Department contacts

1. Chair of the Department of Botany and Plant Sciences

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2. Graduate Advisor for Continuing Students

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3. Graduate Advisor for Recruitment

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4. Plant Biology Student Services Advisor

Fidel Rivas CNAS Graduate Student Affairs Office

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5. 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

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

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7. 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