Department Resources Contact Sheet

Business Cards

Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)
Main Campus: Allison Connally (Allison.Connally@ucf.edu)

*Provide the following information:
• Name, Title, Department/Division, Address, Email, Phone Number, Fax Number (optional)

Card Access

BMS: Allison Connally (Allison.Connally@ucf.edu)
*Supervisor emails copy of UCF ID card

Lake Nona: David Frosch (David.Frosch@ucf.edu)
*Supervisor emails to request access

Conference Room Reservations

Send email to primary location specifying the room(s) you want to book and if IT assistance will be needed. The appropriate staff member will assist with booking the reservation.

*VC = Videoconference Capable

Annex: BMRAReservations@ucf.edu (Maria Windyga 407-882-2250)
• Room 139 (VC – Max. 18)

BMS: BMSReservations@ucf.edu (Shannon Connally 407-823-1312)
• Room 136A (VC – Max. 15)

HPA II: HPAIIReservations@ucf.edu (Emily Dershem 407-823-5932)
• Room 307: Lake Nona Satellite Office
• Room 308: Adjunct Satellite Office
• Room 335H: Collaboration Room/Small Conference Room (Max. 10)
• Room 345: Main Conference Room (VC – Max. 40)

Lake Nona: BBSReservations@ucf.edu (Lisa Simcoe 407-266-7001)
• Room 101L: Admin Suite (VC – Max. 16)
• Room 103: Large Conference Room (VC – Max. 60)
• Rooms 215, 315, and 415: Larger conference rooms (Max. 13)
• Rooms 275, 376, and 475: Smaller conference rooms (Max. 8)

Videoconference: The staff member reserving the room(s) will submit the request.

*For additional assistance refer to the contact person at each location
Door Inserts/Name Plates

Annex: Maria Windyga (Maria.Windyga@ucf.edu)
BMS: Shannon Connally (Shannon.Connally@ucf.edu)
Lake Nona: David Frosch (David.Frosch@ucf.edu)
HPA II: Allison Connally (Allison.Connally@ucf.edu)

*Provide the following information:
  - Name, Title

Federal Express

Annex: Maria Windyga (Maria.Windyga@ucf.edu)
BMS: Shannon Connally (Shannon.Connally@ucf.edu)
HPA II: Emily Dershem (Emily.Dershem@ucf.edu)
Lake Nona: Lisa Simcoe (Lisa.Simcoe@ucf.edu)

*Contact the person in your building for Fed Ex directions or questions.

Graduate Program

BSBSGradAdmissions@ucf.edu – For prospective students/applicants to ask questions and send documents
BSBSGradForms@ucf.edu – All students must send any forms to this email (except registration forms)
BSBSGradRegistration@ucf.edu – For students to send questions about registration and registration forms
BSBSGradInfo@ucf.edu – For questions about anything other than admissions, forms, and registration

HR-Related Questions

Lake Nona: David Frosch (David.Frosch@ucf.edu) 407-266-7126
Main Campus: Allison Connally (Allison.Connally@ucf.edu) 407-823-0978

*To hire someone into a research lab, contact Greg Norris (Greg.Norris@ucf.edu) 407-266-7009

IT/Facilities

www.portal.biomed.ucf.edu

*Login with UCF email and email password

*For urgent IT problems, call 407-823-2912 or 407-266-7034

*For urgent Facilities problems, call 407-823-1994 or 407-266-7039

*For emergency after-hour issues, contact Joseph Myerson 407-314-7536

Updated 5/8/17
Keys

Lake Nona: David Frosch (David.Frosch@ucf.edu)

Main Campus: Allison Connally (Allison.Connally@ucf.edu)

*Supervisor sends key request with following information:
  • Name, Employee ID, Building and Room Number

*For access to keys in the HPA II Traka Box, see the HPA II 335 front desk with your UCF ID card

Parking

Annex: No UCF decal required

BMS: UCF decal required

*To use one of the Reserved Spots, contact Shannon Connally (BMS 136) 407-823-1312

HPA II: UCF decal required

*To obtain a Daily Parking Pass for a guest speaker, contact Emily Dershem (HPA II 335) 407-823-5932

Lake Nona: UCF decal required

*Visitor parking spots are only to be used by people not affiliated with UCF

Payroll

BSBSPayroll@ucf.edu

*Please try to avoid emailing timesheets; LAPERs may be emailed

Purchasing

BSOrders@ucf.edu

*Email completed Supply Request Form (SRF)

Reimbursements

Susie Nisavic (Susie.Nisavic@ucf.edu)

*Reimbursements for food:
  • Must have approval or be arranged by Administration
  • The maximum is $50.00 per person including tax and tip
  • The original detailed and credit card receipt are required for reimbursement
  • Please provide the names of all attendees

Travel

Maria Windyga (Maria.Windyga@ucf.edu) 407-882-2250

Updated 5/8/17