# Psychology Administrative Offices

## Chair's Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</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>
</tbody>
</table>

- Oversight of departmental policies and procedures
- Manage non-academic staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Williams, Shamila</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>
</tbody>
</table>

- Chair calendar & support
- Faculty recruiting
- Chair conference rm reservations

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

- Faculty 3rd year/tenure/promotion reviews
- Sabbatical/other leave requests
- Notary

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>

- Advise/recommend Web technologies for lab/event Websites
- Build & support pages on the departmental Website

## Administrative Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>How, Jaime</td>
<td>Administrative Supervisor</td>
<td>1004 EH</td>
<td>763-1078</td>
<td>Social</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Linda</td>
<td>Administrative Asst</td>
<td>1004 EH</td>
<td>764-6332</td>
<td>Clinical, Developmental, CCN</td>
</tr>
<tr>
<td>Parran, Laura</td>
<td>Administrative Asst Inter</td>
<td>1004 EH</td>
<td>647-3924</td>
<td>Biopsych, P&amp;SC, GFP</td>
</tr>
<tr>
<td>Wiley, Keith</td>
<td>Administrative Asst</td>
<td>1004 EH</td>
<td>764-6314</td>
<td></td>
</tr>
</tbody>
</table>

## East Hall Human Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sorace, Marc</td>
<td>HR Generalist Associate</td>
<td>1044 EH</td>
<td>647-3927</td>
<td></td>
</tr>
</tbody>
</table>

- Regular staff & temporary staff appointments
- Visitors (e.g. Visiting Scholars)
- Timekeeping

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSA IT - East Hall</td>
<td>lsa.umich.edu/lsait/</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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  
  1272 EH  •  764-2580  •  bwallace@umich.edu  
  - Manages grad/undergrad programs  
  - Grad student funding  
  - Curricula 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  •  647-4807  •  scircele@umich.edu  
  - Introductory Psychology Subject Pool  
  - Transportation  
  - Service learning courses  
  - Web grading assistance

- **Catanzarite, Julie**  
  Academic Advisor  
  1270 EH  •  764-2580  •  jcatanza@umich.edu  
  - Undergrad academic advisor  
  - Undergrad programming and event planning

- **Santuci, Venus**  
  Senior Graduate Program Coordinator  
  1343 EH  •  647-3936  •  vagre@umich.edu  
  - Grad student administrative support & funding

- **Wolgast, Megan**  
  Graduate Program Coordinator  
  1274 EH  •  763-2131  •  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  
  - Accelerated Master's Degree Program  
  - Departmental Honors program

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

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

---

### East Hall Business Office

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

- Pre & post award grant management  
- Financial transaction processing  
- Financial activity analysis & compliance

- **Thomson, Anne**  
  East Hall Business Office Manager  
  1044 EH  •  647-8104  •  amthomso@umich.edu

- **Alguire, Mindy**  
  Research Process Coordinator  
  1044 EH  •  764-1383  •  malguire@umich.edu

- **Bui, Katherine**  
  Contract and Grant Specialist  
  1044 EH  •  647-0560  •  katbui@umich.edu

- **Clendenin, Lori**  
  Research Process Coordinator  
  1044 EH  •  647-4188  •  timclden@umich.edu

- **Marvin, Kelcie**  
  Financial Specialist Associate  
  1044 EH  •  647-4187  •  kmarvin@umich.edu

- **Stevenson, Kayleigh**  
  Contract and Grant Specialist  
  1044 EH  •  615-0226  •  stevenks@umich.edu

- **Szemak, Karen**  
  Research Process Coordinator  
  1044 EH  •  615-3058  •  szemak@umich.edu

- **Tsao, Cindy**  
  Financial Specialist Associate  
  1044 EH  •  647-4174  •  tcindy@umich.edu

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

---

### 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>734-615-9953</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>734-368-8649</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>
</tbody>
</table>

- Building upgrades & space needs
- Manage building renovations & construction activities
- Develop, distribute and implement facility policy
- Key requests & building access
- Event set-up
- Furniture moves, removal & upgrades
- Coordinate building repairs

---

### Research Technical Support

**psych.rts@umich.edu • 734-615-5053**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>

- Experiment design & post-experiment documentation
- Design and fabricate new research apparatus
- Maintain/repair existing research apparatus, lab equipment & surgical tools

---

### Animal Care (ULAM)

**Level 5 Hallway Phone: 764-5253**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<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>
</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](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