Sibley School of Mechanical and Aerospace Engineering  
Department Staffing Information

**Faculty Administrative Assistants**

Assistant with travel, travel reimbursements, purchases & payments, visits by research collaborators, room reservations, course copying, appointments and scheduling, seminars, co-coverage during absences

* Staff → faculty assignments are listed at the end of this document

Patti Wojcik, 258 Upson Hall, pmw27, 5-6981
Joe Rogan, 210 Kimball Hall, jfr229, 5-5062
Judy Thoroughman, 219 Upson Hall, jmt14, 5-0990  — Also M.Eng. admin assistant
Laura Houghton, 258 Upson Hall, lab49, 5-0992  — also Communications Specialist
Craig Ryan, 239 Upson Hall, cdr58, 4-8940  — for Hod Lipson

**Administration**

**Director & School Support**
Colleen McClenahan, Director of Administration, 102 Upson Hall, mm40, 5-5949  
Oversight of staff, facilities, budget, finance, IT, and academic programs

Ginny McAuley, Executive Assistant to Director, 105 Upson Hall, McAuley@cornell.edu, 5-3623. Administrative assistant to Director and Director of Administration in daily school business, oversight and facilitation of promotion cases, searches, and department and faculty activities and reports.

**Accounting**

**Pre-Award, i.e. Proposals**
Linda Smiley, 260 Upson Hall, ljs42@cornell.edu, 5-0997  
One-stop shopping for all proposals, nda’s, budget, on-line submission via OSP, and current & pending records.  
Always check with Linda when considering any and all proposals for resources - $$ or equipment.

**Accounting, Post-award, i.e. active research grants**
Monitor active research accounts, and sub-accounts, review commitments & expenditures w. faculty, prepare projections, review invoices and receivables.

Leon Stoll, 112 Upson Hall, leon.stoll@cornell.edu, 5-7352  
Laurie Patten, ljh3, 110 Upson Hall, 5-9411, Avedisian, Bhaskaran, Campbell, Dawson, Hencey, Kress-Gazit, Louge, Miller, Pope, Silberstein, Singh, Strogatz, Williamson, Zabaras, Zehnder
Carol Moss, cem58, 112 Upson Hall, 5-0996, cem58, department account monitoring, undergraduate research and projects accounts; Telephone coordinator.

**Academic Programs**

* Undergraduate: All business concerning student records, curriculum, courses, classroom, grades, & ABET

Nanette Peterson, 104 Upson Hall, np18, 5-3573. Undergraduate office coordinator.

Provide Associate Director with course scheduling, courses of study. Review & guide students on curriculum & degree fulfillment requirements.

Emily Tompkins, 108 Upson Hall, 5-1805, eft24. Undergraduate office assistant.

Oversight & assistance with team purchasing, travel, and other administrative requirements. Assist u.g. coordinator with courses of study. ABET organization for faculty committee.

* Ph.D. Program.

Marcia Sawyer, mjs14, 5-5250, Degree & non-degree Ph.D. students, program requirements & procedures, liaison with University Graduate School, Q, A, and B exams, Fellowships and TA support. Assist Associate Director with admissions & recruitment organization, and organize annual grad weekend.

* M.Eng. Program.

Judy Thoroughman, 219 Upson Hall/204 Upson Hall, jmt14, 5-0990. Program requirements, project solicitations and coordination with faculty. Assist M.Eng. Director Matt Ulinski with all aspects of the M.Eng. program.

**Facilities & IT Services — College of Engineering Service Groups**

Matt Steel, Facilities coordinator. Repairs, maintenance, keys, locks, moves, and renovation coordination. Contact via maefacilities@cornell.edu, or 229-4115

Computing help: itcoecis-help@cornell.edu, or 306 Upson if no email access.

Advisement on hardware, software, licensing, printers, networks and virus, worm & malware info and protection.

**Instructional Program Staff**

Rajesh Bhaskaran, 102 Rhodes Hall, rb88, Director of the John Swanson Computing in the Curriculum Program. Coordinate software used by and in various MAE courses.

Training & workshops. Maintain the Swanson computing laboratory, 163 Rhodes Hall.

Matt Ulinski, 204 Upson Hall, mu25, M.Eng. Program Director, Hansen Director of Instructional Laboratories. Coordinate Experiential Learning Lab, Upson Hall basement, and project teams.

Rebecca Mac Donald, Sr. Lecturer, Project Team Director, B27 Upson Hall, rm797, 5-1380.

Coordinate and manage project teams for College of Engineering.

Rick Schmidt, B25 Upson hall, rrs4, 5-0998, Teaching Support Specialist
Joe Sullivan, 116 Rhodes Hall, mjs644, 5-9108, Emerson Machine Shop Manager
David Hartino, 111 Thurston Hall, dah322, 5-5136, Teaching Support Specialist
Liran Gazit, 187 Grumman Hall, Liran.Gazit@cornell.edu, 5-5920, Teaching Support Specialist.

* Staff → faculty support assignments

Laura Houghton: Fisher, Kirby, Kress-Gazit, Pope, Psiaki, Williamson
Joe Rogan: Burns, Desjardins, Healey, Hui, Leibovich, Pepiot, Phoenix, Rand, Ruina, Sachse, Shepherd, Silberstein, Singh, Strogatz, Wang, Zehnder
Craig Ryan: Lipson
Judy Thoroughman: Bartel, Bonassar, Gao, Hernandez, van der Meulen
Patti Wojcik: Avedisian, Bhaskaran, Dawson, Erickson, Garcia, George, Hencey, Louge, Miller, Moon, Peck, Warhaft, Zabaras, Zhang