



UCI SAMUELI SCHOOL OF ENGINEERING

# SCHOOL ADMINISTRATION

November 2019



# DEAN WASHINGTON AND KEY FUNCTIONS


Budget and Administration

Outreach, Diversity, Communication

Development

Human Resources

Facilities and Safety



# WELCOME

## Dr. Gregory Washington

*Stacey Nicholas Dean of Engineering*

5208 Engineering Hall (EH)

[gregory.washington@uci.edu](mailto:gregory.washington@uci.edu)

949.824.6002



### Responsibilities

- Leadership and the vision and direction of the School
- All internal and external matters related to the health and wellbeing of the students, staff, and faculty
- Stewardship, growth and management of the School's resources including space, facilities, and equipment

# ADMINISTRATION

## Dr. Ken Walsh

*Senior Assistant Dean and  
Chief of Staff*

5216 Engineering Hall (EH)

[ken.walsh@uci.edu](mailto:ken.walsh@uci.edu)

949.824.4838

### Responsibilities

- Budget
- Space Planning
- Staff Management



# BUSINESS AND FINANCE

**Kara McClyde**

*Director of Finance*

5296 Engineering Hall (EH)

[k.mcclyde@uci.edu](mailto:k.mcclyde@uci.edu)

949.824.4378



## Responsibilities

- Responsible for School Budget and Financial Management
- Oversight of Purchasing & Reimbursements
- Coordinates School's Commitments

# DEAN'S OFFICE

## Jennifer Wilkens

*Executive Assistant to the Dean,  
Director of Special Projects*

5219 Engineering Hall (EH)

[jwilkens@uci.edu](mailto:jwilkens@uci.edu)

949.824.4050



### Responsibilities

- Dean Washington's Schedule
- Event Planning (including Quarterly School Faculty meetings)
- Project Management (including Support of School's Executive Committee and Faculty Chair Functions)
- Oversight of Dean's Front Office and Functions

# ACCESS AND INCLUSION

## Dr. Sharnnia Artis

*Assistant Dean for Access and Inclusion*

200A Rockwell Engineering Center (REC)

[sartis@uci.edu](mailto:sartis@uci.edu)

949.824.7134



### Responsibilities

- School-wide diversity and inclusion initiatives targeted to women and underrepresented minorities
- Provide:
  - Academic support and career development (*e.g., tutoring, mentoring, industry tours, and job-shadowing*)
  - Pre-college outreach programs to attract students Summer research program for graduate school
- Support faculty proposals and grants with broader impacts
- Website: [tech.uci.edu/access](http://tech.uci.edu/access)

# ACADEMIC INNOVATION, PROGRAMS

## Dr. Lily Wu

*Director of Academic Innovation, Programs*

1084 Anteater Instruction & Research Bldg. (AIRB)

[lwu@uci.edu](mailto:lwu@uci.edu)

949.824.4613



### Responsibilities

- Freshmen Program
  - Implement and oversee freshmen engineering program (ENGR 7)
  - Enhance components and projects of ENGR 7, with the UGSC Freshmen Program committee
  - Curriculum Assessment
- Point of Contact for International Programs
  - Partnership building with overseas institutions/government agencies for education and research collaborations
  - Facilitate international agreements and MOUs
  - Various self-supporting short term and long term programs



# ACADEMIC INNOVATION, PARTNERSHIPS

## Leyla DeSilva Riley

*Director of Academic Innovation,  
Partnerships*

*Executive Director, OC STEM*

1084 Anteater Instruction & Research Bldg. (AIRB)

[leyla.riley@uci.edu](mailto:leyla.riley@uci.edu)

949.824.4659



### Responsibilities

- K-12 Outreach (Summer Camps & After School Programs)
- Community College Outreach
- STEM Education Partnerships (K12, Foundations, Industry etc...)

# COMMUNICATIONS

## Shelly Nazarenius

*Director of Communications*

4100 Calit2

[snaz@uci.edu](mailto:snaz@uci.edu)

949.824.9622



### Responsibilities

- School's communications effort, including annual Dean's Report magazine, marketing brochures and flyers, branding guidelines (logos, wordmarks)
- Faculty and student announcements regarding awards, recognitions, funding
- Press releases for major grants, published works and research breakthroughs
- School's website and social media
- Dean's office major events, including student design reviews, distinguished lectures and conferences

# DEVELOPMENT

## Ed Hand

*Assistant Dean for Development*

5220 Engineering Hall (EH)

[elhand@uci.edu](mailto:elhand@uci.edu)

949.824.6563



## Responsibilities

- Donor Relationships & Cultivation
- External & Corporate Relations
- Deans' Leadership Councils

# DEVELOPMENT

## Angelique Andrulaitis

*Senior Director of Development*

5236 Engineering Hall (EH)

[aandrula@uci.edu](mailto:aandrula@uci.edu)

949.824.3977



### Responsibilities

- Lead School's Advancement Strategic Plan: Major Giving, Pipeline Building, Annual Giving, Corporate Strategy
- Secure Philanthropic Investments on behalf of School, Departments, Research and Student Support
- Relationship Manager - External and Corporate Relations

# DEVELOPMENT

## Keith Yeung

*Associate Director of Development  
Corporate Relations*

5240 Engineering Hall (EH)

[kpyeung@uci.edu](mailto:kpyeung@uci.edu)

949.824.3886



### Responsibilities

- Build up Corporate Engagement through the Corporate Partners Program, Internship Opportunities and Senior Design/Capstone Projects
- Strategize with various Engineering units (Program Offices, Departments, OAI, Student Clubs) to foster activity specific School/Industry needs
- Identify Corporate Fundraising Opportunities to address Priorities of the School

# HUMAN RESOURCES

## Marco Lugo

*HR Business Partner, Director of Personnel*

5228 Engineering Hall (EH)

[mlugo@uci.edu](mailto:mlugo@uci.edu)

949.824.6436



## Responsibilities

- Provide oversight and direction to HR unit in the Samueli School of Engineering; including personnel/payroll functions, law, regulatory compliance and UC policy interpretation.
- Serves as consultant to leadership on strategic decision-making, including organizational effectiveness, talent and performance management, and leadership development.
- Supports leaders within the school to develop and implement comprehensive people strategies that enable the organization to attract, develop, engage and retain top talent.

# FACILITIES

## Dennis Aldridge

*Director of Facilities*

114 Engineering & Computing Trailer (ECT)

[daldridg@uci.edu](mailto:daldridg@uci.edu)

949.824.9246



### Responsibilities

- Minor and major capital renovations
- Space planning
- Lab and office design
- Equipment installation
- Building maintenance
- Relocation planning and services
- Security management
- Emergency preparedness
- Furniture (used/new)

# COMPUTING SUPPORT

## John Romine

*Director of Computing*

120H Engineering & Computing Trailer (ECT)

[jromine@uci.edu](mailto:jromine@uci.edu)

949.824.7554



## Responsibilities

- Support for faculty, staff and students
- Help navigating OIT (UCI central IT) support
- Instructional computer labs, student laptop support
- Network management, computer & information security
- [Computing Website](#)
- Contact us at [helpdesk@eng.uci.edu](mailto:helpdesk@eng.uci.edu)



# ENVIRONMENTAL HEALTH & SAFETY

## Christian Ritter

*Environmental Health & Safety*

*Coordinator*

112 Engineering & Computing Trailer (ECT)

[crritter@uci.edu](mailto:crritter@uci.edu)

949.824.6085



## Responsibilities

- To serve as a point of contact, coordinate and schedule EH&S services.
- Biosafety, environmental management, ergonomics, fire protection, general safety, hazmat and waste management, industrial hygiene, lab and shop safety, occupational health, emergency management, radiation safety and safety engineering.
- Accident investigations, lab clean outs and moves, odor response, UCLC and customized training, PPE, spill response, special requests and projects.

The slide features a light blue gradient background with decorative circuit-like lines in the corners. These lines are composed of thin blue and white lines forming right-angled paths, ending in small white circles. The lines are most prominent in the top-left and bottom-left corners, with some extending into the top-right and bottom-right corners.

# RESEARCH SUPPORT

Associate Dean

Research Management

TEC Business Center

Purchasing & Reimbursements

# RESEARCH AND INNOVATION

**Dr. Efi Foufoula-Georgiou**

*Associate Dean*

*of Research and Innovation*

5428 Engineering Hall (EH)

[efi@uci.edu](mailto:efi@uci.edu)

949.824.9643



## Responsibilities

- Provide oversight of school research centers and other auxiliary research operations
- Foster new research initiatives and strategies for the SSoE
- Facilitate opportunities for extramural research funding
- Improve functionality and synergism of existing resources
- Liaison of SSoE to Office of Research & Applied Innovation

# RESEARCH AND INNOVATION

**Dr. Lori Greene**

*Assistant Dean for  
Engineering Research Management*

5224 Engineering Hall (EH)

[legreene@uci.edu](mailto:legreene@uci.edu)

949.824.5562



## Responsibilities

- Provides proposal development support for SSoE faculty and researchers
- Develops and implements new research initiatives and strategies
- Coordinates large and complex proposal efforts
- Facilitates partnerships among investigators, connects proposal teams to research resources, and provides information about funding sources

SSoE proposal resources for faculty can be found here:

<http://engineering.uci.edu/tec>

# TEC BUSINESS CENTER

## Katherine Diaz

*Director TEC Business Center*

5260 Engineering Hall (EH)

[katdiaz@uci.edu](mailto:katdiaz@uci.edu)

949.824.9564



### Responsibilities

- Oversight of Pre-Award Management: (under the Supervision of Dylan Le - [dylanle@uci.edu](mailto:dylanle@uci.edu))
- Oversight of Post-Award Management (under the supervision of Beatrice Mei - [bmei@uci.edu](mailto:bmei@uci.edu))

For more information regarding TEC, please visit our [website](#).

# TEC BUSINESS CENTER

**Dylan Le**

*Pre-Award Supervisor*

5280 Engineering Hall (EH)

[dylanle@uci.edu](mailto:dylanle@uci.edu)

949.824.4223

## Pre-Award Management

- Preparation of budget and budget justification for proposals
- Work with PIs to ensure that the proposal package is submitted in accordance with the funding opportunity announcement
- Submit amendments requiring a new or revised budget; including the coordination and preparation of just-in-time requests
- Work with PIs to develop recharge rates for Sales & Service Agreements and work with the Budget Office and Risk Management to get the rate approved and agreement executed

For more information regarding TEC, please visit our [website](#).

# TEC BUSINESS CENTER

## Beatrice Mei

*Post-Award Supervisor*

5248 Engineering Hall (EH)

[bmei@uci.edu](mailto:bmei@uci.edu)

949.824.9250



### Post-Award Management

- Work with PIs to project expenses for awarded grants and contracts
- Provide PI Reports that reflect budgeted categories with actual expenditures for research accounts
- Provide faculty with assistance pertaining to start-up package questions
- Work with SPA to request no-cost extensions for sponsored projects and amendments related to contracts

For more information regarding TEC, please visit our [website](#).

# PURCHASING AND REIMBURSEMENTS

## Regina Bolotin

*Purchasing & Reimbursements Manager*

5284 Engineering Hall (EH)

[rbolotin@uci.edu](mailto:rbolotin@uci.edu)

949.824.1332



### Responsibilities

- Reimbursements: Travel, Entertainment, Misc.
- Purchasing: Equipment and Material
- Vendor Payments and Relations

[Purchasing & Reimbursements Website](#)



The background features a light blue gradient with decorative circuit-like lines in the corners. These lines are composed of thin blue and teal lines with small circles at various points, resembling a stylized electronic circuit board.

# STUDENTS

Undergraduate Students

Graduate Students

# UNDERGRADUATE STUDENT AFFAIRS

**Dr. Michael M. Green**

*Associate Dean*

*for Undergraduate Student Affairs*

305A Rockwell Engineering Center (REC)

[mgreen@uci.edu](mailto:mgreen@uci.edu)

949.824.1656



## Responsibilities

- Undergraduate Student Issues
- Freshman and Transfer Admissions
- Coordinate Undergraduate Program Reviews (ABET, APR)
- Interpret and Enforce Campus Academic Policies

# UNDERGRADUATE STUDENT AFFAIRS

## Robin Jeffers

*Senior Director of Undergraduate Student Affairs, Curriculum & Accreditation*

305D Rockwell Engineering Center (REC)

[jeffers@uci.edu](mailto:jeffers@uci.edu)

949.824.2077



## Responsibilities

- Oversee all Undergraduate advising functions from admissions through degree certification for SSoE
- Interpret and enforce campus and system-wide policies
- Work with Admissions/Financial/Registrar/other academic units on undergraduate issues

# CURRICULUM & ACCREDITATION

## David Vazquez

*Curriculum and Accreditation  
(CASA) Supervisor*

114 Rockwell Engineering Center (REC)

[david.vazquez@uci.edu](mailto:david.vazquez@uci.edu)

949.824.6095



## Responsibilities

- Maintain UCI General Catalogue, Course and Program Revisions, Course Articulation
- Course Scheduling, Enrollment Planning
- Accreditation and External Review Coordination

# GRADUATE AND PROFESSIONAL STUDIES

**Dr. Fadi Kurdahi**

*Associate Dean  
for Graduate and Professional Studies*

3207 Engineering Hall (EH)

[kurdahi@uci.edu](mailto:kurdahi@uci.edu)

949.824.8104



## Responsibilities

- Allocation of Block Funds to Samueli School of Engineering Programs
- Fellowship Evaluations
- Graduate Student Policies and Procedures
- Graduate Student Recruiting & Admissions
- Self-Supporting Programs and Professional Degrees

# GRADUATE AND PROFESSIONAL STUDIES

## Jean Bennett

*Director of Graduate and Professional Studies*

204 Rockwell Engineering Center (REC)

[jean.bennett@uci.edu](mailto:jean.bennett@uci.edu)

949.824.6475



## Responsibilities

- Allocation of Block Funds to SSoE Programs
- Management of Associate Dean Cost-share Agreements
- Academic Advising for Graduate Students
- Graduate Policies & Procedures
- Recruitment & Admissions

The background features a light blue gradient with decorative circuit-like lines in the corners. These lines are composed of thin, dark blue lines that branch out and terminate in small circles, resembling a stylized circuit board or network diagram. The lines are most prominent in the top-left and bottom-left corners, with some extending towards the right side.

# ACADEMIC PERSONNEL

# ACADEMIC AFFAIRS

## Dr. Faryar Jabbari

*Senior Associate Dean for  
Academic Affairs*

5232 Engineering Hall (EH)

[fjabbari@uci.edu](mailto:fjabbari@uci.edu)

949.824.3395



### Responsibilities

- Academic personnel process (including APAC)
- Assisting the Dean in a variety of functions



# ACADEMIC AFFAIRS

## Krista Fredrickson

*Assistant Director  
of Academic Personnel*  
5228 Engineering Hall (EH)

[kfredric@uci.edu](mailto:kfredric@uci.edu)

949.824.5458



### Responsibilities

- Facilitate process for academic personnel to ensure compliance with campus and system-wide policies
- Recruitment, merit, and promotion reviews and support at the school level
- Academic leave and sabbaticals