

Staff Contact List  
(Who do I go to for...)  
2018-2019  
Revised 12/12/18

Academic Calendar – Academic Affairs Office – Cindy Fisher X3675

Academic Catalog – Cindy Fisher X3675

Academic Success Center

- Director, Alisa Smith X3963
- Testing, Doniell Duncan X3862
- Tutoring, Doniell Duncan X3862
- Reserving rooms, Doniell Duncan X3862

Accessibility Services

- Accessibility Coordinator, Sara Soper X3523

Advising

- Coordinator of Academic Advising – Kelly Conkle X3881

Admissions

- Administrative Assistant – Deb Kennedy X3680
- Assistant Director of Undergraduate Admissions – TBH
- Admissions Assistant – Graduate Admissions – Melissa Bergfeld X3517
- Director, Graduate Admissions – Tara Hanna X8908

Alumni Relations

- Interim Coordinator, Brittanie Kuhr X8990

Apparel & Gifts

- Bookstore X3694

Appold Planetarium

- Coordinator, Laura Megeath X8897

Arches Program

- Director, Alisa Smith X3963

Archives

- Vacant

Athletics

- Athletic Director, Janet Eaton X8987
- Faculty Athletics Representative – Vincent Laverick X3840
- Head Athletic Trainer – Leanna Nichols X8987

- Head Baseball Coach – Jeremy Snow X3905
- Head Men’s Basketball Coach – Josh Gibson X3521
- Head Women’s Basketball Coach – John Kenger X8982
- Head Cheer & Dance Coach – Chelsea Leis X3682
- Head Men’s & Women’s Cross Country Coach – Micah Tirop X3530
- Head E-Sports Coach – Joshua Lee X7495
- Head Men’s/Women’s Golf Coach – Gilbert Guerrero X3758
- Head Men’s Lacrosse Coach – Patrick Yannarelli X7459
- Head Women’s Lacrosse Coach – Alyssa Shaver X8867
- Head Men’s Soccer Coach – Vacant
- Head Women’s Soccer Coach – Jackie Donovan X3731
- Head Women’s Softball Coach – JoAnn Gordon X3897
- Head Men’s & Women’s Volleyball Coach – Greg Reitz X3519
- Head Wrestling Coach – Dock Kelly X8967
- Sports Information Director – Ryan Wronkowitz X3668

ATM

- If out of order contact Kim McGill X8894

AVI

- Chris Loe X3766

Banner

- Mike Grzeszczak X3745

Benefits

- Human Resources, Add/Change Benefits Heidi Keller X8415
- Payroll, Deduction questions, Jeanne Marciniak X3976

Bookstore

- X3694

Building Directory Updates

- MAH (1st Floor/Planetarium): Cindy Fisher X3675
- MAH (1st Floor/South entrance facing FC): Cindy Fisher X3675
- Delp and REH (in Ebeid entry): Lisa Mattin X3793
- LH (2nd Floor, top of stairs): Cindy Fisher X3675
- SCH (1st Floor): Cindy Fisher X3675
- SCH (2nd Floor): Douglas Mold X3791
- CAH/St. Agnes Hall: Hollie Bone X3909
- ASI: Maritza Quinones X3715

Business Cards

- New/Reorder – Heidi Keller X8415

Campus Ministry

- Sr. Barbara Vano X3861
- Laureen Knueven X3765
- Campus Ministry House X7455

Campus Security

- Director, Michelle McDevitt X8953
- Campus Security Office, on campus dial 411, off campus (419-574-3861)
- Emergency, call 911, be sure to give location (hall & room#), then if possible, campus security

Car/Bus/Shuttle/Driver Reservations – Michelle McDevitt X8953

- Vehicle Request form on Intranet/University Resources/Vehicle Request

Career Services

- Director, Andrea Domachowski X3704

Cashier's Office

- Directions Credit Union (for direct payments) X3695
- Irene Buechele X3696 (for non-payment questions)

Catering

- Chris Loe X3766

Center for Professional Studies

- Director, Alisa Smith X3963

Classrooms

- White boards – maintenance – Becky Alvarado X3633
- Computers, batteries, equipment – IT X3807

Colleges/Deans/Administrative Assistants

- Graduate School – Interim, Luann Brodbeck X3791, Melissa Bergfeld X3517
- College of Arts & Sciences – Kate Beutel X8880, Holli Bone X3909
- College of Business & Leadership – David Burkitt X8929
- College of Nursing – Hollis Hamilton X8994, Douglas Mold X3791
- College of Social Sciences, Interim, Joyce Litten X3708, Cheryl Burghardt X3713

Computers/Printers/Shredders

- Problems/Questions - ITS – X3807
- Director of IT, Chris Davis X3509

Counseling

- Executive Director, Sr. Rachel Nijakowski X3656
- Campus phone, dial 511, off campus (419-349-7563)

Course Outlines

- Written by department
- Approved by CPR
- Stored in Provost Folder (L Drive)

Course Schedule

- Academic Affairs Office – Cindy Fisher X3675

Current Student Reports

- Michelle Rable X3816

Curriculum Policy and Review Committee (CPR)

- Ben Brown X3946
- Cindy Fisher X3675

Credit Cards

- Credit Cards – Kim McGill X8894
- Credit Card Reconciliation form (on intranet) – Mary Iwinski X3724

Data

- University Data Book/Retention Rates/Graduation Rates
- Michelle Rable X3816

Deans, Academic/Administrative Assistants

- Graduate School – Interim, Luann Brodbeck X8929, Melissa Bergfeld X3517
- College of Arts & Sciences – Kate Beutel X8880, Holli Bone X3909
- College of Business & Leadership – Interim, Luann Brodbeck X8929, position open
- College of Nursing – Hollis Hamilton X8994, Douglas Mold X3791
- College of Social Sciences, Interim, Joyce Litten X3708, Cheryl Burghardt X3713

The Den

- T. Todd Masman X3873

Directions Credit Union X3695

Directories

- Changes, Heidi Keller X8415
- Found on Intranet/University Resources/Directory (with photos)

Diversity

- Tonya Colbert X3866

## Emergency

- First, dial 911, give your location (hall & room #)
- Call Campus Security Office to direct first responders if possible
  - Campus phone dial 411, from any outside line 419-574-3861
  
- Individual in emotional/psychological crisis, dial 511 from campus phone or 419-349-7563 from outside phone
  
- Title IX Reporting (complaints of sexual misconduct)
  - Administrator, Michelle McDevitt, X8953 or 419-517-8953 from outside line, email [MMcDevitt@lourdes.edu](mailto:MMcDevitt@lourdes.edu), office location – 6557 Brint Rd – Lourdes Commons
  
- Building Evacuations
  - Exit the building promptly to your nearest emergency exit.
  - WALK, do not run. Stairwells are considered the safest route during a fire.
  - Remain calm and do not panic. Last person to leave should close the door. Do not lock doors.
  - Do not use elevators.
  - Stay at least 300 feet away from the building.
  
- Tornado Shelter Locations: Assisi Hall
  - Primary: Learning Center Hall Basement
  - Secondary: St. Francis Hall Basement
  
- Tornado Shelter Locations: Canticle Center
  - Primary: Hallways without windows
  - Secondary: Restrooms
  
- Tornado Shelter Locations: Carmel Hall
  - Primary: Carmel Hall Basement
  - Secondary: St. Francis Hall Basement
  
- Tornado Shelter Locations: Delp Hall/ASC
  - Primary: Ebeid Hall Basement
  - Secondary: Mother Adelaide Hall Basement
  
- Tornado Shelter Locations: FC & Gym
  - Primary: Franciscan Center Basement
  - Secondary: St. Francis Hall Basement
  
- Tornado Shelter Locations: Learning Center Hall
  - Primary: Learning Center Basement
  - Secondary: St. Francis Hall Basement
  
- Tornado Shelter Locations: Lourdes Hall
  - Primary: St. Clare Hall Basement
  - Secondary: Ebeid Hall Basement

- Tornado Shelter Locations: Mother Adelaide Hall
  - Primary: Mother Adelaide Hall Basement
  - Secondary: Ebeid Hall Basement
  
- Tornado Shelter Locations: Regina Hall
  - Primary: Regina Hall Lower Level/ Basement
  - Secondary: Umbria Circle Lower Level/Basement
  
- Tornado Shelter Locations: Residence Halls
  - Primary: The basement hallway, away from the steps.
  - Secondary: Interior hallway or bathroom of a basement apartment away from any windows.
  
- Tornado Shelter Locations: Russell J. Ebeid Hall
  - Primary: Ebeid Hall Basement
  - Secondary: Mother Adelaide Hall Basement
  
- Tornado Shelter Locations: San Damiano Campus Ministry House
  - Primary: Lowest Level/ Basement
  - Secondary: Restroom
  
- Tornado Shelter Locations: St. Clare Hall
  - Primary: St. Clare Hall Basement
  - Secondary: Ebeid Hall Basement
  
- Tornado Shelter Locations: St. Francis Hall
  - Primary: St. Francis Hall Basement
  - Secondary: Carmel Hall Basement
  
- Tornado Shelter Locations: St. Joseph Hall
  - Primary: St. Joe's Lower Level/ Basement
  - Secondary: Umbria Circle Lower Level/ Basement

#### Event Coverage

- Helene Sheets X3965

#### Events

- Commencement, Cindy Fisher X3675
- Convocation, Cindy Fisher X3675
- Awards Ceremony, Cindy Fisher X3675
- State of the University, Theresa Holup X3809
- Donor Reception, Abbie Hall X3751
- Hit the Links, Abbie Hall X3751
- Celebrity Wait Night, Abbie Hall X3751
- Homecoming, Brittanie Kuhr X8990, Ashley Jackson X8413
- Share the Spirit, Sr. Ann Carmen Barone X3703

- Spreading the Joy, Sr. Barbara Vano X3861

Facilities & Grounds

- Administrative Assistants, Sara Sullins X8902, Rachel Kerlin X8906
- Director, Mike Cravens X3620

Faculty Information Forms (Overload Spreadsheets)

- Department Chairs
- Department Admins
- Deans
- Academic Affairs Office/Cindy Fisher X3675

Faculty Senate

- President, Adam Hodge X3676

Federal Work Study

- Kalen DeCant, X8893

FedEx

- Supplies are in staff conference/mail room.
- # to schedule pick up at Welcome Center or to order additional supplies including preprinted labels is 1-800-463-3339.
- Account # is already on preprinted label.
- For Lourdes University business use only.
- Questions, Theresa Holup X3809

FERPA Release Form

- Website/Home/Academics/Registrar/FERPA form
- Questions, Registrar's Office X3817

Final Grade Grievance – Academic Affairs Office – Cindy Fisher X3675

Finance

- Payroll/Time Sheets – Jeanne Marciniak X3976
- Tax Withholding – Jeanne Marciniak X3976
- Credit Cards – Kim McGill X8894
- Credit Card Reconciliation form (on intranet) – Mary Iwinski X3724
- Check Request form (on intranet) - Mary Iwinski X3724
- Petty Cash form (on intranet) - Mary Iwinski X3724
- Missing Receipt form (on intranet) - Mary Iwinski X3724

First Year Experience

- Director, Dwayne Beggs X3648

Food/Drink Services

- Franciscan Center – Coffee/Tea, Bar, only if in FC – Danielle Dougherty X8950
- AVI – everything else – Chris Loe X3766

Franciscan Center

- Operations Coordinator, Danielle Dougherty X8950

Fundraising

- University Fundraising, Brittanie Kuhr X8990
- Club & Organization Fundraising, to be announced, contact Greg Kneser X3759
- Athletic Fundraising, Janet Eaton X8987

Grades

- Grievance – Cindy Fisher X3675
- Due Dates – Michelle Rable X3816
- Changes – Michelle Rable X3816

Graphic Design/Flyers

- Work order through Intranet/University Resources/University Relations/Design Project Form
- Questions, Carla Leow X3524

Grants & Government Relations

- Director, Cindy Hurst X3752

HLC

- Vacant
- Vacant
- University Portal: Institutional Assessment
- Email: [hlc@lourdes.edu](mailto:hlc@lourdes.edu)

Health & Wellness Center

- X3971

Honors Program

- Director, Cindy Molitor X3518

ID's

- Faculty/Staff/Student – New/Replacement - Information Technology Systems office - X3807
- Add/Change a meal plan – Cashier's Office, Directions Credit Union X3695
- To add flex dollars, - Cashier's Office , Directions Credit Union X3695

Incident Report Form

- Website/Portal, go to the Intranet, Human Resources, Incident Report Form
- Greg Kneser X3759 can determine who should receive it (if unsure)



Independent Studies – Academic Affairs Office – Cindy Fisher X3675

Information Technology Services (Help Desk) – X3807

Institutional Research

- Assistant Vice President for Institutional Planning - Michelle Rable X3816

Internships

- Career Services – Andrea Domachowski X3704
- Business Only – Bob Arquette X7446

IRB – Matthew Lancaster X8938/ Lisa Mattin X3793

Keys

- New keys – Rachel Kerlin – X8906
- Display case in Mother Adelaide Hall – Vicki Stouffer X3969

Library

- Director, Sr. Sandra Rutkowski X3762

Lifelong Learning

- Coordinator, Laura Megeath X8897

Mail

- Faculty/Staff, Erin Gibson X8884
- Lost Mail/Packages Missing, Erin Gibson X8884
- Students, T. Todd Masman X3873

Maintenance Requests

- Maintenance Request form (Website, Faculty & Staff , under Health & Safety, Work Order)
- Questions, Rachel Kerlin X8906

Media Relations

- Helene Sheets X3965

Minority/Multicultural Issues

- Tonya Colbert X3866

New Hires

- Staff – Human Resources – Heidi Keller X8415
- Faculty – Academic Affairs Office – Cindy Fisher X3675
- Benefits/pension/insurance – Heidi Keller X8415

Name Badges – Heidi Keller X8415

Name Plates for Doors – Heidi Keller X8415

Office Supplies

- Ordered from Friends Business Source website ([www.friendsoffice.com](http://www.friendsoffice.com))
- Change info with Friends – Heidi Keller X8415

Ombudsperson – Ruthi Mitchell X3813

Parking Permits – Michelle McDevitt X8953

Payroll

- Payroll/Time Sheets – Jeanne Marciniak X3976
- Tax Withholding – Jeanne Marciniak X3976

Performance Evaluations

- Intranet/Human Resources/Performance Evaluations
- Questions, Beverly Sanders X3728

Petition Forms

- Canvas/Advising Resources (tab)/Resources (link)/Forms (folder)/Petitions for Exceptions to Graduation Requirements
- Questions, Registrar's office X3817, Advising Center X3882

President

- Mary Ann Gawelek (contact Administrative Assistant)
- Administrative Assistant, Theresa Holup X3809

Printer/Copy Paper & Printer Cartridge Ordering

- Assisi Hall – Maritza Quinones X3715
- Carmel Hall & St. Agnes Hall – Holli Bone X3909
- St. Francis Hall – Doug Maas X3836
- Mail Room – Heidi Keller X8415
- St. Joseph's Hall – Sherri Miller X3796
- Mother Adelaide Hall – Heidi Keller X8415
- Russ Ebeid Hall – Lisa Mattin X3793
- Finance – Jeanne Marciniak X3976
- Admissions – from Mail Room
- IT – from Mail Room
- IA – Patricia Bayus X3980
- Academic Success Center – Lisa Mattin X3793
- Nursing – Douglas Mold X3791
- Nursing Lab – Sherri Miller X3796
- Lourdes Hall (1<sup>st</sup> floor) – from Mail Room
- Lourdes Hall (2<sup>nd</sup> floor) – Heidi Keller X8415
- Library - Sr. Sandra Rutkowski X3762

Printing & Publications

- Helene Sheets X3965

## Vice President of Academic Affairs

- Interim, Terry Keller X3535
- Executive Assistant – Cindy Fisher X3675

## Registrar

- Michelle Rable X3816

## Reserving Rooms

- Assisi Hall (ASI) 152 – 8-10 maximum conference room – Maritza Quinones X3715
- Carmel Hall (CAH) 1 – Classroom, maximum 28/CAH 2 – Computer Lab – Holli Bone X3909
- Center for Nursing Scholarship Conference Room – 8 maximum, Briana Peters X3871
- Canticle Center (CC) 125 – 10-12 maximum conference room – Melissa Bergfeld X3517
- Canticle Center (CC) Gym – (Janet Eaton X8987 grants permission first) Danielle Dougherty X8950
- Canticle Center (CC) Gallery Space – Danielle Dougherty X8950
- Duns Scotus Library – Sr. Sandra Rutkowski X3762
- Franciscan Center (FC) Gym – (Janet Eaton X8987 grants permission first) Danielle Dougherty X8950
- Franciscan Center (FC) Commons – Danielle Dougherty X8950
- Franciscan Center (FC) Conference Rooms A & B – Danielle Dougherty X8950
- Planetarium Lobby, Welcome Center Lobby, Ulrich Commons, Patio – Danielle Dougherty X8950
- Russ Ebeid Hall (REH) – 10 maximum conference room – Deb Kennedy X3680
- Russ Ebeid Hall (REH) – lower level recreation room - Deb Kennedy X3680
- Russ Ebeid Rec Center – President’s Suite – Janet Eaton X8987
- St. Agnes Hall (SAH) Fireside Room – Lounge – Holli Bone X3909
- St. Clare Hall (SCH) 225 – President’s Conference Room, 12 maximum – Theresa Holup X3809
- St. Joseph’s Hall (SJH) 108 (NAP Lab) – Dawn AuBuchon X8961
- Rest of Lourdes University meeting/classrooms – Danielle Dougherty X8950
- Sisters of St. Francis – Evergreen Room – Lois Szabo X3937
  - Umbria Hall Conference Room – Linda Stout X3618
  - Regina Hall Conference Room – Linda Stout X3618
  - Madonna Hall Conference Room – Linda Stout X3618

Residence Life (student mail) – Executive Director, T. Todd Masman X3873

## SGA President

- Zachary Grennan, Zachary.Grennan@mymail.lourdes.edu
- Advisors, Becki Bair X3980 and Kristen Guballa X8992

## Scholarships

- Vicki Stouffer X3969

Sexual Assault/Misconduct

- Title IX Administrator, Michelle McDevitt, X8953 or 419-517-8953 from outside line, email [MMcDevitt@lourdes.edu](mailto:MMcDevitt@lourdes.edu), office location – 6557 Brint Road – Lourdes Commons
- Security, campus phone dial 411, from any outside line 419-574-3861

Sisters of St Francis

- Congregational Minister, Sr. Mary Jon Wagner X3601
- Administrative Assistant, Linda Stout X3618

Sophia Center

- Executive Director, Sr. Rachel Nijakowski 419-882-4529
- Campus phone, dial 511, from any outside line (419-349-7563)
- Appointments 419-882-4529

Stationery – Helene Sheets X3965

Student Conduct

- T. Todd Masman X3873

Student Financial Services

- Director, Financial Aid, Todd Chiarelott X3504

Student Organizations – Ashley Jackson X8413

Supplies

- Ordered from Friends Business Source website ([www.friendsoffice.com](http://www.friendsoffice.com))
- New account or change info with Friends – Heidi Keller X8415

Sylvania Franciscan Village

- Sophia Lloyd X3533

Title IX

- Administrator, Michelle McDevitt X8953
- Information on Intranet/University Resources/Title IX

Tornado Shelter Locations

- Tornado Shelter Locations: Assisi Hall
  - Primary: Learning Center Hall Basement
  - Secondary: St. Francis Hall Basement
- Tornado Shelter Locations: Canticle Center
  - Primary: Hallways without windows
  - Secondary: Restrooms
- Tornado Shelter Locations: Carmel Hall
  - Primary: Carmel Hall Basement

- Secondary: St. Francis Hall Basement
- Tornado Shelter Locations: Delp Hall/ASC
  - Primary: Ebeid Hall Basement
  - Secondary: Mother Adelaide Hall Basement
- Tornado Shelter Locations: FC & Gym
  - Primary: Franciscan Center Basement
  - Secondary: St. Francis Hall Basement
- Tornado Shelter Locations: Learning Center Hall
  - Primary: Learning Center Basement
  - Secondary: St. Francis Hall Basement
- Tornado Shelter Locations: Lourdes Hall
  - Primary: St. Clare Hall Basement
  - Secondary: Ebeid Hall Basement
- Tornado Shelter Locations: Mother Adelaide Hall
  - Primary: Mother Adelaide Hall Basement
  - Secondary: Ebeid Hall Basement
- Tornado Shelter Locations: Regina Hall
  - Primary: Regina Hall Lower Level/ Basement
  - Secondary: Umbria Circle Lower Level/Basement
- Tornado Shelter Locations: Residence Halls
  - Primary: The basement hallway, away from the steps.
  - Secondary: Interior hallway or bathroom of a basement apartment away from any windows.
- Tornado Shelter Locations: Russell J. Ebeid Hall
  - Primary: Ebeid Hall Basement
  - Secondary: Mother Adelaide Hall Basement
- Tornado Shelter Locations: San Damiano Campus Ministry House
  - Primary: Lowest Level/ Basement
  - Secondary: Restroom
- Tornado Shelter Locations: St. Clare Hall
  - Primary: St. Clare Hall Basement
  - Secondary: Ebeid Hall Basement
- Tornado Shelter Locations: St. Francis Hall
  - Primary: St. Francis Hall Basement
  - Secondary: Carmel Hall Basement

- Tornado Shelter Locations: St. Joseph Hall
  - Primary: St. Joe's Lower Level/ Basement
  - Secondary: Umbria Circle Lower Level/ Basement

Transcripts

- Registrar's office X3817

TRiO Student Support Services

- TRiO Director, Teddi Moorman X3837

Tuition Exchange Benefit

- Bev Sanders X3728

Tuition Waiver Form

- Intranet/Human Resources/Educational Assistance/Tuition Waiver Request Form
- Bev Sanders X3728

University Relations

- Director, Helene Sheets X3965

Upward Bound

- Director, Tonya Colbert X3866

Vice Presidents

- Academic Affairs, Interim, Terry Keller X3535
- Institutional Advancement, Vicki Stouffer X3969
- Student Life (Dean of Student Life), Interim, Greg Kneser X3759
- Enrollment, Michelle Rable X3816
- Finance & Administration, Jeff Williams X3730
- Mission & Ministry, Sr. Ann Carmen Barone X3703

Vitruvian

- Shawna Rushford-Spence X3741

Website

- Angel Belford X8864

Welcome Center

- Dial "0" or X1292