

General Information
Quick Contacts:
CUNY SPH Whom to Contact for What
A to Z for Faculty and Staff
7/27/2023

Topic	Main Contact:	Other Contact (s) and Comments
Academic Advisement	Matthew.Paczkowski@sph.cuny.edu Lauren.Fowler@sph.cuny.edu	Advising@sph.cuny.edu Students wishing to schedule an appointment: https://a.flexbooker.com/reserve/academic_advising
Academic Policies	Terry.McGovern@sph.cuny.edu	Robyn.Gertner@sph.cuny.edu
Accessibility Services	Students: accessibility@sph.cuny.edu Faculty: Meredith.Manze@sph.cuny.edu Staff: Arthur.McHugh@sph.cuny.edu ADA-504: Sahana.Gupta@sph.cuny.edu	The Office of Accessibility Services (OAS) provides appropriate and reasonable accommodations to all students with disabilities as federal law mandates. To register with OAS, visit: http://sph.cuny.edu/student-services/student-disabilityservices/
Accreditation	Robyn.Gertner@sph.cuny.edu	
Admissions, SOPHAS, and Recruitment	Margaret.Krudysz@sph.cuny.edu	Akilah.Philip-Salmon@sph.cuny.edu Amina.Alam@sph.cuny.edu The Admissions Office can assist students with immunizations, NYS residency applications, readmissions, and certificate-to-degree program transition.
Alumni Relations	Roxanne.Towler@sph.cuny.edu Alumninetwork@sph.cuny.edu	Lynn.Roberts@sph.cuny.edu The SPH Alumni Network hosts events that provide opportunities for mentoring and networking between alums, current students, faculty, public health professionals, and employers.
Asset (Property) Management	Louie.Cao@sph.cuny.edu Vanessa.Colon@sph.cuny.edu	Annual Re-inventory: Helpdesk@sph.cuny.edu
Associate Dean of Student Affairs and Alumni Relations	Lynn.Roberts@sph.cuny.edu	Students and Alumni can reach out to Associate Dean Roberts via email with concerns or compliments related to their experience as a student. She is available for virtual office hours via Zoom most evenings Mon Thurs. Between 4-6 pm during the semester. Email her for the link.
Bursar	Esther.Cortorreal@sph.cuny.edu	The Bursar's Office can assist with billing, tuition payment, and refunds. Anny.Paguay@sph.cuny.edu Bursar@sph.cuny.edu
Bookstore	https://sph.textbookx.com/institutional/index.php	Students can log in to the SPH On-Line Book Store with their CUNY First credentials to purchase textbooks, supplies, and SPH swag.
Calendar (SPH)	Advertise on the SPH website. Sumana.Chandra@sph.cuny.edu	To submit an event for inclusion on the CUNY SPH calendar, please use the "Submit Event" form on the website . If you have any questions, please email Sumana.Chandra@sph.cuny.edu Ariana.Costakes@sph.cuny.edu
Calendar (Dean's)	Jeanette.Rodriguez@sph.cuny.edu	

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Career Services and Internships	Career.Services@sph.cuny.edu Hannah.Lathan@sph.cuny.edu	The Career Services Office provides career-related support for job and internship searches. To schedule an appointment: http://sph.cuny.edu/student-services/office-of-career-services/
Catering	Dean's Office: Jeanette.Rodriguez@sph.cuny.edu CHASS Toya.Cox@sph.cuny.edu EOGHS/EPI: Josephine.Dimaggio@sph.cuny.edu HPAM: Himani.Sharma@sph.cuny.edu	Make sure to follow CUNY/NYS and grantor rules for catering: https://www.cuny.edu/wpcontent/uploads/sites/4/media-assets/onsite_business_meals_033115.pdf
Classroom and Course Scheduling	Pranoya.Ghosh@sph.cuny.edu	
Communications and Social Media (Facebook, Instagram, Google Linked In, Twitter)	Sumana.Chandra@sph.cuny.edu Ariana.Costakes@sph.cuny.edu	communications@sph.cuny.edu
CUNY Crisis Text Line	Text CUNY to 74741	If you urgently need emotional or mental health support, you can text for help.
Digital Measures – Now Known as WATERMARK FACULTY SUCCESS	Alexis.Feinberg@sph.cuny.edu	Robyn.Gertner@sph.cuny.edu
Equal Opportunity and Non-Discrimination	Sahana.Gupta@sph.cuny.edu	Equal Opportunity and Non-Discrimination Policy
Event Planning	Dean's Office: Jeanette.Rodriguez@sph.cuny.edu HPAM: Himani.Sharma@sph.cuny.edu CHASS Toya.Cox@sph.cuny.edu EPI/EOGHS: Josephine.Dimaggio@sph.cuny.edu	Make sure to follow CUNY/NYS and grantor rules for catering (add a link to the website here) https://www.cuny.edu/wp-content/uploads/sites/4/media-assets/onsite_business_meals_033115.pdf
Facilities Issues (e.g., repairs, HVAC)	Louie.Cao@sph.cuny.edu Vanessa.Colon@sph.cuny.edu	facilities@sph.cuny.edu
Faculty issues (e.g., orientation, teaching assignments, workload, fellowship leave)	CHASS: Christian.Grov@sph.cuny.edu HPAM: Terry.Huang@sph.cuny.edu EOGHS/EPI: Ilias.Kavouras@sph.cuny.edu	
Faculty Affairs Faculty Searches	Marilyn.Auerbach@sph.cuny.edu Sahana.Gupta@sph.cuny.edu	

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Faculty Student Disciplinary Committee	Ilias.Kavouras@sph.cuny.edu	
Financial Aid	Melissa.Been@sph.cuny.edu Katucha.Louis@sph.cuny.edu	The Financial Aid Office assists with student scholarships, loans, and tuition reimbursement. Email to schedule an appointment via Zoom. financialaid@sph.cuny.edu
Fundraising and Development	Adam.Doyno@sph.cuny.edu	Cara.Flynn@sph.cuny.edu Brianna.Lee@sph.cuny.edu
Harlem Health Initiative	Deborah.Levine@sph.cuny.edu	
Healthy CUNY	Patricia.lamberson@sph.cuny.edu	Website and a resource directory of health and support services available to students across CUNY. https://www.healthycuny.org/
Human Research Protection Program (HRPP)	Kristen.cribbs@sph.cuny.edu	The HRPP Office provides regulatory and administrative oversight of human subjects research (HSR) conducted by SPH faculty, staff, and students to ensure high-quality, ethical research in compliance with federal and CUNY policies. For more info: https://sphhrpp.commons.gc.cuny.edu/hrpp@sph.cuny.edu http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hr@sph.cuny.edu
Human Resources - Tax-Levy Employees (e.g., hiring, onboarding, pay, benefits, timekeeping, leaves, worker's comp, separations, etc.)	Director: Arthur.McHugh@sph.cuny.edu Benefits and Payroll: Angie.Rivera@sph.cuny.edu Full-time employees: Daneen.Anderson-Mercer@sph.cuny.edu Part-time Employees: Erina.Theodore@sph.cuny.edu	To create a new position or initiate a new hire, visit: https://sharepoint.sph.cuny.edu/Workflows/lists/employee/CreatePosition.aspx
Human Resources - RF Employees	Delphine.Yaghmaian@sph.cuny.edu spar@sph.cuny.edu	To create a new position or initiate a new hire, click here: https://sharepoint.sph.cuny.edu/Workflows/lists/employee/CreatePosition.aspx
Identification ID Cards	Public.Safety@sph.cuny.edu	All employees and students must always carry their IDs while on campus. You should contact Public Safety immediately to either obtain or replace an ID. There is a \$10 fee for replacement IDs (money order or check only).
Instructional Computing	Sergio.costa@sph.cuny.edu Laura.ferrigon@sph.cuny.edu	
International Students (ISO)	Lea.Dias@sph.cuny.edu ISO@sph.cuny.edu	ISO Director Lea Dias is available to support with I-20, CPT, OPT, work and travel authorizations, housing searches, and other adjustments to living in the U.S.
Inter-campus Mail (RF, CUNY Central)	Velvet.Brown@sph.cuny.edu	Mail-delivery/pick-up on the 7th Floor

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Internships and Experiential Learning	Hannah.Lathan@sph.cuny.edu	All SPH students have fieldwork experience as part of their education. The Office of Experiential Learning (OEL) supports the fieldwork process and responds to the requirements for applied and experiential learning set forth by the SPH's accrediting body, the Council on Education for Public Health (CEPH). For more info: http://sph.cuny.edu/academics/fieldwork/
IT Helpdesk (Students, faculty, and staff)	Helpdesk@sph.cuny.edu	IT Student Resource Information: https://sph.cuny.edu/life-at-sph/information-technology/
Keys (new keys, replacements)	Public.Safety@sph.cuny.edu	There is a \$10 fee for key replacements (money order or check only).
Labor Relations	Patricia.Stein@cuny.edu	If you need assistance with scheduling an appointment, please send an email to ana.ballet@sph.cuny.edu .
Library Services	library@sph.cuny.edu	library@sph.cuny.edu For more info: http://library.ccny.cuny.edu/publichealth
New York State Commission on Ethics and Lobbying in Government – (Formerly known as JCOPE)	Patricia.Stein@sph.cuny.edu	Ana.Ballet@sph.cuny.edu https://ethics.ny.gov/
Office and Workstation Assignments	Louie.Cao@sph.cuny.edu Vanessa.Colon@sph.cuny.edu	
Office Supplies	CHASS Toya.Cox@sph.cuny.edu EOGHS/EPI: Josephine.Dimaggio@sph.cuny.edu HPAM: Himani.Sharma@sph.cuny.edu School-wide: Velvet.Brown@sph.cuny.edu	
Online Learning	Sergio.Costa@sph.cuny.edu Laura.ferrigon@sph.cuny.edu	
Photocopying & Printing for students	HelpDesk@sph.cuny.edu	Students have an allotment for making photocopies and printing while on campus.
Printing – for Faculty and Staff	CHASS Toya.Cox@sph.cuny.edu EOGHS/EPI: Josephine.Dimaggio@sph.cuny.edu HPAM: Himani.Sharma@sph.cuny.edu	Paperless is the default policy.

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Public Safety and Security	Public.Safety@sph.cuny.edu Phone: (646) 364-0272/0275 Room: 7th Floor Security Desk	<i>In an emergency or public safety concern, you should contact the Public Safety Office in person or via email or phone.</i>
Purchasing	Dean's Office: Jeanette.Rodriguez@sph.cuny.edu Tax-levy Purchases Administrative Units: Ana.Ballet@sph.cuny.edu or Departmental Designee CHASS Toya.Cox@sph.cuny.edu EOGHS/EPI: Josephine.Dimaggio@sph.cuny.edu HPAM: Himani.Sharma@sph.cuny.edu Grant-funded Purchases: PI or Project Administrator	Follow CUNY/NYS and RF purchasing guidelines . DO NOT pay "out of pocket" without ensuring you can be reimbursed.
Recruitment and Admissions	Amina.Alam@sph.cuny.edu	For admissions information sessions, go to: https://sph.cuny.edu/admissions/connect-withadmissions/
Registrar (including class scheduling)	Pranoya.Ghosh@sph.cuny.edu	For timely assistance with registration issues, email inquiries should be sent using your SPH email address; students must include their CUNY First student ID number in the email for verification and to abide by the Family Education Rights and Privacy Act (FERPA) Registrar@sph.cuny.edu
Room Reservations – meetings and events (except classes)	Louie.Cao@sph.cuny.edu Vanessa.Colon@sph.cuny.edu	Your reservations must be submitted via Outlook as soon as possible to ensure your space for the planned activity.
Sexual and Interpersonal Violence Prevention and Response (SPARC) Training for Students	General Info: Lynn.Roberts@sph.cuny.edu Troubleshooting: StudentLife@sph.cuny.edu Technical Support: Sergio.Costa@sph.cuny.edu	CUNY requires all incoming students to complete SPARC Online training in their first academic year. Training modules are available via Blackboard: https://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/SPARC-Training
(Employee) Sexual and Interpersonal Violence Prevention and Response Course (ESPARC) and Workplace Violence Prevention (WVP) Training	Arthur.McHugh@sph.cuny.edu	All active employees must complete the mandatory ESPARC and WVP training annually by logging into Blackboard.
Software	Installation, troubleshooting, and updates: Helpdesk@sph.cuny.edu Requests for new software: Mohit.Arora@sph.cuny.edu	

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Topic	Main Contact:	Other Contact (s) and Comments
Start-Up Funds (Faculty)	Doris.Suarez@sph.cuny.edu	
Student Academic Issues (e.g., failing grades, MIAs, probation, disbarment, incompletes, leaves of absence, change of grade, withdrawal)	CHASS Toya.Cox@sph.cuny.edu EOGHS/EPI: Josephine.Dimaggio@sph.cuny.edu HPAM: Himani.Sharma@sph.cuny.edu	CHASS: Christian.Grov@sph.cuny.edu EOGHS/EPI: Ilias.Kavouras@sph.cuny.edu HPAM: Terry.Huang@sph.cuny.edu
Student Emergency Fund	To apply: https://sharepoint.sph.cuny.edu/EmergencyFund/Lists/EmergencyFund/Request/EmergencyFundRequest.aspx [Requires CUNY First credentials to log in]	The CUNY SPH Foundations Student Emergency Fund provides quick-response grants to CUNY SPH students facing current short-term financial emergencies. For General Info: Lynn.Roberts@sph.cuny.edu EmergencyFund@sph.cuny.edu
Student Government (Graduate Student Government Association)	Email: GSGA@sphmail.cuny.edu Liaison: Bridget.Akasreku@sph.cuny.edu Website: https://sphgsga.commonsc.gc.cuny.edu	The Graduate Student Association (GSGA) is a student-elected body supported by Student Activity Fee funds to fulfill its responsibilities to serve the CUNY SPH student body. Facebook: https://www.facebook.com/1940439519544560
Student Life	James.Warren@sph.cuny.edu	The Student Life Coordinator also handles administrative appeals and liaises with the Title IX Coordinator, the Office of Accessibility Services, and the Graduate Student Government Association.
Student Support (Counseling) Wellness	Sherry.Adams@sph.cuny.edu	Student Wellness Counselor is available for free and confidential individual counseling and support group sessions. To make an appointment, send her an email. For more info and hours' support: https://sph.cuny.edu/student-services/student-health/counseling-and-wellness-services/
Student Support Tutoring (Quantitative)	Marcel.Ramos@sph.cuny.edu	To schedule an appointment for help with quantitative skills: https://sites.google.com/view/mramos/home .
Student Support Tutoring (Writing)	Pedro.Moysaenko@sph.cuny.edu	To schedule an appointment for help with writing: https://a.flexbooker.com/reserve/writing_assistance#calendar .
Travel	Dean's Office: Jeanette.Rodriguez@sph.cuny.edu Tax Levy Administration: Susan.Klitzman@sph.cuny.edu Theresa.Matis@sph.cuny.edu CHASS: Toya.Cox@sph.cuny.edu EOGHS/EPI: Josephine.Dimaggio@sph.cuny.edu	Tax-levy travelers should create their travel authorizations and make travel arrangements in Concur, CUNY's electronic travel booking system. Guest travel arrangements (speakers, job candidates) must be made through the Senior Associate Dean for Administration or Dean's Office. Use Concur for booking travel and lodging: https://www.concursolutions.com/

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	HPAM: Himani.Sharma@sph.cuny.edu Grant Funded: PIs and Project Administrators	
Title IX	Sahana.Gupta@sph.cuny.edu Title IX Liaison: James.Warren@sph.cuny.edu	Title IX of the Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination based on sex in education programs and activities at universities receiving federal funds. Under Title IX, discrimination based on sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. For more information: http://www1.cuny.edu/sites/titleix/?post_type=campus_profile&p=156
Visitors and Guests	Hr@sph.cuny.edu	Please complete the form at the following link to initiate a new hire or for a visitor request. https://sharepoint.sph.cuny.edu/Workflows/Lists/Employee2/Position%20Requests.aspx
Website corrections and updates	Chrissy.Holman@sph.cuny.edu	Ariana.Costakes@sph.cuny.edu Sumana.Chandra@sph.cuny.edu
Wellness Room	Quiet and private space for breast/chest-feeding parents to pump and store milk. Room: 810	Visit the 7 th Floor Security Desk for access and escort to the 8 th Floor.

NOTE: If you can't find what you are looking for, please get in touch with ana.ballet@sph.cuny.edu for assistance.