

**Business Continuity**  
**Remote Operations Plan**  
**(COVID-19)**



---

**TRANSFORMING**  
LIVES FOR A GREATER  
**TOMORROW**

---

# Table of Contents

## Purpose

## Division of Academic Affairs

College of Arts and Sciences

College of Nursing and Health Sciences

School of Business

School of Education

School of Law

School of Podiatric Medicine

School of Professional and Career Education (PACE)

School of Social Work

Extended Learning

Library

Registrar

Student Success and Retention

## Division of Business and Finance

## Division of Enrollment and Digital Strategies

## Division of Institutional Advancement

## Division of Mission and Student Engagement

## Division of University Administration

## **Purpose**

The purpose of the Business Continuity Remote Operations Plan is to provide a guide during this emergency that requires the institution to shift to remote operations for all business units while only providing essential functions to the main campus for a limited number of resident students who are unable to return home.

Each division throughout the University will continue to operate and provide services remotely. In order to contact various divisions, departments and offices, this guide serves as a manual to keep operations running smoothly and continuity of functions.

## **Division of Academic Affairs**

### **Administration**

John Murray, Provost, [jdmurray@barry.edu](mailto:jdmurray@barry.edu)

Christopher “Kit” Starratt, Vice Provost, [cstarratt@barry.edu](mailto:cstarratt@barry.edu)

Estela Azevedo, Director, Academic Affairs Administration, [eazevedo@barry.edu](mailto:eazevedo@barry.edu)

## **College of Arts and Sciences**

### **Administration**

Dr. Karen A. Callaghan, Dean, [kcallaghan@barry.edu](mailto:kcallaghan@barry.edu)

Ms. Kimberlee Blecha, Assistant to the Dean, [kblecha@barry.edu](mailto:kblecha@barry.edu)

Ms. Isabel Benavides, Administrative Assistant, [ibenavides@barry.edu](mailto:ibenavides@barry.edu)

Ms. Deborah Montague, Assistant Dean, [dmontague@barry.edu](mailto:dmontague@barry.edu)

Mr. William Russell, Assistant Dean for General Studies and Undeclared/Undecided Programs, [wrussell@barry.edu](mailto:wrussell@barry.edu)

## **DEPARTMENT CHAIRS/DIRECTORS AND SUPPORT STAFF**

### Department of Biology

Dr. Brenda Schoffstall, Chair, [bschoffstall@barry.edu](mailto:bschoffstall@barry.edu)

Ms. Helen Balgobin, Administrative Assistant, [hbalgobin@barry.edu](mailto:hbalgobin@barry.edu)

Ms. Karen Jarvis, Operations Manager, [kjarvis@barry.edu](mailto:kjarvis@barry.edu)

Ms. Elisabeta Vajda, Biology Laboratory Director, [evajda@barry.edu](mailto:evajda@barry.edu)

### Department of Communication

Dr. Vicente Berdayes, Chair, [vberdayes@barry.edu](mailto:vberdayes@barry.edu)

Ms. Janice Normil, Administrative Assistant, [jnormai@barry.edu](mailto:jnormai@barry.edu)

### Department of English and Foreign Languages

Dr. Laura Alonso-Gallo, Chair, [lagallo@barry.edu](mailto:lagallo@barry.edu)

Ms. Tracy Johnson, Administrative Assistant, [trajohnson@barry.edu](mailto:trajohnson@barry.edu)

### Department of Fine Arts

Silvia Lizama, Chair, [slizama@barry.edu](mailto:slizama@barry.edu)

Ms. Iris Vendettuoli, Assistant to the Chair, [ivendettuoli@barry.edu](mailto:ivendettuoli@barry.edu)  
Ms. Jennifer Irizarry, Administrative Assistant, [jirizarry@barry.edu](mailto:jirizarry@barry.edu)

#### Department of History and Political Science

Dr. Sean Foreman, Chair, [sforeman@barry.edu](mailto:sforeman@barry.edu)  
Ms. Wanda Sily, Administrative Assistant, [wsily@barry.edu](mailto:wsily@barry.edu)

#### Department of Mathematics and Computer Science

Dr. Ricardo Jimenez, Chair, [rjimenez@barry.edu](mailto:rjimenez@barry.edu)  
Yanelis Suarez, Administrative Assistant, [ysuarez@barry.edu](mailto:ysuarez@barry.edu)

#### Department of Physical Sciences

Dr. Zuzana Zajickova, Chair, [zzajickova@barry.edu](mailto:zzajickova@barry.edu)  
Ms. Beth Culverson, Administrative Assistant, [bculverson@barry.edu](mailto:bculverson@barry.edu)  
Ms. Maria Aloya, Lab Director and Stockroom Manager, [maloya@barry.edu](mailto:maloya@barry.edu)

#### Department of Psychology

Dr. Frank Muscarella, Chair, [fmuscarella@barry.edu](mailto:fmuscarella@barry.edu)  
Ms. Analia Suarez, Administrative Assistant, [ansuarez@barry.edu](mailto:ansuarez@barry.edu)

#### Department of Sociology and Criminology

Dr. Gary Grizzle, Chair, [ggrizzle@barry.edu](mailto:ggrizzle@barry.edu)  
Ms. Tracy Johnson, Administrative Assistant, [trajohnson@barry.edu](mailto:trajohnson@barry.edu)

#### Department of Theology and Philosophy

Dr. Gloria Schaab, Chair, [gschaab@barry.edu](mailto:gschaab@barry.edu)  
Ms Victoria Bailey, Operations Manager, [vbailey@barry.edu](mailto:vbailey@barry.edu)

#### University Honors Program

Dr. Pawena Sirimangkala, Director, [psirimangkala@barry.edu](mailto:psirimangkala@barry.edu)

## **College of Nursing and Health Sciences**

### **Administration**

Dr. John McFadden, Dean: [jmcfadden@barry.edu](mailto:jmcfadden@barry.edu) -305-899-3287

- **Dean's Office:**

**CNHS general email will be monitored by:**  
Shaz Beal, [sbeal@barry.edu](mailto:sbeal@barry.edu) - 305-899-3208

**CNHS Business Operations:**  
Kelley Eddington Magana: [keddingtongmagana@barry.edu](mailto:keddingtongmagana@barry.edu) - 305-899-3814

- **Simulation Lab:**

Shani Marks, [smarks@barry.edu](mailto:smarks@barry.edu) - 305-899-3842

- **Hollywood Site:**

Mercy Diaz-Pinero, [mdiazpinero@barry.edu](mailto:mdiazpinero@barry.edu) - 305-899-3288

Dr. Tony Umadhay, [LUmadhay@barry.edu](mailto:LUmadhay@barry.edu) - 305-899-3199

- **Orlando ANE site:**

Marjorie Kay Rogers, [Mkrogers@barry.edu](mailto:Mkrogers@barry.edu) - 321-282-8022

Mercy Diaz-Pinero, [mdiazpinero@barry.edu](mailto:mdiazpinero@barry.edu) - 305-899-3288

- **Tampa site:**

Dr. Jeanne Antolchick, [jantolchick@barry.edu](mailto:jantolchick@barry.edu) - 305-899-3230 and

Mercy Diaz-Pinero, [mdiazpinero@barry.edu](mailto:mdiazpinero@barry.edu) - 305-899-3288

- **St. Petersburg College site:**

Dr. Randi Cooperman, [rcoperman@barry.edu](mailto:rcoperman@barry.edu) - 305-899-4065

Casie Parker, [cparker@barry.edu](mailto:cparker@barry.edu) - 727-302-6602

- **Nursing: Undergraduate/BSN:**

Dr. Carolyn Hart, [chart@barry.edu](mailto:chart@barry.edu) Mobile: 305-899-3830,

Dr. Nora Hernandez-Pupo [nhernandezpupo@barry.edu](mailto:nhernandezpupo@barry.edu) - 305-899-5449

Maria Herrera, [mherrera@barry.edu](mailto:mherrera@barry.edu) - 305-899-3826

- **Nurse Anesthesiology:**

Dr. Rebecca Lee, [rmlee@barry.edu](mailto:rmlee@barry.edu) - 305-899-3786

Dr. Marjorie Kay Rogers, [Mkrogers@barry.edu](mailto:Mkrogers@barry.edu) - 321-282-8022

Dr. Jennifer Havenstein [jhavenstein@barry.edu](mailto:jhavenstein@barry.edu) - 305-899-3230

Mercy Diaz-Pinero, [mdiazpinero@barry.edu](mailto:mdiazpinero@barry.edu) - 305-899-3288

- **Nurse Practitioner (MSN and DNP):**

Dr. Corvette Yacoob, [cyaacob@barry.edu](mailto:cyaacob@barry.edu) - 305-899-3752

- **PhD:**

Dr. Tony Umadhay, [LUmadhay@barry.edu](mailto:LUmadhay@barry.edu) - 305-899-3199

Dr. Ferrona Beason, [fbeason@barry.edu](mailto:fbeason@barry.edu) - 305-899-3818

Virginia Lopez, [vlopez@barry.edu](mailto:vlopez@barry.edu) - 305-899-3838

- **Biomedical Sciences:**

Dr. Sathees Chandra, [schandra@barry.edu](mailto:schandra@barry.edu) – 305-899-1196

Robert Stephens, [rstephens@barry.edu](mailto:rstephens@barry.edu) - 305-899-3227

- **Cardiovascular Perfusion:**

Cindy Cervantes, [ccervantes@barry.edu](mailto:ccervantes@barry.edu) 305-899-3848

Shaz Beal, [sbeal@barry.edu](mailto:sbeal@barry.edu) - 305-899-3208

- **Clinical Biology:**

Dr. Tony Umadhay, [LUmadhay@barry.edu](mailto:LUmadhay@barry.edu) - 305-899-3199

Henley Marcelus, [hmarcelus@barry.edu](mailto:hmarcelus@barry.edu) - 305-899-3240

- **Health Services Administration/Dual Degree Public Health:**

Dr. Evelio Velis, [evelis@barry.edu](mailto:evelis@barry.edu) - 305-899-4089

Virginia Lopez, [vlopez@barry.edu](mailto:vlopez@barry.edu) - 305-899-3838

- **Occupational Therapy:**

Dr. Belkis Landa-Gonzalez, [blandagonzalez@barry.edu](mailto:blandagonzalez@barry.edu) - 305-899-3222

Dr. Ivan Chan, [tchan@barry.edu](mailto:tchan@barry.edu) - 305-899-3374

Lisa Buonadonna, [lbuonadonna@barry.edu](mailto:lbuonadonna@barry.edu) – 305-899-3213

- **Physician Assistant Program:**

Dr. Randi Cooperman, [rcoperman@barry.edu](mailto:rcoperman@barry.edu) – 305-899-4065

Wendy Langen, [wlangen@barry.edu](mailto:wlangen@barry.edu), - 305-899-4012

Valerie Williams, [vwilliams@barry.edu](mailto:vwilliams@barry.edu) - 305-899-3293

- **Sports and Exercise Sciences:**

Dr. Kathy Ludwig, [kludwig@barry.edu](mailto:kludwig@barry.edu), - 305-899-4077

Maureen Bigby, [mbigby@barry.edu](mailto:mbigby@barry.edu), 305-899-3490

## School of Business

### Administration

Joan Phillips, Dean, [jphillips@barry.edu](mailto:jphillips@barry.edu)

Brother Gregory Crosby, Coordinator Academic Programs, [gcrosby@barry.edu](mailto:gcrosby@barry.edu), 305-899-3544

Chrissie Chiarella, Administrative Specialist, [cchiarella@barry.edu](mailto:cchiarella@barry.edu), 305-899-3532

Advisors are available via email. If you do not have their information, please contact Gregory or Chrissie listed above.

Other contacts:

Jessica Fleitas, Assistant Dean, Undergraduate Programs, [jfleitas@barry.edu](mailto:jfleitas@barry.edu) , 305-899-3531  
Manuel Tejada, Associate Dean, Graduate Programs, [mtejeda@barry.edu](mailto:mtejeda@barry.edu) , 305-899-3525  
Gayle Workman, Director, MBA & MS Sport Management, [gworkman@barry.edu](mailto:gworkman@barry.edu) , 305-899-4883  
Kevin Kemerer, Director, Master of Science Accounting Program, [kkemerer@barry.edu](mailto:kkemerer@barry.edu), 305-899-3507  
Patricia Bisciotti, Graduate Admissions, Business, [pbisciotti@barry.edu](mailto:pbisciotti@barry.edu) , 305-899-3494

## **School of Education**

### **Administration**

Jill Farrell, Dean, [jfarrell@barry.edu](mailto:jfarrell@barry.edu), 305-899-3649

Lilia C. DiBello, Associate Dean, [ldibello@barry.edu](mailto:ldibello@barry.edu) (305) 899-4827  
Carter A. Winkle, Associate Dean, [cwinkle@barry.edu](mailto:cwinkle@barry.edu) (305) 899-3033  
Eve Brown, Operations Manager, [ebrown@barry.edu](mailto:ebrown@barry.edu) (305) 899-3635  
Stephanie Iglesias, Business Manager, [siglesias@barry.edu](mailto:siglesias@barry.edu) (305) 899-4082  
Joanne Ittilucksatit, Assistant to the Dean, [jittelucksatit@barry.edu](mailto:jittelucksatit@barry.edu) (305) 899-3720

### **Curriculum Pedagogy and Research Unit (CPaR Unit)**

- Administrative Assistant for the CPaR Unit  
Holly Pappaconstantine, [hpappaconstantine@barry.edu](mailto:hpappaconstantine@barry.edu) (305) 899-4026
- BS to MS in Education  
Sam Perkins, Program Director, [sperkins@barry.edu](mailto:sperkins@barry.edu), (305) 899-4826
- MS in Curriculum and Instruction  
Sean Buckreis, Program Director, [sbuckreis@barry.edu](mailto:sbuckreis@barry.edu) (305) 899-3743
- MS in ESE and MS/EdS in Reading  
Judy Harris-Looby, Program Director, [jharrislooby@barry.edu](mailto:jharrislooby@barry.edu) (305) 899-3709
- Montessori  
Leslie Lasseville, Program Director, [llasseville@barry.edu](mailto:llasseville@barry.edu) (305) 899-3736
- MS/SSP in School Psychology  
Agnes Shine, Program Director, [ashine@barry.edu](mailto:ashine@barry.edu) (305) 899-3991
- PhD in Curriculum and Instruction – Ruth A. Ban, [rban@barry.edu](mailto:rban@barry.edu) (305) 899-3710
- Field Experience and Internship Coordinator  
Laura Monsalvatge, [lmonsalvatge@barry.edu](mailto:lmonsalvatge@barry.edu) (305) 899-4868

### **Leadership and Professional Programs Interdisciplinary Unit (LaPP Unit)**

- Administrative Assistant for the LaPP Unit  
Sharon Singh-Passley, [ssinghpassley@barry.edu](mailto:ssinghpassley@barry.edu), (305) 899-3890
- MS/EdS Educ Leadership & MS Higher Educ, Program Director  
Carmen McCrink, [cmccrink@barry.edu](mailto:cmccrink@barry.edu), (305) 899-3702
- MS in Human Resources Development  
Katya Matusевич, Program Director, [kmatusевич@barry.edu](mailto:kmatusевич@barry.edu) (305) 899-4825

- EdD Organizational Learning (HRD Spec)  
Jean McAtavey, Program Director, [jmcatavey@barry.edu](mailto:jmcatavey@barry.edu) (305) 899-3724
- EdD in Organizational Learning (HED and Ed Leadership Spec) Carmen McCrink,  
[cmccrink@barry.edu](mailto:cmccrink@barry.edu) (305) 899-3702

### **Clinical Studies Unit**

- Administrative Assistant for the Clinical Studies Unit  
Arlene Taylor, [ataylor@barry.edu](mailto:ataylor@barry.edu) (305) 899-4025
- MS in Counseling  
Lauren Shure, Program Director, [lshure@barry.edu](mailto:lshure@barry.edu) (305) 899-3741
- PhD in Counseling  
Raul Machuca, Program Director, [rmachuca@barry.edu](mailto:rmachuca@barry.edu) (305) 899-3703
- Care Center Director  
Silvia Reyes, [spreyes@barry.edu](mailto:spreyes@barry.edu) (305) 899-4778

## **School of Law**

### **Administration**

Leticia Diaz, Dean, [ldiaz@barry.edu](mailto:ldiaz@barry.edu)

Jeannette Pena, Assistant to the Dean [jpena@barry.edu](mailto:jpena@barry.edu)

Ruth Witherspoon, Senior Associate Dean for Academic Affairs [rwitherspoon@barry.edu](mailto:rwitherspoon@barry.edu)

Maria DeMartino, Administrative Assistant to Associate Deans [mdemartino@barry.edu](mailto:mdemartino@barry.edu)

### Registrar's Office

- Julie Hagaman, Registrar [jhagaman@barry.edu](mailto:jhagaman@barry.edu)
- Anette Bayona, Assistant Registrar [abayona@barry.edu](mailto:abayona@barry.edu)
- Ania Hawkins, Administrative Assistant – Registrar [ahawkins@barry.edu](mailto:ahawkins@barry.edu)
  - Registrar's forms can be accessed at the following:

<http://weblaw.barry.edu/student-resources/registrar.html> or students may need to log in through go.barry.edu to get to the law school Registrar's page

### Library

- Glen-Peter Ahlers, Interim Associate Dean for Information Services [gahlers@barry.edu](mailto:gahlers@barry.edu)
- Pam Jones, Administrative Assistant – Law Library [pjones@barry.edu](mailto:pjones@barry.edu)
- Whitney Curtis, Associate Director – Head of Public Services [wcurtis@barry.edu](mailto:wcurtis@barry.edu)
- Rachel Coates, Head of Technical Services [rcoates@barry.edu](mailto:rcoates@barry.edu)
- Diana Botluk, Reference Librarian and Associate Professor [dbotluk@barry.edu](mailto:dbotluk@barry.edu)
- Louis Rosen, Reference Librarian and Associate Professor [lrosen@barry.edu](mailto:lrosen@barry.edu)
- Jason Murray, Reference Librarian and Associate Professor [jwmurray@barry.edu](mailto:jwmurray@barry.edu)
- Terry Rogers, Technical Service Coordinator [trogers@barry.edu](mailto:trogers@barry.edu)
- Stephanie Bertone, Electric Resources Librarian [sbertone@barry.edu](mailto:sbertone@barry.edu)



- Megan Humphries, Access Services Librarian/Circulation Supervisor [mhumphries@barry.edu](mailto:mhumphries@barry.edu)
- Megan Spano, Circulation Assistant [mspano@barry.edu](mailto:mspano@barry.edu)
  - Hours of availability (remote): Monday – Friday, 8:00am – 5:00pm and as needed for evening students
  - The library will continue to offer remote reference services to our community in the evenings and on the weekends. Please email [lawreferencelibrarians@barry.edu](mailto:lawreferencelibrarians@barry.edu) for questions and information
  - Library building on campus will be closed to students.
  - Website for students for remote services: <https://eguides.barry.edu/BarryLawLibraryRemoteLearningAndResearch>.

#### CLASP/Bar Preparation

- James Hicks, Assistant Dean of Bar Prep [jhicks@barry.edu](mailto:jhicks@barry.edu)
- Thao Tran, Director of Bar Writing Initiatives and CLASP Counselor [ttran@barry.edu](mailto:ttran@barry.edu)
- Hannah Scoville, Director of Academic Success and CLASP Counselor [hscoville@barry.edu](mailto:hscoville@barry.edu)
- Angie Burton, Director of Bar Data Collection and Assessment, and CLASP Counselor [aburton@barry.edu](mailto:aburton@barry.edu)

#### Clinical Programs

- Lee Schinasi, Director of Clinical Program, [lschinasi@barry.edu](mailto:lschinasi@barry.edu)
- Katherine Puzone, Juvenile Defense Clinic, [kpuzone@barry.edu](mailto:kpuzone@barry.edu)
- Kate Aschenbrenner Rodriguez, Immigration Clinic, [kaschenbrenner@barry.edu](mailto:kaschenbrenner@barry.edu)
- Rachel Deming, Environmental and Earth Law Clinic, [rdeming@barry.edu](mailto:rdeming@barry.edu)
- Brenda London, Collaborative Family Law Clinic, [blondon@barry.edu](mailto:blondon@barry.edu)
- Bankruptcy Clinic, Linda Coco, [lcoco@barry.edu](mailto:lcoco@barry.edu)
- Jessica Wills, Administrative Assistant Externships, [jwills@barry.edu](mailto:jwills@barry.edu)
- Lourdes Nunez, Administrative Assistant In House Clinic, [lnunezcampos@barry.edu](mailto:lnunezcampos@barry.edu)

All clinics will operate remotely except for the Immigration Clinic. The Director of the Immigration Clinic will be on campus as needed to check the mail and obtain files for court.

#### Finance

- Virginia Traver, Director of Finance [vtraver@barry.edu](mailto:vtraver@barry.edu)
- Debbie Correa, Accounting Specialist [dcorrea@barry.edu](mailto:dcorrea@barry.edu)

For reimbursement, payments, and other financial matters, please contact Ms. Traver

#### Facilities/Maintenance

- Glen Collins, Manager [gcollins@barry.edu](mailto:gcollins@barry.edu)
- Jim Wiley, Maintenance Assistant [jwiley@barry.edu](mailto:jwiley@barry.edu)

Facilities staff will be on campus consistently throughout the week  
Security will be present on campus 24/7

### Student Financial Services

- Jean Walker, Director of Student Financial Services [jmwalker@barry.edu](mailto:jmwalker@barry.edu)
- Anita Daphnis, Associate Director of Financial Services [adaphnis@barry.edu](mailto:adaphnis@barry.edu)
- Deborah Yossett, Direct Loan Manager and Financial Aid Counselor  
[dyossett@barry.edu](mailto:dyossett@barry.edu)
- Arlene Simpson, Administrative Assistant – Financial Aid [asimpson@barry.edu](mailto:asimpson@barry.edu)

For inquiries about financial aid, tuition payments, VA benefits or other matters, please email the Office of Student Financial Services as [lawfinaid@barry.edu](mailto:lawfinaid@barry.edu)

### Admissions

Angelo Milone, Interim Director of Admissions [amilone@barry.edu](mailto:amilone@barry.edu)

- Rudy Urena, Associate Director of Admissions [rurena@barry.edu](mailto:rurena@barry.edu)
- Kim Rupert, Operations Manager – Law Admissions [krupert@barry.edu](mailto:krupert@barry.edu)
- Natasha Carbajal, Recruitment Specialist [ncarajal@barry.edu](mailto:ncarajal@barry.edu)

### Marketing

Angelo Milone, Director – Public Relations and Marketing [amilone@barry.edu](mailto:amilone@barry.edu)

### Institutional Advancement

Diane Trees, Director of Community Outreach/Advancement [dtrees@barry.edu](mailto:dtrees@barry.edu)

### Alumni Relations

Brigitte Debbbarh, Director - Special Events and Alumni Relations [bdebbbarh@barry.edu](mailto:bdebbbarh@barry.edu)

### Mission and Student Engagement

- Amy Lefkowitz, Interim Associate Dean for Student Affairs [alefkowitz@barry.edu](mailto:alefkowitz@barry.edu)
- Maria DeMartino, Administrative Assistant to Associate Deans [mdemartino@barry.edu](mailto:mdemartino@barry.edu)

### Office of Career Services and Student Life

- Nicholas Jones, Director of Career Services and Student Life [nijones@barry.edu](mailto:nijones@barry.edu)
- Larisa Gillooly Finn, Manager – Recruitment and Employer Relations [lfinn@barry.edu](mailto:lfinn@barry.edu)
- Ashley Danos, Manager of Engagement and Student Programming [adanos@barry.edu](mailto:adanos@barry.edu)

For Career Services inquiries contact Nicholas Jones and/or Larisa Gillooly Finn  
For Student Life inquiries, contact Ashley Danos

### School of Law- Human Resources

Gary Meiseles, Director – Human Resources [gmeiseles@barry.edu](mailto:gmeiseles@barry.edu)

### Information Technology

- Doug Brucker, Manager – Orlando Law IT Operations [dbrucker@barry.edu](mailto:dbrucker@barry.edu) (407) 595-4993
- H. Owen Gregory, PC Support Specialist [hgregory@barry.edu](mailto:hgregory@barry.edu) (407) 353-2475

## **School of Podiatric Medicine**

### **Administration**

Dr. Bryan Caldwell, Dean – [bcaldwell@barry.edu](mailto:bcaldwell@barry.edu) or 305-899-5463

Mrs. Fabiola Cortez, Assistant to the Dean [fcortez@barry.edu](mailto:fcortez@barry.edu) or 305-899-3255

- Students/Faculty/Staff can reach the department regarding meetings with the Dean and/or other questions pertaining to the Office of the Dean at [fcortez@barry.edu](mailto:fcortez@barry.edu) or phone: 305-899-3255 if it is by March 31<sup>st</sup>. Starting April 1<sup>st</sup>, they would need to contact Isabel Ruiz at [iruiz@barry.edu](mailto:iruiz@barry.edu) or phone: 305-899-3252 to schedule any meetings with Dr. Caldwell.
- Senior Exit Interviews are scheduled on Wednesdays during the month of April via WebEx.

### **POD Operations**

Operations Manager – Deborah Madsen – [dmadsen@barry.edu](mailto:dmadsen@barry.edu) or 305-899-3250

- Contract management / payments continue via email with procurement/AP

### **POD Clinics**

- Clinics are seeing urgent patients only

### **POD Academic Affairs Department**

Dr. Sanjay Sesodia, Associate Academic Dean – [ssesodia@barry.edu](mailto:ssesodia@barry.edu) or (305) 899-3684

Ms. Vanessa Pedrianes, Assistant to the Associate Academic Dean | ExamSoft coordinator – [vpedrianes@barry.edu](mailto:vpedrianes@barry.edu) or (305) 899-5490

- Students can reach the department regarding registration, assessments (ExamSoft) and/or other questions pertaining to academics at [vpedrianes@barry.edu](mailto:vpedrianes@barry.edu) or (305) 899-5490
- Faculty may contact Vanessa Pedrianes via email [vpedrianes@barry.edu](mailto:vpedrianes@barry.edu) or phone: (305) 899-5490, with regards to assessment planning and delivery
- Associate Academic Dean's Office Hours: M/T/TH from 2:00pm through 4:00pm
- Students may schedule a WebEx meeting with the Associate Academic Dean, regarding concerns related to their academics, through Vanessa Pedrianes via email [vpedrianes@barry.edu](mailto:vpedrianes@barry.edu)

### **POD Basic Medical Sciences Department**

Dr. Graham Shaw, Chair of Basic Medical Sciences – [gshaw@barry.edu](mailto:gshaw@barry.edu) or (305) 899-3264

Amber Ferguson, Administrative Assistant III – [aferguson@barry.edu](mailto:aferguson@barry.edu) or (305) 899-3261

Department Faculty:

Dr. Daniel Cawley – [dcawley@barry.edu](mailto:dcawley@barry.edu) or (305) 899-3128

Dr. Allen Smith – [asmith@barry.edu](mailto:asmith@barry.edu) or (305) 899-3262

Dr. Bibi Singh – [bsingh@barry.edu](mailto:bsingh@barry.edu) or (305) 899-4794

- First and Second year students can reach the department regarding registration, assignments/assessments (Canvas) and/or all other questions regarding academics at [aferguson@barry.edu](mailto:aferguson@barry.edu) or (305) 899-3261

- Students may schedule a WebEx meeting with the Chair, regarding concerns related to their academics via email [gshaw@barry.edu](mailto:gshaw@barry.edu)

### **Admissions**

Dr. Dave Fletcher, Director of Admissions - [dfletcher@barry.edu](mailto:dfletcher@barry.edu) or (305) 899-3123

Ms. Isabel Ruiz, Admissions Coordinator [iruiz@barry.edu](mailto:iruiz@barry.edu) or (305) 899-3252

Ms. Michelle Evans, Administrative Assistant II, [Mevans@barry.edu](mailto:Mevans@barry.edu) or (305) 899-3249

- Prospective students can reach the department regarding applications, admissions process and/or other questions pertaining to admissions may contact Dave Fletcher via email at [dfletcher@barry.edu](mailto:dfletcher@barry.edu) or 305-899-3123, Isabel Ruiz [iruiz@barry.edu](mailto:iruiz@barry.edu) or (305) 899-3252 and Michelle Evans [mevans@barry.edu](mailto:mevans@barry.edu) or (305) 899-3252
- Anyone contacting the department for Podiatry or Physician Assistant program may contact Michelle at (305) 899-3249
- Admissions office hours: Monday through Friday 8 am to 5 pm.
- Virtual interviews will be held on Mondays and Tuesdays all day.
- Prospective students may schedule a WebEx interview with Dave Fletcher at [dfletcher@barry.edu](mailto:dfletcher@barry.edu) or Isabel Ruiz via email at [iruiz@barry.edu](mailto:iruiz@barry.edu)

### **Office of Clinical Education**

Dr. Shanika Hill - Associate Dean of Clinical Education - [shill@barry.edu](mailto:shill@barry.edu)

Ana Fermin - Clerkship Coordinator/Graduate Placement - [afermin@barry.edu](mailto:afermin@barry.edu)

Sandra Rampersad-Suarez - Assistant to the Associate Dean of Clinical Education / Clinical Coordinator [srampersad@barry.edu](mailto:srampersad@barry.edu)

- Class Cohorts are Class of 2020 and 2021 -
- Clinical Education Students for rotations, clerkships and graduate placement
- Associate Dean of Clinical Education - M/T 8 to 6 pm
- Associate Dean of Clinical Education - Teaching Lab remotely on Fridays 9am to 4 pm
- Students may schedule a WebEx meeting with any of us pertaining clinical education via email
- Dr. Hill has scheduled Class Cohort Meetings to address concerns and expectation and assignments
- We are communicating with Clinical Instructors and external clinical affiliated hospitals/graduate medical education offices etc. via WebEx, email and cell phones

### **Commencement Events, Continuing Education, Health Compliance Department**

Jeavon Inness, Director, CE, Health Compliance, and Commencement Events–  
[jinniss@barry.edu](mailto:jinniss@barry.edu) or (305) 899-3266

#### Commencement:

- If students/parents have any questions regarding the ceremony, graduation fees, external photographer, regalia, awards, and/or Pi Delta certificates, they should e-mail me directly [jinniss@barry.edu](mailto:jinniss@barry.edu) or call (305) 899-3266

#### Health Compliance:

- Students are expected to remain compliant at all times via American DataBank Complio
- Assist current students with updating their Complio accounts.
- Assist incoming students with completing their background checks/health compliance screening.
- Assist Class of 2021 with finding resources to complete their compliance requirements for clerkships beginning in May. If requested, provide letter of good standing to clerkship programs and sign off on health compliance documents needed by Clerkship Coordinators at each site.
- Assist Class of 2022 in preparation for clinical rotations in the fall.

Continuing Education (CE)

- Assisting podiatrists with CE Broker (CE tracking System) to ensure all credits were uploaded properly.
- Verifying all CE activities that were offered through BUSPM were properly reported to FBPM and all podiatrists have access to tracking numbers on CE Broker to report continuing education contact hours.

**School of Professional and Career Education (PACE)**

**Administration**

Christopher Starratt, Interim Dean, [cstarratt@barry.edu](mailto:cstarratt@barry.edu), 305-899-4757 (office)

Stephen Sussman, PhD., Associate Dean, [ssussman@barry.edu](mailto:ssussman@barry.edu)

Barry Brock, Ph.D.	Health Services Administration	<a href="mailto:Bbrock@barry.edu">Bbrock@barry.edu</a>
Alvaro Carreras, PhD.	Administration	<a href="mailto:acarreras@barry.edu">acarreras@barry.edu</a>
Patricia Feito, PhD.	English	<a href="mailto:pfeito@barry.edu">pfeito@barry.edu</a>
Celeste Landeros, PhD.	Arts & Humanities	<a href="mailto:clanderos@barry.edu">clanderos@barry.edu</a>
Ann Swaner, PhD.	Theology	<a href="mailto:aswaner@barry.edu">aswaner@barry.edu</a>
Jim Talerico, PhD.	Public Administration	<a href="mailto:jtalerico@barry.edu">jtalerico@barry.edu</a>
Carol Warner, PhD.	Mathematics. Biology and Environmental Science	<a href="mailto:cwarner@barry.edu">cwarner@barry.edu</a>
Eric (Rick) Smith, Ed.D.	Emergency Management	<a href="mailto:elsmith@barry.edu">elsmith@barry.edu</a>

## School of Social Work

### Administration

Phyllis Scott, Dean, [pconfig@barry.edu](mailto:pconfig@barry.edu)

Maria Teahan, Associate Dean, [mteahan@barry.edu](mailto:mteahan@barry.edu)

Constance Johnson, Assistant to the Dean, [cjohnson@barry.edu](mailto:cjohnson@barry.edu)

#### *BSW Program*

- Ashley Wright, BSW Program Director, [awright@barry.edu](mailto:awright@barry.edu)

#### *MSW Program*

- Dr. Todd Tedrow, MSW Program Director, [ttedrow@barry.edu](mailto:ttedrow@barry.edu)

#### *Doctoral Program*

- Dr. Sharron Singleton, Doctoral Program Director, [ssingleton@barry.edu](mailto:ssingleton@barry.edu)

#### *Office of Field Education*

- Dr. Ingram-Herring, Director of Field Education, [singram-herring@barry.edu](mailto:singram-herring@barry.edu)

#### *Administrative Services*

- Danielle Koller, [dkoller@barry.edu](mailto:dkoller@barry.edu)
- Annette Cardoza, Manager of Operations, [acardoza@barry.edu](mailto:acardoza@barry.edu)

#### *Public Guardian*

- Eloisa Ramos, Director-Public Guardian, [eramos@barry.edu](mailto:eramos@barry.edu)

## Extended Learning

### Administration

David Kopp, Associate Vice Provost, [dkopp@barry.edu](mailto:dkopp@barry.edu)

#### Distance Education

- Jeff Larson, Director of Distance Education: [jl Larson@barry.edu](mailto:jl Larson@barry.edu)
- Student Support Line for Canvas Issues (not related to Passwords or Webex) Student support for Canvas is available 24x7, 365 days a year by calling the Canvas toll free number at 1-855-976-8669
- Live Chat Support Chat Live with the Canvas Support Hotline at CHAT SUPPORT LINE. Use the Canvas Help Icon If you are logged into Canvas click on the Help icon at the bottom left corner, under the global menu for additional options.
- Na'arah Smith, available Monday-Friday (9:00 AM – 5:00 PM) at (305) 899-7471.
- After office hours, please contact Javier Erbella Monday-Friday (5:00 PM – 9:00 PM) at (305) 981-5235.

- If calling after 9:00 PM, please leave a message and someone will get back to you as quickly as possible.
- Please consider the Canvas 24/7 Help Desk for after office hours support 1-855-976-8669.

### **Continuing Education**

- Ruth E. Pacheco, Director- [rpacheco@barry.edu](mailto:rpacheco@barry.edu) or (305) 981-8033.
- Tiffani Malvin, Program Coordinator, [tmalvin@barry.edu](mailto:tmalvin@barry.edu) or (305) 899-4081
- Rosa Alvarez-Dorado, Program Coordinator, [ralvarezdorado@barry.edu](mailto:ralvarezdorado@barry.edu)

### **Continuing Education-Professional Development and Certification/Licensure**

- Students, faculty and staff can reach CE at [CE@barry.edu](mailto:CE@barry.edu) or call (305) 981-5148
- Collaboration with Dr. Judith Brown ([jbrown@barry.edu](mailto:jbrown@barry.edu)) via WebEx on the Portfolio process and other non-credit to credit pathways.

### **EMT/Paramedic and Fire Programs**

- Chief Mike Arena, [marena@barry.edu](mailto:marena@barry.edu) or (305) 981-5241 is responding and routing all inquiries from [EMT@barry.edu](mailto:EMT@barry.edu); [Paramedic@barry.edu](mailto:Paramedic@barry.edu) and [Fire@barry.edu](mailto:Fire@barry.edu)
- Joann (Stacy) Dolsan, (305) 899-3352 or via mail [jdolsan@barry.edu](mailto:jdolsan@barry.edu)

### **Extended Learning Operations**

- Maritza Riviere-Glover, Director of EL Operations [MRiviere-Glover@barry.edu](mailto:MRiviere-Glover@barry.edu)
  - Northern Sites Manager – Michael Hensley – [mhensley@barry.edu](mailto:mhensley@barry.edu)
  - Southern Sites Manager – AnaMaria Rodriquez - [AVRodriguez@barry.edu](mailto:AVRodriguez@barry.edu)
  - Facilities Manager – Marvin Hattaway – [mhattaway@barry.edu](mailto:mhattaway@barry.edu)
  - Rachel Sangiovanni, Business Manager, [RSangiovanni@barry.edu](mailto:RSangiovanni@barry.edu)

## **Grants**

### **Administration**

- Office of Grants and Sponsored Programs  
Sandra Mancuso, Director- [smancuso@barry.edu](mailto:smancuso@barry.edu)
- Office of Financial Grants Management  
Mercy Cazco, Director- [mcazco@barry.edu](mailto:mcazco@barry.edu)

## Library

### Administration

Jan Figa, Director, [jfiga@barry.edu](mailto:jfiga@barry.edu)

- Library Services Homepage: <http://bucwis.barry.edu/libraryservices/>
- Online Library Reference: [libraryhelp@barry.edu](mailto:libraryhelp@barry.edu)
- InterLibrary Loan (digital only):  
<http://bucwis.barry.edu/libraryservices/services/default.htm>

## Registrar

### Administration

Viviana Carabanna, University Registrar, [vcarabanna@barry.edu](mailto:vcarabanna@barry.edu) Office: 305-899-3949

- **Registration** - Forms should be sent to:
  - [registration@barry.edu](mailto:registration@barry.edu) or [registrar@barry.edu](mailto:registrar@barry.edu).
  - For any issues related with registration please contact:
    - Diamond Williams at [diwilliams@barry.edu](mailto:diwilliams@barry.edu) or
    - Viviana Carabanna at [vcarabanna@barry.edu](mailto:vcarabanna@barry.edu)
- **Transcripts** - Information on how to request transcripts:
  - <http://www.barry.edu/registrar/transcript.html>.
  - For any issues related to transcripts please contact Terry Gasso at [tgasso@barry.edu](mailto:tgasso@barry.edu)
- **Duplicate diplomas** can be requested by visiting:
  - <http://www.barry.edu/registrar/duplicate-diplomat.html>.
  - For any issues related to duplicate diplomas please contact Terry Gasso at [tgasso@barry.edu](mailto:tgasso@barry.edu).
- **Enrollment and Degree Verifications and Loan Deferments:**
  - Click [here](#) for information on how to request Enrollment and Degree verifications.
  - Current students:
    - Login to [WebAdvisor](#) and click “Student Self Service Enrollment Verification National Student Clearinghouse” link located under the Academic Profile menu.
- **Veteran Services:**
  - Email Claudia Torres at [veterans@barry.edu](mailto:veterans@barry.edu).
  - Remote Office Hours of Operation are from 0800 to 1700 (EST) Monday through Friday.
  - Please use the following formats of communication to address any questions and/or concerns: Email: [veterans@barry.edu](mailto:veterans@barry.edu), Phone: (305) 899-2957 *Note: If you call and we are unable to answer, please leave a message with your question or concern.*



- Department of Veterans Affairs has stated they will offer all institutions guidance in effort to provide School Certifying Officials (SCOs) with the most accurate, and up-to-date guidance to discuss COVID-19 and the impact to students attending schools March 26th & 27th. Until then, the Barry University Military/Veterans Services Office will not change anything on your current certification. As many have begun registering for the upcoming semesters/terms, please note we will begin certifications for future semesters/terms after Department of Veterans Affairs' COVID-19 guidance.

## **Student Success and Retention**

### **Administration**

Victor Romano, Associate Vice Provost, [vromano@barry.edu](mailto:vromano@barry.edu) | (305) 899-3756

### **Center for Academic Success & Advising (CASA)**

- Elisa Giordano: [egiordano@barry.edu](mailto:egiordano@barry.edu) | (305) 899-3055

### **Testing Center**

- Elisa Giordano: [egiordano@barry.edu](mailto:egiordano@barry.edu) | (305) 899-3055

### **Glenn Huber Learning Center** (Math Lab, Writing Center & Reading Center)

- Olena Drozd, Manager: [tutoring@barry.edu](mailto:tutoring@barry.edu) | (305) 899-4902
- All tutoring and academic support services will be available remotely for Barry students for the remainder of the semester beginning on Monday, March 30th.
- Students can arrange tutoring appointments in the Mathematics Laboratory, Writing Center, and Reading Center online by visiting: [www.barry.edu/learningcenter](http://www.barry.edu/learningcenter).
- The Learning Center will continue to provide one-on-one tutoring in these areas as well continue delivering directed tutorials students have already scheduled. Students will need to allow for a 24-hour turn-around time from when they submit the tutoring request to when their session is scheduled.
- Faculty is recommended to add the [www.barry.edu/learningcenter](http://www.barry.edu/learningcenter) link to your Canvas sites, if possible, to provide more streamlined access for students.
- If you have specific questions or needs with regards to tutoring and academic support services, please contact the Manager of the Glenn Hubert Learning Center, Dr. Olena Drozd at [odrozd@barry.edu](mailto:odrozd@barry.edu).

### **Center for Community Service Initiatives (CCSI)**

- Glenn Bowen: [gbowen@barry.edu](mailto:gbowen@barry.edu)
- Faculty who are expecting end-of-semester [reports](#) from the CCSI will instead receive semester-to-date reports. Questions regarding the reports should be directed to Dr. Heather Johnson-Desiral at [hjohnsondesiral@barry.edu](mailto:hjohnsondesiral@barry.edu).
- The CCSI will continue to provide support to faculty and students via email as well. Students may email [service@barry.edu](mailto:service@barry.edu).

- Faculty is recommended to add the link [www.barry.edu/service](http://www.barry.edu/service) to your Canvas sites, if possible, to provide more streamlined access for students.
- If you have specific questions or needs with regard to service-learning and other community engagement support services, please contact Dr. Glenn Bowen at [gbowen@barry.edu](mailto:gbowen@barry.edu).

#### Service-Learning

- Glenn Bowen: [gbowen@barry.edu](mailto:gbowen@barry.edu)
- All service-learning and other community engagement support services will be available remotely to Barry faculty and students for the remainder of the semester, effectively immediately.
- Faculty and students can access opportunities for remote/online service-learning and community-focused research by visiting [www.barry.edu/service](http://www.barry.edu/service) and logging in, using their Barry username and password. Please note that there is a "Resource" link on the CCSI home page.

#### Community Partnerships and Quality Enhancement Plan

- Lizbeth James: [ljames@barry.edu](mailto:ljames@barry.edu)
- Courtney Berrien: [cberrien@barry.edu](mailto:cberrien@barry.edu)

#### **Career Development Center (CDC)**

- John Moriarty: [careercenter@barry.edu](mailto:careercenter@barry.edu) | (305) 899-4010

#### Career Counselor Liaisons

- John Moriarty ([jmoriarty@barry.edu](mailto:jmoriarty@barry.edu)) is the liaison for:
  - D. Inez Andreas School of Business
- Shaunie Wall Marshall ([swall@barry.edu](mailto:swall@barry.edu)) is the liaison for:
  - College of Arts and Sciences: Biology (including pre-professional tracks), Chemistry (including pre-professional tracks), General Studies, Undecided/Undeclared
  - College of Nursing and Health Sciences: all majors/degree programs except Nursing
  - School of Podiatric Medicine
- Kimberly Timpone ([Ktimpone@barry.edu](mailto:Ktimpone@barry.edu)) is the liaison for:
  - Frank J. Rooney School of Professional and Career Education
  - College of Arts and Sciences: Communication, English and Foreign Languages, Fine Arts, History and Political Science, Liberal Studies, Mathematics and Computer Science, Psychology, Sociology and Criminology, Theology and Philosophy
- Gurbet Akdogan ([GAkdogan@barry.edu](mailto:GAkdogan@barry.edu)) is the liaison for:
  - College of Nursing and Health Sciences: Nursing Programs
  - Ellen Whiteside McDonnell School of Social Work
  - Adrian Dominican School of Education

### Employer Relations

- Employer relations are managed by Luis Soto ([lsoto@barry.edu](mailto:lsoto@barry.edu)) | (305)899-4842

### Dual Enrollment

- Whitney Watkins: [dualenrollment@barry.edu](mailto:dualenrollment@barry.edu) | (305) 899-7861

## **Division of Business and Finance**

### **Administration**

Sue Rosenthal, Vice President- [srosenthal@barry.edu](mailto:srosenthal@barry.edu) or (305) 899-4055.

### **Accounts Payable and Procurement**

- Accounts Payable can be reached at [accountspayable@barry.edu](mailto:accountspayable@barry.edu)
- Accounts Payable will be reviewing settlement runs, and possibly delay non-urgent payments.
- Accounts Payable is working on expenses Q&A that we will share with you (e.g., should I request a refund on plane tickets, should I consider buying plane tickets for a future event or registering for a future event, etc.)
  - a. All future bookings for travel should be suspended until further notice
  - b. Should a prior booking be cancelled you are responsible for reaching out to the vendors to acquire a refund/credit and submitting this with your expense report along with documentation of the cancellation notice.
  - c. Please ensure that you have any items that you need in order to perform your University function(s) prior to leaving the campus for remote work. We will not authorize any shipment of items to a personal residence.
  - d. We are asking that all University personnel be especially aware of whether orders for goods or services are necessary while the University is undergoing closures. Deliveries will be affected if there is no one to receive them.
- Procurement can be reached by sending an e-mail directly to Brooke at [bpallott@barry.edu](mailto:bpallott@barry.edu) or Jack at [jgasso@barry.edu](mailto:jgasso@barry.edu)
- IST (mail services) will continue to operate on campus. IST will be holding all mail as of Thursday, March 19th. If you come into the office and need your mail, please pick it up. All student mail and packages will be held at the mail center as usual. The mail center will ask for a Barry ID for mail pick up.

## Budget

- Budget can be reached by directly contacting Lena at [lmercea@barry.edu](mailto:lmercea@barry.edu) or Carolina at [csalvador@barry.edu](mailto:csalvador@barry.edu)
- We have set up a cost center/project code for main campus:
  - Cost Center - CC65003 Coronavirus
  - Project Code - FY2020 Contingency Expense – Coronavirus
- We have set up a cost center/project code for the Law School:
- Cost Center – CC71004 Law School - Coronavirus
  - Project Code – FY2020 Contingency Expense – Law Coronavirus

## Cashier Business Office (CBO)

- Students can reach the CBO at [CBO@barry.edu](mailto:CBO@barry.edu)
- Faculty and Staff should contact the person in the CBO directly, but can reach the CBO Director, Don Cearnal at [dcearnal@barry.edu](mailto:dcearnal@barry.edu)
- A CBO representative will be here once / week to collect any cash and make check deposits.
- Students can set up a time to speak with a cashier or someone in CBO by sending a note to [CBO@barry.edu](mailto:CBO@barry.edu).
- Pay by phone items can be processed remotely and students can still process payments on WebAdvisor.

## Conference and Event Services (CES)

- CES can be reached at [CESERV@barry.edu](mailto:CESERV@barry.edu)
- Each person in the department can also be contacted directly.  
Tiffany Dumant, Director, [tdumant@barry.edu](mailto:tdumant@barry.edu)  
Claudinne Cerveira, Manager, [ccerveira@barry.edu](mailto:ccerveira@barry.edu)

## Facilities

- For requests, please log any issues in School Dude as per normal process, these will be monitored remotely
- We will communicate a manager on call for emergencies
- We will be working with ABM to make sure we have appropriate cleaning supplies and will be re-deploying ABM resources for more regular cleaning at residence halls
- All employees who need a computer at home have laptops or computer at home
- Raul Gonzalez, Director, Facilities Management can be reached at [rgonzalez@barry.edu](mailto:rgonzalez@barry.edu)

## Finance

- Finance team can be reached by directly contacting the person you need. Judy Penate, Controller can be reached at [jpenate@barry.edu](mailto:jpenate@barry.edu)

## Legal

- The legal team can be reached by directly contacting the person you need via email.  
David Dudgeon, General Counsel, [ddudgeon@barry.edu](mailto:ddudgeon@barry.edu)  
Karon Coleman, Associate General Counsel, [kcoleman@barry.edu](mailto:kcoleman@barry.edu)  
Sherry McMillan, Assistant General Counsel, [smcmillan@barry.edu](mailto:smcmillan@barry.edu)  
Nilda Lallemand, Administrative Assistant III, [nlallemand@barry.edu](mailto:nlallemand@barry.edu)
- Contract signatures will be handled through normal workday process. All Contracts will be signed electronically.
- Risk Management / FICURMA items can be managed by contacting Karon at [kcoleman@barry.edu](mailto:kcoleman@barry.edu) or Nilda at [Nlallemand@barry.edu](mailto:Nlallemand@barry.edu)

## Division of Enrollment and Digital Strategies

### Administration

Yvette Brown Koottungal, Vice President – [ybrownkoottungal@barry.edu](mailto:ybrownkoottungal@barry.edu)

### Recruitment & Admissions

With COVID-19 creating so much uncertainty across the world, Recruitment and Admissions wanted to provide you with reassurance on how we are evolving to meet the new and existing needs of our prospective students:

- Recruitment staff will engage prospective students remotely using Jabber Webex, phone, email, text.
  - Appointments can be scheduled online - <http://www.barry.edu/future-students/undergraduate/admissions/events.html>
- Student Ambassadors will assemble and deliver acceptance packets to the mail room on Tuesdays and Thursdays as long as the US Postal Service is operational.
- Any student unable to take their needed standardize tests (GRE, SAT, etc.) will work with Admissions on a case-by-case basis.
- All scheduled graduate and undergraduate meetings and information sessions have been moved from face-to-face to virtual.
- Prospects and families can schedule one-on-one virtual meetings with their graduate and undergraduate counselor, financial aid counselor, and for transcript evaluations.
- All campus tours are cancelled but prospective students are encouraged to explore our virtual tour.

- Admitted Student Day is now virtual on April 18.
- Graduate Open House is now virtual on April 22.
- Admission letters continue to be printed and mailed twice a week.
- Applicants' credentials that are mailed to University are received and processed twice a week.
- I-20s are processed and issued once a week.
- Programs that require admission interviews are now done virtually.
- The Engagement Center team continues to assist callers via phone and chat and make outbound calls to prospective students and applicants.
- Undergraduate students with an admissions hold will be allowed to register for the summer/fall to allow for additional time to submit missing final official transcripts. Documents are still required to register for subsequent terms.
- Graduate students with an admissions hold should reach out to their respective graduate admissions director and will be approved on a case-by-case review.

### ***Undergraduate and Graduate Admissions Contact***

- Roxanna Cruz, (305)899-7826, [rcruz@barry.edu](mailto:rcruz@barry.edu)
- Betsy Thomas, (305)899-3725, [bthomas@barry.edu](mailto:bthomas@barry.edu)
- Extended Learning
  - Betsy Thomas, (305)899-3725, [bthomas@barry.edu](mailto:bthomas@barry.edu)
- Admissions Services, Processing of Applications, Transcripts, I-20's
  - Xiomara Martinez, (305)899-3883, [xmartinez@barry.edu](mailto:xmartinez@barry.edu)
- Campus Tours, Student Ambassadors, Events
  - Janene Bottinelli, (305)899-3159, [jbottinelli@barry.edu](mailto:jbottinelli@barry.edu)
  - Georgina Rojas, (305)899-3107, [grojas@barry.edu](mailto:grojas@barry.edu)
- Special Projects, STAMPS, Facilities, General Operations
  - Angela Scott, (305)899-3666, [ascott@barry.edu](mailto:ascott@barry.edu)
  - Christy Baro, (305)899-3112, [cbaro@barry.edu](mailto:cbaro@barry.edu)

## **Marketing**

### **Administration**

Michel Sily, Associate Vice President for Marketing, [msily@barry.edu](mailto:msily@barry.edu), (305)899-3781.

### **Operations**

- Marketing will coordinate deliveries of print pieces, stationery, business cards, and other marketing collateral with the Mail Room so they can be picked up by the staff that remains on campus as needed.
- Marketing staff remain available via standard platforms – phone, text, email, Jabber, Webex.

### **For Requests**

- Marketing Requests – <http://marketing.barry.edu>.
- Stationery & Business Cards Requests - [bucwis.barry.edu/marketing/requests/type.html](http://bucwis.barry.edu/marketing/requests/type.html).
- General business, questions, assistance – [marketing@barry.edu](mailto:marketing@barry.edu).
- Social Media Team – [social@barry.edu](mailto:social@barry.edu).

### **Academic Marketing Coordinators**

- Kim Beers, [kbeers@barry.edu](mailto:kbeers@barry.edu), College of Nursing and Health Sciences Marketing Coordinator.
- Laura Bello-Conte, [lbello@barry.edu](mailto:lbello@barry.edu), School of Social Work Marketing Coordinator.
- Victoria McDonald, [vmcdonald@barry.edu](mailto:vmcdonald@barry.edu), School of Business Marketing Coordinator.
- Donte Roberts, [droberts@barry.edu](mailto:droberts@barry.edu), School of Education Marketing Coordinator.

### **Support Escalation**

- Michel Sily, Associate Vice President, [msily@barry.edu](mailto:msily@barry.edu), (305)899-3781.
- Miguel Ramirez, Director of Digital Media Development, [maramirez@barry.edu](mailto:maramirez@barry.edu).
- Andrew Vaccaro, Marketing Automation Manager, [avaccaro@barry.edu](mailto:avaccaro@barry.edu).

### **Financial Aid**

- Financial Aid Office (FAO) will conduct standard operations remotely, using Jabber, Webex, phone, text and email.
  - All processing with the DOE and State of Florida is online and will continue remotely.
- Students, faculty and staff can contact us directly by phone or email during normal business hours.
  - All FAO calls – (800)695-2279 or (305)899-3673.
  - UG Students can reach the FAO via email at [финаid@barry.edu](mailto:финаid@barry.edu)
  - GR Students - [gradfa@barry.edu](mailto:gradfa@barry.edu)
  - PACE and BarryU Online students - [pacefa@barry.edu](mailto:pacefa@barry.edu).
  - Please send all formal notifications of total withdrawals to the [fawithdrawal@barry.edu](mailto:fawithdrawal@barry.edu) mailbox.

- Students can use the “Ask Bucky Chatbot” to get their questions answered 24/7.  
<https://www.barry.edu/future-students/undergraduate/financial-aid/#bot>
- Students can access a “keyword searchable” library of financial aid videos online that cover topics such as personal finance, the financial aid process, and types of financial aid. The videos are available in English, Spanish, Haitian Creole, and Chinese
- FA Processor(s) will be on campus on Thursdays to process mail.
- Scholarship Coordinator will be on campus on Thursdays to process scholarship checks.
- Remote appointments with Financial Aid counselors can be scheduled when booking a campus tour at <https://www.barry.edu/schedule-a-visit/>.
- All funding will be disbursed as scheduled.

### ***Support Contact***

- Aida Claro, Director - [aclaro@barry.edu](mailto:aclaro@barry.edu) or (305)899-3674
- Norma Robinson, Senior Associate Director – [nrobinson@barry.edu](mailto:nrobinson@barry.edu) or (305)899-3664.
- Contact for UG – Lillian Cabrera Molina, Associate Director – [lcabrera-molina@barry.edu](mailto:lcabrera-molina@barry.edu) or (305)899-3671.
- Contact for Graduate/PACE/BarryU Online – Nigel Manderson, Associate Director [nmanderson@barry.edu](mailto:nmanderson@barry.edu) (305)899-3354.
- Contact for State FA – Carlos Gonzalez, State Coordinator [cgonzalez@barry.edu](mailto:cgonzalez@barry.edu) or (305)899-3137.
- Contact for Verification Issues – Alexandra Leyton, Processing Manager – [aleyton@barry.edu](mailto:aleyton@barry.edu) or (305)899-4720.

### **Information Technology**

#### ***IT Support Desk***

- IT Support Desk transitioned to 100% remote support effective March 19<sup>th</sup>, 2020.
  - Office Hours: Monday – Friday 8:30 am – 6:30 pm
- They can be reached via the web at [help.barry.edu](http://help.barry.edu), via email at [helpdesk@barry.edu](mailto:helpdesk@barry.edu), or via phone at (305)899-3604.

#### ***Engagement Center***

- The Engagement Center will conduct operations remotely effective immediately.
- Engagement Center be reached at [admissions@barry.edu](mailto:admissions@barry.edu) or via phone at (305)899-3100. Please direct any questions/concerns regarding the university switchboard (x3000) to Freddy Brea – [fbrea@barry.edu](mailto:fbrea@barry.edu), (305)981-5179.

#### ***Student Computing Needs***

- 40 laptops are available for checkout via the laptop kiosks located in Wiegand, Library, Thompson and Landon
- 37 desktop computers will be placed in two of the residence halls for access by resident students.
  - 20 – Dominican Hall
  - 17 – Weber Hall



As the University moves to faculty and staff working from home, the following outlines the options available for use of computing equipment.

- **Faculty**
  - Full-time – If you do not have a University assigned laptop
    - You can [take your desktop](#) or
    - You can use personally owned equipment [on improving your personal computer's security posture](#).
  - Adjuncts – Use personally owned equipment. Please refer to the document [on improving your personal computer's security posture](#).
  
- **Staff**
  - Staff who access sensitive data – If you do not have a University assigned laptop
    - You can [take your desktop](#) or
    - [Request equipment from IT](#)
  - Staff who access critical systems - For staff who meet the criteria below, if you do not have a University assigned laptop, you can [take your desktop](#) or [request equipment from IT](#).
    - Internal Systems – Workday, Colleague or Salesforce
    - External reporting systems – These are external systems such as the Department of Education and financial institutions
  - All other full time – If you do not have a University assigned laptop
    - You can [take your desktop](#) or
    - You can use personally owned equipment. Please refer to the document [on improving your personal computer's security posture](#).

For those using personally owned equipment, please refer to the [telecommuting document](#) for information, as well as the document [on improving your personal computer's security posture](#).

For those who take their office equipment home, please complete the [Employee Home Computer Assignment](#) form so we are aware of who is doing so. Those with laptops assigned do not need to complete this form, and it is assumed they will be working at home on that device. Please note that office desktop computers will need to connect to your cable modem/router using an ethernet cable, so efforts should be made to place the equipment near them and connect to the home network using an ethernet cable. If this is not possible, a **limited** number of wireless USB adapters will be available beginning Wednesday, March 25, that will allow the computer to connect to wireless. Please contact the helpdesk for more information on when and how the adapters will be distributed.

### ***Infrastructure, Operations and Support***

- IT staff will conduct normal operations remotely. Essential on-site support will be provided as needed.
- Travel and remote site support, including to the Orlando Law campus, will be restricted to the extent possible.
- Individuals can be reached directly via MS Teams, Webex Teams, Jabber, phone, email and text.

- Specialist groups can be reached via the following:

Conferencing, Media & Learning Spaces	<a href="mailto:DoIT-ConferencingandMedia@barry.edu">DoIT-ConferencingandMedia@barry.edu</a> or (305)899-3765
University Business Solutions	<a href="mailto:erp-requests@barry.edu">erp-requests@barry.edu</a>
Customer Relationship Management Technical Services	<a href="mailto:DOIT-CRMDevelopment@barry.edu">DOIT-CRMDevelopment@barry.edu</a>
Identity & Access Management	<a href="mailto:DoIT-IDM@barry.edu">DoIT-IDM@barry.edu</a>
Software Solutions & Information Management	<a href="mailto:DOIT-SSIM@barry.edu">DOIT-SSIM@barry.edu</a>
Desktop Support Services	<a href="mailto:doit-dcs@barry.edu">doit-dcs@barry.edu</a>
Engagement Center	<a href="mailto:admissions@barry.edu">admissions@barry.edu</a> or via phone at (305)899-3100
Information Security Office	<a href="mailto:iso@barry.edu">iso@barry.edu</a>

## Division of Institutional Advancement

### Administration

Bernadine Douglas, Vice President – [bdouglas@barry.edu](mailto:bdouglas@barry.edu)

Ingrid Noguera, Administrative Coordinator [inoguera@barry.edu](mailto:inoguera@barry.edu) or (305) 899-7882

### Advancement Services

- Advancement Services can be reached at [fund@barry.edu](mailto:fund@barry.edu) or (305) 899-3176. This department manages the processing of all charitable gifts to the University as well as answers donor's inquiries regarding their giving.
- Staff will come to the office on Wednesday and Friday for mail, to process credit card gifts and submit checks for processing to the cashier's office.
- All report or lists requests for alumni information should be made online through the Advancement Services portal at [Advancement Services](#)
- Advancement Services can be reached directly by emailing Joyce Riveira at [jriveira@barry.edu](mailto:jriveira@barry.edu) or Sharon Mohammad at [smohammed@barry.edu](mailto:smohammed@barry.edu).

### Alumni Relations

- Alumni Relations can be reached by emailing [alumni@barry.edu](mailto:alumni@barry.edu) or calling (305) 899-3749.
- Alumni Relations can be reached by contacting Monique Armbrister directly at [marmbrister@barry.edu](mailto:marmbrister@barry.edu).

- All alumni events for the remainder of the year have been canceled although we are working on some virtual gatherings.

### **Annual Giving (Opportunity Fund)**

- The Opportunity Fund is the primary tool used to promote giving to Barry University. Gifts to the Opportunity Fund can range from \$25 - \$25,000 depending on the donor's intention. Gifts to the Opportunity Fund are unrestricted and support the highest and greatest needs of the University, including providing COVID19 assistance to students and their families.
- Donors wishing to establish an Opportunity Scholarship may do so with a minimum gift of \$2,500 per year for four years. These commitments can also be made online at [barry.edu/giving](http://barry.edu/giving).
- Annual Giving can be contacted directly at (305) 981-8022 or [fund@barry.edu](mailto:fund@barry.edu).
- Donors with questions about giving to the Opportunity Fund may contact Anthony Dickey at (305) 981-8022 or (765) 250-6054. Gifts can also be made online at [www.barry.edu/give](http://www.barry.edu/give)

### **Development**

- Questions around organizations (including corporations) or individuals wishing to make a gift to support endowment or special areas within the University may contact Frank Saavedra at (305) 899-4834 or [fsaavedra@barry.edu](mailto:fsaavedra@barry.edu).
- Gifts to these areas start at \$50,000 and usually involve a written agreement between the donor and the University. All donors have the option of making a gift of any size online at [www.barry.edu/give](http://www.barry.edu/give).

### **Stewardship and Special Events**

- Stewardship pertains to the activities and interactions that take place between the University and donors after a gift has been made and before any subsequent gifts.
- Donors with questions about past giving to the University may contact Amy Deutch at (305) 899-2901 or (305) 793-8281. Her email address is [adeutch@barry.edu](mailto:adeutch@barry.edu).
- There are no special events scheduled for the rest of the academic semester. Vendors or sponsors with questions regarding the Barry Special Christmas or Ryder Benjamin Golf Tournament, may contact Amy at the numbers and email address provided above.

# Division of Mission and Student Engagement

## Administration

### **Scott Smith, Vice President, [sfsmith@barry.edu](mailto:sfsmith@barry.edu)**

Reporting to the University President, the VPMSE is a member of the President's Cabinet and oversees all areas of university mission, student engagement, and intercollegiate athletics. University mission includes campus ministry, ethical leadership and mission engagement. Units in student engagement include commencement, counseling and psychological services, dean of students, dining services, disability services, first-year experience and new student programs, housing and residence life, international and multicultural programs, orientation, recreation and wellness, student conduct, student health center, student life, student union, and the University bookstore. Intercollegiate athletics includes 12 NCAA Division II sports and eSports.

- Service will be provided by email, WebEx, share point, and telephone. Regular communication with direct reports will be maintained and progress reports made as needed.

### **Maria Alvarez, Associate Vice President/Dean of Students - [malvarez@barry.edu](mailto:malvarez@barry.edu)**

- Service will be provided by email, share point, and telephone.
- On a schedule, will come into the office weekly to get mail. Emails will be checked several times a day and will be answered as soon as possible.
- Will keep in touch with reporting directors via phone or email daily.

### **Roxanne Davies, Associate Vice President - [rdavies@barry.edu](mailto:rdavies@barry.edu)**

Service will be provided by email, WebEx, share point, and telephone. Regular communication with direct reports will be maintained and progress reports made as needed.

### **Eileen McDonough, Associate Vice President - [emcdonough@barry.edu](mailto:emcdonough@barry.edu)**

Service will be provided by email, WebEx, share point, and telephone. Regular communication with direct reports will be maintained and progress reports made as needed.

Update information from the NCAA Eligibility Center and Salesforce for the prospective student athletes and keep the coaches informed about their prospects. Communicate with the coaches and the compliance personnel and the Athletic Director. Come to campus 1-day per week to print and send any documents necessary to the Eligibility Center.

Develop communication strategy with members of the Commencement Committee

### **Adrian Dominican Institute for Mission and Leadership**

Sister Linda Bevilacqua, President Emerita and Founding Director of the Institute - [lbevilacqua@barry.edu](mailto:lbevilacqua@barry.edu)

Service will be provided by email; voice mail message will be check daily; mailed check weekly.

## Accessibility Services

- Lina Villegas, Director - [lvillegas@barry.edu](mailto:lvillegas@barry.edu)
- Felix Vega-Pagan, Accommodations Coordinator, [fvegapagan@barry.edu](mailto:fvegapagan@barry.edu)

Service will be provided by email, WebEx, share point, and telephone. Daily communication with OAS students, faculty and staff as needed.

## Athletics

- Mike Covone, Director - [mcovone@barry.edu](mailto:mcovone@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone. Will telecommute and commute in-person as needed. Daily communication with coaches and staff/ as needed.
- Bridget Stallworth, Administrative Assistant III, [bstallworth@barry.edu](mailto:bstallworth@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone. One to two times per week to distribute mail, use shared networks, pay bills.
- Dennis Jezek, Jr.; Director of Athletic Communications – [djezek@barry.edu](mailto:djezek@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone.
- Rainier Perez; Athletic Communications Specialist – [rperez@barry.edu](mailto:rperez@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone.
- Amanda D. Knight, Associate AD - [aknight@barry.edu](mailto:aknight@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone.
- Tara Davenport, Assistant AD - [tdavenport@barry.edu](mailto:tdavenport@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone.
- Joey Capote – Associate AD for Development - [jcapote@barry.edu](mailto:jcapote@barry.edu)
  - Service will be provided by email, WebEx, share point, and telephone.
- James Cox, Associate AD for Facilities - [jwcox@barry.edu](mailto:jwcox@barry.edu)
  - Developing 2020-21 athletic schedules, facility needs, work orders, responding to external requests, summer camp planning, athletic field maintenance plans, updating Hurricane Emergency Planning, Quarterly Report, Annual Report
- Frank Gonzalez – Coordinator of Student-Athlete Success - [fgonzalez@barry.edu](mailto:fgonzalez@barry.edu)
  - Remotely -- Webex, Canvas, Zoom, Email, Phone, Online Resources
- Matthew Santos-Vitorino – Head Athletic Trainer/Athletics Healthcare Administrator - [msantosvitorino@barry.edu](mailto:msantosvitorino@barry.edu)
  - Operating remotely to process insurance claim, track athlete injury & rehab, schedule athletes for medical appointments.
- Amra Mujagic - Assistant Athletic Trainer - [amujagic@barry.edu](mailto:amujagic@barry.edu)

- Operating remotely creating and tracking rehabs, researching future order, correcting policy, and re writing the emergency action plan

### **Campus Ministry (CM)**

- Karen J Stalnaker - [kstalnaker@barry.edu](mailto:kstalnak@barry.edu)
  - Fr. Cristobal Torres - [ctorres@barry.edu](mailto:ctorres@barry.edu)
  - Hamilton Gutierrez - [hgutierrez@barry.edu](mailto:hgutierrez@barry.edu)
  - Richard Clements - [rclements@barry.edu](mailto:rclements@barry.edu)
  - Deborah Montoya - [dmontoya@barry.edu](mailto:dmontoya@barry.edu)
- Service will be provided by email, share point, and telephone.
  - Team meetings will be conducted weekly via WebEx. Individual one on one meetings will occur weekly via Webex.
  - Spiritual formation and pastoral counseling will be available virtually by appointment through Fr. Cristobal Torres.
  - Deborah will respond to calls on the main line of 3650 as well as the [campusministry@barry.edu](mailto:campusministry@barry.edu) email remotely.
  - CM will create a social media presence to provide continuity of events.

### **Campus Recreation and Wellness**

- Mark Stevenson - [mstevenson@barry.edu](mailto:mstevenson@barry.edu)
  - Daniel Hill - [dhill@barry.edu](mailto:dhill@barry.edu)
  - Alena Costume - [acostume@barry.edu](mailto:acostume@barry.edu)
- Deliver health, wellness, and fitness tips through our social media (instagram).
  - A fitness/health schedule will be created with content will be posted daily to encourage and promote the idea that it is still possible to stay healthy and workout even if there is no gym available for the time being.
  - We also will include diet and healthy eating tips as well.
  - We will also interact with the students by creating challenges in which they will have the opportunity to send their video of them doing one of our fitness challenges and we posted it on our social media.
  - A Google 'Basecamp' has been created that includes a message board, to-dos (with deadlines), and a schedule that outlines when each project is due by and the dates in which we will be adding each fitness post to our social media.
  - Check in with the staff every hour to track progress of individual and group projects. They post the updated version to basecamp so that progress can be tracked.
  - Emails will be checked constantly throughout the day and answered as soon as possible.
  - Keeping in touch through the basecamp, phone, and email daily.

### **Counseling and Psychological Services**

- Hossiella Longoria, Director - [hlongoira@barry.edu](mailto:hlongoira@barry.edu)
- William Ferrarone, Staff Psychologist - [wferrarone@barry.edu](mailto:wferrarone@barry.edu)
- Sarah Rohan, Staff Counselor - [srohan@barry.edu](mailto:srohan@barry.edu)

- Jaime Law, Staff Counselor - [jlaw@barry.edu](mailto:jlaw@barry.edu)
- Silvia Galvez, Administrative Assistant - [sgalvez@barry.edu](mailto:sgalvez@barry.edu)
  - Counseling services will be provided virtually using doxy.me as the online platform.
  - Staff will be in the office on a rotating basis to provide virtual sessions.
  - During operating hours, coverage will be provided to ensure that telephone calls are answered and appointments can be made.
  - After hours, the Center's email account and telephone messages will be checked regularly.
  - Dr. Longoria will be available for on-call coverage.

### **Dining Services**

- Mickie Voutsinas - [mvoutsinas@barry.edu](mailto:mvoutsinas@barry.edu)
- Adam DelMonte - [adelmonte@barry.edu](mailto:adelmonte@barry.edu)
- Mike Alkurdi (Chartwells) - [malkurdi@barry.edu](mailto:malkurdi@barry.edu)
  - Services will be provided by email, share point, and telephone.
  - On a schedule, staff will come into the office daily/weekly to monitor food operations, process billing, and get mail.
  - Dining operations to support remaining residents students are being provided through grab and go/take out only.

### **First Year Experience and New Student Programs**

- Taryn Wallon - [twallon@barry.edu](mailto:twallon@barry.edu)
  - Service will be provided by email, share point, and telephone.

### **Health Services**

- Eileen HineLine, RN-BC - [ehineLine@barry.edu](mailto:ehineLine@barry.edu),
- Monique Motte, RN – [mmotte@barry.edu](mailto:mmotte@barry.edu)
- Denise Lundy, DNP - [dlundy@barry.edu](mailto:dlundy@barry.edu)
- Pam Foster - [pfoster@barry.edu](mailto:pfoster@barry.edu)
- Olympia Dallas - [odallas@barry.edu](mailto:odallas@barry.edu)
- Health Services Main Phone: (305) 899-3570
  - Beginning Thursday 3/19/20, services will be provided either telephonically or virtually by the nursing staff of Student Health Services (SHS).
  - Main phone line calls are forwarded to cell phone, these calls will be answered/responded to Monday-Friday 9:00am-5:00pm
  - If students are calling for prescription renewals, or conditions requiring prescriptive care, they will be assessed by Dr. Lundy telephonically. If a prescription is indicated, please have the number of a local pharmacy available. Prescriptions will not be dispensed from Student Health Services. Please note: Dr. Lundy cannot prescribe across state lines. If a student returned to their home

state, they will need to contact their primary care providers or utilize telehealth services.

- Most of the students will not need prescriptions, especially in the event of COVID-19. The RN's will initiate the telephonic visit, assess, provide health care instruction and if needed, a health referral. The RN's will provide follow up calls to students as needed. In the event of suspected COVID-19, the RN will be calling at least 2 times daily.
- Nursing staff will come to SHS as needed for students who are remaining on campus only after a telephonic visit has been performed. It is our preference not to see students face to face, to avoid exposure. If the situation requires a face to face visit at least 2 people need to be in SHS during the visit. No one sees patients alone.
- Documentation can be entered into the PyraMed EMR from a remote secure computer.
- On a schedule, staff will come into the office. (Insurance billing and emails)
- All inquiries, phone calls or emails, from parents will be addressed by the Director.
- All inquiries should be sent to [Healthservices@barry.edu](mailto:Healthservices@barry.edu) email.

### **Housing and Residence Life**

- Matthew Cameron, Assoc. Dean of Students/Director - [mcameron@barry.edu](mailto:mcameron@barry.edu)
  - Judisha Williams, Associate Director, Residence Education - [jcwilliams@barry.edu](mailto:jcwilliams@barry.edu)
  - Residence Coordinator – Duty Phone - (786) 521-6538
  - Aric Werkheiser, Residence Coordinator - [Awerkheiser@barry.edu](mailto:Awerkheiser@barry.edu)
  - Karen Zuniga, Residence Coordinator - [Kzuniga@barry.edu](mailto:Kzuniga@barry.edu)
  - Keana Woods, Residence Coordinator - [Kwoods@barry.edu](mailto:Kwoods@barry.edu)
- In the Office as permitted (9:00 am to 5:00 pm) and on-call as per standard operating procedures
  - On call 24 hours RCs and Senior Staff
  - RAs on call 5:30 pm to 9:00 am, 24 hours on Friday and Saturday
  - On a schedule, staff will come into the office daily

### **International and Multicultural Programs**

- Frederique Frage - [ffrage@barry.edu](mailto:ffrage@barry.edu), (305) 899-3082
- In the Office several days a week to print documents so that students can pick them up. Work with Admissions to create documents as necessary for incoming students or continuing students.
  - The person of being in the office is to make certain that Original Documents are available to those that need them.

### **Mission Engagement**

- Paula Dias - [pdias@barry.edu](mailto:pdias@barry.edu)



- Krystle Key - [kkey@barry.edu](mailto:kkey@barry.edu)
  - Service will be provided by email, share point, and telephone.
  - Programs will be offered through a social media presence and a campaign to create ongoing student engagement
  - Weekly Staff meetings will continue via WebEx. Staff has received instructions on accessing VPN and shared network drives as well as Onedrive documents. Daily check-ins will occur on group messaging platforms while each staff member has specific tasks they will be reporting on.

### **Student Life**

- Larry Perez - [lperez@barry.edu](mailto:lperez@barry.edu)
- Clarence Jones - [cljones@barry.edu](mailto:cljones@barry.edu)
- Savrae Garnett - [sgarnett@barry.edu](mailto:sgarnett@barry.edu)
- Nina Bernard - [nbernard@barry.edu](mailto:nbernard@barry.edu)
- Kamilah Van - [kvan@barry.edu](mailto:kvan@barry.edu)
  - Service will be provided by email, share point, and telephone and communicating as needed.

### **Student Union**

- Sarah Williams - [sawilliams@barry.edu](mailto:sawilliams@barry.edu)

## **Division of University Administration**

Jennifer Boyd-Pugh, Vice President, [jpugh@barry.edu](mailto:jpugh@barry.edu), (305)899-4057

Yunexy Jimenez, Operations Manager, [yjimenez@barry.edu](mailto:yjimenez@barry.edu) (305)899-3678

### **Human Resources and Payroll**

#### **Administration**

Jasmine Santiago, Associate Vice President, Human Resources [jsantiago@barry.edu](mailto:jsantiago@barry.edu), (305)899-4747

Yanill Orozco, Director, Payroll, [yorozco@barry.edu](mailto:yorozco@barry.edu), (305)899-3588

- All Human Resources and Payroll inquiries should be submitted to [hrrsupport@barry.edu](mailto:hrrsupport@barry.edu).
- Human Resources and Payroll staff members will monitor all inquiries remotely and respond to requests.

## Office of the President

### Contact Information

Miguel Calvo, Administrative Coordinator, [mcalvo@barry.edu](mailto:mcalvo@barry.edu) (305)899-3010

Mary Ellen Letsche, Executive Assistant, [mletsche@barry.edu](mailto:mletsche@barry.edu) (305)899-3011

- You may contact Office of the President staff individually or general inquiries may be sent to [officeofthepresident@barry.edu](mailto:officeofthepresident@barry.edu).

## Public Safety and Emergency Management

### Administration

John Buhrmaster, Director, [jbuhrmaster@barry.edu](mailto:jbuhrmaster@barry.edu)

Kevin Curran, Account Manager, Allied Universal Security, [kcurran@barry.edu](mailto:kcurran@barry.edu)

Main Phone Line: (305)899-3333

All Public Safety inquiries may be sent via [dispatch@barry.edu](mailto:dispatch@barry.edu)

### Campus Access

A limited number of faculty and staff will be on site at University campuses/locations.

- **Miami Shores Main Campus-** The only access to the east side of campus will be through the 111th street gate. All pedestrian gates will also be closed except for Lehman to access the Landon Building. There will also be Public Safety at the residence hall gate west of North Miami Avenue on 115th street. The gate to the Podiatric Medicine building along with the Facilities area will be open during standard business hours. Any faculty or staff who need to access campus during this remote work period must show ID to gain access. Also please be aware there may be delays in accessing buildings.
- **Hollywood Location-** There will not be any Public Safety coverage during the remote work period.
- **Orlando Law Campus-** The current Public safety coverage will remain in place at the Law Campus.

## University Communications & External Affairs

### Administration

Meredith Amor, Director, [mamor@barry.edu](mailto:mamor@barry.edu)

- All public relations inquiries should be directed to [pr@barry.edu](mailto:pr@barry.edu)