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
  o Hiring for all personnel
  o 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)
  o 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**
  - Brigantine 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 advise 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 Collaborative
• 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