



## 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*

713-743-2385

dfroehlich@uh.edu

Architecture Building, Room 122G

### **TRANG PHAN, PH.D.**

*Assistant Dean*

713-743-3463

trangphan@uh.edu

Architecture Building, Room 122E

### **OPEN**

*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

### **CYNTHIA ROMERO**

*Administrative Assistant to the Associate Dean*

713-743-9797

cfromero@central.uh.edu

Architecture Building, Room 122D

# BUSINESS OPERATIONS

---

## AVANI DAVE

*Director of College Business Operations*

713-743-6347

ajdave@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

### OPEN

*Academic Advisor II*

## STUDENT SUPPORT RESOURCES

---

### ANTONIO FARIAS

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

### ZACHARY BRINKMAN

*Manager, Instructional Lab, Keeland Design  
Exploration Lab*  
713-743-2274  
zbrinkman@uh.edu  
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*  
713-743-1647  
dlchase@central.uh.edu  
Architecture Building, Room 208

### SYMONE DANIELS

*Graduate Assistant, Communications*  
[sdaniel8@cougarnet.uh.edu](mailto:sdaniel8@cougarnet.uh.edu)  
Architecture Building, Room 204

## RESEARCH

---

### MARIA MODELSKA

*Research Liaison Officer II*  
713-743-3677  
mjmodels@central.uh.edu  
Architecture Building, Room 122J