

## School for Engineering of Matter, Transport and Energy - Staff Contacts

<https://semte.engineering.asu.edu/support-services>

Hours of operation: Monday – Friday; 8:00am - 5:00pm

ASU Prefix and Extensions:

602-543-xxxx (3.xxxx); 480-884-xxxx(4.xxxx); 480-965-xxxx (5.xxxx); 602-496-xxxx (6.xxxx); 480-727-xxxx (7.xxxx)

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### **Contacts for advising questions, course scheduling, books, and general academic support (ECG 202; p:480.965.2335)**

**Academic Affairs:** primary contact for undergrad and graduate degree programs – ECG 202 Tiffany Wingerson 7.0158

**Undergraduate Advising:** ECG 202 (p: 5.2335) Andrea Brown (7.5463); Bella Leal (5.7931); Bridget Perez (5.5523); Cheri Lenkersdorfer (3.4717); Courtney Gatewood; Cylie Hanson (7.8518); Emma Nelson (5.1339); Estefanny Rodriguez (5.4046); Juan Fragozo (4.2314); Kyle Scott (6.2749); Laura Volpe (3.5983); Rachael May (5.3862); Tori Upton (3.5798); Yavel Morris (3.6977)

**Graduate Advising:** ECG 207 (p: 5.2335) Becca Cady (5.5304); Erika Parra 5.5223; Lacy Grageda (5.8089)

**Course Scheduling/Room Reservations:** ECG 202 Course Scheduling or Room Reservations – Alex Gasca (5.2335); Lindsay Lenell (5.2335)

**Textbook Order:** ECG 202 Alex Gasca 5.2335; Lindsay Lenell (5.2335)

**Front Desk and Academic Support:** ECG 202 Miranda Osborne (5.2335)

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### **Contacts for business services, purchasing, and travel (ECG 301; p: 5.9710; f: 7.9321)**

**Financial Management:** Budgeting, planning, managing school expenditures – Dan Skaggs 5.6969

**Purchasing and Reimbursements:** [semte.purchasing@asu.edu](mailto:semte.purchasing@asu.edu); Cami Jordan 5.3782; Tae O'Connor 5.3931; Greg Grassl 7.9317; Lizeth Lopez 6.8714

**PCard:** [semte.pcard@asu.edu](mailto:semte.pcard@asu.edu); Lizeth Lopez 6.8714

**Office Supplies & FedEx:** [semte.frontdesk@asu.edu](mailto:semte.frontdesk@asu.edu); 5.9710

**Travel:** [semte.travel@asu.edu](mailto:semte.travel@asu.edu); Tae O'Connor 5.3931; Dan Skaggs (ATO) 5.6969

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### **Contact for Director's office (ECG 303B; p: 480.727.0911)**

**Director's calendar, faculty recruiting, personnel actions, activity reports, department planning:** [Shannon Pete](#)

**Assists with director's calendar, faculty recruiting, academic personnel actions, events, and department seminars:**

[Tiffany Hughes](#)

**Assists with school/program events and seminars:** [Lauren Koszola](#)

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### **Contact for Facilities (ECB 109; p: 480.965.0545)**

**Facilities/keys/research lab support:** Facilities requests link; Space allocation/reporting; renovation/remodeling coordination: Myrna Martinez 5.8538; Abraham Brazil 5.0545; [SEMTE.Facilities@asu.edu](mailto:SEMTE.Facilities@asu.edu)

**Safety related issues:** Fred Pena 5.4122; Steven Jordan 5.0545; [SEMTE.Facilities@asu.edu](mailto:SEMTE.Facilities@asu.edu)

**ISAAC Request:** <https://fultonapps.asu.edu/isaac/>; Questions regarding ISAAC; SEMTE Facilities 5.0545

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**Contact for all IT requests:** a ServiceNow ticket must be created for timely service. Please complete a [Technology Support \(FSE\)](#) request for general support, or browse our [Service Catalog](#) for more specific requests.

**SEMTE IT Helpdesk for all general questions:** [asksemte.it@asu.edu](mailto:asksemte.it@asu.edu) 5.7409 - [Mark Frazier](#) 5.8209; [Jake Starling](#) 3.5137; [Bobby Henwood](#) 5.3657

**SEMTE website updates:** [Roger Ndayisaba](#)

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**Contact for Human Resources (ECG 303A & ECG 303D):** Please use [semtehr@asu.edu](mailto:semtehr@asu.edu) for timely service regarding hiring, payroll, and all other general human resources support

**Staff and faculty Support:** Payroll, benefits, recruiting, new hire actions, offer letters, payroll coordination, international visa processing: Winslow Zhang 3.6897; Bay Muhammad 5.2306

**Student Employee Support:** Grad appointments & hourly student workers: Kimberly Johnson 3.3016; Oswaldo Ortiz 7.1017. [Hourly Student Worker Hiring Form](#)

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### **Contacts for research advancement – proposals, post-award & general support (ECG 307): Kelley Hall 5-3982**

**Post-Award Research Administration:** Sponsored accounting, IIA, RID, gift, start-up and recharge accounts, purchasing, travel and hiring approvals, completing sponsored and ASU forms;

ECG 307 - Miriah Kleijn 5.4898; Britton Breisch 3.6223; Reyna Gallegos 5.8068; Debbie Bair 5.4718

**Pre-Award Research Administration:** Proposal preparation and processing, locating funding opportunities, preparing budgets, budget justifications, current and pending support documents, completing sponsored and ASU forms; ECG 307 - Danielle Daley 7.4420; Molly Swindler 7.9292; Nicole Flores 5.6157

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### **Contacts for Machine Shop (Psych North 118, p: 480.965.2908) Hours M-F 8 am - 4:30 pm Lunch at 12:00 NOON**

Shop Manager: [Lenny Bucholz](#) 5.2908, cell 480-205-3330

Sr. Machinists: Andre Magdelano, Nassim Sparks 5.2908