

**Faculty and Staff Resource List**

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| **College Committees** | | |
| America’s Promise School Project (APSP)  Coordinator  1st Monday of each month  4:00 pm – 5:30 pm  Edwards Hall – Room 112C | Carla Pohl  Mary Cranston  Sue Grant (McLean County Health Department)  Lynn Kennell  Susy Marcum (Unit 5)  Michelle Maurer (District 87)  Yvette Pigman | 438-2319 |
| Clinical Simulation Initiatives Committee (CSI)  Chair  2nd Tuesday of each month  8:00 am – 9:00 am  Nursing Simulation Laboratory –  Room 108 | Melissa Jarvill  Marcia Buchs  Kim Buck  Seon Yoon Chung  Brenda Johnson  Lynn Kennell  Cindy Malinowski  Chris Morgan  Matt Rutherford  Tricia Wiegner  Valerie Wright  Denise Wilson | 438-7844 |
| College Council (CC)  Chair  Co-Chair  Parliamentarian  Administrative Assistance  1st Tuesday of each month  1:00 pm – 3:00 pm  Edwards Hall – Room 306 | Sheryl Jenkins  Paula Brown  Mary Cranston  Heather Winfrey-Richman | 438-2422  438-0714  438-2381  438-2176 |
| College Election Committee (CEC)  Chair  Student  Student | Cindy Malinowski  Katherine Dohr  Courtney O’Connell  Denise Wilson | 438-5321 |
| College Faculty Status Committee (CFSC)  Chair | Judy Neubrander  Mary Dyck  Wendy Woith | 438-2205 |

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| **College Committees Continued** | | |
| College Research Committee (CRC) Chair  3rd Tuesday of each month  1:00 pm – 3:00 pm  Edwards Hall – Room 306  Student  Student | Carla Pohl  Kim Astroth  Mary Dyck  Melissa Jarvill  Myoung Jin Kim  Molly Lawler  Ed Reitz  Gabriella Vazquez  Denise Wilson |  |
| Course Leaders  Convener  America’s Promise School Project Clinical  NUR 222 Psychomotor Skills  NUR 225 Health Assessment  NUR 229 Adult Nursing I  NUR 231 Adult Nursing II  NUR 314 Psychiatric and Mental Health Nursing  NUR 316 Maternal-Infant Nursing  NUR 317 Nursing Care of Children  NUR 325 Adult Nursing III  NUR 327 Management and Leadership Dimensions of Nursing | Denise Wilson  Mary Cranston  Teresa Novy  Sheryl Jenkins  Blanca Miller  Nina Ford  Amie Walker  Denise Hammer  Lynn Kennell  Kim Buck  Nancy Novotny | 438-2358  438-2381  438-0667  438-2422  438-5612  438-3016  438-2482  438-2404  438-2365  438-2522  438-3017 |
| Deans and Directors Committee  Chair  3rd Thursday of each month  11:00 am – 12:00 pm  Edwards Hall – Room 306 | Judy Neubrander  Kim Astroth  Mary Dyck  Diane Folken  Amy Irving  Melissa Jarvill  Emily McMahon  Janeen Mollenhauer  Chris Morgan  Jennifer Sedbrook  Denise Wilson | 438-2205 |
| Department Faculty Status Committee (DFSC)  Chair | Denise Wilson  Kim Astroth  Cindy Kerber  Myoung Jin Kim  Steve Stapleton | 438-2358 |

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| **College Committees Continued** | | |
| Graduate Program and Curriculum Committee (GPCC)  Chair  Co Chair  2nd Tuesday of each month  11:30 am – 1:00 pm  Edwards Hall – Room 306 | Wendy Woith  Cindy Kerber  Kim Astroth  Mary Dyck  Sue Franzen  Brenda Johnson  Cindy Kerber  Melissa Moody  Teresa Valerio  Denise Wilson  Wendy Woith | 438-2213  438-2983 |
| Instructional Assistant Professors (IAP)  Convener  As Needed | Denise Wilson  Paula Brown  Kim Buck  Julie Carr  Mary Cranston  Nina Ford  Denise Hammer  Lynn Kennell  Becky LaMont  Cindy Malinowski  Kathleen Morris  Sandy Nielsen  Teresa Novy  Jamie Penrod  Yvette Pigman  Teresa Valerio  Amie Walker  Valerie Wright | 438-2358 |
| Mennonite College of Nursing Dean’s Council  Convener  Every Monday of each week  7:30 am – 8:30 am  Panera  1401 South Veterans Parkway  Bloomington, Illinois 61701  1st and 3rd Thursday of each month  9:00 am – 11:00 am  Edwards Hall – Room 306 | Judy Neubrander  Mary Dyck  Janeen Mollenhauer  Denise Wilson | 438-2205 |

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| **College Committees Continued** | | |
| Pre-entry and Retention Opportunities for Undergraduate Diversity (PROUD)  Convener  As needed | Blanca Miller  Teresa Novy  Olanna Pullen | 438-5612 |
| Prelicensure Curriculum Committee (PCC)  Chair  2nd Tuesday of each month  1:00 pm – 3:00 pm  Edwards Hall – Room 306  Student  Student | Kathleen Morris  Susana Calderon  Julie Carr  Seon Yoon Chung  Tina Fillman  Sue Franzen  Kileigh Guido  Lynn Kennell  Becky LaMont  Janeen Mollenhauer  Sandy Nielsen  Nancy Novotny  Grant Schluntz  Michelle Shropshire  Amie Walker  Kelly Walsh  Tricia Wiegner  Denise Wilson  Valerie Wright | 438-2637 |
| Program Outcome Reflection Committee (POR)  Convener  As Needed | Paula Brown  Kim Astroth  Nina Ford  Kathleen Morris  Sandy Nielsen | 438-0714 |

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| **College Committees Continued** | | |
| Prelicensure Program Committee (PPC)  Chair  4th Tuesday of each month  1:00 – 2:30 pm  Edwards Hall – Room 306 | Yvette Pigman  Kim Buck  Julie Carr  Mary Cranston  Nina Ford  Sue Franzen  Jasmine Gluba  Kileigh Guido  Denise Hammer  Susan Hovey  Becky LaMont  Blanca Miller  Janeen Mollenhauer  Teresa Novy  Tricia Wiegner  Denise Wilson  Valerie Wright | 438-3023 |
| Program and Sequence Leaders  Bachelor of Nursing  Accelerated Sequence (ABSN)  Plan 1 Sequence  Plan 2 Sequence  RN to BSN Sequence  Master of Science in Nursing  Family Nurse Practitioner (FNP)  Sequence  Nursing Systems Administration  (NSA) Sequence  Doctoral Programs  Doctor of Nursing Practice (DNP)  Doctor of Philosophy in Nursing  (PhD) | Steve Stapleton  Teresa Novy  Sandy Nielsen  Cindy Malinowski  Denise Wilson  Teresa Valerio  Teresa Valerio  Kim Astroth | 438-4644  438-0667  438-0177  438-5321  438-2358  309-253-0081  309-253-0081  438-2367 |
| RN to BSN Curriculum and Program Committee (RN to BSN)  Chair  3rd Thursday of every month  1:00 pm – 3:00 pm  Edwards Hall – Room 306 | Cindy Malinowski  Paula Brown  Julie Carr  Sue Franzen  Kileigh Guido  Janeen Mollenhauer  Jamie Penrod  Steve Stapleton  Denise Wilson  Valerie Wright | 438-5321 |

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| **College Committees Continued** | | |
| Scholarship Awards Committee  Chair | Steve Stapleton  Diane Folken | 438-4644  438-2247 |
| Space Management Committee  Co-Chair  Co-Chair | Diane Folken  Janeen Mollenhauer  Lissa Bevins  Lynn Kennell  Chris Morgan  Judy Neubrander  Denise Wilson  Heather Winfrey-Richman | 438-2247  438-2417 |
| Technology Steering Committee (TSC)  Chair  Student | Chris Morgan  Kim Astroth  Diane Folken  Melissa Jarvill  Becky LaMont  Janeen Mollenhauer  Judy Neubrander  Matt Rutherford  Ayanna Vinson  Tricia Wiegner  Denise Wilson  Heather Winfrey-Richman  Valerie Wright | 438-2637 |
| Tenure and Tenure Track Faculty (T/TT)  Convener  1st Tuesday of each month  3:15 pm – 4:15 pm  Edwards Hall – Room 306 | Ed Reitz  Kim Astroth  Susana Calderon  Seon Yoon Chung  Mary Dyck  Tina Fillman  Susan Hovey  Melissa Jarvill  Sheryl Jenkins  Brenda Johnson  Cindy Kerber  Myoung Jin Kim  Blanca Miller  Judy Neubrander  Nancy Novotny  Carla Pohl  Ed Reitz  Michelle Shropshire  Steve Stapleton  Denise Wilson  Wendy Woith | 438-4605 |

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| **Email ListServs** | |
| MCNFULLTIME-L@listserv.ilstu.edu | Includes all current full-time faculty and full and part-time staff. |
| MCNPTUNDERGRADFACULTY-L@listserv.ilstu.edu | Includes all part-time faculty teaching in the undergraduate program including:  Dean  Associate Dean for Academics  Associate Dean for Academic Support  Associate Dean for Research  Director of Graduate Programs  Director of Undergraduate Programs  Undergraduate Academic Advisor  Clinical Practice Coordinator  Clinical Lab Coordinator  Director of Events and Publications  Director of Marketing and Recruitment  Director of Nursing Stimulation  Assistant Director of Nursing Simulation  Undergraduate Course Leaders  Undergraduate Sequence Leaders  Assistant to the Dean  Assistant to the Associate Dean for Academics and Program Directors  Administrative Aide to the Associate Dean for Academic Support  Administrative Aide - Dean’s Office  Administrative Clerk – OSFS  Administrative Clerk - OSFS  Admissions and Records Representative - OSFS  Office Support Specialist – OSFS  Librarian |

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| **Email ListServs Continued** | |
| MCNPTGRADFACULTY-L@listserv.ilstu.edu | Includes all part-time faculty teaching in the graduate program including:  Dean  Associate Dean for Academics  Associate Dean for Academic Support  Associate Dean for Research  Director of Graduate Programs  Director of Undergraduate Programs  Graduate Academic Advisor  Clinical Practice Coordinator  Clinical Lab Coordinator  Director of Events and Publications  Director of Marketing and Recruitment  Director of Nursing Stimulation  Assistant Director of Nursing Simulation  Graduate Program Leaders  Assistant to the Dean  Assistant to the Associate Dean for Academics and Program Directors  Administrative Aide to the Associate Dean for Academic Support  Administrative Aide - Dean’s Office  Administrative Clerk – OSFS  Administrative Clerk - OSFS  Admissions and Records Representative - OSFS  Office Support Specialist – OSFS  Librarian |

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| **Email ListServs Continued** | |
| MCNUNDERGRADSTUDENTS-L@listserv.ilstu.edu | Includes all currently admitted MCN undergraduate students including:  Dean  Associate Dean for Academics  Associate Dean for Academic Support  Associate Dean for Research  Director of Graduate Programs  Director of Undergraduate Programs  Undergraduate Academic Advisor  Clinical Practice Coordinator  Clinical Lab Coordinator  Director of Events and Publications  Director of Marketing and Recruitment  Director of Nursing Stimulation  Assistant Director of Nursing Simulation  Assistant to the Dean  Assistant to the Associate Dean for Academics and Program Director  Administrative Aide to the Associate Dean for Academic Support  Administrative Aide - Dean’s Office  Administrative Clerk – OSFS  Administrative Clerk - OSFS  Office Support Specialist – OSFS  Librarian |

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| **Email ListServs Continued** | |
| MCNGRADSTUDENTS-L@ listserv.ilstu.edu | Includes all current MCN graduate students including:  Dean  Associate Dean for Academics  Associate Dean for Academic Support  Associate Dean for Research  Director of Graduate Programs  Director of Undergraduate Programs  Graduate Academic Advisor  Clinical Practice Coordinator  Clinical Lab Coordinator  Director of Marketing and Recruitment  Director of Nursing Stimulation  Assistant Director of Nursing Simulation  Assistant to the Dean  Assistant to the Associate Dean for Academics and Program Directors  Administrative Aide to the Associate Dean for Academic Support  Administrative Aide - Dean’s Office  Administrative Clerk– OSFS  Administrative Clerk - OSFS  Office Support Specialist – OSFS  Librarian |

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| **Faculty / Staff Roles and Responsibilities** | | |
| Affiliated Agreements  Affiliated Agreement  Preceptor Arrangements  Preceptor Finalization | Heather Winfrey-Richman  Julie Carr  Julie Carr | 438-2176  438-1403  438-1403 |
| Alumni | Amy Irving | 438-7418 |
| Appointment Scheduling  Dean  Associate Dean for Academics and Program Directors  Associate Dean for Academic Support  Associate Dean for Research  Director of Graduate Programs  Director of Undergraduate Programs | Susan Lynch  Heather Winfrey-Richman  To Be Determined  To Be Determined  Heather Winfrey-Richman  Heather Winfrey-Richman | 438-2174  438-2176  438-2147  438-2147  438-2176  438-2176 |
| Awards | Susan Lynch | 438-2174 |
| Budget | Diane Folken | 438-2247 |
| Business Cards | Lissa Bevins | 438-3143 |
| Calculators | Nancy Wagler | 438-2970 |
| Catering  Academic/Faculty Related  Non Academic/Student Related | Heather Winfrey-Richman  To Be Determined | 438-2176  438-2147 |
| Clinical Practice Coordination | Julie Carr | 438-1403 |
| College Committees  Administrative Assistance | Heather Winfrey-Richman | 438-2176 |
| Computer Lab | Help Desk | 438-4357 |
| Copy Machine/Printer | Tech Team | 438-2637 |
| Digital Measures | Heather Winfrey-Richman | 438-2176 |
| Display Cabinets | Heather Winfrey-Richman | 438-2176 |
| Donors | Jennifer Sedbrook | 438-7178 |
| Employment Contracts | Lissa Bevins | 438-3143 |
| Events  Alumni, College, Fundraising and  Student | Amy Irving | 438-7418 |
| Faculty/Staff Handbook | Heather Winfrey-Richman | 438-2176 |
| Faculty Health and Safety Requirements | Heather Winfrey-Richman | 438-2176 |
| Faculty Support  (e.g., Typing, Exams) | Nancy Wagler | 438-2970 |
| Family Educational Rights and Privacy Act (FERPA) | Nancy Wagler  [Registrar's Website](http://registrar.illinoisstate.edu/downloads/FERPA%20releaseLetterofRec.pdf) | 438-2970 |
| Fleet Vehicles | Lissa Bevins | 438-3143 |
| Flower Fund | Heather Winfrey-Richman  To Be Determined | 438-2176  438-2147 |
| GAs/Student Workers, General Faculty Support | Janeen Mollenhauer - supervisor | 438-2417 |
| Grant Development | Mary Dyck | 438-2547 |

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| **Faculty / Staff Roles and Responsibilities Continued** | | |
| Hewitt 13 (TLLC) | Teresa Novy | 438-0667 |
| Honors Program | Sandy Nielsen | 438-0177 |
| Institutional Review Board (IRB)  Board Member  Department Reviewers | Kim Astroth  Carla Pohl  Ed Reitz | 438-2367  438-2319  438-3437 |
| Inventory | Lissa Bevins  Chris Morgan | 438-3143  438-2637 |
| Keys  Edwards Hall Room Entry  Ordering | Nancy Wagler  Susan Lynch  Lissa Bevins  Heather Winfrey-Richman  Lissa Bevins | 438-2970  438-2463  438-3143  438-2176  438-3143 |
| Librarian | Sue Franzen | 438-8336 |
| Mail | Nancy Wagler | 438-2970 |
| Maintenance and Facility Requests | Lissa Bevins  Heather Winfrey-Richman | 438-3143  438-2176 |
| Marketing and Recruitment | Emily McMahon | 438-0763 |
| Name Tags | Lissa Bevins | 438-3143 |
| Notary Public | Lissa Bevins | 438-3143 |
| Nursing Simulation Lab  Director of Nursing Stimulation  Assistant Director of Nursing  Simulation  Clinical Lab Coordinator | Melissa Jarvill  Tricia Wiegner  Marcia Buchs | 438-7844  438-2773  438-6040 |
| Orientation for New Faculty | Denise Wilson | 438-2358 |
| Parking Permit | Lissa Bevins | 438-3143 |
| Payroll / Timesheet / iPeople | Lissa Bevins | 438-3143 |
| Personnel Files | Lissa Bevins | 438-3143 |
| Plan for College Assessment  Course Recommendation Forms  (CRFs) | Heather Winfrey-Richman  [SharePoint - Academics - Plan for College Assessment - Course Recommendation Forms](https://mcn.sharepoint.illinoisstate.edu/academics/collegeassessment/SitePages/Home.aspx?RootFolder=%2Facademics%2Fcollegeassessment%2FShared%20Documents%2FCourse%20Recommendation%20Forms%20%2D%20Submissions&FolderCTID=0x012000E55FA90877AEA2469A4F53EE8467B6CF&View=%7b16203986-EF16-42A1-A4A9-FA3F92CE39DF%7d) | 438-2176 |
| Prelicensure Compliance | Lana Blakemore | 438-2463 |
| Press Releases | Amy Irving | 438-7418 |
| Promotional Items | Amy Irving | 438-7418 |
| Post-licensure Compliance | Barbra Oldenburg | 438-2252 |
| Publications | Amy Irving | 438-7418 |
| Research Facilitation | Mary Dyck | 438-2547 |

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| **Faculty / Staff Roles and Responsibilities Continued** | | |
| Room Reservation  Academic Scheduling (Classroom  Reservations)  Bone Student Center  Non Academic Scheduling (Alumni  Center Outdoor Spaces, Non  Academic Purposes, Etc.)  Edwards Hall Room Reservations | [AcademicScheduling@ilstu.edu](https://mcn.sharepoint.illinoisstate.edu/guidelines/Shared%20Documents/AcademicScheduling@ilstu.edu)  [BoneStudentCenter@ilstu.edu](https://mcn.sharepoint.illinoisstate.edu/guidelines/Shared%20Documents/BoneStudentCenter@ilstu.edu)  [jtvanhe@ilstu.edu](mailto:jtvanhe@ilstu.edu)  To Be Determined  Lissa Bevins  Heather Winfrey-Richman | 438-2188  438-2222  438-2403  438-2147  438-3143  438-2176 |
| Secondary Employment Forms  PERS 927 and 928 | Susan Lynch  [Provost Website](https://provost.illinoisstate.edu/resources/forms/) | 438-2174 |
| Search Committee | Denise Wilson | 438-2358 |
| Scholarships  Committee Chair  Events | Diane Folken  Amy Irving | 438-2247  438-7418 |
| Student Handbooks | Janeen Mollenhauer | 438-2417 |
| Student Nurse Association (SNA) | Sandy Nielsen  Kileigh Guido | 438-0177  438-7131 |
| Surveys (Doodle, Form Stack, Sign Up Genius and Qualtrics) | Heather Winfrey-Richman | 438-2176 |
| Success Plan | Becky LaMont | 438-2203 |
| Teaching Schedules  Classroom Changes  General Undergraduate Questions  General Graduate Questions | Julie Carr  Valerie Wright  Kim Astroth | 438-1403  438-2482  438-2367 |
| Technology  Access, Copier/Computer/Printer  Problems, Hardware/Software | ISU IT Help Desk  [IT Help Website](https://isu.cherwellondemand.com/CherwellPortal/ISUSelfService" \l "0)  Mennonite College of Nursing Tech Team  Chris Morgan | 438-HELP  438-4957  438-0245  438-2637 |
| Textbooks | Nancy Wagler | 438-2970 |
| Transcultural Experiences | Lynn Kennell  Melissa Moody | 438-2365  438-7035 |
| Travel  Travel and Professional Development  Request Form  Travel Request Processing  Travel Vouchers | SharePoint – Handbook/Guidelines – Travel Forms and Guidelines  Heather Winfrey-Richman  Lissa Bevins | 438-2176  438-3143 |
| Website | Emily McMahon | 438-0763 |

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| **Student Resources** | | |
| Admission Inquiries | Nancy Wagler | 438-7400 or  438-2970 |
| Advising  (e.g., registration, progress alerts, dismissal)  Graduate (MSN and Doctoral)  Prelicensure  RN-BSN | Melissa Moody  Kileigh Guido  Kileigh Guido | 438-7035  438-7131  438-7131 |
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| Candlelighting | Amy Irving | 438-7418 |
| Class / Clinical Rosters | Nancy Wagler | 438-2970 |
| Certified Nurse Assistant Applications | Nancy Wagler | 438-2970 |
| Conflicts  (e.g., student/faculty)**\***  Undergraduate Courses  Graduate Courses | Valerie Wright  Kim Astroth | 438-2482  438-2367 |
| Data Requests  College or Faculty Data  Student Data | Heather Winfrey-Richman  Janeen Mollenhauer | 438-2176  438-2417 |
| Dean’s List | Susan Lynch | 438-2174 |
| Graduation | Amy Irving | 438-7418 |
| Orientations for Students  Overall  Graduate  Prelicensure  RN to BSN | Janeen Mollenhauer  Melissa Moody  Kileigh Guido  Kileigh Guido | 438-2417  438-7035  438-7131  438-7035 |
| Peer Support Person Program | Kileigh Guido | 438-7131 |
| Peer Tutoring Program | Marcia Buchs | 438-6040 |
| Plan for College Assessment  Exit Assessments | Heather Winfrey-Richman | 438-2176 |
| Program Inquiries | Nancy Wagler | 438-7400  438-2970 |
| Sigma Theta Tau International  Xi Pi Chapter | Cindy Malinowski | 438-5321 |
| Student Evaluations  Course and Faculty | To Be Determined | 438-2147 |
| Student and Preceptor Contracts | Julie Carr | 438-1403 |
| Student Health and Safety Requirements  Prelicensure Students  Post Licensure Students | Lana Blakemore  Barbra Oldenburg | 438-2463  438-2252 |
| Student Nurses Association | Kileigh Guido  Sandy Nielson | 438-7131  438-0177 |
| Verification of Licensure  Out Of State Licensure | Heather Winfrey-Richman | 438-2176 |
| Verification of Professional Liability Insurance | Heather Winfrey-Richman | 438-2176 |

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| **Deans and Directors** | | | |
| Dean | Judy Neubrander | 438-2205 | EDW 309 |
| Associate Dean for Academics | Denise Wilson | 438-2358 | EDW 309 |
| Associate Dean for Academic Support | Janeen Mollenhauer | 438-2417 | EDW 112K |
| Associate Dean for Research | Mary Dyck | 438-2547 | EDW 302 |
| Director of Business and Finance | Diane Folken | 438-2247 | EDW 308 |
| Director of Development | Jennifer Sedbrook | 438-7178 | Alumni Center |
| Director of Events and Publications | Amy Irving | 438-7418 | EDW 321 |
| Director of Graduate Programs | Kim Astroth | 438-2367 | EDW 219 |
| Director of Marketing and Recruitment | Emily McMahon |  | EDW 321 |
| Director of Nursing Simulation | Melissa Jarvill | 438-7844 | NSL 105C |
| Director of the Office or Research, Scholarship and Innovation | Myoung Jin Kim | 438-2566 | EDW 301 |
| Director of Technology | Chris Morgan | 438-2637 | EDW 102 |
| Director of Undergraduate Programs | Valerie Wright | 438-2482 | EDW 220 |

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| **Support Staff** | | | |
| Assistant to Dean | Susan Lynch | 438-2174 | EDW 311 |
| Assistant to Associate Dean for Academics and Program Directors; Academic Special Projects Manager | Heather Winfrey-Richman | 438-2176 | EDW 312 |
| Administrative Aide, Business and Finance | Lissa Bevins | 438-3143 | EDW 312 |
| Administrative Aide, Office of Academic Services and Office of Research, Scholarship and Innovation | To Be Determined | 438-2147 |  |
| Office Support Specialist, Office of Academic Services | Nancy Wagler | 438-2970 | EDW 112E |
| Administrative Clerk, Office of Academic Services | Lana Blakemore | 438-2463 | EDW 112F |
| Administrative Clerk, Office of Academic Services | Barb Oldenburg | 438-2252 | EDW  112H |
| Student Worker, Dean’s Suite | Lissa Bevins – supervisor | 438-2574 | EDW 312 |
| GAs/Student Workers, Nursing Simulation Lab | Marcia Buchs – supervisor | 438-6040 | NSL |
| GAs,/Student Workers, Office of Academic Services  GA  Student Workers | Janeen Mollenhauer  Nancy Wagler – supervisor | 438-2417  438-2970 | EDW 112K  EDW 112A |
| GAs/Student Workers, Technology | Chris Morgan | 438-2637 | EDW 102 |
| GAs assigned to a specific faculty | Specific Faculty – supervisor | Varies | Varies |