2-6604, Location: 206 Barker Hall, Email: wehr@berkeley.edu

Electrical, Electronic and Refrigeration Shop:

Don Chimpky

Phone: 3-3983, Location: LL59 Koshland Hall, Email: chimpky@berkeley.edu

MATERIAL MANAGEMENT SERVICES

Brief Summary of Administrative Services:

- ♦ Mail Services
- ♦ Receiving Services
- ♦ Stockrooms

Chris Clark, Manager

Phone: 3-6305 (fax 2-7038), Location: 1 Barker Hall, Email: chclark@berkeley.edu

MAIL SERVICES

US and Campus Mail Services are provided by direct delivery or by intradepartmental transfer among various locations. Currently LSA receives direct US and Campus mail service for MC #3200. Delivery for MC #3202 (Barker Hall) and for MC #3204 (Koshland Hall) is to 16 Barker Hall. In each of these mailrooms, items are sorted for delivery to other MCB locations and a delivery/pick up run is made between LSA, Barker, Giannini and Donner Hall. The route starts before 2pm from Barker Hall. Outgoing mail bins are provided in each of these locations. Campus mail is delivered twice a day and US Mail once a day to the primary mailrooms. Time to outlying locations varies depending on transport time. Outgoing mail may be left in one of two large bins in the mailrooms (there are separate bins for campus mail and for outgoing U.S. mail). Outgoing US mail will not be processed without a bar coded sticker to allow recharge to the appropriate UC account. Bulletin board postings are also provided by the mail processors for each building.

Mailrooms and Mail Processors

142 Life Sciences Annex (LSA): Mail Code #3200

The mailroom is open during regular business hours (Mon.-Fri. 8-5). After-hour access is available only with a preauthorized card key. A building copier and fax machine are located in 142 LSA for use by building residents. The FAX number is **(510) 643-6791**. An authorization code is needed to use the FAX for outgoing messages. See Barbara Duncan (165 LSA, 3-8121) to request an authorization code. Building copiers are located in 142, 348 (3rd floor Library), 449 and 572 LSA. For copier code, please contact Melissa Kendrick (phone: 2-5864; email: mkendrick@berkeley.edu in 40 Giannini Hall).

16 Barker Hall: Mail Codes #3202 and #3204

The mailroom is open during regular business hours (Mon.-Fri. 8-5). The room is locked with a combination lock after hours. The combination is available from Carol Wehr (206 Barker, 2-6604). A FAX machine is located in the mailroom. The FAX number is **(510) 643-6334**. An authorization code is needed to use the FAX for outgoing messages. See Greg Vitan (206 Barker, 2-0943) to request an authorization code. Building copiers are located in 202 and 430 Barker Hall; and GL 36 and 172 Koshland Hall. For copier code, please contact Melissa Kendrick (phone: 2-5864; email: mkendrick@berkeley.edu in 40 Giannini Hall) or Greg Vitan (phone: 2-0943; email: vitan@berkeley.edu) in 206 Barker Hall.

Janette Reid (LSA and Barker)

Phone: 3-9072, Location: 16 Barker Hall, Email: jreid@berkeley.edu

Donner Lab: Mail Code #3206

All mail for MCB researchers and staff located in Donner Lab (MC #3206) is processed in 16 Barker Hall and is delivered to mailboxes located on the 2nd floor of Donner Hall. Intradepartmental MCB mail can be left in a bin the mailroom and will be distributed daily

Mailing addresses for different buildings:

- ◆ Genetics and Plant Biology Teaching Building (GPTB): 16 Barker Hall, MC #3202
- ◆ Koshland Hall: 16 Barker Hall, MC #3204
- ◆ Valley Life Science Building (VLSB): 142 LSA, MC #3200

Receiving Services

MCB Receiving units, located in two campus buildings (163 LSA, 1 Barker), provide delivery services to seven campus buildings. Receiving staff coordinate building receiving services with campus central receiving, Lawrence Berkeley National Labs (LBNL), Office of Laboratory Animal Care (OLAC), College of Natural Resources, College of Chemistry, and other Organized Research Units (e.g., Cancer Research Laboratory, Functional Genomics) to ensure that delivery systems and procedures meet the special requirements. Receiving staff are responsible for receiving, signing for materials ordered by research labs, administrative staff, and the Stockroom; delivering specialty items (i.e. radioisotopes, perishable biological reagents, live materials, gas cylinders, bulk building supplies) that require immediate attention of the purchasers. In addition, receiving staff verify quantity of packages received against delivery slips and record any discrepancy and damage of received item(s), maintain records of receiving activities and process items to be shipped or returned through UPS to the appropriate vendors or addresses. The staff also provide intra-department delivery service, mail deliveries and transport bulk items or special items to decanted users among multiple campus buildings. Questions and concerns with regard to receiving services should be addressed to MCB Procurement Manager, Chris Clark (3-6305, 1 Barker).

Life Sciences Annex (LSA) Building

Julio Gonzalez

Phone: 3-0351, Location: 163 LSA, Email: julioglz@berkeley.edu

Barker Hall

Mike Bond

Phone: 3-3479, Location: 1 Barker Hall, Email: mikebond@berkeley.edu

Donner Lab

(Questions and concerns with regard to receiving services should be addressed to MCB Procurement Manager, Chris Clark.)

Stockrooms

The Department has two large stockrooms (171 LSA, 1 Barker Hall). Items may be purchased and carried out in any location. New accounts are set up with a stockroom site manager in any location. A computerized check-out system enables stockroom purchases to be recharged to your pre-approved chartstring on a monthly basis. No cash is taken.

The Stockrooms sell most standard reagents, glassware, lab supplies, disposables, and office supplies. In addition, the stockrooms specialize in non-radioactive reagents, restriction and modifying enzymes, purification kits and labeling kits. Vendors include Roche, New England Biolabs, Invitrogen, Qiagen, Amersham Biosciences, Stratagene, Promega, Fisher, Applied Biosystems, and VWR, among others. Non-stock items may be special ordered at each site. Stock on hand changes in response to customer needs. Please direct your requests to the stockroom manager if you would like to see an item carried. While selection on hand varies slightly by location, items may be transferred between locations and our catalogs may be referenced from any location.

Web: <http://mcb.berkeley.edu/lisa/storeroom> and <http://mcb.berkeley.edu/barker/storeroom>. The online catalog has search capabilities by description, catalog numbers, and vendor catalog numbers. Prices may vary.

The **Life Science Addition Stockroom** is located on the first floor in room 171, and is open for business Monday through Friday from 8:45 am – 4:45 pm.

Staff:

Fred Khorshidi

Phone: 3-9508 (fax 3-5589), Location: 171 LSA, Email: fredk@berkeley.edu

John Ledbetter

Phone: 3-8998 (fax 3-5589), Location: 171 LSA, Email: joledb@berkeley.edu

The **Barker Storeroom** is located in 1 Barker Hall and is open for business Monday through Friday from 8:00-12:00 and 1:00-5:00. Bulk items will be delivered to surrounding locations (Koshland, GPBT, Barker Hall, and Hildebrand Hall). For Barker Storeroom after-hour access, please see Chris Clark.

Noah Cates

Phone: 2-1095 (fax 2-7038), Location: 1 Barker Hall, Email: ncates@berkeley.edu

Dylan Ogden

Phone: 2-6739 (fax 2-7038), Location: 1 Barker Hall, Email: ogden_d@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Coordinating delivery of supplies and taking orders for our outlying users in Donner Hall. Orders may be phoned, emailed or faxed. Orders in by 10:30 AM are expected to be delivered the same day.

BUSINESS SERVICES:

Brief Summary of Administrative Services:

- ♦ Departmental Accounting
- ♦ Payroll Services
- ♦ Purchasing Services
- ♦ Research Administration and Extramural Funds Accounting

Penny Hines, Manager

Phone: 3-1245, Location: 40A Giannini Hall, Email: phines@berkeley.edu

Departmental Accounting

The unit is responsible for budget and financial administration for Departmental operational funds, Chair's discretionary funds, department discretionary funds, endowment funds, Divisional funds, training grants, copier codes and cost redistribution for copier and core services. In addition, staff in the unit provides financial oversight of Departmental recharge units (e.g., Fermentation Facility, Electronics/Refrigeration Shop, Microarray Facility, DNA Sequencing Facility, Peptide Synthesis Facility, Tissue Culture Facility, Carpentry Shop, Media Services, Fly Food Services, Dishwashing Services, Machine Shop and Stockroom). Fax 2-9937.

Deborah Wolfe, Manager

Phone: 3-0114, Location: 40B Giannini Hall, Email: dwolfe@berkeley.edu

Staff:

Melissa Kendrick

Phone: 2-5864, Location: 40 Giannini Hall, Email: mkendrick@berkeley.edu

Molly Mitchell

Phone: 2-5518, Location: 40 Giannini Hall, Email: mmm123@berkeley.edu

Carole Page, Supervisor

Phone: 3-9987, Location: 40 Giannini Hall, Email: cpage@berkeley.edu

Gail Phillips

Phone: 2-5864, Location: 40 Giannini Hall, Email: gep@berkeley.edu

Purchasing Unit

The procurement of goods and services is provided by staff in Purchasing Office located in 40C Giannini. Faculty, staff and students should submit orders through the web based MCB on-line Purchasing system. This applies to the purchase of supplies, equipment, journal subscriptions, membership, book orders, establishment of blanket and/or standing orders, maintenance contracts, capital leases, as well as miscellaneous reimbursements. (Procurement of lab animals, controlled substances and other pharmaceutical supplies are ordered directly from OLAC.) This unit also processes **Entertainment Reimbursement** and **Travel Reimbursement** requests which require the use of special Department forms and an off-line approval process. A **Travel Estimate Form** is required for travel reimbursements; and an MCB Entertainment Reimbursement Form is required for entertainment reimbursement. All travel estimates and entertainment reimbursement requests must be signed by a PI or a staff supervisor and submitted to the appropriate account administrator for review and verification of fund source. Online Purchasing [information](http://mcb.berkeley.edu/purchasing/) can be found at <http://mcb.berkeley.edu/purchasing/>. For questions related to purchasing, requisitions, maintenance contracts, travel, entertainment and general reimbursements, please contact David Murphy (2-7905) in 40C Giannini Hall.

David Murphy, Supervisor

Phone: 2-7905, Location: 40C Giannini Hall, Email: dmurphy@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Unit supervisor. Primary contact for department purchasing issues. Handles purchasing activities for LSA faculty and some Barker faculty.

Staff:

Maria Alday

Phone: 2-2953 (voicemail ext. 2), Location: 40C Giannini Hall, Email: malday@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Responsible for BFS update and travel and entertainment requests for faculty, staff & students.

Brandi Bankston

Phone: 2-8165, Location: 40C Giannini Hall, Email: bbankston@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Primary purchasing contact for LSA and Barker faculty; oversees travel, entertainment reimbursements and miscellaneous reimbursements.

Sue Burchfield

Phone: 2-0128, Location: 40C Giannini Hall, Email: sburch@berkeley.edu

Brief Summary of Administrative Services:

- ♦ Primary purchasing contact for Barker and LSA faculty.

Nathan Simmons

Phone: 2-2262, Location: 40C Giannini Hall, Email: nathanorion@berkeley.edu

Payroll Services

Department-wide Payroll Office is located in 40 Giannini Hall. Payroll staff are responsible for processing monthly prelist for positive-time employees, processing payroll adjustment (late payments, overpayments, salary advances and special requests and payroll expenditure adjustments), verification of payment information, and responding to customer inquiries regarding timesheets, pay, and pay adjustments; if necessary, coordinating with Human Resources staff to resolve pay issues.

Additional services provided by the unit include maintenance of leave accruals for eligible employees and provides sick leave and vacation leave balance to all employees monthly.

Bradley Fuchs, Supervisor

Phone: 3-6878, Location: 40 Giannini Hall, Email: bfuchs@berkeley.edu

Research Administration and Extramural Funds Accounting

The Research Administration and Extramural Fund Accounting unit is responsible for budget analysis, proposal preparation, financial administration and management, and financial reporting for MCB faculty members' extramurally funded research projects and start-up funds. Additional research support services provided by the unit include all aspects of contract and grant administration, from the preparation and submission of grant proposals through award administration, fiscal expenditure management, financial reporting and final fiscal close-out for research funds.

Pre- and post-award contracts & grant services are available in 40 Giannini Hall for MCB faculty members. Each Principal Investigator is assigned to one member of the staff who handles all pre-award and post-award contracts and grants services to faculty investigators, and their academic researchers, students and postdocs.

- ♦ The pre-award contracts & grants services includes the following: information about major deadlines, forms for major agencies, budget estimates, preparation of forms (proposal review form, cover page, budget page, etc.), photocopying, and delivery to Sponsored Projects Office and Staff serve as liaison between MCB Faculty, the Sponsored Projects Office, and campus Extramural Funding Accounting and General Accounting Offices. In addition, staff members are responsible for mailing non-competing continuations directly to agencies and depositing gift checks.
- ♦ The unit can NOT provide manuscript typing, proposal preparation (except those services listed above), or correspondence related to research.
- ♦ Hours of operation: Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

Staff:

Denise Berry

Phone: 2-7523, Location: 40 Giannini Hall, Email: dhberry@berkeley.edu

Marion Burrus

Phone: 3-4777, Location: 40 Giannini Hall, Email: mburrus@berkeley.edu

Megan Dietrich

Phone: 2-1174, Location: 40 Giannini Hall, Email: reymar@berkeley.edu

Rumi Famarato

Phone: 2-1174, Location: 40 Giannini Hall, Email: rumi@berkeley.edu

Katie Hudson, Supervisor

Phone: 2-7299, Location: 40 Giannini Hall, Email: khudson@berkeley.edu

Sharon Hurd

Phone: 2-7523, Location: 40 Giannini Hall, Email: sharonh@berkeley.edu

Tapsi Shah, Supervisor

Phone: 2-2192, Location: 40 Giannini Hall, Email: tapsis@berkeley.edu

Joyce Wong

Phone: 3-4777, Location: 40 Giannini Hall, Email: joycew@berkeley.edu

COMPUTING SUPPORT:

Brief summary of Administrative Services:

- ♦ Troubleshooting and support of computer hardware, operating systems, networking, peripherals and common software (primarily PC and Mac)
- ♦ Contact for network installation requests
- ♦ Provide advice on new computer and peripheral purchases
- ♦ Contact for the campus UC Backup services which provides automated nightly backups of workstations
- ♦ For question or problems related to the MCB website, please contact webmaster@mcb.berkeley.edu.

Staff:

David Austin, Matt Paul, and Jimmy Wu

Phone: 3-5294, Location: 549 LSA, Email: mcbhelp@mcb.berkeley.edu, Web: <http://mcb.berkeley.edu/computing/>

HUMAN RESOURCES AND PAYROLL SERVICES:

The office serves approximately 1,000 employees, including a large number of non-senate academic researchers (e.g. Visiting Postgraduate Researchers and Postdoctoral fellows), clerical employees, administrative and research professionals, technical employees, services employees and academic student employees, and services for a large number of international scholars. The Office provides personnel services from recruitment to separation, consultation and assistance to faculty and staff on benefits, classification, hiring, compensation, and employee and labor relations, coordinate visa requests for visiting scholars, initiate timely personnel actions in accordance with personnel policies and procedures, work with college liaisons to identify and evaluate possible options for exceptional cases involving research academics or staff appointments, coordinate funding issues with Accounting staff and with Principal Investigators.

Nicolle Laird, Manager

Phone: 3-8127, Location: 40E Giannini Hall, Email: nlaird@berkeley.edu

Staff:

MaryJane DeJesus

Phone: 3-3174, Location: 40 Giannini Hall, Email: maryjanedejesus@berkeley.edu

Yvette Garcia

Phone: 2-3023, Location: 40 Giannini Hall, Email: yvetteg@berkeley.edu

Michele O'Brion

Phone: 3-7722, Location: 40 Giannini Hall, Email: mobrion@berkeley.edu

Academic Personnel

Brief Summary of Administrative Services:

- ♦ Provide information about MCB, campus and University academic personnel policies
- ♦ Prepare faculty and non-senate researcher personnel cases (appointment, separation, merit, promotion)
- ♦ Process faculty summer salary, stipends, and leave requests
- ♦ Process requests for MOP loans and other housing assistance
- ♦ Annual collection of biobibs and APM 025 reports
- ♦ Prepare requests for exceptional PI status
- ♦ Coordinate administrative support for faculty recruitments
- ♦ Prepare appointment cases for temporary instructors and visiting scholars
- ♦ Visa issues for faculty, non-senate researchers and visiting scholars
- ♦ Council of Chair and Division Heads (CCDH) meeting agenda and minutes

David Askin, Manager

Phone: 2-0844, Location: 40F Giannini Hall, Email: daskin@berkeley.edu

Staff:

Siti Juwariyah

Phone: 2-3935, Location: 40 Giannini Hall, Email: siti@berkeley.edu