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 Mceey, (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