

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

DEAN'S OFFICE

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

- LBC Personnel Management
 - Hiring forms (except for undergraduates)
 - Payroll forms (except for undergraduates)
 - Supports Search Committees
 - Paperwork and reimbursements associated with searches
- Hiring and payroll forms for undergraduate students (e.g. UGLAs)
- EBSP (Enterprise Business Systems)

Kathie Ellis (Budget Officer) – 30B East Holmes:

- LBC Budget Management
 - Manages Grant Accounts (purchases and salary)
 - Purchases on the special construction accounts
 - Coordinates major purchases (bid process)
- EBSP (Enterprise Business Systems)
 - Coordinates training and access

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

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

- Laboratories
 - Orders teaching lab supplies
 - Prep Rooms – manage chemical inventory/MSDS, Lab Attendants, cleaning of labs and glassware
 - Emergency Response and First Aid
 - Equipment – maintenance, repairs and restocking inventory
 - ORCBS liaison for Lab Safety and Waste Processing
 - DPPS liaison for Faculty and Student ID card Access to secured LBC labs
- Office
 - Maintains keys for access to all LBC designated offices and rooms in Holmes Hall
 - DPPS liaison for Faculty, Student & Visitor ID card Access for secured LBC classrooms and Holmes Hall perimeter entrances
 - Orders and maintains inventory of all Office Supplies for LBC Faculty and Staff offices, plus labs and classrooms
 - Office furniture and set up (including telephone connections)

Christy Mecey, (Biology Teaching Specialist) - 37 West Holmes

- Biology Laboratories
 - Orders teaching lab supplies
 - Prep
 - Safety
 - Equipment
 - ORCBS liaison
 - Waste processing
- Biology Teaching
 - Teach LBC 144 (Fall) & 145 (Spring)
 - Teach other biological science courses
 - Train/supervise ULA's, GTA's & lab prep student assistants
 - Assist with curriculum development/design
 - Assist with outreach educational activities

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

- Support for faculty / staff computer related problems or issues
- Supports and Administers LBC infrastructure and servers
- Responsible for LBC Network printers
- Oversees laboratory computers
- Oversees all technology purchases
- Manages Briggs website
- Manages and Administers the LBC ANGEL and D2L instances
- Maintains and Administers LBC listserves
- Canon Copy/Printer Machine Support
 - Creates new IDs
 - Administers user limits
 - Contacts vendor with issues
- Provides Educational Technology guidance for faculty

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

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
 - Homecoming tent
 - Commencement
 - Distinguished Alumni Awards
 - Grandparents University
 - Miscellaneous development/alumni events

Katie Liming – (Communications Coordinator) - 36B East Holmes

- Communications
 - News stories
 - Public relations
 - Alumni Newsletter
 - Web content
 - Press releases
 - Promotions

STUDENT AND ACADEMIC AFFAIRS

Jonelle Golding (Director of Academic Affairs) - 32 East Holmes:

- Coordinates academic advisement
- Supervises academic advisement staff
- Supervises main office personnel
- Liaison: Briggs EPC, CNS Curriculum, CNS Directors, UGAAD
- Academic Actions (Dean's list, recesses, dismissals, probation, withdrawals)
- Liaison for special student populations
- Coordinates Academic Orientation (AOP)
- Coordinates commencement activities and receptions
- Assists with enrollment management coordination
- Manages overrides
- Degree certification
- Academic advising (including class 1 and 2 pre-professional students)

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

- Residence Life liaison
- Advise SAC (Student Advisory Council)
- Advise BMA (Briggs Multi-Racial Alliance)
- Consultant for student group advising
- Liaison to MSU Offices (Counseling Center, Service Learning, Study Aboard, Resource Center for Persons with Disabilities, MSU Student Affairs)
- Consultant for student behavior issues
- Consultant for service learning projects/events/Alternative Service Breaks
- Academic Advising (including class 1 and 2 pre-professional students)
- Representative to East Neighborhood
- Diversity Issues
- Career Services
- Coordinate Staff Meetings
- Student Leadership

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

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

Megan Stevenson (Recruitment Coordinator/Advisor) – 31 East Holmes:

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

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

Christie Tobey (Executive Staff Assistant) - 25B East Holmes:

- Supports/assists Philip Strong (Asst. 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 Jonelle Golding 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

Diane Ring (Secretary/Receptionist) - 35 East Holmes:

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