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

Patti Wojcik, 182 Rhodes Hall, pmw27, 5-6981
Craig Ryan, 236 Thurston Hall, cdr58, 5-5062
Judy Thorouman, 219 Upson Hall, jmt14, 5-0990 – Also M.Eng. Assistant Director
Laura Houghton, 182 Rhodes, lab49, 5-0992 – also Communications Specialist

Administration

Director & School Support

Colleen McClanahan, Director of Administration, 102 Upson Hall, mm40, 5-5949
Oversight of staff, facilities, budget, finance, IT, and academic programs

Ginny McAuley, Executive Assistant to Director, 105 Upson 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. Special events: Sears Memorial Lecture and Reunion breakfast.

Accounting

Pre-Award, i.e. Proposals - Research Admin. Assistant Center, Carpenter Hall
RASC@cornell.edu
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.

Accounting, Post-award, i.e. active research grants

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

Leon Stoll, 112 Upson Hall, leon.stoll@cornell.edu, 5-7352
Andarawis-Puri, Barthelmie, Burns, Caughey, Collins, Diaz, Erickson, Fisher, George, Hernandez (Judy), Hoffman, Hui, Kirby, Leibovich, Lipson, Mukherjee, Peck, Petrina, Phoenix,
Psiaki, Rand, Resler, Ruina, Sachse, Savransky, Selva, Singh, van der Meulen (Judy), Wang, Warhaft, Zhang

Laurie Patten, ljh3, 110 Upson Hall, 5-9411, Avedisian, Bewley, Bhaskaran, Campbell, Desjardins, Ferrari, Kress-Gazit, Louge, MacMartin, Miller, Pepiot, Pope, Shepherd, Silberstein, Williamson, Zehnder

Carol Moss, cem58, 112 Upson Hall, 5-0996, cem58. Department account monitoring, undergraduate research and projects accounts; Telephone coordinator.

Academic Programs

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

Nanette Peterson, 103 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 Tompkins, 104 Upson Hall, 5-1805, eft24. Undergraduate office assistant. 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, 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, 219 Upson Hall/204 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

Computing help: itcoecis-help@cornell.edu, or 306 Upson if no email access.

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

Rajesh Bhaskaran, 102 Rhodes 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, 101 Rhodes Hall, mu25, M.Eng. Program Director, Hansen Director of Instructional Laboratories. Coordinate Experiential Learning Lab, Upson Hall basement, and project teams.

Rebecca Mac Donald, Sr. Lecturer, Project Team Director, 108 Upson 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

Laura Houghton: Barthelme, Fisher, Kirby, Kress-Gazit, Leibovich, MacMartin, Pope, Psiaki, Savransky, Williamson

Craig Ryan: Bewley, Burns, Desjardins, Hoffman, Hui, Pepiot, Phoenix, Rand, Ruina, Sachse, Shepherd, Silberstein, Singh, Wang, Zehnder

Judy Thoroughman: Bartel, Bonassar, Hernandez, Ulinski, van der Meulen

Patti Wojcik: Avedisian, Bhaskaran, Callister, Dawson, Erickson, Ferrari, George, Lounge, Miller, Moon, Peck, Selva, Warhaft, Zhang