


ECE Office of Finance & Administration

Wayne Rennie
Department Director



Becky Bell
Assistant to the Chair



Julie Guthrie
Academic Programs Manager



Carlen Marchioni
Assistant Department Director



Gordon Ryan
Publications, New Media, and Promotions Administrator



James Goebel
Manager of Technology and Systems



Karen Galvez
Senior Programs Coordinator



Elbert Jordan
Financial Administrator



David Delakas
Grants Administrator



James Bardin
Systems Analyst/ Administrator I



Daniel Berkovitch
Systems Analyst/ Administrator I



Department Director



Department Director

Wayne Rennie

wayner@bu.edu • 3-7177

1. Departmental Direction
 - a) Administrative
 - b) Fiscal
2. Merit Review
3. Faculty Issues
4. Space Requirements/Renovations
5. Alumni/Industrial Outreach
6. Safety/Security Issues
7. Information Technology

Finance



Assistant Department Director

Carlen Marchioni
carlymar@bu.edu • 3-1048

1. Assist director in department management
2. Budgetary Development/Analysis
3. Proposal Development
4. Restricted/Unrestricted Fiscal Control
 - a) Reports
 - b) Expenditures
 - c) Payroll actions
5. Supervise Grants Administrator
6. Supervise Financial Administrator
7. Personnel/Benefits Inquiries and Assistance
8. UIS Data Security Administrator



Grants Administrator

David Delakas
ddelakas@bu.edu • 3-0099

1. Monitors budget/expenditure of grants
2. Provides proposal assistance to PIs
 - a) Assists w/ dev & comp. of proposals
 - b) Coordinates completion & support
 - c) Provides financial expertise to PI
 - d) Insures various policies are followed
3. Analytical Reports
4. Research Activity Reports
5. Reviews Travel Requests



Financial Administrator

Elbert Jordan
ejordan@bu.edu • 3-0050

1. Coordinates departmental purchasing
 - a) Processes reqs, invoices, reimbursements, POs, and travel requests
 - b) Facilitates dept & grant invoices for payment
 - c) Coordinates w/ accounts payable and invoice processing to ensure invoices are paid and completed
 - d) Interfaces w/ asst. director and grants admin on close-out of POs and reqs
2. Student payroll
3. Reconciliation of budgets

Academic Programs



Academic Programs Manager

Julie Guthrie

jguthrie@bu.edu • 3-1048

1. Graduate Admissions
2. Financial Aid Awards
3. Registration
4. Course Scheduling/Teaching Loads
5. Ph.D. Records Administration
6. Ph.D. Qualifying Exam Administration
7. Programs Database Management
8. Master's Thesis Defense Administration
9. PhD's Dissertation Defense Administration
10. Undergraduate Programs Administrator
11. Student/Faculty/GTF Evaluations
12. Specific Program Publications
 - a) Financial aid
 - b) Recruitment
13. Ph.D. Travel Awards



Senior Programs Coordinator

Karen Galvez

kgalvez@bu.edu • 3-2811

1. Receptionist/Secretarial Support
2. Supervise operation of faculty/grad service facilities
3. Provide support to Academic Programs Manager
 - a) Graduate Programs
 - b) Undergraduate Programs
 - c) Graduate Admissions
4. Office Administration
 - a) Maintain electronic directories
 - b) Office Supply Control & Distribution
5. Key distribution
6. Textbook Orders
7. Conference Room Control
8. Equipment Issuance
9. Faculty/Graduate Student Mail Service
10. Supervise Student Workers
11. Administrative Support

Assistant to the Chair



Assistant to the Chair

Becky Bell

rbell@bu.edu • 3-1237

1. Faculty/Staff Action Administration
 - a) Faculty search, appointment, tenure, and promotion procedures
 - b) Faculty annual reports
 - c) Dev of ads for personnel searches
 - d) Processing of staff actions
2. Activities/Event Planning and Implementation
 - a) Colloquia, seminars, faculty candidate visits, special events, etc.
3. Office Management
 - a) Manages information and queries directed to the chair and director offices
 - b) Develop and maintain chair calendar
4. Information Management
 - a) Committee meeting minutes
 - b) Faculty/staff records

Communications



Publications, New Media, and Promotions Administrator

Gordon Ryan

goryan@bu.edu • 3-0076

1. Department Communications & Public Relations
 - a) Publications, advertisements, and other outreach
 - b) Department Annual Report
 - c) Publicize Dept. & Faculty News Items
 - d) Development of graphic and photographic images
2. Web and Touchscreen Content Management
 - a) Develops & maintains web/touchscreen content
 - b) Interacts w/ depart. IT on tech. support issues
 - c) Facilitates website input from internal & external programs and organizations
 - d) Collaborates with the Publicity Committee

Technology & Systems



Manager of Technology and Systems

James Goebel
jkgobel@bu.edu • 3-1244

1. Systems/IT Support, Development, and Planning
 - a) Instructional Laboratories
 - b) Department Infrastructure
 - c) Individual Faculty/Staff
 - d) Research Laboratories
2. ITAC (Information Technology Advisory Committee)
3. Supervise Systems Analyst/Administrator I positions



Systems Analyst/ Administrator I

James Bardin
jbardin@bu.edu • 8-2785

1. VLSI Lab Support
2. SIGNET Lab Support
3. General Systems/IT Support
 - a) Instructional Laboratories
 - b) Department Infrastructure
 - c) Individual Faculty/Staff
 - d) Research Laboratories



Systems Analyst/ Administrator I

Daniel Berkovitch
berkov@bu.edu • 3-5889

1. Microprocessor Lab Support
2. Software Engineering Lab Support
3. Senior Project Lab Support
4. General Systems/IT Support
 - a) Instructional Laboratories
 - b) Department Infrastructure
 - c) Individual Faculty/Staff
 - d) Research Laboratories