Welcome to the faculty of the Albert Nerken School of Engineering at The Cooper Union! Below, please find a brief introduction to the administrative team as well as responses to some frequently asked questions. If you have additional questions, please don’t hesitate to contact us.

**The Administrative Team**

Nori Perez, Administrative Manager  
Nori.perez@cooper.edu/212.353.4285/Room 204  
- Point person for overall administrative support for the SOE  
- Chief of Staff for Barry Shoop

Beth Slack, Administrative Associate & Senior Budget Analyst  
Beth.slack@cooper.edu/212.353.4287/Room 204  
- Assists Lisa Shay  
- Point person for MEng students  
- Point person for Summer Study Abroad & Foreign Exchange Program  
- Point person for professional development funding & reimbursement requests  
- Point person for start-up funds

Betsy Quitugua, Administrative Assistant  
Betsy.quitugua@cooper.edu/212.353.42/Room 204  
- Assists Ruben Savizky  
- Point person for undergraduate students  
- Point person for all forms (change of grade, independent study, etc.) for SOE  
- Point person for social media

Cherisse Thomas, Departmental Budget Analyst  
Cherisse.thomas@cooper.edu/212.353.4288/Room 209  
- Point person for all departmental budget spending

Robyn Fitzsimmons, Departmental Budget Analyst  
Robyn.fitzsimmons@cooper.edu/212.353.4267/Room 209  
- Point person for Chemical Engineering (Chair: Ben Davis)  
- Point person for Civil Engineering (Chair: Cosmas Tzavelis)  
- Point person for Mechanical Engineering (Chair: Melody Baglione)  
- Point person for Mathematics (Chair: Mili Shah)  
- Point person for Physics (Chair: Phil Yecko)
<table>
<thead>
<tr>
<th>Question</th>
<th>Office to Contact</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office or Classroom Supplies</td>
<td>Department or Dean’s Office</td>
<td>Robyn Fitzsimmons Nori Perez</td>
</tr>
<tr>
<td>TAs</td>
<td>Department or Dean’s Office</td>
<td>Beth Slack Robyn Fitzsimmons</td>
</tr>
<tr>
<td>Start-Up Fund Purchases</td>
<td>Dean’s Office</td>
<td>Beth Slack</td>
</tr>
<tr>
<td>How do students change majors, withdraw, take a leave of absence?</td>
<td>Dean’s Office</td>
<td>Betsy Quitugua</td>
</tr>
<tr>
<td>Funding for professional development opportunities</td>
<td>Dean’s Office</td>
<td>Beth Slack</td>
</tr>
<tr>
<td>Master’s Program</td>
<td>Dean’s Office</td>
<td>Beth Slack &amp; AD Lisa Shay</td>
</tr>
<tr>
<td>Issues with technology</td>
<td>IT Office</td>
<td><a href="mailto:itsupport@cooper.edu">itsupport@cooper.edu</a></td>
</tr>
<tr>
<td>HR concerns</td>
<td>HR Office</td>
<td><a href="mailto:hr@cooper.edu">hr@cooper.edu</a></td>
</tr>
<tr>
<td>Payroll issues</td>
<td>Payroll</td>
<td><a href="mailto:payroll@cooper.edu">payroll@cooper.edu</a></td>
</tr>
</tbody>
</table>

Quick Links/References:

- School of Engineering [Website](#)
- School of Engineering [Forms](#)
- MEng (Master’s) Program
- Online Faculty & Staff [Directory](#)
- School of Engineering [Class Schedule](#)
- [Academic Calendar](#)