



OFFICE OF THE DEAN

PATRICIA BELTON OLIVER, FAIA, DPACSA

Dean

713-743-2400

poliver@uh.edu

Architecture Building, Room 122C

DIETMAR FROEHLICH, PH.D., RA

Associate Dean, Academic Affairs

713-743-2385

dfroehlich@uh.edu

Architecture Building, Room 122G

TRANG PHAN, PH.D.

Associate Dean, Student Affairs and Enrollment Management

713-743-3463

trangphan@uh.edu

Architecture Building, Room 122E

COLLEEN MAYNARD

Assistant to the Dean

- Maintains the dean's calendar
- Prepares communication
- Processes faculty folders to Academic Affairs
- Processes faculty reappointments
- Organizes Promotion and Tenure; Peer Review; Faculty Development Leave; Faculty Annual Reports
- Processes the dean's travel and reimbursements
- Assist faculty with correspondence
- Assist search committees with data
- Maintains lecture credit materials

YLEI GACHUPIN

Program Coordinator 1

713-743-5347

ygachupi@cougarnet.uh.edu

Architecture Building, Room 122D

BUSINESS OPERATIONS

CONNIE BARR

Director of College Business Operations
713-743-1978
cjbarr@central.uh.edu
Architecture Building, Room 122K

- Assists the dean
- Contact for new faculty
- Contact for capital renovations
- Faculty assistance
- Major purchase approvals
- Monitors all financial operations
- Advises faculty and staff on university procedures
- Oversees the Computer Lab, and the Dean's Office

NHU-THUY MAI

Department Business Administrator
713-743-2369
ntmai2@central.uh.edu
Architecture Building, Room 122F

- All college budget reports and reconciliations
- New hire consultation
- Supervises payroll, travel, & purchases
- Advises faculty and staff on university procedures

HECTOR ABERCROMBIE

HR/Payroll Coordinator 2
713-743-5877
habercro@central.uh.edu
Architecture Building, Room 122

- New hires (Thuy as backup)
- Processes terminations
- Verifies Payroll checks
- Training for the Tram system to faculty, students and staff (Thuy as backup)
- Acts as liaison with Payroll and Human Resources
- Processes scholarship awards (Nancy as backup)

NANCY DO

Financial Coordinator II
713-743-3522
ndo@uh.edu
Architecture Building, Room 122

- Travel (Local and international/Hector & Thuy as backup)
- Purchase requisitions (Thuy as backup)
- Contracts (Thuy as backup)
- Procurement card contact (Thuy as backup)
- Travel Card Coordinator (Thuy as backup)
- Cash handling (Thuy as backup)

LINDA SILVA

Administrative Coordinator
713-743-2400
hdsilva@central.uh.edu
Architecture Building, Room 122

- Building maintenance/access
- Keys, microphones, & laser pointers
- Order supplies/non-supplies
- Parking
- Physical Plant work order requests
- Postal services
- Printing/Copy Center
- Projector check-out
- Room reservations
- Special events forms
- Faculty, staff and student reimbursements
- Payment of invoices
- Property Management

STUDENT SERVICES

JENNY MUTZ

Academic Advisor II
713-743-8003
jamutz@central.uh.edu
Architecture Building, Room 147

KATE WOLF

Academic Advisor II
713-743-3355
kewolf@central.uh.edu
Architecture Building, Room 147

STUDENT SUPPORT RESOURCES

ANTONIO FARIAS

Manager, College/Division Information Services II
713-743-2274
anfarias@central.uh.edu
Architecture Building, Room 306

OPEN

*Manager, Instructional Lab, Keeland Design
Exploration Lab*
Keeland Lab Building

DANIELA DE LA CRUZ

User Services Specialist I
713-743-8261
ddelacr2@centra.uh.edu
Architecture Building, Room 306

MARKETING, COMMUNICATION, + EXTERNAL RELATIONS

STEPHEN SCHAD

Executive Director of Communications
713-743-2539
saschad@central.uh.edu
Architecture Building, Room 220C

NICHOLAS NGUYEN

Digital Media Program Manager
ndnguy32@central.uh.edu
713-743-9466
Architecture Building, Room 204

DIANCA CHASE

Director of Alumni Relations
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RESEARCH

MARIA MODELSKA

Research Liaison Officer II
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