## Department contacts

### Chair of the Department of Botany and Plant Sciences

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### Graduate Advisor for Continuing Students

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### Graduate Advisor for Recruitment

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### Plant Biology Student Services Advisor

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### Botany and Plant Science Graduate Student Association

**Tyler Inskeep** (co-President, EAC Representative) - tinsk001@ucr.edu

**Allyssa Richards** (co-President, GSA Representative) - allyssa.richards@email.ucr.edu

**Nina Zhang** (co-Treasurer, GSA Representative) - yujiuxiao.zhang@email.ucr.edu

**Janty Woojuh** (co-Treasurer, EAC Representative) - janty.woojuh@email.ucr.edu

### Vice Chair for Teaching (Department of Botany and Plant Sciences)

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### Vice Chair for Cooperative Extension

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| **BPSC OFFICE STAFF DIRECTORY** | | | |
| **NAME** | **PHONE** | **ROOM** | **MAJOR AREA OF RESPONSIBILITY** |
| Toni Van Buhler | 2-4401 | Batchelor Hall 2142 | Accounting Assistant / Travel Coordinator/ Customer Service Desk/ distributes keys, prepares travel vouchers, maintains petty cash |
| Isacc Martinez | 2-5133 | Batchelor Hall 2138 | Purchasing Specialist –assists with purchases and orders |
| Maria Sedillo | 2-5990 | Batchelor Hall 2112 | Financial Operations Manager-supervises financial operations |
| April Meinzer | 2-3839 | Batchelor Hall 2106 | Financial & Administrative Officer (FAO) – oversees all financial, administrative, and operational activities |
| Jessica Gonzalez | 2-6687 | Batchelor Hall 2122 | Research Admin 2 – assists department faculty with pre & post award administration. |
| Jaime Matute | 2-4435 | Batchelor Hall 2132 | Research Admin 2 – assists department faculty with pre & post award administration. |
| Carmen McCree | 2-4608 | Batchelor Hall 2132 | Research Admin 2 – assist department faculty with pre & post award administration. |
| Jackelyn Rodriguez Quinonez | 2-5990 | Batchelor Hall 2112 | Research Admin 2 – assists department faculty with pre & post award administration |
| Amanda Pattek |  |  | Financial Service Analyst I in IIGB |
| Ben Terao | 2-2601 |  | Financial Service Analyst II in IIGB |
| Kim Steiner | 951-315-5733 | Greenhouse 16, rooms 102, 104 | Teaching Laboratory Coordinator and Departmental Information Technology Specialist; |
| Matt Ulrich | 2-4421 | Batchelor Hall 2157 | Facilities Assistant |

Rotation schedule

|  |  |  |  |
| --- | --- | --- | --- |
|  | Starts | Ends | Notes |
| Rotation 1 | Sept 25 | Nov 3 | Starts the three days **before** classes start |
| Rotation 2 | Nov 6 | Dec 15 |  |
| Rotation 3 | Jan 3 | Feb 16 |  |
| Lab decided | Before March 1 |  |  |

Link to complete Handbook and Guidance Committee Forms:

<https://plantbiology.ucr.edu/sites/default/files/2022-02/plbl_handbook_2021-2022.pdf>