

CENTRAL ADMINISTRATION SERVICES PROVIDED TO ALL EMPLOYEES IN THE DIVISION OF MEDICAL EDUCATION

Contacts:

TBN, Executive Officer for the Division

534-1394 Bldg BSB 1102A, Mail Code 0615, FAX 534-8127

Cindi Pittroff, Special Projects Coordinator and Clinical Scheduler for Vice Dean

cpittroff@ucsd.edu 534-4703, Bldg BSB1102, Mail Code 0615, FAX 534-8127

Andrea Mondragon, Special Projects Coordinator

amondragon@ucsd.edu 822-6530, Bldg BSB 1100, Mail Code 0615, FAX 534-8127

Jackie Lewis, Assistant to Vice Dean, Dr. Maria Savoia and Executive Officer,

jlewis@ucsd.edu 534-3703, Bldg BSB 1313, Mail Code: 0602, FAX: 534-0724

Fiscal and HR Contacts (Dean's Office):

Ruth Sinclair, MedEd HR Manager

rbsinclair@ucsd.edu 534-0741, Bldg UC202, Mail Code: 0012, FAX: 822-4914

Agnes Shin, MedEd HR Admin Specialist,

agshin@ucsd.edu 534-2328, Bldg UC202, Mail Code: 0012, FAX: 822-4914

Kurt Jensen, MedEd Finance Manager

kjensen@ucsd.edu 534-7885, Bldg UC202, Mail Code: 0012, FAX: 822-4914

Cristina Colmenar, MedEd Finance Analyst

ccolmenar@ucsd.edu 534-1613, Bldg UC202, Mail Code: 0012, FAX: 822-4914

Gary Blum, MedEd Finance Admin Specialist

gblum@ucsd.edu 822-1843, Bldg UC202, Mail Code: 0012, FAX: 822-4914

For help with the following matters, please contact the person listed in bold type:

- Emergency procedures – **Andrea Mondragon (Emergency Preparedness Manager)**

- Entertainment, clarification of rules and regulations – **Gary Blum**

Also see webpage policy: <http://blink.ucsd.edu/Blink/Subtopic/Index/0,2254,365-410,00.html>

- Equipment

Computer:

-need new equipment – see your Unit Head*

-repairs needed – see website <http://meded.ucsd.edu/helpdesk>

-tech support – 534-2337

-general questions – call EdCom staff – reception desk phone 822-5741

- Equipment (continued)
 - Other:
 - need new equipment (PDA, cell phone, etc) – see your Unit Head*
 - repairs – see your Unit Head*
 - copier machine cards – see your Unit Head*
 - general questions – see your Unit Head*
- Files, Archiving (funding for backing up files or vendor to be used) – **Jackie Lewis**
- Finances/Financial Link – help with negotiating FinLink or with reading the ledgers – **Gary Blum or Cristina Colmenar**
- Financial Reports (monthly) – help with accessing or help with reading reports – **Cristina Colmenar or Kurt Jensen**
- Furniture, Office – **Cindi Pittroff**
- Indexes – help with finding an index or help with reading financial link ledgers – **Gary Blum or Cristina Colmenar**
- Keys/ Swipecards to buildings or offices – **Andrea Mondragon**
- Lounges-Student (scheduling, maintenance, etc) - **Andrea Mondragon**
 Also see webpage: <http://meded.ucsd.edu/admin/lounge/>
- Meetings
 - All Hands quarterly (all in MedEd) – **Cindi Pittroff**
 - Senior Staff quarterly – **Cindi Pittroff**
 - With Dr. Savoia (individual) – **Jackie Lewis**
- Office repairs/enhancements – **Cindi Pittroff**
- Paycheck or payroll issues/questions
 - staff employees – **Agnes Shin**
 - faculty managers – **Ruth Sinclair**
- Savoia, Vice Dean – calendar/appointments- **Jackie Lewis**
- Staff Benefits, retirement, etc
 See website: <http://blink.ucsd.edu/Blink/Subtopic/Index/0,2254,3%7E10,00.html>
- Staffing
 - funding to hire temporary staff while conducting search for permanent replacement – **Exec Officer or Cindi Pittroff**
 - salary offered to new hire (approval of) - **Exec Officer or Cindi Pittroff**
 - new hire sign-up (paperwork) and SOM orientation – **Ruth Sinclair**
 - new hire Division of MedEd orientation (and welcome basket) – **Cindi Pittroff**
- Staff Awards & Bonuses
 - “Spot Award” proposals – **Exec Officer or Cindi Pittroff**
 - IAP “Bonus” awards given out in spring – **Exec Officer or Cindi Pittroff**
 - also see webpage policy on gifts <http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,4184,FF.html>

- Student Workers:
 - funding to hire new worker or promote existing workers –**Exec Officer, or Cindi Pittroff**
 - salary paid to-date to an existing worker – **Agnes Shin or Ruth Sinclair**
 - employment ads, listing of – **Ruth Sinclair**
 - performance problems – **Ruth Sinclair**

- Telephone:
 - billing to office index (questions/concerns) – **Gary Blum**
 - change in equipment – see your office Unit Head*
 - long distance calling card – see your office Unit Head

- Travel:
 - help negotiating Travel Link – **Gary Blum**
 - faculty manager travel to professional meetings
 - requests for travel funding should be sent via email to Vice Dean Savoia
 - for questions regarding availability of funds – **Exec Officer or Cindi Pittroff**
 - senior staff travel to professional meetings (funding approval): see your Office Unit Head** except for the following:
 - CME/Alumni relations – see **Exec Officer or Cindi Pittroff**
 - EdCOM – **Exec Officer or Cindi Pittroff**

Do you have a question about a topic NOT listed above? Please feel free to contact (by email, telephone or in-person) the Executive Officer or Cindi Pittroff for assistance.

****Office Unit Heads:***

A&SA: Joyce Felder

CME: Rynda Clark

Diversity and Community Outreach: Pat Gorospe

EdCom: Brian Webb

GME: Cindy Slaughter

UGME: Jennifer Farace