

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 ○ Revocable permits ○ Small claims
<p>Vella, Andrea Secretary for Finance and Management avella@brockport.edu 395-5458</p>	<ul style="list-style-type: none"> • Finance and Management web pages • Internal Control • Review of: <ul style="list-style-type: none"> ○ Recycling requests ○ Revocable permits ○ Small Claims
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 • Research Foundation grants management • Fee requests
<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 request for financial/budget analyses and reports

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<p>Conway, Judy Calculations Clerk 2</p> <p>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
<p>Fax Number: 395-2296</p>	<p>Location: Allen Administration Building, Fifth Floor</p>
STUDENT ACCOUNTS OFFICE	
<p>Donnelly-Major, Teresa Director of Student Accounts</p> <p>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>Trumpowsky, Terry Associate Director of Student Accounts</p> <p>ttrumpow@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>Oyer-Ryan, Dona Staff Assistant</p> <p>dryan@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Banner patch/upgrade testing • Report Writing • Process Improvement Analyst
<p>Vella, Andrea Secretary 1</p> <p>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 • Mandatory foreign insurance liaison for inbound international students • Statements of account and landlord letter requests • Student Accounts web page content/maintenance
<p>Ashbery, Kathie Calculations Clerk 1</p> <p>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>Callan, Pamela Clerk 1</p> <p>pcallan@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Alternative loan disbursement • GSEU Waivers

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<p>Furness, Melissa Calculations Clerk 1</p> <p>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>Hulbert, Maria Calculations Clerk 1</p> <p>mhulbert@brockport.edu 395-2425</p>	<ul style="list-style-type: none"> • Front-line customer service • Cashier
<p>Rich, Marilyn Clerk 2</p> <p>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) • NSF (returned) check processing • Payment agreements for delinquent accounts
<p>Schepler, Robin Calculations Clerk 2</p> <p>rscheple@brockport.edu 395-2473</p>	<ul style="list-style-type: none"> • Student Accounts Payable team leader • Disbursement of tuition waivers • TAP Certification • Title IV recalculations
<p>Vacant Calculations Clerk 1</p>	<ul style="list-style-type: none"> • Disbursement of federal financial aid • Parent (PLUS) Loans • Student Account email questions
<p>Fax Number: 395-2325</p>	<p>Location: 212 Rakov Center</p>
OFFICE OF TELECOMMUNICATIONS	
<p>Sauro, Shannon Director of Telecommunications and Business Processes</p> <p>ssauro@brockport.edu 395-7002</p>	<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
<p>Smith, Laurie Assistant Director of Telecommunications</p> <p>lsmith@brockport.edu 395-7004</p>	<ul style="list-style-type: none"> • Telephone programming • Telecom Customer Projects • Customer training • Work order coordination • Speech Recognition • PC and Server maintenance and security

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<p>Acquilano, Kristen Staff Assistant</p> <p>kacquila@brockport.edu 395-7005</p>	<ul style="list-style-type: none"> • Billing system performance (testing, reporting, upgrades and running of bills) • Grant Writing Research development for Technology Trends • Purchasing • Student hiring, scheduling and training • Deposits
<p>Boyd, Laurie Keyboard Specialist 1</p> <p>lboyd@brockport.edu</p>	<ul style="list-style-type: none"> • Marketing • Development of Calling Guide and Broadcast newsletter • Memos and correspondence • Recording and setting up meetings • Front-line customer service
<p>Eason, Terry Lead Technician</p> <p>teason@brockport.edu 395-5964</p>	<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
<p>Maglietto, Mark Technician Assistant</p> <p>mmagliet@brockport.edu 395-2090</p>	<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
<p>IT and Telecom Helpdesk: 395-5151 Option 2</p>	<p>Work orders may be placed at: http://www.brockport.edu/telecom/forms/forms2.html</p>
<p>Fax Number: 395-2679</p>	<p>Location: Allen Administration Building, First Floor</p>

Revised 02/26/08