

Department of Finance and Management

Employee	Who to contact for . . .
FINANCE AND MANAGEMENT	
<p>Riotto, Karen M. Assistant Vice President for Finance and Management kriotto@brockport.edu 395-5484</p>	<ul style="list-style-type: none"> • Requests for Other Agency Account • Authorization of: <ul style="list-style-type: none"> ○ Recycling Requests ○ Small Claims • Internal Control
Fax Number: 395-5915	Location: Allen Administration Building, Fifth Floor
ACCOUNTING OFFICE	
<p>Padellaro, Jennifer Accounting Supervisor jpadella@brockport.edu 395-5960</p>	<ul style="list-style-type: none"> • Banner detail codes • General ledger and Banner finance • Revenue reporting • Records Retention • Federal Direct Loan reconciliation
<p>Hallenbeck, Crystal Staff Accountant challenb@brockport.edu 395-5860</p>	<ul style="list-style-type: none"> • Fees Database • Reconciliation of: <ul style="list-style-type: none"> ○ Financial aid draws ○ Easy Money
<p>Tobin, Ellen Clerk 1 etobin@brockport.edu 395-5560</p>	<ul style="list-style-type: none"> • Reconciliation of: <ul style="list-style-type: none"> ○ Daily cash receipts ○ Monthly bank statements • Stop payments (financial aid refunds) • Payroll Distribution • Emergency Loan Processing (payroll only)
Fax Number: 395-2325	Location: 215 Rakov Center
BUDGETING OFFICE	
<p>Post, Jeff Director of Budgeting and Grants Administration jpost@brockport.edu 395-5131</p>	<ul style="list-style-type: none"> • Budget development, monitoring and reporting (state, IFR, SUTRA, DIFR) • OSC security requests • Requests for Other Agency Account • Research Foundation grants management
<p>Julie Morgan Assistant Director of Budgeting jmorgan@brockport.edu 395-2393</p>	<ul style="list-style-type: none"> • Budget transfer requests • Requests for new accounts • Ad Hoc requests for financial/budget analyses and reports
<p>Conway, Judy Calculations Clerk 2 jconway@brockport.edu 395-2565</p>	<ul style="list-style-type: none"> • Request access to SUNY legacy accounting system and SMRT system • Social Work and Critic Teacher stipends/waivers • Inquiries regarding transactions in department accounts • Expenditure transfer requests • Problem troubleshooting for SUNY legacy accounting system and SMRT user IDs and passwords
Fax Number: 395-2296	Location: Allen Administration Building, Fifth Floor

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OFFICE OF STUDENT ACCOUNTS

<p>Donnelly-Major, Teresa Director of Student Accounts tmajor@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • New York State Residency Officer • Liaison with student health insurance company • College Refund Committee
<p>Oyer-Ryan, Dona Associate Director of Student Accounts dryan@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Office Supervisor • NYS TAP Certifying Officer • Refund check voiding and re-issuance • Manual refunds • Account adjustments
<p>Staff Assistant - Vacant</p>	<ul style="list-style-type: none"> • Banner patch/upgrade testing • Report writing • Process improvement analyst
<p>Vella, Andrea Secretary 1 avella@brockport.edu 395-2213</p>	<ul style="list-style-type: none"> • Assistant to Director of Student Accounts • New York State residency issues • College Refund Committee • Statements of account and landlord letter requests • Web page content/maintenance for: <ul style="list-style-type: none"> ○ Budget and Resource Committee ○ Division of Administration and Finance ○ Finance and Management ○ Internal Control ○ Office of Student Accounts
<p>Ashbery, Kathie Calculations Clerk 1 kashbery@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Brockport Foundation and Distinguished Scholarship disbursement • Installment Plan (non-delinquent accounts) • Lockbox and file transfers • Overseas Academic Program and Washington Semester Program liaison • Veterans, ROTC, and National Guard deferrals
<p>Shue, Deborah Clerk 1 dshue@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Alternative loan disbursement • GSEU Waivers
<p>Furness, Melissa Calculations Clerk 1 mfurness@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Manual refunds • Processing and disbursement of: <ul style="list-style-type: none"> ○ Company reimbursements ○ Private scholarships ○ Research grants ○ Teacher Retraining Act ○ VESID
<p>Hulbret, Maria Calculations Clerk 1 mhulbert@brockport.edu 395-2425</p>	<ul style="list-style-type: none"> • Front-line customer service • Cashier
<p>Rich, Marilyn Clerk 2 mrich@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Student Accounts Receivable team leader • College liaison for delinquent accounts to NYS Attorney General's Office and collection agency • Emergency loans (financial aid)

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	<ul style="list-style-type: none"> • NSF (returned) check processing • Payment agreements for delinquent accounts
Schepler, Robin Calculations Clerk 2 rscheple@brockport.edu 395-2473	<ul style="list-style-type: none"> • Student Accounts Payable team leader • Disbursement of tuition waivers • TAP Certification • Title IV recalculations
Vacant Calculations Clerk 1	<ul style="list-style-type: none"> • Disbursement of federal financial aid • Parent (PLUS) Loans • Student Account email questions
Fax Number: 395-2325	Location: 212 Rakov Center
OFFICE OF TELECOMMUNICATIONS	
Sauro, Shannon Director of Telecommunications and Business Processes ssauro@brockport.edu 395-7002	<ul style="list-style-type: none"> • Cable infrastructure management and planning • Manage ResNet, TV service, PBX Maintenance, Speech Recognition, and Telephone service contracts • Student resale • Project management for Cable Infrastructure, Telecommunications and Business Processes • Creator of RFP's for all Cable Infrastructure and Telecommunication projects • Process, prepare and approve all project documentation
Smith, Laurie Assistant Director of Telecommunications lsmith@brockport.edu 395-7004	<ul style="list-style-type: none"> • Telephone programming • Purchasing • Customer training • Work order coordination • Speech Recognition • PC and Server maintenance and security
Boyd, Laurie Keyboard Specialist 1 lboyd@brockport.edu 395-7006	<ul style="list-style-type: none"> • Telephone Billing • Marketing of services • Student scheduling, coordination and training • Deposits • Development of the Calling Guide • Quarterly development of "The Broadcast" newsletter
Eason, Terry Lead Technician teason@brockport.edu 395-5964	<ul style="list-style-type: none"> • On-site project supervision • Maintenance of all Telecommunications equipment • Installation, troubleshooting and repair of phones and cable infrastructure • Development of project scope • Customer relations
Maglietto, Mark Technician Assistant mmagliet@brockport.edu 395-2090	<ul style="list-style-type: none"> • Installation, termination, testing and troubleshooting of cable infrastructure • Assist with telephone installations • Develop material inventory to be ordered for projects • Code Blue monitoring
IT and Telecom Helpdesk: 395-5151 Option 2	Work orders may be placed at: http://www.brockport.edu/telecom/forms/forms2.html
Fax Number: 395-2679	Location: Allen Administration Building, First Floor