

DRAFT

**Florida International University
Handbook for Chairs and Directors**

Updated September 14, 2010

Prologue

This document has been compiled from information provided by members of the FIU Operations Committee, which oversees the function of nearly all activities at the university. Each section of the document provides organizational structures, names, and other information of potential relevance to chairs of departments at FIU. It is hoped that the collation of this information, much of which can be found on various university websites, into a single document will facilitate accessibility to the large amount of information about FIU that department chairs are called upon to know.

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Biscayne Bay Campus (BBC)

Interim Vice Provost, Steven V. Moll

305-919-5700

Steve.Moll@fiu.edu

The Office of the Vice Provost at the Biscayne Bay Campus facilitates the delivery of academic programs, student and staff support services, and infrastructure maintenance on the Biscayne Bay Campus. The Office takes the lead in developing new programs and initiatives to expand the educational and support activities on the Biscayne Bay Campus.

BBC has a variety of undergraduate majors and the entire core curriculum.

Some of FIU's most celebrated programs are housed on BBC: Creative Writing, Hospitality and Tourism Management, Journalism and Mass Communication, Marine Biology, and the Foreign Educated Physicians to BSN.

Students can also attain degrees in the following disciplines at BBC:

Undergraduate:

- Accounting
- Business Administration
- Chemistry
- Finance
- Management
- Marketing
- Journalism
- Advertising
- Public Relations
- English
- History
- Hospitality Management
- International Relations
- Marine Science Program
- Psychology

Graduate:

- Creative Writing
- English
- Hospitality Management
- Marine Biology
- Mass Communication
- Psychology

Highlights of campus life at BBC include:

- A close-knit campus community
- State-of-the art recreation facility with bay views
- Kayak Day on the bay
- Annual Freshman Luau
- Olympic-sized swimming pool

- Team building ropes course

Writers on the Bay: Under the direction of one of the top ten U.S. ranked Creative Writing Programs, Writers on the Bay presents a speaker series featuring noted authors and poets. Previous guests have included novelists Elmore Leonard, Marge Piercy and Gay Talese, and poets such as Maxine Kumin. For more information on this series, visit <http://casgroup.fiu.edu/english/> and choose Creative Writing.

Student-Prepared Gourmet Luncheons: The School of Hospitality and Tourism Management hosts a dining event three times per week. Their three-course gourmet luncheon is prepared and presented by the students of the Advanced Foodservice Management classes and is open to the public for just \$18. For details and dates of the luncheons, contact the Dining Services Manager at 305-919-4526.

Osher Lifelong Learning Institute: Offering more than 100 engaging and stimulating courses developed to advance the joy of learning among learners age 50 and over, Osher is a life-enhancing institution for its members. Visit <http://olli.fiu.edu/> to learn more.

Kovens Conference Center: The Kovens Conference Center offers a flexible meeting space with more than 31,000 square feet. Event packages include skilled meeting planners, caterers, a business center, wireless internet access, and breathtaking bay views. For more information about planning an event, visit <http://kovens.fiu.edu/>

Contact information for the Office of the Vice Provost is as follows:

Rolda Serieux, Administrative Assistant
305-919-4149
serieuxr@fiu.edu

Julissa Castellanos, Director of Operations
305-919-5708
castellj@fiu.edu

Jan Solomon, Development Officer
305-919-5700
Jan.solomon@fiu.edu

Department of Intercollegiate Athletics

Director of Athletics - Pete Garcia

305-348-8392

pgarcia@fiu.edu

The FIU Department of Intercollegiate Athletics adheres to the belief that intercollegiate athletics is an integral part of the educational framework of the institution and the program exists to support and compliment the mission and goals of the University. The mission of the FIU Department of Intercollegiate Athletics is to initiate, stimulate and continually improve the athletic programs for students by (1) promoting academic excellence and educational leadership, (2) striving to obtain athletic distinction at the Division 1 level, (3) assuring gender equity and cultivating diversity, (4) fostering and promoting personal integrity among its participants, (5) encouraging activities and experiences which instill the value of lifelong participation and total well-being, and (6) providing an avenue for the social development of the student through participatory interaction within and outside athletic and campus community.

In addition to augmenting the academic, athletic and personal development of students, events sponsored by the Department are conducted to facilitate unity, promote camaraderie and further social bonding within the community, foster and maintain institutional support from FIU alumni, University affiliates and external constituents positively increase the visibility of the University and the Sun Belt Conference and enhance international and cultural understanding.

The Department and University fulfill these functions through the enforcement of developed and adopted eligibility rules that comply with the standards of scholarship, sportsmanship, personal conduct and amateurism. The Department strives to operate programs at the highest level of competition within budgetary constraints while respecting NCAA legislation, conference mandates, state and institutional regulations.

Participation in FIU Athletics will provide student-athletes with the opportunity to pursue a quality education in one of America's leading urban universities and develop a value system which encourages discipline, teamwork, self-confidence, leadership skills and sporting behavior in an equitable and diverse environment. Ultimately, the goal is to assure the experience that the students have in the FIU Department of Intercollegiate Athletics is profound and meaningful and serves to form a lasting bond with Florida International University.

Community Service: Liz Borrell - Assistant AD – Student Athlete Development – 305-348-0154
borrell@fiu.edu

Our Student–Athletes are involved in numerous community service projects throughout the year. They are encouraged to participate in community outreach and are provided with the opportunity to become involved. Outreach is subdivided between University events and external/community events. Student-Athlete appearances and outreach are coordinated through this office.

Development: Jose Sotolongo - Associate AD – Major Gifts –
305-348-8393 sotolonj@fiu.edu

The Panther Club is the fundraising entity of the FIU Department of Athletics. Gifts to the Panther Club provide the necessary resources needed to enhance the overall academic and athletic experience for our student-athletes. The Panther Club identifies, cultivates and solicits private donations to the FIU Athletic Department.

Facilities: Derrick Mayfield - Assistant AD - Facilities & Operations –
305-348-6301 dmayfiel@fiu.edu

Sporting events, concerts, banquets, trade shows, graduations, convocation ceremonies and other University and community events have all been accommodated at our sporting venues. From the Football Stadium Club to US Century Bank Arena, the facilities arm of the Athletic Department will assist in reserving one of our venues for a future event.

Media Relations: Paul Dodson – Assistant AD - Media Relations –
305-348-3164 pdodson@fiu.edu

Athletics generates a special affinity for its fans and followers. Media relations coordinate interviews with our Student-Athletes and external constituents; update our website with current information, and serves as a liaison between the athletics department and the outside world.

Tickets: Jeremy Lamb – Assistant AD – Ticket Operations and Sales –
305-348-2903 jlamb@fiu.edu

To come see the Golden Panthers compete, the ticket office will facilitate your game experience. Individual game and season tickets are on sale throughout the year.

Division of Enrollment Services

Interim Assoc. Vice President – Steve Kelly

305-348-1105

Steve.Kelly@fiu.edu

The division of enrollment services consists of undergraduate recruitment, admissions, financial aid, registration, transfer services, enrollment information services, central enrollment processing and the virtual communication center. The division operates on both the Modesto A. Maidique campus and the Biscayne Bay Campus, working to ensure systems and services are directed towards the institution's end-goal objective: that is, towards facilitating students' smooth and successful progression to graduation. It sustains enrollment, promotes student affinity and enhances performance through ongoing review, assessment and evaluation of data-driven service deliverables to students. The following mission, vision and values statement articulates the division's purpose, its aspiration to establish best practices nationally and its commitment for quality service through collaboration and continuous program improvements.

Mission:

Enrollment Services is responsible for satisfying the institution's enrollment and graduation goals by promoting the university in regional, state, national, and international markets; recruiting and admitting competitively prepared students; enrolling, registering, aiding, and retaining students; and providing smart, efficient and service-oriented processes to guide students through the enrollment pathway from recruitment to graduation.

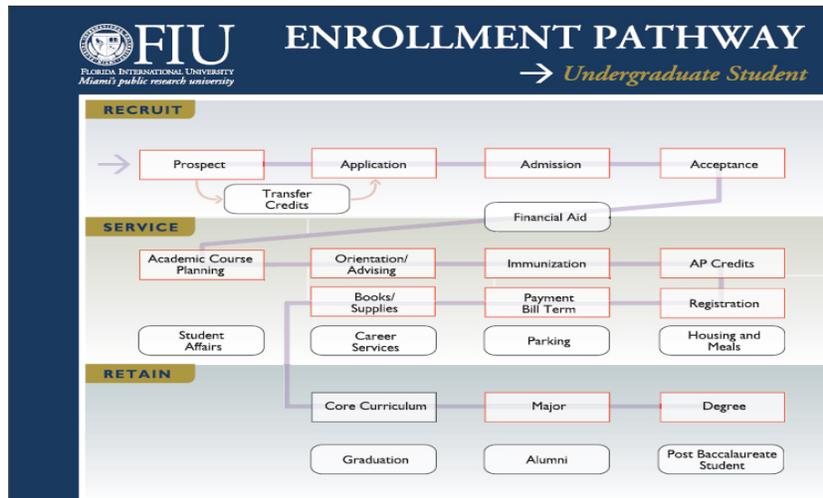
Vision:

Enrollment services endeavors to become a nationally recognized student support unit by providing excellent customer service through cutting edge technology and high personal engagement with students.

Values:

Enrollment services welcomes all recommendations for service improvements, disseminates timely and accurate information, values staff contributions, utilizes technology to conserve resources, fosters university-wide collaboration through trust and teamwork, respects the diversity of our university community and seeks innovative and research-based solutions to solve problems and ensure student success.

The chart below illustrates the essential steps required to recruit, service and retain undergraduate students; it outlines the touch points from recruitment to graduation and beyond. Managing these points requires an integrated organization with cross-trained personnel prepared to service students in a proactive and anticipatory manner. This pathway represents a continuous and interactive approach towards facilitating a students' successful progression to graduation.



Contact Information for Enrollment Services Departments:

Undergraduate Admissions

Barry Taylor, Director
 MMC, PC 140; 305-348-3675; Barry.Taylor@fiu.edu

Undergraduate Admissions Transfer Services and Processing

Paulina Sigler, Director
 MMC, PC 156; 305-348-6339; Paulina.Sigler@fiu.edu

Financial Aid

Francisco Valines, Director
 MMC, PC 125; 305-348-2333; Francisco.Valines@fiu.edu

Registration

Andrea Jay, Interim University Registrar
 MMC, PC 130; 305-348-7347; Andrea.Jay@fiu.edu

Biscayne Bay Enrollment Center (Admissions, Financial Aid, and Registration)

Sharon Eaddy, Director
 BBC, ACI 100; 305-919-5698; Sharon.Eaddy@fiu.edu

Division of External Relations

Sr. Vice President – Sandra Gonzalez-Levy

305-348-7235

gonzals@fiu.edu

The Division of External Relations' objective is to increase public awareness of the University through effective marketing and communication strategies that enhance Florida International University's image and present a consistent, unified message. External Relations is integral to moving our university forward through effective communication and message development, special events and the cultivation of affinity and pride from both internal and external audiences.

Alumni Relations:

Florida International University's Alumni Association (FIUAA) is a membership organization whose mission is to serve the community of FIU alumni, students and friends by providing lifelong connections to FIU. FIU has graduated nearly 130,000 students and has nearly 24,000 members in the Alumni Association. Through numerous programming initiatives, all FIU constituents have the opportunity to build relationships and enhance their experience and pride in FIU.

Contact: Bill Draughon, Associate Vice President, 305-348-3334, Bill.Draughon@fiu.edu

Community Relations:

- Community Relations strives to establish and enhance FIU's outreach efforts with residents, business and civic organizations, in order to enhance the quality of life of all South Florida citizens and to build and maintain strong ties with the leadership of our community. This unit serves as the primary contact for individuals, businesses and community organizations seeking involvement with FIU with the objective of helping members of the community access the University's resources.
- Community Relations also manages the President's Council, a volunteer board of over 100 community leaders who serve as ambassadors for the University.

Contact: Lori-Ann Cox, Director, 305-348-0372, Lori-Ann.Cox@fiu.edu

Marketing and New Media:

- Marketing and New Media focuses on increasing public awareness of the University through effective marketing and communication strategies that enhance FIU's image and tell our story to all of our constituents. This office provides strategic advice, counsel and execution to various constituents across the University on matters of marketing and communications on or off-line including the use of the graphic identity for the University, the FIU logo.
- In March 2010, FIU launched a branding campaign, a public declaration of what makes us unique. "Worlds Ahead" is an affirmation of who we are and an aspiration for the future. For additional information on the campaign and how to incorporate it within your unit, please visit worldsahead.fiu.edu.

Contact: Terry Witherell, Associate Vice President, 305-348-2319, Theresa.Witherell@fiu.edu

News and Communication:

The News and Communication team manages and develops the editorial content of a variety of print and electronic media (web, video) produced by the University, including the FIU Magazine (produced quarterly and distributed to alumni and faculty/staff); NEWS@FIU (Website and Weekly e-newsletter) and social media outlets; home page and upper levels of the University web site; institutional and unit print advertising; and radio and television commercials.

Contact: Karen Cochrane, Director, 305-348-3859, Karen.Cochrane@fiu.edu

- **Publications:**

The Office of Publications serves the FIU community through the conceptualization, design and production of printed marketing materials. The team is committed to creating effective and cost-efficient publications that help advance unit and institutional goals and present a professional and consistent graphic identity.

Contact: Kristina Sanchez, Production Manager, 305-348-2236, Kristina.Sanchez1@fiu.edu

- **Web Communications:**

The web communications team leads and drives FIU's web presence and community. This team provides tools and resources that benefit the FIU enterprise and other web presences throughout campus including University-wide web tools like the online University Calendar - <http://calendar.fiu.edu/>, Google Maps - <http://campusmaps.fiu.edu/>, and tiny URL service.

Contact: Matt Herzberger, Director, 305-348-0094, Matthew.Herzberger@fiu.edu

Media Relations:

- The Office of Media Relations at FIU is the official gateway to the local, regional and national media. The staff works to promote and position the image of the University and highlight the good work and research taking place in classrooms and labs throughout the institution.
- Media Relations professionals function as consultants and advisors to the academic units and research centers-in a way, becoming an extension of their staffs-to identify newsworthy stories, portray FIU in the best possible light and maximize the exposure potential of each issue, event or announcement. Media Relations staff designs campaigns, prepares press releases, pitches stories to a variety of mainstream and specialty media in English and Spanish, helps clients prepare for interviews and follows up with a daily clipping service available to anyone in the University community. The team is also experienced in crisis communications.

Contact: Maydel Santana-Bravo, Director, 305-348-1555, Maydel.Santana-Bravo@fiu.edu

Protocol and Special Events:

- Protocol and Special Events is responsible for designing, producing and managing FIU's major institutional and protocol events. This team also serves as event planning consultants to many units throughout the University.
- Institutional events include Freshmen Convocation, Faculty Convocation and Commencement while protocol events include building groundbreaking, ribbon cuttings and dedications.

Contact: Josefina Cagigal, Director, 305-348-2233, Josefina.Cagigal@fiu.edu

On occasion, the External Relations team is called to lead, manage and execute special initiatives or projects. Currently, these include the annual FIU-United Way Campaign, the FIU Hope for Haiti Relief Task Force, the Open Space Design Charrette and additional community participation, i.e. the annual Cuba Nostalgia Exhibition.

Division of Human Resources

Vice President – Jaffus Hardrick

305-348-2190

Jaffus.Hardrick@fiu.edu

As the **Vice President of Human Resources** at Florida International University, Dr. Jaffus Hardrick oversees and provides strategic leadership to a Division that delivers leading-edge HR programs and services for Compensation & Classification, Recruitment & Selection, Benefits & Retirement, Talent Management and Development, Payroll & Records, Employee & Labor Relations, Equal Opportunity Programs & Diversity, Finance and Analysis, Human Resources Relations, Employee Assistance Programs and Human Resources at BBC as well as the College of Medicine. Dr. Hardrick's role extends to translating strategic and tactical University business plans into HR strategic and operational plans for multiple campuses and academic centers; designing and executing strategies for the administration and communication of HR law, regulations, and policies as well as industry trends and best practices; and serving on the leadership team for the Chief Financial Officer and Senior Vice President for Finance and Administration to advise on initiatives, strategies, regulatory action, university goals and objectives. The following is a brief summary of his leadership team and their respective roles within the Division.

Division of Human Resources Leadership Team

El Pagnier K. Hudson

Assistant Vice President

PC 224

Phone: 305-348-2190

Fax: 305-348-2872

E-mail: Elpagnier.Hudson@fiu.edu

Responsibilities:

Assists the VP for Human Resources with providing leadership and policy direction in all aspects of the administration. Responsible for the compensation, talent management & development, benefits, and recruitment services areas of the division as well as HR operations on the Biscayne Bay Campus. Acts as liaison for the administration of uniform personnel policies for the University.

Carlos Flores

Executive Director of Operations & Systems

PC 224

Phone: 305-348-0531

Fax: 305-348-2872

E-mail: Carlos-Antonio.Flores@fiu.edu

Responsibilities:

Provides leadership for the Payroll, HR Service Center and HRIS Departments. Manages technology projects necessary to build and maintain technological infrastructure. Administers the implementation of all personnel transactions and assures maintenance of auditable records. Manages all ADP Initiatives. Ensures the Customer Service Center serves as the Division's communication gateway to delivering outstanding customer service to the FIU community.

Maria Mazorra

Director Compensation Administration

PC 226

Phone: 305-348-2519

Fax: 305-348-6096

E-mail: Maria.Mazorra@fiu.edu

Responsibilities:

Plans, develops, and directs the university's Compensation Program. Implements an up-to-date compensation/classification system aligned with best practices. Administers the establishment and maintenance of positions. Advises departments on personnel actions, salary transactions and special assignment requests. Works on the implementation of annual salary increases and pay grade adjustments.

Carolyn Jackson**Director of Recruitment Services**

PC 234

Phone: 305-348-2500

Fax: 305-348-6476

E-mail: Carolyn.Jackson@fiu.edu

Responsibilities:

Plans, develops and administers the recruitment and selection activities for all administrative, staff, temporary and student employment positions for all university campuses; develops recruitment strategies to ascertain hiring decisions that comply with areas of underutilization, as stated in the university's Plan and State Equity Reports. In addition, provides strategic planning and policy development for Recruitment activities on behalf of the university.

Evelyn Rodriguez**Director of Benefits Administration**

PC 224 E

Phone: 305-348-2464

Fax: 305-348-6462

E-mail: Evelyn.Rodriguez3@fiu.edu

Responsibilities:

The Benefits Administration Department plans, develops, and administers all of the university's benefits programs, all insurance programs, tax deferred annuities and the retirement programs (FRS, ORP, DROP and Phased Retirement). Maintains, directs and evaluates the effectiveness of the benefits programs in relation to the university's strategic objectives to recruit and retain a high quality diverse workforce. Recommends supplemental benefit plan design changes in accordance with the market trends.

Idorys Calvo**Payroll Director**

PC 220

Phone: 305-348-2525

Fax: 305-348-3884

E-mail: Idorys.Calvo@fiu.edu

Responsibilities:

Plans and implements the university's payroll and employee's records processing function and activities while providing cost-effective payroll processing that is accurate, timely and in compliance with University policy and all Federal and State agencies. Provides assistance with the resolution of operational problems related to the payroll system. Serves as custodian of all employee records on behalf of the university and ensures confidentiality of employee records.

Joann Cuesta-Gomez
Director, Employee and Labor Relations
PC 236
Phone: 305-348-3538
Fax: 305-348-0132
E-mail: Joann.cuesta-gomez@fiu.edu

Responsibilities:

Ensures University's compliance with applicable Federal/State/Local laws, and provides interpretation for the Collective Bargaining Agreements and University policies. Evaluates the effectiveness of the University policies and bargaining agreements in relation to the University's strategic objectives and initiatives. Provides confidential support to management and staff in all ELR matters.

Shirlyon McWhorter
Director, Equal Opportunity Programs and Diversity
PC 215
Phone: 305-348-2785
E-mail: Shirlyon.McWhorter@fiu.edu

Responsibilities:

Develops, implements, and administers Equal Opportunity (EO) Programs, Affirmative Action (AA), and Diversity Policies and Programs for faculty, staff and students, ensures compliance with state and federal laws regarding EO and AA. Also administers minority scholarships, and prepares annual EO and AA related reports.

Dr. Kate Kominars
Director for the Office of Employee Assistance (OEA)
UHSC 136
Phone: 305-348-2469
Fax: 305 348-3903
E-Mail: Kathryn.Kominars@fiu.edu

Responsibilities:

As a licensed psychologist serving faculty, staff and their family members, Dr. Kathryn Kominars provides confidential assessment, intervention, and referrals for a variety of issues, including mental health, substance abuse, family, financial, and other personal issues affecting employee performance at work. Dr. Kominars also provides confidential consultation to supervisors on matters related to employee performance and to facilitate referral OEA. She also designs and delivers customized workshops to departments and work groups to improve individual and work-group performance.

Trudy Fernandez
Director of Human Resources Relations
PC 234
Phone: 305-348-0101
Fax: 305-348-0549
E-Mail: Trudy.Fernandez@fiu.edu

Responsibilities:

Provides strategic assistance and planning for new initiatives to enhance the human resource function for the University, as well as organize recognition and special events to build internal and external community engagement. She coordinates and conducts university-wide assessments to gauge faculty/staff customer

service and workplace satisfaction. In addition, she also coordinates and manages efforts on behalf of the TLC Brigade Committee, providing outreach to FIU faculty, staff, and retiree community.

Jackie Barba

Director of Finance and Analysis

PC 224

Phone: 305-348-2466

Fax: 305-348-2872

E-mail: Jackie.Barba@fiu.edu

Responsibilities:

Serves as the Budget Manager, working closely with Vice President for Human Resources on strategic planning and evaluation of the Division's budget. In addition, plans and develops the implementation of internal controls as it relates to budgetary matters, performs analysis and projections for use in administrative decision making, oversees audit matters, and prepares Board of Governors files for submission.

Laura Batista

Interim Director for Talent Management and Development

Phone: 305-348-3206

Fax: 305-348-0132

E-Mail: Laura.Batista@fiu.edu

Responsibilities:

As Interim Director, Ms. Laura Batista's role is to conduct needs assessments to gather data on professional development needs of the University. Design and facilitate competency-based learning/training programs and provide professional development consultation for customized programs or retreats to departments, as well as, coaching to individual employees. In addition, she oversees the New Employee Experience orientation and manages the annual review process for all non-faculty members.

DIVISION OF INFORMATION TECHNOLOGY (IT)

Vice President and CIO – Min Yao

305-348-2738

Min.Yao@fiu.edu

The Division of IT is FIU's central technology resource provider. Our mission is to support FIU in its pursuit to impart knowledge by providing leadership, consultation, service, and secure access for the use of technology. The Division of IT encompasses four organizational units, including University Technology Services (UTS), the IT Security Office (ITSO), the Center for Internet Augmented Research and Assessment (CIARA), and the Office of the CIO.

Contact Information

Support Center: 305.348.2284

Web sites: it.fiu.edu (Division of Information Technology)
uts.fiu.edu (University Technology Services)
security.fiu.edu (IT Security Office)
ciara.fiu.edu (Center for Internet Augmented Research and Assessment)

Services at a Glance

- Computer Repairs & Upgrades
- Customer Support Center
- Educational Technology Services
- Email Services
- Enterprise Systems Support
- Internet / Networking Services
- IT Security Awareness Training
- Media Equipment Services
- Photography
- Software Purchases / Support
- Software Application Training
- Telephone Equipment & Service
- Video Production
- Web / Graphics Design

Essential Services for New Employees

FIU Faculty/Staff Accounts- New employees have their FIU networking and email accounts automatically created for them by the time they start working at the University. You can sync and manage your password and account information across multiple systems from one location by visiting myaccounts.fiu.edu.

Telephone / Voice Mail Services- The VoIP Telephone system is installed at all campuses and sites and hosts a variety of features. Voicemail is a feature available upon request and can be accessed by pressing the "messages" button on your VoIP telephone. To request a new line, acquire an existing telephone, or set up voicemail, please contact the UTS Support Center. More information can be found in the "Telephone / Voice Services" section of the UTS Web site.

Desktop Support- Support in the areas of software installations, network connections/configurations, and general computer and phone troubleshooting are available through the UTS Support Center. This serves as the central contact channel for the Division of IT. You can reach the UTS Support Center by calling 305.348.2284 or by visiting uts.fiu.edu. Online help is available via Chat and through our Automated Service Request system.

Educational Technology Services- Support for faculty is available for enhancing the learning experience through the use of technology. Through the Resource Center for Educational Technology, faculty have access to a suite of resources and support needed for teaching with technology, including: training workshops, online course development and delivery, flatbed and film scanning, and a variety of

software to support your creative goals. Photography, broadcast video production, and instructional design and graphics are also available. The Resource Center is located in GL 150. For assistance over the phone, please call 305.348.2814.

Software Applications– Take advantage of discounted software right on campus. Software applications are purchased via University-wide licenses and are therefore available at considerable savings to FIU departments. Faculty and Staff can even take advantage of these low prices for their personal computers. Prices vary for the type of use. For a complete listing of available software for FIU departments, visit the “Software” section of the UTS website (located under the Faculty/Staff tab). To purchase software for personal use, log in to shoputs.fiu.edu.

Computer Repairs & Upgrades- If your FIU-owned computer is not functioning properly, we can help. Support in the areas of hardware troubleshooting, repairs of computer systems, printers, monitors, and associated peripherals are available at considerable discounts. We even cover HP, Dell, and Apple warranties. Plus, every service comes with a 30-day guarantee. For more information, visit the “Hardware” section of the UTS website.

Division of Research

Vice President – Andres Gil

305-348-0556

gila@fiu.edu

The Division of Research (DoR) is a service unit dedicated to furthering the University's mission of creating new knowledge through research by assisting faculty, students, and staff in identifying, acquiring, and managing external research resources. In so doing, the DoR serves as a tool for professional development and University advancement.

The Division of Research is located in the Management and Advanced Research Center (MARC) Suite 430, and the staff may be reached at 305-348-2494. The DoR has various components that provide up-to-date knowledge and expertise. These include:

- **Office of the Vice President for Research** <http://osra.fiu.edu/staff/ovp.htm>
- **Pre-Award** provides training designed to better acquaint the University community with the tools and resources available to identify opportunities, and prepare a winning proposal according to funding agencies' guidelines. Once the proposal is funded it is delivered to Post-Award. <http://osra.fiu.edu/staff/osra.htm>
- **Post-Award** works with the Principal Investigator and his/her staff to monitor the financial aspects of all awards from the initial project set up to the final project close-out. This includes all financial reporting, invoicing and collections, along with approvals of various expenditures and budget transfers. <http://osra.fiu.edu/staff/osra.htm>
- **Office of Research Integrity** is committed to setting the highest standards of quality research and continued success by developing, implementing, and evaluating operational policies and procedures related to human subject protection, animal welfare, research safety, and research misconduct. ORI is located in MARC 270. <http://osra.fiu.edu/staff/ori.htm>
- **Office of Budget** manages budget, offers on-site training to Colleges/Schools/ Departments, allocates the F&A to Colleges, works with PIs and College staff to clear budget exceptions on grants, and facilitates statistical grant related reports as needed by the University community. <http://osra.fiu.edu/staff/orsb.htm>
- **Research Decision Support** manages technology and provides internal consultative support in matters relating to technology and business process optimization. <http://osra.fiu.edu/staff/rds.html>
- **Office of Intellectual Property and Technology Transfer** is primarily responsible for management of disclosures, inventions, and patenting. The Office also manages the evaluation of disclosed technology, through assessment of patentability, economic value, and risk factors that could affect its commercialization. <http://osra.fiu.edu/staff/oipm.htm>

Division of Student Affairs

Vice President – Rosa Jones

305-348-2797
jonesr@fiu.edu

The Division of Student Affairs seeks to enhance the academic mission of the University by promoting a vast array of educational, social, and cultural opportunities and programs. The Division teaches civic responsibility, leadership, and commitment to service; nurtures an understanding of diversity, and contributes to retention and academic success by providing students with support services and experiential learning opportunities. We believe that a student's education takes place both inside and *outside* the classroom.

Listed below are some of the programs and services offered by Student Affairs:

Campus Life

The Department of Campus Life creates learning communities that expose students to a diversity of ideas and experiences and supports the development of the following skills: leadership, communication, problem-solving, program planning, organization, implementation, evaluation, and most importantly, the opportunity to *get involved on campus*.

The Department of Campus Life includes the Student Government Association, Council for Student Organizations (MMC), Student Organizations Council (BBC), Student Programming Council, Honors Council, Greek Organizations, Multi-faith Council, the Graduate Student Association, Homecoming Council, Panther Rage (MMC), and Panther Power (BBC).

Director: Eric Arneson

Telephone: (305) 348 3475

Children's Creative Learning Center

A full day developmentally appropriate hands-on early education program is available for children of students, faculty, staff, alumni, and the neighboring community and is housed in the center's main building on the west side of campus. The program serves children who have achieved bathroom independence between the ages of two and one-half through five years, Monday through Friday, from 7:45 a.m. to 6:00 p.m. with pick-up at 12:00 p.m., 12:30 p.m., or after 3:30 p.m. A part-time Edu-Care/Flex-Time program is offered to children of students who are three or four years of age and who have achieved bathroom independence. The part-time program is housed in the Graham Center.

Director: Nancy Ponn

Telephone: (305) 348 2143

Center for Leadership and Service

The Center for Leadership and Service (CLS) provides students with developmental and experiential opportunities that foster leadership and community involvement, grounded in values and moral purpose. Through leadership education, service learning, advocacy, and volunteerism, students are encouraged to become active citizens on campus, in their respective communities, and in the workplace.

Leadership education is both curricular (for credit) and co-curricular (non-credit). PAD 3431 Exploring Leadership is a three-credit introductory leadership course open to all students. SOW 4932 Service Learning examines social issues and develops a response through a service project. These courses are part of an academic certificate in Professional Leadership Studies.

Non-credit leadership development programs range from one-hour skill building workshops, to semester-based programs, to a year-long living/learning community on campus. All of these programs are

interactive and experiential in nature and are offered at a variety of times to accommodate our diverse student population. Programs are developmental in nature, so students can begin with an entry-level program and progress to more advanced leadership training while at FIU.

Director: Beverly Dalrymple

Telephone: (305) 348 1402

Career Services

Career Services (CS) assists registered students at all University locations with career plans and employment needs across academic disciplines, and with all types of employers: business and industry, education, technology, government, science, construction, manufacturing, telecommunications, transportation, military and defense, and consumer products and services that may be for-profit or non-profit. CS works closely with the Career offices that are located in the School of Hospitality and Tourism Management, College of Business Administration, and College of Law.

Director: Imani Fredricks-Lowman

Telephone: (305) 348 2423

Disability Resource Center

Disability Resource Center provides information and assistance to students with disabilities who are in need of special accommodations. Services are available to students with sensory, physical, medical, psychological, and psychiatric disabilities. Services include auxiliary aids and academic adjustments for qualified individuals and may include: classroom accommodations, assistive technology, note-takers, readers, ASL interpreters, adapted testing, priority registration, and referrals. Support and assistance in overcoming architectural, academic, attitudinal, and other barriers encountered are provided.

Director: Amanda Niguidula

Telephone: (305) 348 3532

University Health Services

Good health is essential to the student. The University Health Services utilizes funds collected through the student health fee to provide registered students with free or low-cost clinical holistic services with an emphasis on health education and disease prevention, as well as quality and cost-effective clinical care for the diagnosis and treatment of routine illnesses and minor injuries. Ambulatory care centers are available on each campus to serve students' primary health care needs in a convenient and patient-friendly environment.

Interim Director: Oscar Loynaz (MMC)

Telephone: (305) 348 3080

Director: Elvira Velez (BBC)

Telephone: (305) 919 5621

Student Media

Student media at FIU include *The Beacon* newspaper, fuis.com, and WRGP radio.

The Beacon is an editorially independent publication produced by students and distributed free. The purpose of *The Beacon* is to keep the University community informed about campus news, events and activities; to serve as a forum for opinion and commentary concerning campus related topics; and to protect the interests of the University community and its component parts.

WRGP is FIU's radio station located at 88.1, 95.3 (UP), and 96.9 (BBC) FM. Its programming is an eclectic mix of the latest music on the cutting edge of the alternative scene, FIU sports play-by-play, and news.

Director: Robert Jaross

Telephone: (305) 348 1581

The Department of Housing and Residential Life

The Department of Housing and Residential Life provides housing for students at both the Modesto A. Maidique Campus and Biscayne Bay Campuses. There are six residential complexes; five are located at the Modesto A. Maidique Campus and one on the Biscayne Bay Campus housing approximately 3,100 students on both campuses. Student housing is designed to provide a comfortable living environment conducive to supporting students' academic success. The facilities are located within walking distance to classrooms, faculty offices, labs, recreation facilities, and other student services.

The campus residential community provides unique opportunities for personal growth and development, leadership experiences through student participation in programming and activities, and developing an appreciation of and sensitivity to differences. Residents have the opportunity to enjoy social and educational events that are sponsored by the Residence Hall Association and resident assistants. The residence halls feature several Living and Learning Communities that include: FYRST (First Year Residents Succeeding Together), FYRST Explore, Arts and Architecture, Honors Place, Honors Place 2, Honors Place on the Bay, Leaders in Residence, and a Law Community. Housing academic tutors known as the A-Team are also available to assist students with their academic tutoring needs.

Director Residential Life: Lynn Hendricks
Director, Housing Operations: James Wassenaar

Telephone: (305) 348 4193
Telephone: (305) 348 4190

International Student and Scholar Services

The International Student and Scholar Services (ISSS) office provides assistance to international students, faculty and researchers in non-immigrant status (F or J visas). The staff provides advising services on immigration, cultural, personal, social and financial concerns, as well as, maintaining the Student Exchange Visitor Information System (SEVIS) of the Department of Homeland Security for the University. The office also serves as a liaison to academic and administrative departments throughout the University.

Director: Ana Sippin (MMC)
Director: Nancy Hernandez (BBC)

Telephone: (305) 348 2421
Telephone: (305) 919 5813

Multicultural Programs and Services

The Office of Multicultural Programs and Services (MPAS) provides retention-centered services for our diverse student body. MPAS offers students the personal, academic, social, and cultural support needed for the achievement of their educational goals. Staff members assist with leadership development, counseling, career and academic advisement, financial assistance, tutorials, and serve as a liaison to academic units and student support services University-wide. AAA Tutorial and several student organizations fall under the MPAS umbrella. MPAS also coordinates and promotes LGBT (Lesbian, Gay, Bisexual, and Transgender) initiatives and programming.

Director: Robert Coatie (MMC)
Director: Dorret Sawyers (BBC)

Telephone: (305) 348 2436
Telephone: (305) 919 5817

Office of the Ombudsman

The Ombudsman Office acts as an impartial and confidential forum to assist students who have encountered problems or conflicts at the University, particularly problems or concerns not adequately addressed through normal channels. This may include correcting processes or procedures which hinder resolving the issue or are causing an inordinate delay. The Ombudsman may resolve problems through various methods, including investigation, mediation, or making referrals to the appropriate University department for review.

Ombudsman: Larry Lunsford

Telephone: (305) 348 2797

Orientation and Commuter Student Services

The Office of Orientation and Commuter Student Services provides resources, services, and programs to new students and the University's commuter student population. The "Panther Preview" Orientation program is designed to assist new students with the transition to university life by introducing them to the vast array of resources available at FIU, providing time to work with an academic advisor, and giving them an opportunity to get to know their new classmates. New students meet with a Peer Advisor who introduces them to the campus surroundings and provides valuable insight into what it is like to be an FIU student. Students are also given the opportunity to receive their official FIU Student ID/ Panther Card, discover the variety of ways to get involved on campus, and learn how to use the online student registration system.

Director: Anna Cuba De La Fe

Telephone: (305) 348 6414

Office of Student Conduct and Conflict Resolution

The mission of Student Conduct and Conflict Resolution is to promote concepts of respect, civility, fairness, and conflict resolution on campus by enforcing community standards (FIU policies, federal, state, and local laws) and holding students accountable for their behavior in a fair, yet developmental manner, through the involvement of the campus community and educational development of students.

Director: Karen Dlhosh

Telephone: (305) 348 3939

University Centers

The University Center on each campus provides direct services to students and the University community. The Graham Center (GC) at Modesto A. Maidique Campus and the Wolfe University Center (WUC) at Biscayne Bay Campus are the focal points for the University community to meet and interact in a non-classroom environment. Staff in the Centers coordinate the scheduling of space and assist with the production of student and University sponsored events.

Executive Director: Ruth Hamilton, MMC

Telephone: (305) 348 2297

Director: Greg Olson, WUC

Telephone: (305) 919 5547

Victim Advocacy Center

The Victim Advocacy Center provides support services to FIU students, faculty, staff and University visitors who have been victims and survivors of abuse and/or violence. Confidential services are free of charge, and address issues such as sexual violence, relationship/dating/domestic abuse, stalking, assault and battery, hate crimes, harassment, and issues pertaining to adult survivors of child abuse, and homicide survivors. The Center operates a 24-hour crisis hotline, and accepts walk-ins during regular business hours or by appointment. The Center also provides awareness and prevention education programs for the FIU community, and paid peer education opportunities for FIU students.

Director: Sharon Aaron

Telephone: (305) 348 1215

Women's Center

The Women's Center provides numerous programs and services to support FIU women students in their personal, academic, and professional development. The Women's Center collaborates and coordinates with other University departments and student organizations to meet the needs and enhance the lives of the varied female population on campus. Programs and services are open to the entire community, but focus on women and include confidential referrals, leadership, and volunteer opportunities. The Center educates and advocates for systematic changes that will improve the lives of women and men.

Director: Suzanne Onorato

Telephone: (305) 348 1506

Counseling and Psychological Services

The Counseling and Psychological Services Centers offer an array of mental health services which enhance the emotional and cognitive well-being of students. The following clinical services are available to all registered students: individual, couple, and group counseling; substance abuse and eating disorder screenings; psychological and neuropsychological testing; crisis intervention; and psychiatric services. In general, all services are confidential. Programs include psycho-educational workshops and seminars related to stress and time management, anger management, and other mental health issues. The Counseling Center also offers the PASS program each semester, which is a fully online workshop designed to improve students' academic and personal functioning. Consultation services are available to faculty or staff regarding student concerns.

Director: Cheryl Nowell

Telephone: (305) 348 2434

Campus Recreation Service

Recreational sports programs and fitness facilities are available for Florida International University students, faculty, staff and alumni through the Offices of Recreation Services (MMC) and Campus Recreation (BBC). Funding for these services is primarily through student fees allocated by the FIU Student Government Association (SGA). A variety of Intramural (IM) Sports are offered on each campus, including men's, women's and co-rec leagues in sports such as flag football, basketball, volleyball, softball and soccer, and tournaments for sports like racquetball, tennis, and golf.

Director: Rob Frye, MMC

Director: Elias Bardawil, BBC

Telephone: (305) 348 2063

Telephone: (305) 919 4571

FIU Foundation and University Advancement

Vice President – Bob Conrad

305-348-8078

Robert.Conrad@fiu.edu

The FIU Foundation and Division of University Advancement collaborate to cultivate, solicit, and steward philanthropic donors to Florida International University. The Foundation was established in 1969 to administer gifts for scientific, educational, and charitable purposes which advance the University and its mission. It is registered by the State of Florida as a charitable organization and is approved by the U.S. Internal Revenue Service as a tax exempt 501(c)(3) organization. The Foundation has also been certified as a Direct Support Organization (DSO) of Florida International University, as defined in Florida Statute 1004.28.

The FIU Foundation is a non-profit corporation governed by a Board of Directors, whose members play a significant role in the development of the University as a major educational, cultural, and economic resource. The Foundation is led by Executive Director Robert F. Conrad, who is assisted by the following staff:

- **Daliana Mantegazza**, Coordinator of Administrative Services (daliana.mantegazza@fiu.edu; 305.348.8078)
- **Ahiza Fernandez**, Assistant Director and Corporate Secretary, FIU Foundation Board of Directors (ahiza.beers@fiu.edu; 305.348.6131)
- **Marisel Lieberman**, Assistant Director, Budgeting & Investments, FIU Foundation (marisel.planes@fiu.edu; 305.348.3338)
- **Aime Martinez**, Assistant Vice President, DSO, and Assistant Treasurer, FIU Foundation (aime.martinez@fiu.edu; 305.348.2679)

In collaboration with the FIU Foundation, the Division of University Advancement leads the effort to secure philanthropic support for the University. Working with units across the University, the Division fosters relationships that result in lifelong affinity and financial support from individuals, corporations, and foundations. Led by Vice President Robert F. Conrad, units of the Division include:

Annual Giving

The Office of Annual Giving solicits donations to the unrestricted FIU Annual Fund and works with units across the University to develop customized solicitation strategies for annual gifts. In addition, the Office recognizes all gifts to the University under \$15,000, according to established giving levels. For more information contact Dania Rivero, Senior Director of Annual Giving and Donor Recognition & Stewardship Services, at 305.348.3875 or drivero@fiu.edu.

Central Development

The Division of University Advancement secures philanthropic support for units across the University through the efforts of Development Officers assigned to Central Development. For more information contact Lillian Abreu, Central Development Officer, at 305.348.0130 or Lillian.abreu@fiu.edu.

Corporate & Foundation Relations

The Office of Corporate & Foundation Relations (CFR) works with administrators, faculty, and development staff to build and sustain relationships with private foundations and corporations that support FIU. The primary source of contact for all corporations, foundations, and organizations with an interest in FIU academics, research, and public service, the office seeks support for institutional priorities and multidisciplinary projects which involve various academic units. The CFR office works closely with the Office of Sponsored Research Administration, deans, development officers, faculty, and staff to ensure coordinated, fully authorized approaches to corporate and foundation funding.

For more information contact Nicole Kaufman, Director of Corporate & Foundation Relations, at 305.348.1925 or kaufmann@fiu.edu.

Data Management & Gift Services

The mission of the Department of Data Management & Gift Services is to provide database management and technical support to University Advancement and other University units. The Department ensures the maintenance of Raiser's Edge, the official database of the Division which contains records of FIU donors and alumni. Committed to protecting the confidentiality of alumni and donor information, the Department is responsible for the updating of demographic information, gift entry, membership updates, authorization clearances for database users, coordination of solicitations, and ensuring that database information is used in a manner consistent with the mission of FIU.

For more information contact Joan Casanova Gonzalez, Director of Data Management & Gift Services, at 305.348.3623 or casanova@fiu.edu.

Donor Recognition & Stewardship Services

The Office of Donor Recognition & Stewardship Services fosters lasting relationships with donors of major gifts (\$100,000+) through thoughtful and timely acknowledgement of donations and various stewardship programs. The Office is committed to ensure that donations are utilized appropriately, thus ensuring accountability and adherence to the Donor Bill of Rights. Fostering a culture of philanthropic gratitude, the Office creates experiences that increase donors' awareness of the impact of their philanthropic donations. For more information contact Dania Rivero, Senior Director of Annual Giving and Donor Recognition & Stewardship Services, at 305.348.3875 or rivero@fiu.edu.

Planned Giving

The Office of Planned Giving offers friends and alumni the opportunity to support FIU through a variety of tax-beneficial options as they consider their estate planning. For more information contact Steven Schwartz, Director of Estate and Planned Giving, at 305.348.2448 or steven.schwartz@fiu.edu.

Research & Prospect Management

The Office of Research & Prospect Management identifies philanthropic opportunities in support of the University's mission and goals. The team actively participates in prospect management, and collaborates with Development Officers to formulate cultivation and solicitation strategies. Each member of the department works with a portfolio of units throughout the University.

For research requests or prospect management information, contact Sanhita Kumbhojkar, Assistant Director of Research & Prospect Management, at 305.348.1035 or kumbhojk@fiu.edu.

College Development

University Advancement secures philanthropic support for individual colleges, schools, and units through the efforts of the following assigned Development Officers:

- **Athletics:** Jose Sotolongo (305.348.8393; jose.sotolongo@fiu.edu) or Alfonso Restrepo (305.348.7297; alfonso.restrepo@fiu.edu)
- **Biscayne Bay Campus:** Jan Solomon (305.919.4008; jsolo001@fiu.edu)
- **College of Architecture + The Arts:** Kristina Davis-Gregg (305.348.2531; kdavis@fiu.edu)
- **College of Arts and Sciences:** Robert Callahan (305.348.7407; callahar@fiu.edu)
- **College of Business Administration:** Annabelle Rojas (305.348.3339; rojasa@fiu.edu)
- **College of Engineering and Computing:** Susan Jay (305.348.0230; jays@fiu.edu)
- **College of Law:** Vacant
- **College of Nursing and Health Sciences:** Kimberly English (305.348.1336; kenglish@fiu.edu)
- **Herbert Wertheim College of Medicine:** Debbie Mucarsel-Powell (305.348.1463; mucarsel@fiu.edu)
- **Honors College:** Juan Carlos Espinosa (305.348.6795; JuanCarlos.Espinosa@fiu.edu)
- **Patricia & Phillip Frost Art Museum:** Vacant
- **Robert Stempel College of Public Health and Social Work:** Mireya Bender (305.348.5609; fonsecam@fiu.edu)
- **School of Hospitality and Tourism Management:** Jessica Siskind (305.919.4538; siskindj@fiu.edu)
- **The Wolfsonian:** Michael Hughes (305.535.2602; michael@thewolf.fiu.edu) or David Skipp (305.535.2602; david@thewolf.fiu.edu)

Herbert Wertheim College of Medicine

Sr. Vice President for Med. Affairs and Founding Dean – John Rock

305-348-0570

rockj@fiu.edu

The Florida International University Herbert Wertheim College of Medicine, South Florida's only public medical school, is transforming the future of public health and educational opportunity in the region. Created in 2006 amid pressing community health concerns and a projected critical shortage of physicians nationally, the College of Medicine has developed a curriculum that reflects an innovative, 21st century approach to health care and medical education.

The mission of the Florida International University Herbert Wertheim College of Medicine is to lead the next generation of medical education and continually improve the quality of healthcare available to the South Florida community. The College of Medicine accomplishes its mission by:

- Training physicians to serve South Florida's diverse population through a patient-centered curriculum instilling cultural competence,
- Providing Florida students greater access to medical education, and
- Fostering research to discover and advance medically relevant knowledge.

In addition to providing educational opportunities, The Florida International University Herbert Wertheim College of Medicine provides professional practice settings and opportunities through which the clinical faculty provides professional services, including medical care and treatment to patients in traditional office and outpatient settings as well as at independent hospitals.

The faculty of the College of Medicine participates in medical practice activities through the Florida International University's HealthCare Network (FIU-HCN).

The FIU-HCN provides various administrative functions on behalf of the College of Medicine to support, assist, and manage the College of Medicine's clinical services through its practice plan locations. These functions include billing and collections for patient services, negotiating and managing contracts with vendors and insurance plans, provider credentialing, and administration of practice operations.

The FIU-HCN supports The Florida International University Herbert Wertheim College of Medicine by providing an optimal, patient-centered environment for the clinical practice of medicine focused on maximizing patient satisfaction, quality and efficiency".

Important Contact Numbers:

Name	Title	Phone	Email
John Rock, M.D.	Founding Dean & Senior VP for Medical Affairs	305-348-0618	rockj@fiu.edu
Joe Leigh Simpson, M.D.	Executive Associate Dean, Academic Affairs	305-348-0653	simpsonj@fiu.edu
J. Patrick O' Leary, M.D.	Executive Associate Dean, Clinical Affairs	305-348-0607	olearyp@fiu.edu
Sanford Markham, M.D.	Executive Associate Dean, Student Affairs	305-348-0610	markhams@fiu.edu
Donald Smithburg	Executive Associate Dean, Finance & Administration	305-348-0617	dsmithbu@fiu.edu
Jody Lehman	Deputy General Counsel	305-348-0641	jlehman@fiu.edu
Ana Z. Poveda	Director of Human Resources	305-348-6207	azpoveda@fiu.edu
Bianca Garcia	Business Manager, HealthCare Network	305-348-1458	bigarc@fiu.edu
Yuriana Alvarez	Senior Executive Secretary, HealthCare Network	305-348-6051	ualvare@fiu.edu

Office of Finance and Administration

Sr. Vice President and CFO – Kenneth Jessell

305-348-2101

Kenneth.Jessell@fiu.edu

The Office of Finance and Administration is led by Dr. Kenneth Jessell, Chief Financial Officer & Senior Vice President of Finance and Administration (CFO/SVP). Dr. Kenneth Jessell provides leadership in the administration of all financial planning, strategic planning operations, budget allocation, budgetary control, accountability, accounting and financial reporting, human resources, and information technology. The following officers report directly to the Senior Vice President for Administration and Chief Financial Officer: Associate Vice President Facilities Management, University Controller, Vice President Human Resources, Associate Vice President Business & Finance, and University Treasurer.

Business & Finance: It provides leadership in the development and planning of resource allocations in order to assist the President and the Board of Trustees in achieving strategic goals and objectives.

Auxiliary & Enterprise Development and Financial Planning

- The Office of Auxiliary & Enterprise Development is to support the development of revenue-generating operations by providing strategic oversight and analyzing the feasibility of the university's key external investments, partnerships and strategic alliances. To serve as analytical support in a client-friendly and productive way that adds value to the University.
- The Office of Financial Planning is dedicated to administering and monitoring the University's annual budget. Through ongoing performance analysis and ensuring effective resource allocation, we create higher accountability to the university's financial system.

Business Services

- Manage over \$30M in retail sales from foodservice, bookstore, and other retail outlets
- Negotiate key vendor contracts such as vending beverage and snacks and pouring rights
- Generate unrestricted revenue streams by expanding existing and new retail business operations

Parking and Transportation

- Manage over 13,000 spaces on 3 campuses including 4,900 spaces in 4 garages
- Oversight of budget and design of new 2,000 space parking garage V, set for completion in August 2010
- Identify opportunities and strategic partnerships to improve parking convenience and transportation on all campuses
- Implement initiatives to support the Presidents Climate Commitment to reduce the university carbon footprint

University Controller: The Controller provides efficient and effective financial and administrative services and promotes the financial health and security of the university's assets.

Functions: *Financial Accounting and Reporting Services, Tax Compliance, Student Financial Services, Purchasing Services, Asset Management and Receiving, Payment Services, Travel, Cashiering and Accounts Receivable Management*

- Develop and implement procure to pay initiative with the upgrade of PeopleSoft version 9.0

- Improve customer service to students related to student payment services
- Develop financial services and procurement services areas/teams to enhance efficiency and accountability
- Establish and communicate policies and procedures to ensure proper and efficient use of resources
- Administer the Procurement Card to improve services and reduce costs
- Administer a comprehensive program of purchasing and procurement in order to maximize the value of existing resources

Facilities Management: Responsible for the physical development and growth of the university and provides for the oversight of quality, functional, and sustainable facilities, site and infrastructure

Functions: *Master Plan Development, Facilities Maintenance, Real Estate Planning, Construction, Facilities Operations*

- Manages over \$260M in upcoming construction projects, maintains 122 buildings representing 7 million sq.ft., 573 acres
- Support the legislative budget request with thorough capital planning and develop the University ten year Master Plan
- Execute five year construction master plan of \$266M including key projects such as R. Kirk Landon Fieldhouse, College of Nursing and Health Sciences, Parking Garage V and School of International and Public Affairs
- Install campus wide utilities monitoring system
- Improve customer service response times and quality for facilities management

Treasury Operations: Responsible for the investment of the university's cash and operating funds in a way that maximizes total return in accordance with the Board of Trustees investments policies and guidelines.

Functions: Asset Allocation, Oversight of External Investment Managers, Reconciliation of Accounts, Cash Management, Debt Management

- Manages \$217M through investment advisors with over \$100M in working capital
- Currently manages approximately \$172M of debt with the following issuances pending:
 - \$32M Bond Issuance for Parking Garage V
 - \$35M Bond Issuance for Public Health
 - \$28M Bond Refunding for FIU Stadium

Foundation & Direct Support Organizations

Direct Support Organizations: Florida International University Foundation, Inc, Wolfsonian, Research Foundation, Athletic Finance Corporation, and FIU College of Medicine Faculty Health Care Network, Inc.

- The FIU Foundation exists to encourage, solicit, receive and administer gifts for scientific, educational and charitable purposes for the advancement of Florida International University and its objectives.
- Achieve annual rate of return on investments necessary to cover spending, administrative expenses on \$124M in endowments to maintain purchasing power
- Continuous maintenance of the MARC building , ensuring sufficient occupancy levels to maintain the cost of the building
- Establish budget and investment income distribution for all foundation accounts
- Provide financial accounting and banking support for all direct support organizations

Office of Emergency Management

The Florida International University Office of Emergency Management (OEM) works to effectively prepare, prevent/mitigate and plan for all hazards. The office strives to educate the FIU community on emergency preparedness through training, brochures and events; coordinates response and recovery efforts and disseminates critical information through several notification methods. In addition, the office administers the Emergency Management Core Committee and the Emergency Management Group. Inherent in their mission is the continued operation of our University.

CONTACT INFORMATION

DEPARTMENT	NAME	TITLE	PHONE	EMAIL
Auxiliary & Enterprise Development	Vokjan Dimitrijevic	Assistant VP	305.348.2366	vojkan.dimitrijevic@fiu.edu
Financial Planning	Claudia Paz	Assistant VP	305.348.0055	Claudia.Paz@fiu.edu
Business Services	Jeff Krabkin	Assistant VP	305.348.2106	Jeff.Krablin@fiu.edu
Controller	Charlene Blevens	Interim Controller	305.348.1122	Charlene.Blevens@fiu.edu
Facilities Management	John Cal	Associate VP	305.348.4001	John.Cal@fiu.edu
Treasury Operations	Tony Vu	Treasurer	305.348.2544	Phong.Vu@fiu.edu
Foundation & DSO	Aime Martinez	Assistant VP	305.348.2679	Aime.Martinez@fiu.edu
Emergency Management	Robin Yang	Program Assistant	305.348.0670	Robin.Yang1@fiu.edu

Office of the General Counsel

General Counsel – M. Kristina Raattama

305-348-2103

kraattam@fiu.edu

The Office of the General Counsel (OGC) provides legal counsel to Florida International University and its affiliated organizations, including, Florida International University Foundation, Inc., Florida International University Research Foundation, Inc., the FIU Athletics Finance Corp., and The Florida International University College of Medicine Health Care Network Faculty Group Practice, Inc.

The OGC represents the University in legal matters, striving to serve the University in a professional, timely, cost-effective manner, consistent with the needs and expectations of the University. Our mission in providing legal services is to facilitate the important service, teaching, research and education missions of the University. OGC has expertise in all aspects of higher education law, including employment, contracting and research, and we stay abreast of legal developments in the law and developments in the higher education community generally so that we provide the best possible service to the University.

We invite and encourage you to contact us for assistance with legal issues involving the University.

M. Kristina Raattama

General Counsel

kraattam@fiu.edu

ext. 7-2103

Assistant: Edya Llaneras

Llaneras@fiu.edu ext. 7-2103

Isis Carbajal de Garcia

Deputy General Counsel

isisc@fiu.edu

ext. 7-2103

Assistant: Eli Deville

devillee@fiu.edu ext. 7-2103

Gina Delulio

Associate General Counsel

rdeiulio@fiu.edu

ext. 7-2103

Assistant: Lourdes Palomares

palomare@fiu.edu ext. 7-2103

Rafael A. Paz

Associate General Counsel

pazr@fiu.edu

ext. 7-2103

Assistant: Eli Deville

devillee@fiu.edu ext. 7-2103

Fleta Stamen

Associate General Counsel

fstamen@fiu.edu

ext. 7-2103

Assistant: Edya Llaneras

Llaneras@fiu.edu ext. 7-2103

Assistant: Charmaine Cave

cavec@fiu.edu ext. 7-2103

Liz Marston

Associate General Counsel

emarston@fiu.edu

ext. 7-2103

Assistant: Lourdes Palomares

palomare@fiu.edu ext. 7-2103

Jody Lehman

Deputy General Counsel & Chief Legal Officer for Health Affairs

jlehman@fiu.edu

ext. 7-0570

Assistant: Sandra Fernandez

sandra.fernandez1@fiu.edu ext. 7-1756

Office of Governmental Relations

Vice President – Steve Sauls

305-348-3505

saulss@fiu.edu

The Office of Governmental Relations represents the university before the federal, state, and local government. The office works closely with governmental offices to advocate on behalf of FIU's priorities.

Mission/Purpose:

- Serve as the legislative liaison between the University and federal, state and local governments
- Advocate the University's priorities in undergraduate and graduate instruction and applied and basic research
- Maximize public resources for the University
- Lobby for legislation that will further the University's strategic priorities
- Shape external governmental policies on behalf of the University
- Enhance local support for the University's expansion and development
- Enhance University partnership with other universities and non-governmental organizations

The Office is overseen by Vice President Steve Sauls and the office is comprised (see contact information below) of an Associate Vice President, who is located in Tallahassee; an Assistant Vice President, Director of State Relations and Director of Federal Relations who oversees the university's DC office.

Staff:

Debi Gallay, Associate Vice President, Education Policy & Budget

850-443-6404

gallayd@fiu.edu

Debi works full-time in Tallahassee. She works closely with legislators, legislative staff and the Board of Governors.

Michelle Palacio, Assistant Vice President, Health Policy & Governmental Affairs

305-348-6288

palaciom@fiu.edu

Michelle is responsible for governmental relations matters related to health issues.

Carlos Becerra, Director of Federal Relations

202-585-2831

cabecerr@fiu.edu

Carlos oversees the university's DC office. He oversees advocacy efforts related federal legislation and federal funding

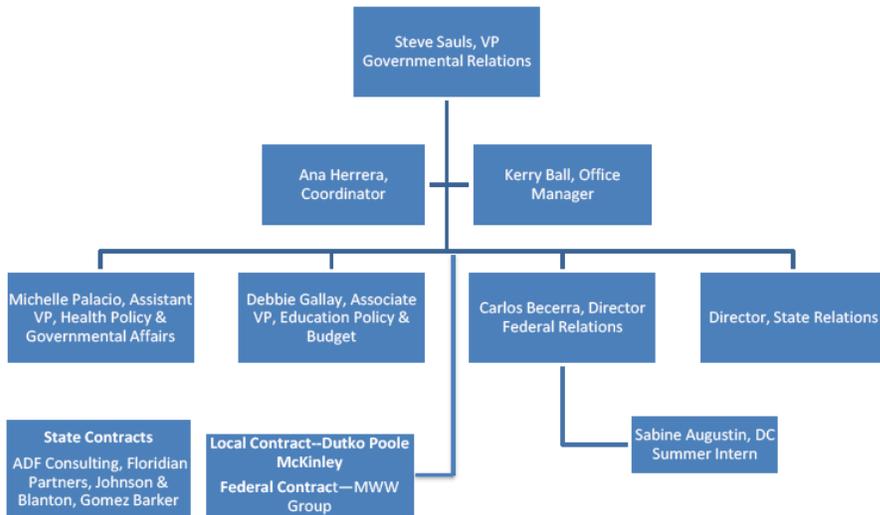
Director of State Relations

Vacant

The Director of State Relations is responsible for advocacy efforts related to state legislation and funding.

As of July, 2010

Office of Governmental Relations



Office of the Provost

Provost & Executive Vice President – Douglas Wartzok

305-348-2151

Wartzok@fiu.edu

Douglas Wartzok, Provost and Executive Vice Provost, heads all academic units of the university (see organizational chart on back page) and he reports to the President of FIU. His office, the Office of the Provost, is committed to forward-thinking leadership and competent support to the university community to provide the highest quality in all areas of academic life.

Current major initiatives:

University Strategic Plan

To develop a new strategic direction for FIU, 7 working groups have been appointed to make recommendations to our strategic themes Arts, Global, Environment and Health, as well as our strategic foundations Infrastructure, Finance and Student Success. Implementation date is January 2011. Stratplan.fiu.edu.

Quality Enhancement Plan (QEP)

After the successful SACS reaffirmation of accreditation site visit in Spring 2010, FIU continues to develop its QEP Global Learning for Global Citizenship. This multi-year initiative is the university's roadmap for enabling students to act as engaged global citizens. Goglobal.fiu.edu.

University Engagement

The Office of Engagement has been established in Spring 2010 to formalize and centralize the University's engagement activities. The first milestone will be to obtain Carnegie Engagement Designation in Fall 2010. Contact: x7752.

Key committees:

Operations Committee (OPS)

The Provost chairs this committee which meets bi-weekly and is comprised of all VPs, General Counsel, Athletics Director, BBC Vice Provost, Deans' representative, Vice Provost of Academic Affairs. This committee reviews university policies and procedures and makes recommendations to the Executive Committee.

Deans Advisory Council (DAC)

The Provost chairs this committee which meets bi-weekly and is comprised of all Deans, the Vice Provost for Academic Affairs and the Assoc. VP for Academic Budget and Personnel. This committee reviews academic policies and procedures as well as other academic initiatives, and makes recommendations to the Provost.

Chairs Advisory Council (CAC)

The Provost meets twice a year with the Chairs Advisory Council (formerly G-51) to address key initiatives, provide updates and be available for open consultation. The CAC is chaired by an elected Chair who also heads the Chairs Assembly.

Office hours: Monday – Friday, 8:00am-6:00pm

Office contact: Main phone: 305-348-2151

Office website: [Http://academic.fiu.edu](http://academic.fiu.edu)

Office location: PC 526

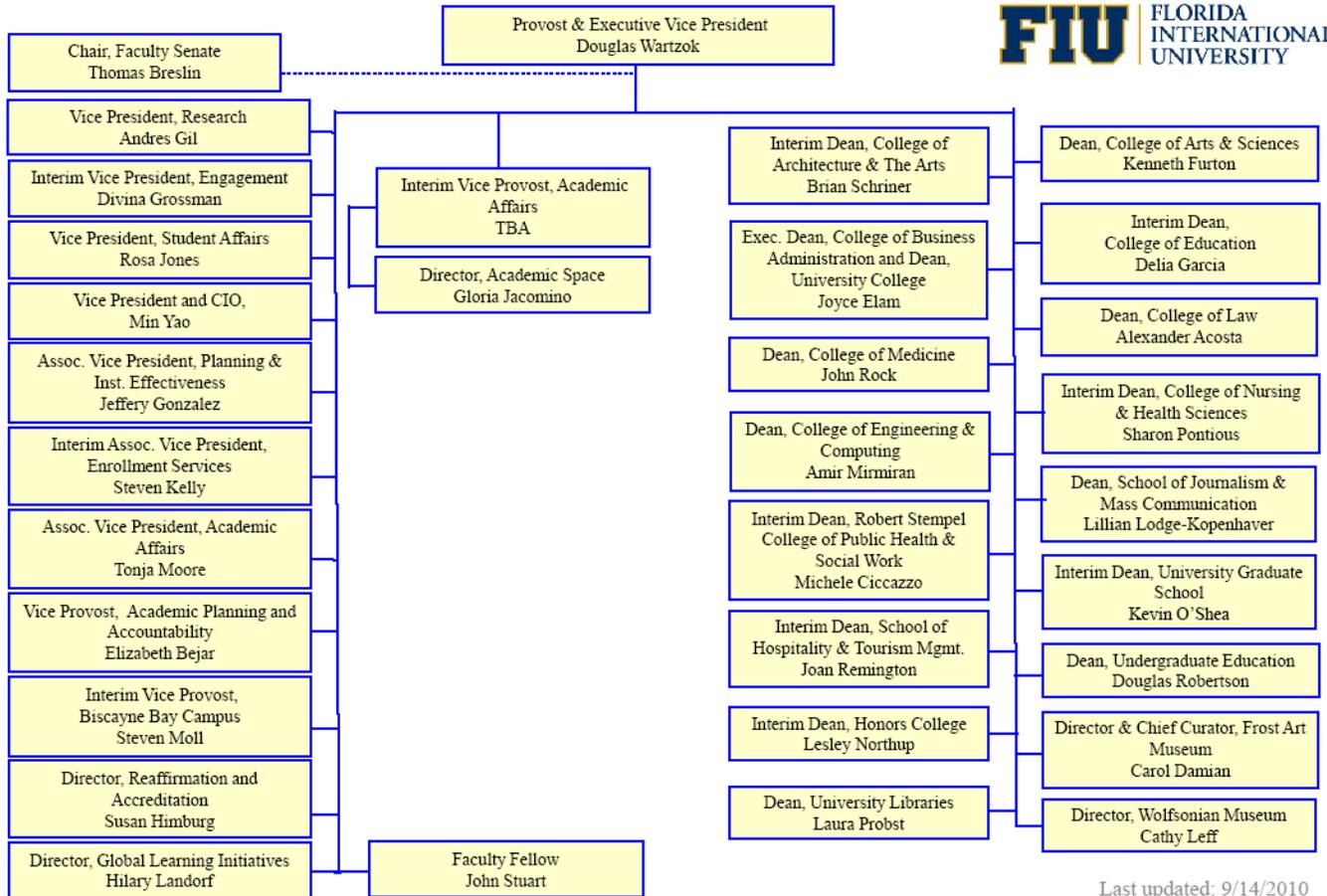
Staff contacts:

John Stuart
Gitta Montoto
Jennifer Restrepo

Faculty Fellow
Chief of Staff
Schedule Coordinator

John.Stuart@fiu.edu
gmontoto@fiu.edu
restrepj@fiu.edu

For the web link to this graph, see: http://academic.fiu.edu/provost_orgchart.html



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