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

Sean Cutler	3119A Genomics
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4. Plant Biology Student Services Advisor

Fidel Rivas	CNAS Graduate Student Affairs Office
fidel.rivas@ucr.edu	2430 Life Sciences Building

5. Botany and Plant Science Graduate Student Association

Gabriela Salazar-Soriano (co-President, EAC Representative) - gsala014@ucr.edu **Mariano Resendiz** (co-President, GSA Representative) - mrese001@ucr.edu **Andrea Romero** (co-Treasurer, GSA Representative) - arome109@ucr.edu **Avrie Martello** (co-Treasurer, EAC Representative) - avrie.martello@email.ucr.edu

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

Amy Litt	2109 Batchelor Hall
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7. Vice Chair for Cooperative Extension

Donald Merhaut	4118 Batchelor Hall
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BPSC OFFICE STAFF DIRECTORY			
NAME	PHONE	ROOM	MAJOR AREA OF RESPONSIBILITY
Jaedyn Tapia	2-4401	Batchelor Hall 2142	Accounting Assistant / Travel Coordinator/ Customer Service Desk/ distributes keys, prepares travel vouchers and reimbursements.
Glenda Barraza	2-3964	Batchelor Hall 2138	Purchasing Specialist –assists with purchases and orders.
Maria Sedillo	2-0243	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

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Caroline Benitez	2-4619	Batchelor Hall 2118	Administrative Specialist – Provides
			administrative support to the Chair.
Jessica Gonzalez	2-6687	Batchelor Hall 2132	Research Admin 2 – Assists department faculty
			with pre & post award administration.
Liliana Juarez	2-0753	Batchelor Hall 2132	Research Admin 2 – Assists department faculty
			with pre & post award administration.
Jaime Matute	2-9407	Batchelor Hall 2132	Research Admin 2 – Assists department faculty
			with pre & post award administration.
Amanda Pattek	2-2083	Batchelor Hall 2132	Research Admin 1 – Assists department faculty
			with pre & post award administration.
Jackelyn Quinonez	2-5990	Batchelor Hall 2112	Admin Officer 2 – Provides administrative
			support to FAO & FOM, assists with travel, HR,
			and payroll processing.
Valerie Arce	2-9081	Genomics 4119	Admin Officer 2 – Supervises IIGB admin team
			and manages all IIGB/CEPCEB operations.
Mauricio Serrano-	2-2601	Genomics 1206	IIGB Financial Srv Analyst 1 - Distributes
Macias			Genomic Building keys, Auditorium
			reservations, prepares travel vouchers, and
			reimbursements.
Chantti Compay	2-7177	Genomics 1206	IIGB Financial Srv Analyst 2 – Processes
			billing for core services in IIGB/CEPCEB.
Benjamin Terao	2-6254	Genomics 1206	IIGB Financial Analyst II - Assists department
,			faculty with pre & post award administration.
Kim Steiner	951-	Greenhouse 16,	Teaching Laboratory Coordinator and
	315-	rooms 102, 104	Departmental Information Technology
	5733	,	Specialist;
Matthew Ulrich	2-4421	Batchelor Hall 2157	Facilities Assistant – Assists with lab moves
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Rotation schedule

	Starts	Ends	Notes
Rotation 1	Sept 23	Nov 1	Starts three days before classes start
Rotation 2	Nov 4	Dec 13	
Rotation 3	Jan 2	Feb 14	
Lab decided	Before February 21 st		

Link to complete Handbook and Guidance Committee Forms:

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