

**Where do I go to get help with...?
A Guide for LBC Faculty**

DEAN'S OFFICE

Michele Beltran (Alumni Support Staff) - 25D East Holmes:

- Supports/assists Danielle Parish (Director of Development)
 - Manage Development/Alumni Office budget
- University Advancement/Development Functions
 - Receive and process gifts/pledges
 - Process expendable/endowment agreements
 - Gift/pledge reports
 - Briefing papers
- Alumni Relations functions
 - Alumni e-newsletter and Briggantine
 - Maintain alumni/donor records
 - Alumni website
- Special Event Functions
 - Commencement
 - Distinguished Alumni Awards
 - Miscellaneous development/alumni events

Heather Bentley (Human Resources Officer) - 30A East Holmes

- LBC Personnel Management
 - Hiring for all personnel
 - Payroll for all personnel
- Employee background checks
- Moving expenses for new employees
- Maintains keys for access to LBC designated offices and rooms in Holmes Hall
- Supports RPT (Reappointment, Promotion and Tenure) process
- Supports annual faculty and support staff evaluation process
- Supports search committees
- EBS (Enterprise Business Systems)
 - Coordinates training and access
- Authorizes treatment for employee workplace injuries

LeeAnn Connelly – (Communications Coordinator) - 36B East Holmes

- Communications
 - News stories
 - Public relations
 - Newsletters/ brochures
 - Web content
 - Marketing/engagement

Dan Koch, (Instruction Equipment & Supplies II--Chemistry/Physics) - 37 West Holmes:

- Laboratories
 - Orders all supplies for Chemistry and Physics Teaching Labs
 - Orders and maintains inventory of all Office Supplies for LBC labs and classrooms
 - Prep Rooms – manage chemical inventory/MSDS, Lab Attendants, cleaning of labs and glassware
 - Emergency Management Coordinator: Emergency and First Aid 1st responder, maintain REDIS files for locating stored hazardous materials
 - LBC Laboratories and Equipment – manage maintenance, repairs and restocking inventory
 - EHS liaison for Lab Safety and Waste Processing: Document and maintain records on all Lab Safety Incidents, Employee Safety Training and Chemical Waste submissions
 - DPPS liaison for Faculty and Student ID card Access to secured LBC labs

MSU Sustainability Coordinator – supervise collection of paper, cardboard, plastic and glass, plus used lab equipment for recycling

- Office

Maintains keys for access to all LBC designated offices and rooms in Holmes Hall (*Responsibility moved to Heather last year*)

DPPS liaison for Faculty, Student & Visitor ID card Access for secured LBC classrooms and Holmes Hall perimeter entrances

(*Karen does Faculty and Staff Office Supplies*)

Office furniture and set up (including telephone connections)

MSU Sustainability Coordinator – supervise collection of paper, cardboard, textbooks, plastic and glass, plus used office furniture for recycling

Joe Murray (IT Manager) – 24A East Holmes:

- Oversees all technology purchases
- Support for faculty / staff computers
 - Hardware / Software issues or problems
 - Software installations (AV, Office Suite, Adobe, etc.)
 - Backup Solutions (owncloud)
 - Provides loaner equipment
- Responsible for lab computers and REAL classroom computer cart
- Manages servers and websites
 - LBC Webpages
 - LBC WordPress Domains
 - LBC Fileshare space
 - Network printers
- Maintains and administers LBC's 9 listserv lists
- Canon copy/printer machine support
 - Creates new IDs
 - Administers user limits
 - Contacts vendor with issues
- Help instruct faculty on integration of technology into their classrooms

Danielle Parish – (Director of Development) - 25C East Holmes:

- Fundraising
 - Individual
 - Corporate/Foundation
 - Donor visits
- Alumni Relations
 - Briggantine Magazine (Fall/Spring)
 - Alumni Website (<http://alumni.lymanbriggs.msu.edu>)
 - Monthly E-newsletter
 - Press releases
 - Student /faculty/staff stories
 - Distinguished Alumni nominations
 - Alumni Board
 - Grandparents University

Lisa Parker (Budget Officer) – 30B East Holmes:

- LBC Budget Management
 - Manages all LBC accounts
 - Produces reports for financial analysis
 - Pre- and Post-award support for grants
 - Coordinates major purchases (bid process)

Denise Poirier (Executive Secretary II) – 28 East Holmes:

- Supports/assists Elizabeth Simmons (Dean) & Mark Largent (Assoc. Dean)
- Supports faculty work through:

- Ordering of classroom materials (except for lab supplies)
- Travel authorization forms
- Travel expense & reimbursement vouchers
- Meeting room scheduling
- Pre-award grant process
- Support for RPT (Reappointment, Promotion, & Tenure) process
- Supports LBC Committees (communication, scheduling, etc.)
 - BCC (Briggs Community Council)
 - Speaker series expenses (travel, reimbursement, honoraria, etc.)
- Parking permits for college guests
- Informal co-coordinator (with C. Tobey) of unit social functions and community building

STUDENT AND ACADEMIC AFFAIRS

Cara Ballinger (Executive Staff Assistant) - 25B East Holmes:

- Supports/assists Philip Strong (Assoc. Dean)
 - Enrollment Management Functions
 - Course scheduling
 - Classroom assignment and management
 - CLIFMS
 - Enrollment limit adjustments
 - Course schedule changes
 - Registrar's Office Functions
 - Security and form access
 - Instructor Systems support (class lists, grades, grade changes, incomplete grades, honors options, etc)
 - Administrative Actions forms
 - Security Administrator (access to university systems)
 - Commencement: Work with Karen Mills on:
 - Degree audit and verification
 - Commencement ceremony
 - Supports LBC Awards Committee (communication, scheduling, follow-up, etc.)
- Informal co-coordinator (with D. Poirier) of unit social functions and community building

Kylie Horrocks (Recruitment Coordinator/Advisor) – 31 East Holmes:

- Coordinates recruitment and admission functions for incoming LBC freshmen class (625 yearly)
- Creates and distributes recruitment materials and brochures
- Travels in support of recruitment
- Coordinates campus visits and event programs
- Liaison for Admissions Office
- Coordinates recruitment efforts with residential college partners (JMC, RCAH, Honors)
- Academic Advisor
- Degree certification
- Advisor: Briggs Ambassadors (BA's)

Karen Mills (Director of Academic Affairs and Advising) - 32 East Holmes:

- Coordinates academic advisement
- Supervises academic advisement staff
- Supervises main office personnel
- Liaison: Briggs EPC, CNS Curriculum, , CNS Directors, UGAAD, All University Advisors Committee, Commencement, AOP
- Academic Actions (Dean's list, recesses, dismissals, probation, withdrawals)
- Liaison for special student populations
- Coordinates Academic Orientation (AOP)
- Coordinates commencement activities
- Assists with enrollment management coordination
- Manages overrides

- Degree certification
- Academic advising (including class 1 and 2 pre-professional students)

Ann (Schrock) Slavin (Academic Advisor-100%) – 30C East Holmes:

- Academic Advising (including freshmen and sophomore pre-professional students)
- Generalist serving all LBC populations
- Degree certification

Sharita Williamson (Academic Advisor-100%) – 30D East Holmes:

- Academic Advising (including freshmen and sophomore pre-professional students)
- Generalist serving all LBC populations
- Degree certification
- Coordinates Summer Bridge Program (ESSA) w/Engineering

Kent Workman (Director of Student Affairs) - 33 East Holmes:

- Liaison to Holmes Hall Residence Education staff
- Liaison to Holmes Hall Intercultural Aides and OCAT
- Liaison to Student Success Coaching Program
- Advise SAC (Student Advisory Council)
- Advise BMA (Briggs Multi-Racial Alliance)
- Advise Spartan Pre-Professional Club
- Consultant for student group advising
- Liaison to MSU Offices (Counseling Center, Service Learning Center, , Resource Center for Persons with Disabilities, MSU Student Affairs)
- Consultant for student behavior issues
- Consultant for service learning projects/events/Alternative Spartan Breaks
- Academic Advising (including class 1 and 2 pre-professional students)
- Representative to East Neighborhood
- Representative to Neighborhood Student Success Colaborative
- Diversity Issues
- Student Leadership
- Faculty Convener in Bailey Scholars Program

VACANT (Secretary/Receptionist) - 35 East Holmes:

- Office supplies (along with Dan Koch)
- Mail collection and distribution
- Course evaluation forms (SIRS/SALG) with Associate Dean Rob LaDuca for electronic support
- Student Forms (major changes, transfers out, HPS substitutions, overrides, etc.)
- Student appointment scheduling
- Reception/Telephone
- File maintenance
- Room reservations