Tuesday, April 7, 2015

11:00 a.m. – 12:00 p.m.  Lobby – Arrival and Check-in
12:00 p.m. – 1:00 p.m.  Bevins North – Lunch
1:15 p.m. – 2:30 p.m.  Bevins North – Group Meeting and Ice Breakers
                      Patricia Todd and Lorraine Jones
2:45 p.m. – 4:00 p.m.  Tuesday Session

Pick one:

- **Break Out #1**
  - Reporting in myTraining
  - Speaker: Kyle Cook

- **Break Out #2**
  - UFIRST Implementation
  - Speakers: Adrienne Fagan and Joyce Jackson

- **Break Out #3**
  - Understanding Indirect Costs and Federal Spending 221 and 222 Funds
  - Speaker: Nancy Wilkinson

- **Break Out #4**
  - Media Relations Basics and Best Practices
  - Speakers: Ruth Borger, Beverly James, Kimberly Moore Wilmoth, and Brad Buck

5:00 p.m.  Bevins South – Dinner
Wednesday, April 8, 2015

7:00 a.m. – 8:00 a.m.       Bevins South – Breakfast
8:15 a.m. – 9:45 a.m.       Main Hall – Wednesday Session #1

Pick one:

<table>
<thead>
<tr>
<th>Break Out #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPI vs OPS Employment and Other Personnel Payroll</td>
</tr>
<tr>
<td>Speaker: Susan Hudson</td>
</tr>
<tr>
<td>Hiring GAs and Fellows</td>
</tr>
<tr>
<td>Speaker: Katie Davison</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break Out #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants: Pre and Post Award Management</td>
</tr>
<tr>
<td>Speakers: Stephanie Miller, Tammy King, and Amanda Burkett</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break Out #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft AP 9.2 Upgrade, PeopleSoft Travel 9.2 Upgrade, and myUF Payment Solutions</td>
</tr>
<tr>
<td>Speakers: Randy Staples and Brett Wallen</td>
</tr>
<tr>
<td>Purchasing Card Advanced Topics</td>
</tr>
<tr>
<td>Speaker: Theresa Loper</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break Out #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tweeting Your Way to Engagement: Social Media Basics</td>
</tr>
<tr>
<td>Speaker: Tiffani Stephenson</td>
</tr>
</tbody>
</table>

10:00 a.m. – 11:45 a.m.       Main Hall – Wednesday Session #2

Pick one:

<table>
<thead>
<tr>
<th>Break Out #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Services / H1B</td>
</tr>
<tr>
<td>Speakers: Donna Dyer and Joann Davis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break Out #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Omni Circular</td>
</tr>
<tr>
<td>Speaker: Stephanie Gray</td>
</tr>
</tbody>
</table>

| Best Management Practices on Spending Grant Funds |
| Speaker: Tiffany Casino Schmidt |

<table>
<thead>
<tr>
<th>Break Out #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>“SHARE 101”</td>
</tr>
<tr>
<td>Speakers: Caylin Hilton, Pam Matchett, Betsy Lindsey, Christy Chiarelli, and Randy Settle</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Break Out #4</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF and UF/IFAS Brand Update</td>
</tr>
<tr>
<td>Speakers: Tracy Bryant and Nicole Yucht</td>
</tr>
</tbody>
</table>

12:00 p.m. – 1:00 p.m.       Bevins South – Lunch
### 1:15 p.m. – 3:00 p.m.  
**Main Hall** – Wednesday Session #3

**Pick one:**

<table>
<thead>
<tr>
<th><strong>Break Out</strong></th>
<th><strong>Title</strong></th>
<th><strong>Speaker</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Tax Services Foreign National Issues</td>
<td>Brenda Tucci</td>
</tr>
<tr>
<td>#2</td>
<td>IFAS Facilities (Insuring Asset, Building Added Value – PO&amp;M Monies for Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintenance)</td>
<td>Sheri Munn</td>
</tr>
<tr>
<td>#3</td>
<td>UF Travel Directives Workshop Part 1</td>
<td>Brett Wallen</td>
</tr>
<tr>
<td>#4</td>
<td>IFAS Communication Services: What We Can Do For You!</td>
<td>Jana Barnash, Beverly James, Tennille Herron, Tracy Bryant, Al Williamson, and Tiffani Stephenson</td>
</tr>
</tbody>
</table>

### 3:15 p.m. – 5:00 p.m.  
**Main Hall** – Wednesday Session #4

**Pick one:**

<table>
<thead>
<tr>
<th><strong>Break Out</strong></th>
<th><strong>Title</strong></th>
<th><strong>Speakers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>FARS and Effort Reporting and Academic Activities Reporting System</td>
<td>Lisa Duvall, Armando Ramirez, Stephan Solomon, and Deborah Strickland</td>
</tr>
<tr>
<td>#2</td>
<td>Space Allocation (Virtual and Physical Walkthroughs and Those Selected for Physical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Walkthrough for Fiscal Year 2014/2015)</td>
<td>Brenda Harrell and Ana Meyer-Ruiz</td>
</tr>
<tr>
<td>#3</td>
<td>UF Travel Directives Workshop Part 2</td>
<td>Brett Wallen</td>
</tr>
<tr>
<td>#4</td>
<td>Making Videos: The Basics</td>
<td>Al Williamson</td>
</tr>
</tbody>
</table>

### 6:00 p.m.  
**Bevins South** – Dinner
Thursday, April 9, 2015

7:00 a.m. – 8:00 a.m.  Bevins South – Breakfast
8:15 a.m. – 9:45 a.m.  Ballroom A/B – Thursday Session

Benefits and Retirement
Speakers: Lisa Hodges and Kathy Higgs

9:45 a.m. – 10:15 a.m.  Check-out of Rooms
10:30 a.m. – 11:30 a.m.  Ballroom A/B – Recap / Wrap-up and Closing Statements
## Special thanks to our speakers for their time and expertise!

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jana Barnash</td>
<td>Crd. Admin. Svcs.</td>
<td><a href="mailto:jbarnash@ufl.edu">jbarnash@ufl.edu</a></td>
<td>352-294-3330</td>
</tr>
<tr>
<td>Ruth Borger</td>
<td>Assist. VP, IFAS Comm.</td>
<td><a href="mailto:rborger@ufl.edu">rborger@ufl.edu</a></td>
<td>352-294-3329</td>
</tr>
<tr>
<td>Tracy Bryant</td>
<td>Crd. Creative Svcs.</td>
<td><a href="mailto:tracydz@ufl.edu">tracydz@ufl.edu</a></td>
<td>352-294-3319</td>
</tr>
<tr>
<td>Brad Buck</td>
<td>Science Writer</td>
<td><a href="mailto:bradbuck@ufl.edu">bradbuck@ufl.edu</a></td>
<td>352-294-3303</td>
</tr>
<tr>
<td>Amanda Burkett</td>
<td>Assist. Director</td>
<td><a href="mailto:aheatlely@ufl.edu">aheatlely@ufl.edu</a></td>
<td>352-273-4579</td>
</tr>
<tr>
<td>Tiffany Casino Schmidt</td>
<td>Assoc. Director</td>
<td><a href="mailto:tcas@ufl.edu">tcas@ufl.edu</a></td>
<td>352-273-3101</td>
</tr>
<tr>
<td>Christy Chiarelli</td>
<td>Assoc. Dir. Develop.</td>
<td><a href="mailto:ccw@ufl.edu">ccw@ufl.edu</a></td>
<td>352-273-0353</td>
</tr>
<tr>
<td>Kyle Cook</td>
<td>Instructional Designer</td>
<td><a href="mailto:kyle.cook@ufl.edu">kyle.cook@ufl.edu</a></td>
<td>352-273-1769</td>
</tr>
<tr>
<td>Joann Davis</td>
<td>Crd. Admin. Svcs.</td>
<td><a href="mailto:jodavis@ufl.edu">jodavis@ufl.edu</a></td>
<td>352-294-7624</td>
</tr>
<tr>
<td>Katie Davison</td>
<td>Sr. Human Resources Rep.</td>
<td><a href="mailto:ktwilson@ufl.edu">ktwilson@ufl.edu</a></td>
<td>352-273-1707</td>
</tr>
<tr>
<td>Lisa Duvall</td>
<td>Office Manager</td>
<td><a href="mailto:duvalled@ufl.edu">duvalled@ufl.edu</a></td>
<td>352-274-2269</td>
</tr>
<tr>
<td>Donna Dyer</td>
<td>Sr. Admin. Assist.</td>
<td><a href="mailto:dkb@ufl.edu">dkb@ufl.edu</a></td>
<td>352-273-3592</td>
</tr>
<tr>
<td>Adrienne Fagan</td>
<td>Coordinator, DSP</td>
<td><a href="mailto:deltagfn@ufl.edu">deltagfn@ufl.edu</a></td>
<td>352-392-5991</td>
</tr>
<tr>
<td>Stephanie Gray</td>
<td>Director, DSP</td>
<td><a href="mailto:slgray@ufl.edu">slgray@ufl.edu</a></td>
<td>352-392-3516</td>
</tr>
<tr>
<td>Brenda Harrell</td>
<td>Assist. Controller</td>
<td><a href="mailto:bbh@ufl.edu">bbh@ufl.edu</a></td>
<td>352-392-5778</td>
</tr>
<tr>
<td>Tennille Herron</td>
<td>Web Manager</td>
<td><a href="mailto:therron@ufl.edu">therron@ufl.edu</a></td>
<td>352-294-3310</td>
</tr>
<tr>
<td>Kathy Higgs</td>
<td>Human Resources Rep.</td>
<td><a href="mailto:khiggs@ufl.edu">khiggs@ufl.edu</a></td>
<td>352-392-4777</td>
</tr>
<tr>
<td>Caylin Hilton</td>
<td>Development Coord.</td>
<td><a href="mailto:cnewborn@ufl.edu">cnewborn@ufl.edu</a></td>
<td>352-392-5432</td>
</tr>
<tr>
<td>Lisa Hodges</td>
<td>Assist. Director</td>
<td><a href="mailto:lhodges@ufl.edu">lhodges@ufl.edu</a></td>
<td>352-392-2477</td>
</tr>
<tr>
<td>Susan Hudson</td>
<td>Assist. Director</td>
<td><a href="mailto:shudson@ufl.edu">shudson@ufl.edu</a></td>
<td>352-392-4777</td>
</tr>
<tr>
<td>Joyce Jackson</td>
<td>Sr. Grants Specialist</td>
<td><a href="mailto:jaj@ufl.edu">jaj@ufl.edu</a></td>
<td>352-392-5991</td>
</tr>
<tr>
<td>Beverly James</td>
<td>Dir. Public Relations</td>
<td><a href="mailto:beverlym@ufl.edu">beverlym@ufl.edu</a></td>
<td>352-273-3566</td>
</tr>
<tr>
<td>Tammy King</td>
<td>Bus. Admin. Specialist</td>
<td><a href="mailto:tking@ufl.edu">tking@ufl.edu</a></td>
<td>352-273-4764</td>
</tr>
<tr>
<td>Betsy Lindsey</td>
<td>Accountant</td>
<td><a href="mailto:kellyg8@ufl.edu">kellyg8@ufl.edu</a></td>
<td>352-392-4363</td>
</tr>
<tr>
<td>Theresa Loper</td>
<td>Program Manager</td>
<td><a href="mailto:thgray@ufl.edu">thgray@ufl.edu</a></td>
<td>352-392-1331</td>
</tr>
<tr>
<td>Pam Matchett</td>
<td>Development Coord.</td>
<td><a href="mailto:pmatchett@ufl.edu">pmatchett@ufl.edu</a></td>
<td>352-392-5436</td>
</tr>
<tr>
<td>Ana Meyer-Ruiz</td>
<td>Research Admin.</td>
<td><a href="mailto:anmelei@ufl.edu">anmelei@ufl.edu</a></td>
<td>352-392-5778 x407</td>
</tr>
<tr>
<td>Stephanie Miller</td>
<td>Bus. Admin. Specialist</td>
<td><a href="mailto:smiller86@ufl.edu">smiller86@ufl.edu</a></td>
<td>352-273-4796</td>
</tr>
<tr>
<td>Kimberly Moore Wilmoth</td>
<td>Science Writer</td>
<td><a href="mailto:k.moore.wilmuth@ufl.edu">k.moore.wilmuth@ufl.edu</a></td>
<td>352-294-3302</td>
</tr>
<tr>
<td>Sheri Munn</td>
<td>Assist. Director</td>
<td><a href="mailto:sheri1@ufl.edu">sheri1@ufl.edu</a></td>
<td>352-294-3801</td>
</tr>
<tr>
<td>Armando Ramirez</td>
<td>Policy and Plan. Analyst</td>
<td><a href="mailto:aramire@ufl.edu">aramire@ufl.edu</a></td>
<td>352-392-0456 x219</td>
</tr>
<tr>
<td>Randy Settle</td>
<td>Assist. Controller, UFF</td>
<td><a href="mailto:rssett@ufl.edu">rssett@ufl.edu</a></td>
<td>352-392-5863</td>
</tr>
<tr>
<td>Stephan Solomon</td>
<td>Coord. Comp. App.</td>
<td><a href="mailto:soloist@ufl.edu">soloist@ufl.edu</a></td>
<td>352-273-1438</td>
</tr>
<tr>
<td>Randy Staples</td>
<td>Assoc. Controller</td>
<td><a href="mailto:rstate@ufl.edu">rstate@ufl.edu</a></td>
<td>352-392-1241 x301</td>
</tr>
<tr>
<td>Tiffani Stephenson</td>
<td>Social Media Manager</td>
<td><a href="mailto:tsteph220@ufl.edu">tsteph220@ufl.edu</a></td>
<td>352-273-3569</td>
</tr>
<tr>
<td>Deborah Strickland</td>
<td>Accounting Coord. 3</td>
<td><a href="mailto:dstrickland@ufl.edu">dstrickland@ufl.edu</a></td>
<td>352-392-5778</td>
</tr>
<tr>
<td>Brenda Tucci</td>
<td>Sr. Admin. Assist.</td>
<td><a href="mailto:btucci@ufl.edu">btucci@ufl.edu</a></td>
<td>352-294-7278</td>
</tr>
<tr>
<td>Brett Wallen</td>
<td>Sr. Admin. Assist.</td>
<td><a href="mailto:bwallen@ufl.edu">bwallen@ufl.edu</a></td>
<td>352-391-1245 x309</td>
</tr>
<tr>
<td>Nancy Wilkinson</td>
<td>Dir. Finance and Bus.</td>
<td><a href="mailto:nwilkin@ufl.edu">nwilkin@ufl.edu</a></td>
<td>352-273-3498</td>
</tr>
<tr>
<td>Al Williamson</td>
<td>Video Manager</td>
<td><a href="mailto:alwill@ufl.edu">alwill@ufl.edu</a></td>
<td>352-392-2412 x236</td>
</tr>
<tr>
<td>Nicole Yucht</td>
<td>Info./Pub. Svcs. Coord.</td>
<td><a href="mailto:nyucht@ufl.edu">nyucht@ufl.edu</a></td>
<td>352-846-3903</td>
</tr>
</tbody>
</table>
Directory

Citrus Research and Education Center ................................................................. 9
Tom Coy .................................................................................................................. 9
Jennifer “Jenn” Dawson ....................................................................................... 9
Christine Hildreth .................................................................................................. 9
Lorraine Jones ...................................................................................................... 10
Perry Love ............................................................................................................ 10
Jill McDonald ....................................................................................................... 10
Shirley Norman ................................................................................................... 10
Brittney Pearn ..................................................................................................... 11
Sandy “Dale” Price ............................................................................................. 11
Tamara “Tammy” Siegel ..................................................................................... 11
Katherine “Kathy” Snyder .................................................................................. 11
Joshua “Josh” Tackitt .......................................................................................... 12
Barbara Thompson .............................................................................................. 12
Sarah White ......................................................................................................... 12
Kathleen “Kathy” Witherington .......................................................................... 12

Everglades Research and Education Center ...................................................... 13
Migzailie “Chay” Burre (pronounced shy) .......................................................... 13
Sandra “Sandy” Hall ............................................................................................ 13
Brandi Schoenfeld ............................................................................................... 13

Fort Lauderdale Research and Education Center .............................................. 14
Sarah Kern ............................................................................................................ 14
Michael “Mike” Minutelli ................................................................................... 14
Veronica Woodard ............................................................................................... 14

Gulf Coast Research and Education Center ...................................................... 15
Christine Cooley .................................................................................................. 15
Carolyn Hinson .................................................................................................... 15
Michelle D. Philpot .............................................................................................. 15
Linda Richards .................................................................................................... 16
Elena “Ellen” V. Santa Maria .............................................................................. 16
Patricia “Trish” Todd.................................................................................................................16
Johanny Zabala..........................................................................................................................16

Indian River Research and Education Center .................................................................17
Madeline Durant.......................................................................................................................17
Georgia Martinez......................................................................................................................17
Laura McKeon..........................................................................................................................17
Maria Solis................................................................................................................................18
Velma Spencer..........................................................................................................................18

Mid-Florida Research and Education Center ..................................................................19
Pamela Hicks.............................................................................................................................19
Linda D. Hornsby......................................................................................................................19
Kristin A. Libby........................................................................................................................19

North Florida Research and Education Center ..............................................................20
Sherry D. Alday..........................................................................................................................20
Gina Arnett.................................................................................................................................20
Cale Batey..................................................................................................................................20
Cara Bradley.............................................................................................................................21
Donna M. Durgin-Fels.............................................................................................................21
Tina Gwin...................................................................................................................................21
Charlene Cupp Kinch...............................................................................................................21
Vicky P. Morris..........................................................................................................................22
Desiree Whiddon......................................................................................................................22

Range Cattle Research and Education Center................................................................23
Andrea Dunlap..........................................................................................................................23
Lauria Gause..............................................................................................................................23
Christina Markham..................................................................................................................23

Southwest Florida Research and Education Center.......................................................24
Denise Bates..............................................................................................................................24
Julie Carson.................................................................................................................................24
Rebecca “Becky” Decker .........................................................................................................24
Janice Hill...................................................................................................................................25
Tropical Research and Education Center

- Audrey Ryan
- Maria Bernal
- Shannon Cutler
- Jaime Delgadillo
- Melissa Stanton

West Florida Research and Education Center

- Christine Berry
- Merniece Johnson
- Carol Johnston
- Robin Vickers
**Tom Coy**  
**Title:** Grants Specialist  
**Email:** tcoy@ufl.edu  
**Phone:** 863-956-8608  
**Fax:** 863-956-5898  
**Main Duties:** Pre & Post Award Grant Administration for CREC, MREC and Pre Award for SWFREC; Back-up for Senior Accountant; P-card Approver

---

**Jennifer “Jenn” Dawson**  
**Title:** Coordinator of Academic Support Services  
**Email:** jdawson@ufl.edu  
**Phone:** 863-956-5890  
**Fax:** 863-956-5898  
**Main Duties:** Manage the customer service department, Organize and maintain the library and all library requests, Handle set-up and breakdown of AV equipment for meetings, Update the CREC website, Order signs for offices and labs, Order materials for faculty/staff who have CREF budgets

---

**Christine Hildreth**  
**Title:** Senior Fiscal Assistant  
**Email:** csboyer@ufl.edu  
**Phone:** 863-956-8606  
**Fax:** 863-956-5898  
**Main Duties:** Share reconciliation monthly, chargebacks, process travel and expense reports, Create purchase orders, p-card verifying.
Lorraine Jones  
**Title:** Senior Fiscal Assistant  
**Email:** lorainej@ufl.edu  
**Phone:** 863-956-8605  
**Fax:** 863-956-5898  
**Main Duties:** Accounts Payable, PCards-verifying and approving, Travel, Myuflmarket

Perry Love  
**Title:** Senior Clerk  
**Email:** love@ufl.edu  
**Phone:** 863-956-8609  
**Fax:** 863-956-5898  
**Main Duties:** Shipping and Receiving, Vehicle Logs, Inventory

Jill McDonald  
**Title:** Senior Accountant  
**Email:** jam@ufl.edu  
**Phone:** 863-956-8604  
**Fax:** 863-956-5898  
**Main Duties:** Supervision of Grants, Fiscal Office & Shipping and Receiving; Reconciliation of State, Extension, Share Account Codes & Center Director Residuals and Bank Reconciliations; Approve Travel, P-Cards, Purchase Orders & Accounts Payable

Shirley Norman  
**Title:** Senior Clerk  
**Email:** smnorman@ufl.edu  
**Phone:** 863-956-8602  
**Fax:** 863-956-5898  
**Main Duties:** Responsible for assisting the supervisor of the CREC-Lake Alfred Human Resources office in the day-to-day functions of that office. Tasks include processing payroll and associated duties, signing up new employees and preparing associated paperwork, inputting data into the PeopleSoft system, maintaining the Center’s employee evaluation program for CREC staff, assisting faculty and staff with the time and labor portion of PeopleSoft, as well as other general clerical duties associated with a human resources office.
Brittney Pearn  
**Title:** Fiscal Assistant  
**Email:** bnpearn@ufl.edu  
**Phone:** 863-956-8607  
**Fax:** 863-956-5898  
**Main Duties:** CREFN (DSO) - Accounts Payable & P-Cards, Monthly Aging Reports - Reconciliation, Invoicing for CREFN & UFLOR P-Cards, Unencumbered accounts payable for UFLOR (Fed Ex Bills)

Sandy “Dale” Price  
**Title:** Office Manager  
**Email:** sdprice@ufl.edu  
**Phone:** 863-956-8603  
**Fax:** 863-956-5898  
**Main Duties:** Oversee overall function of CREC HR office; Complete new hires (citizens and foreign nationals); Submit requisitions in GatorJobs for new and vacant positions; Process J-1 invitations for visiting scholars and student interns; Process H1B petitions with the assistance of Fragomen Immigration Attorneys; enter payroll distributions; monitor time input and approvals; assist Center Director with Employee Relations matters; Enter Letters of Appointment for Graduate Assistants; distribute written letters of appointment prior to the beginning of each academic term; distribute evaluation requests for graduate assistants prior to the end of each term; complete effort certification after the end of each academic term; Liaise with IFAS and University HR personnel; prepare normal HR correspondence in support of the Center Director; distribute and monitor return of employee staff evaluations annually.

Tamara “Tammy” Siegel  
**Title:** CD Administrative Assistant & Grants Specialist  
**Email:** tlsiegel@ufl.edu  
**Phone:** 863-956-5897  
**Fax:** 863-956-5898  
**Main Duties:** Center Director Administrative Items & Schedule, FAR, Tenure & Promotion Process, CREFN (DSO) Fiscal Items, Pre & Post Award Grant Administration for CREC, MREC and Pre Award for SWFREC. Student Housing / UF Software Liaison

Katherine “Kathy” Snyder  
**Title:** Word Processor/Customer Service  
**Email:** snyderkm@ufl.edu  
**Phone:** 863-956-5891  
**Fax:** 863-956-5898  
**Main Duties:** Formatting manuscripts for publication, working in Photoshop and InDesign, to create figures, brochures, posters, etc. Create programs for large meetings, held at BHG, notebook preparation for CCA, work with extension to create, field ID decks for various diseases of citrus, photographer when needed,
assist in various meeting setups, backup for AV use in BHG, work with the faculty on posters or Powerpoint presentations, Some writing for In the Field Magazine

**Joshua “Josh” Tackitt**
**Title:** Human Resources Clerk  
**Email:** jtackitt@ufl.edu  
**Phone:** 863-956-8602  
**Fax:** 863-956-5898  
**Main Duties:** Manage personnel forms, records, and payroll; Assist with all Human Resources questions and tasks

**Barbara Thompson**
**Title:** Senior Word Processing Operator  
**Email:** bat@ufl.edu  
**Phone:** 863-956-5892  
**Fax:** 863-956-5898  
**Main Duties:** Edits faculty manuscripts according to different journal specifications, Helps faculty with any publications that they need edited, Maintains address lists, Send invitations for meetings using mail merge, Helps with extension secretary duties, Helps when needed for registration

**Sarah White**
**Title:** Coordinator of Educational and Training Programs  
**Email:** sewhite@ufl.edu  
**Phone:** 863-956-8632  
**Fax:** 863-956-4631  
**Main Duties:** Coordinate events and activities in support of CREC; Supervise staff associated with public relations and customer service

**Kathleen “Kathy” Witherington**
**Title:** Program Assistant  
**Email:** kaw1@ufl.edu  
**Phone:** 863-956-8638  
**Fax:** 863-956-5898  
**Main Duties:** Maintain campus calendar, Arrange refreshments and lunches for meetings, seminars, workshops, etc., Coordinate with the custodial staff the set-up of rooms, Reception: answer phone, maintain center-wide phone list and assist "clients", Responsible for mail, copy and fax room equipment & supplies including postal, Assist during events to see that they run smoothly
**Migzailie “Chay” Burrus** (pronounced shy)

**Title:** Senior Secretary  
**Email:** mmburrus@ufl.edu  
**Phone:** 561-993-1500 Ext. 1511  
**Fax:** 561-993-1582  
**Main Duties:** HR (job actions, advertising, LOA, Perf. Appraisals, Foreign National Hiring, Travel Process, Effort Certification, Organizational Charts, Worker's Comp., PCard Reconciliation, Retirement, FMLA, Open Enrollment), Switchboard Operator, Space Cost Allocation, FARs, Telephone Directory Liaison, Back up for Administrative Assistant and Office Assistant

---

**Sandra “Sandy” Hall**

**Title:** Office Assistant  
**Email:** sdhall@ufl.edu  
**Phone:** 561-993-1500  
**Fax:** 561-993-1582  
**Main Duties:** Payroll, PCards, MyUFL Market, Payables, Share Deposits and all other deposits, Answer Switchboard

---

**Brandi Schoenfeld**

**Title:** Administrative Assistant  
**Email:** brandis@ufl.edu  
**Phone:** 561-993-1508  
**Fax:** 561-993-1582  
**Main Duties:** Assistant to the Center Director, Provide leadership and guidance to senior secretary, office assistant and academic coordinator; in addition to Providing assistance to every faculty member and staff member, Provide weekly account balances, provide monthly budget reports, Maintain gas usage records and bill department for usage.
Sarah Kern
Title: Office Manager/Human Resources
Email: smkern@ufl.edu
Phone: 954-577-6383
Fax: 954-475-4125
Main Duties: Personnel, payroll, grants post award, foreign travel and associated pcards.

Michael “Mike” Minutelli
Title: Grants Specialist
Email: minutelli43@ufl.edu
Phone: 954-577-6306
Fax: 954-475-9174
Main Duties: Handles Pre/Post and Space.

Veronica Woodard
Title: Senior Fiscal Assistant
Email: vwoodard@ufl.edu
Phone: 954-577-6301
Fax: 954-475-4125
**Christine Cooley**  
**Title:** Office Assistant  
**Email:** ccooley@ufl.edu  
**Phone:** 813-633-4132  
**Fax:** 813-633-4001  
**Main Duties:** Assistant to Center Director, Media Coordinator (brochures, website, tours, display booths, etc.), Directory Coordinator, Student Housing Coordinator and Liaison, Event Coordinator (scheduling meeting space, assisting with GCREC events, Workshops, Extension Seminars and Training), Front desk and general office duties (word processing; ordering office, farm and lab supplies; incoming/outgoing mail; etc.).

**Carolyn Hinson**  
**Title:** Office Assistant  
**Email:** cehinson@ufl.edu  
**Phone:** 813-707-7330 Ext. 2287  
**Fax:** 813-707-7399  
**Main Duties:** Plant City Campus - Front desk and general office duties (word processing; ordering office/postage supplies; incoming and outgoing mail/calls; maintain displays, etc.); Liaison for building management, maintenance, disaster, security, keys and HCC; Equipment and vehicles service and logs; Keep log of and Schedule rooms, polycom, events, and inspections; Assist with proctoring; Assist recruiting program.

**Michelle D. Philpot**  
**Title:** Fiscal Assistant  
**Email:** mmiddleton@ufl.edu  
**Phone:** 813-633-4113  
**Fax:** 813-633-4001  
**Main Duties:** Travel Coordinator; PCard Approver; PCard Vouchering; PCard/PO Processor in absence of Senior Fiscal Assistant; Cost Sharing letters; back-up for Office Assistant to Center Director; Post Transactions in Shadow System.
Linda Richards
Title: Senior Fiscal Assistant
Email: lerich@ufl.edu
Phone: 813-633-4115
Fax: 813-633-4001
Main Duties: PCard Reconciliation, Generate Purchase Requisitions, All Accounts Payable Transactions, E2E, E2R, Deposits, Post Transactions in Shadow System

Elena “Ellen” V. Santa Maria
Title: Accountant
Email: esta@ufl.edu
Phone: 813-633-4114
Fax: 813-633-4001
Main Duties: Reconciling of Federal, State & Share Account Codes and preparation of reconciliation reports.

Patricia “Trish” Todd
Title: Office Assistant
Email: ttodd@ufl.edu
Phone: 813-633-4112
Fax: 813-633-4002
Main Duties: All HR actions (job actions, advertising, LOA, waivers, domestic and international hires, J1 and H1B Visas, worker’s comp claims, identity coordinator, enter distributions, distribute and monitor return of performance evaluations, etc); Bi-weekly payroll monitoring; Key inventory; Space Inventory and Allocation.

Johanny Zabala
Title: Business Manager
Email: jzabala@ufl.edu
Phone: 813-633-4116
Fax: 813-633-4001
Main Duties: Administrative management of fiscal and other office staff; Management of all funds for Balm and Plant City (Federal, State, all Other); Review expenditures for budgetary control; Control receipt and disbursement of funds to and from the unit; Distribution calculations; FAR/ER; AD419; DSA; Travel/PO Approvals; Employee Relations.
**Madeline Durant**  
**Title:** Fiscal Assistant  
**Email:** maddyd@ufl.edu  
**Phone:** 772-468-3922 Ext. 105  
**Fax:** 772-468-5668  
**Main Duties:** Process all travel for Faculty & staff, including TA’s, ER’s which include looking up meal rates for foreign travel, converting foreign funds to US $’s, entering to our shadow system (Excel). Process all p-card charges including approving, reconciling, scanning to Gainesville and entering into our shadow system.

**Georgia Martinez**  
**Title:** Senior Fiscal Assistant  
**Email:** georgiam@ufl.edu  
**Phone:** 772-468-3922 Ext. 108  
**Fax:** 772-468-3973  
**Main Duties:** Balancing/reconciling all funds, shadow system (excel), Deposits, transfers, vouchering, create, process and voucher purchase orders, Retros, E2E’s, E2R’s, SHARE-deposits, balancing, transfers(fund 2 fund), Travel and p-cards as needed.

**Laura McKeon**  
**Title:** Grants Specialist and Property Manager  
**Email:** mckeon@ufl.edu  
**Phone:** 772-468-3922 Ext. 110  
**Fax:** 772-467-3119  
**Main Duties:** Managed grant proposals; set up & monitor grant awards, cost share, CRIS projects, faculty assignments, financial/research reports, manage dormitories, monitor IRREC property inventory, phones, and space assignments.
Maria Solis
Title: Secretary
Email: masolis@ufl.edu
Phone: 772-468-3922 Ext. 100
Fax: 772-468-5668
Main Duties: Answer/direct incoming calls to proper recipients. Assist Faculty and Staff as needed. Perform general office duties and clerical responsibilities. Maintain vehicle logs. Handle outgoing /incoming mail and packages. Order all office supplies for administrative needs. Assist in the teaching program, maintain student database. Assist Administrative Assistant with payroll, other miscellaneous projects. Lock up facility after hours.

Velma Spencer
Title: Administrative Assistant
Email: velmalsp@ufl.edu
Phone: 772-468-3922 Ext. 113
Fax: 772-468-5668
Main Duties: Everything HR, Online Processing, Time & Labor, International Hires, Student Assistantship (getting them on the payroll), Gator Jobs, Event Planning, Center's Calendar, Assistant to the Center Director, Assistant to Faculty and Staff, DSO, Distributions
Pamela Hicks
Title: Receptionist and So Much More  
Email: pamhicks@ufl.edu  
Phone: 407-410-6923  
Fax: 407-814-6186
Main Duties: All Fiscal Scanning; FedEx; Assists with Payroll; Monitors State Vehicles and Maintains Records; Bank Deposits; SHARE Checks; Orders Copy Machine Supplies

Linda D. Hornsby
Title: Office Manager and Administrative Assistant to Center Director  
Email: lhornsbymj@ufl.edu  
Phone: 407-814-6102  
Fax: 407-814-6186
Main Duties: Supervises Front Office Staff; Key Coordinator; Student Housing Coordinator and Liaison; DSA (Designated Security Administrator); DSO (Designated School Official); Distributions; Anything and Everything from Purchasing Vehicles, Plants or Washing Machines to Rearranging or Decorating an Office or Planning a Seminar or Ordering Food

Kristin A. Libby
Title: Office Assistant  
Email: libbyk@ufl.edu  
Phone: 407-814-6103  
Fax: 407-814-6186
Main Duties: All Aspects of Human Resources Including Foreign Nationals; Effort Tracking; Space Allocation; Directory Coordinator; Identity Coordinator; Work Comp Claims; Processes Performance Appraisals; End Note

** Grant pre and post award activity contact centralgrants@ifas.ufl.edu
Sherry D. Alday  
**Title:** Senior Fiscal Assistant  
**Email:** sdalday@ufl.edu  
**Phone:** 850-875-7106  
**Fax:** 850-875-7189  
**Main Duties:** Processes Purchase Orders, Enters Travel, Expense Reimbursements, Vouchers and E2E Chargebacks, E2R, Prepares Center Deposits and Assists with Maintaining Property Inventory.  
**Willing to Mentor:** E2E, E2R

Gina Arnett  
**Title:** OPS Administrative  
**Email:** ginaarnett@ufl.edu  
**Phone:** 850-526-1613  
**Fax:** 850-526-1646  
**Main Duties:** Approve PCards, Answering the Phones, Receiving and Distributing Mail and Packages, Assist with all Events, Assisting Faculty and Staff with Various Projects.

Cale Batey  
**Title:** Grant Assistant  
**Email:** cale@ufl.edu  
**Phone:** 850-875-7114  
**Fax:** 850-875-7189  
**Main Duties:** Effort Reporting, FAR, Monitor Grant Expenditures/Reconcile, Assist in Grant Application Process (Complete Forms, etc.)
Cara Bradley
Title: OPS Administrative
Email: chbradley@ufl.edu
Phone: 850-875-7105
Fax: 850-875-7188
Main Duties: Shipping and receiving (UPS, FedEx, USPS), Maintains Vehicle Files and Logs, Assists with Center Events, Performs Receptionists Duties, and Assists the Faculty and Staff with Various Tasks. Maintains Payroll Time Cards.

Donna M. Durgin-Fels
Title: Administrative Assistant/Accountant
Email: dmdurgin@ufl.edu
Phone: 850-875-7143
Fax: 850-875-7189
Willing to Mentor: Sate & Federal Expenditures and Monitoring, Foundation Reconciliation, Chargeback Systems

Tina Gwin
Title: Office Assistant
Email: tpgwin@ufl.edu
Phone: 850-526-1614
Fax: 850-526-1646
Main Duties: Assist Faculty, Staff, Graduate Students, and Interns with Various Projects, Payroll Processor, Enter Travel, Coordinate Events, Maintain Property Inventory and Key Inventory, Student Housing Coordinator, Send in PO's and Vendor Paperwork, and Supervise an OPS Secretarial Position.
Willing to Mentor: Event Planning

Charlene Cupp Kinch
Title: Information Specialist
Email: accupp@ufl.edu
Phone: 850-875-7101
Fax: 850-875-7188
Main Duties: Website and Social Media Management, Event Planning, Public Relations. Scheduling of All Meeting Rooms for UF and Local Community Organizations, IT Back-Up, Receptionist Back-Up, Creates PowerPoint Presentations, Brochures and Fliers. Assist Faculty, Staff, Graduate Students, and Interns with Various Projects.
Willing to Mentor: Event Planning, Basic Terminal Four (T4)
Vicky P. Morris
Title: Office Assistant
Email: vpmorris@ufl.edu
Phone: 850-875-7115
Fax: 850-875-7189
Main Duties: All HR Duties: Domestic and International Hiring, Payroll, Time and Labor, Employee Evaluations, Space Allocation, T&P for Faculty, Liaison for Center Director

Desiree Whiddon
Title: Fiscal Assistant
Email: dewhiddon@ufl.edu
Phone: 850-875-7121
Fax: 850-875-7188
Main Duties: Approves and Processes PCard Charges, Runs Reports and Reconciles Expenses, Processes E2E’s, Maintains Access System. Student Housing Coordinator.
Andrea Dunlap
Title: Educational Media/Communications Coordinator I
Email: dunlap73@ufl.edu
Phone: 863-735-1314 Ext. 204
Fax: 863-735-1930
Main Duties: Media and communications; public relations and education coordination; environmental health & safety manager; provides organizational, administrative, and program support to the Center Director; and exchange visitor liaison.

Lauria Gause
Title: Secretary
Email: lgause@ufl.edu
Phone: 863-735-1314 Ext. 201
Fax: 863-735-1930
Main Duties: Acts as receptionist, daily weather recordings, inputs travel, processes p-cards, ordering of supplies, assists faculty and staff with various needs.

Christina Markham
Title: Office Manager
Email: markham@ufl.edu
Phone: 863-735-1314 Ext. 203
Fax: 863-735-1930
Main Duties: Budgets, Human Resources, Accounts Payable, FAR and Effort Reporting, Space Inventory
Willing to Mentor: Budgets, Accounts Payable
Denise Bates
Title: Secretary
Email: ddbates@ufl.edu
Phone: 239-658-3400 Ext. 3424
Fax: 239-658-3469
Main Duties: Verify PCards, Scans, Travel, Asset Management, DSA, Fuel Consumption

Julie Carson
Title: Media/Communications Coordinator
Email: carsonj@ufl.edu
Phone: 239-658-3400 Ext. 3462
Fax: 239-658-3469
Main Duties: Customer service (External): visitor assistance, tour organization, field day organization and handouts, assist with media requests, Customer service (internal): room scheduling, meeting assistance, A/V setup, Polycom scheduling/setup, proofread/edit posters, letters, papers, articles; proctor student exams

Rebecca “Becky” Decker
Title: Office Assistant
Email: rdecker54@ufl.edu
Phone: 239-658-3400 Ext. 3420
Fax: 239-658-3469
Main Duties: Payroll, Personnel, Visa applications, Center DSO, PCard verification/reconciliation
**Janice Hill**

**Title:** Program Assistant  
**Email:** jthill@ufl.edu  
**Phone:** 239-658-3450  
**Fax:** 239-658-3469  

**Main Duties:** Manage all admin and faculty accounts including State, Grant, Incidental and other funds. Purchasing, PCard Approval, Space Allocation Reports and 419s, Handle all post-award grant activity.

**Grant pre-award activity contact centralgrants@ifas.ufl.edu**
Audrey Ryan
Title: Volunteer Librarian
Email: audreyryan@ufl.edu
Phone: 305-246-7001
Fax: 305-246-7003
Main Duties: Responsible for maintaining our library which includes entering information into the system.

Maria Bernal
Title: Administrative Coordinator 2
Email: mariaebernal@ufl.edu
Phone: 305-246-7001 Ext. 204
Fax: 305-246-1949
Main Duties: Responsible for providing administrative assistance to the Center Director of the Tropical Research and Education Center in Homestead, Florida. Supervise all office personnel, coordinate administrative activities, and coordinate office activities in support of TREC faculty and staff. The supervision and coordination includes all activities pertaining to personnel, fiscal and the Centers operations. Responsible for all HR functions, management of student housing. Coordinate all international visitor applications. Process FARS, manage space allocation, approve all travel and expense reports on behalf of Center Director and management space allocation.

Shannon Cutler
Title: Senior Clerk
Email: shannonbcutler@ufl.edu
Phone: 305-246-7001
Fax: 305-246-7003
Main Duties: Pay p-cards; Enter TA’s; Pay invoices; Create travel authorizations; Collect share checks and enter into system give to accountant; Deposits; Reception duties (when necessary); Filing (when necessary); Scanning p-card supporting documents; Run missing voucher report; Space Allocation; Retention
Jaime Delgadillo
Title: Clerk
Email: jdelgadillo@ufl.edu
Phone: 305-246-7001 Ext. 350
Fax: 305-246-7003
Main Duties: Receptionist; Responsible for distributing mail; Housing inspections

Melissa Stanton
Title: Accountant
Email: melissamstanton@ufl.edu
Phone: 305-246-7001 Ext. 201
Fax: 305-246-7003
Main Duties: Create Purchasing orders; Handle contracts associated with POs; Pay expense reports; Process deposits; Effort reporting; CRIS reports; Grant management; Share checks; Application for P-cards; Fiscal year ended items: Close PO’s, TA’s, pay all p-cards and spend all funds; Monthly faculty reports; Handle NOA’s; Backup DSA; Backup time approver; MyUFL orders; Business cards; SAS licenses; C/I Annual Report
Christine Berry
Title: Jay Secretary
Email: christinesberry@ufl.edu
Phone: 850-983-7121
Fax: 850-995-3723
Main Duties: Provides secretarial support for Jay Research Center faculty and staff.

Merniece Johnson
Title: Accountant
Email: merniece@ufl.edu
Phone: 850-983-7144
Fax: 850-983-5774
Main Duties: Accounting of all funds at the center level, accounts payable, vendor relations, travel authorizations, travel expense reports, reimbursements, deposits including travel to the bank, Pcards, purchase orders, enter all documentation into shadow system, scan all receipts for uploading, approver for all Pcard purchases for the center, administer payments for scholarships held at the WFREC, all Journal Entries, Accounts Receivable charge backs and invoices for inside and outside sales and service, Inventory, Managing Assets and Attractive Items, transmitting necessary documentation to UF. Handle all aspects of post awarded grants, liaison with UF IFAS C&G. Assist with allocating budgets each fiscal year and managing those budgets throughout the year. Handle Fiscal Year End Closing for the WFREC as it relates to Accounting. Analyze the Research Center expenses. Provide Monthly balances to Faculty and staff on their appropriated, cash based and grant funds and daily balances on their accounts through spreadsheets.
Carol Johnston
Title: Grants Assistant/Human Resources
Email: cpjohnston@ufl.edu
Phone: 850-983-7137
Fax: 850-983-5774
Main Duties: Process all personnel and payroll activities for the West Florida REC, to include point of contact for Foreign National immigration processing, personnel distributions, hire processing and orientations, health assessment monitoring, worker’s compensation claims, GatorJobs, position management, Time and Labor processor, maintaining mandatory training requirements, annual faculty/employee evaluations. Responsible for Graduate Assistant LOAs and tuition tracking. Handle all pre-award grant processing/assistance to faculty with grant proposals and award documents. Contact for Effort Reporting and FARs, CRIS/REEport and AD419 reporting. Department liaison for Space inventory and allocation reporting. Department Security Administrator (DSA), IFAS Directory liaison, Notary for department. Contact for Tenure and Promotion packets and processing. Backup Pcard and travel processing when needed.

Robin Vickers
Title: Events Coordinator/Program Assistant
Email: rvickers@ufl.edu
Phone: 850-983-7134
Fax: 850-983-5774
Main Duties: Responsible for arranging all of the external and internal events for the WFREC; Administrative Assistant to the Center Director