### INTERIM VPAA: DR. LAURA STEPHENSON
- Ext. 1648
- Overall responsibility for academics
- Academic liaison to the President’s Office

### ASSOCIATE VPAA: DR. JENNIFER BALL
- Ext. 1840
- Institution contact for Higher Learning Commission
- Liaison to KBOR
- Corrections Project
- Coordinates with directors of academic programs
- General education
- Academic policies and exceptions
- Sponsored projects

### SR. MANAGER OF ACADEMIC BUDGETS: DEBBIE WHITE
- Ext. 1859
- Finance management, Academic Affairs
- Budget support for SOL
- Point of contact for: Purchasing, Finance, Budget offices
- Approves: OneCard, vouchers, requisitions
- Coordinates contracts

### MANAGER OF ACADEMIC BUDGETS: ANDREA LAGOS
- Ext. 3193
- Budget support for Academic Affairs, CAS, SoBU, SAS, Libraries, SoN
- Department-level training provider for: FLAC, Budget, Finance reports
- Prepares and processes: budget and finance reports, budget transfers and payments
- Can help you answer: Where/how do I pay this?

### MANAGER OF ACADEMIC SCHEDULE AND COMMENCEMENT: JANET SCHNEIDER
- Ext. 1310
- Class scheduling
- Manages terms/calendars in Banner, academic room assignments
- Commencement activities
- Convocation
- Can help you: with scheduling questions; provide training for schedule development for departments; with commencement questions; reserve the Martin Room

### COORDINATOR OF PROJECTS AND OPERATIONS, ACADEMIC AFFAIRS: HOLLY BROXTERMAN
- Ext. 3870
- Supports Faculty Affairs Committee, Faculty Senate, and General Faculty
- Tracks curriculum process (CourseLeaf), Banner curriculum, academic catalog revisions.
- Special projects
- Can help you: answer questions about CourseLeaf, or provide CourseLeaf training for departments

### COORDINATOR OF COMPLIANCE, ACADEMIC AFFAIRS: BETH MATTHEWS
- Ext. 2612
- Supports Associate VPAA, Director of Faculty Development, Academic Affairs Committee, HLC accreditation process
- Licensure and clinicals compliance
- Student issues
- Tenure and promotion
- Can help you: schedule time with Dr. Ball; answer questions about sabbaticals, research grants, faculty awards, grade appeals, retroactive withdrawals

### DIRECTOR OF ACADEMIC OPERATIONS AND SPECIAL PROJECTS: STEVE LOUAMA
- Ext. 1043
- Implements academic affairs software
- Contact for EAB’s APS software
- Manages Academic Affairs operations
- Manages program review
- Coordinates classroom renovation projects
- Oversees of catalog & curriculum mgmt processes

### ACADEMIC HR SPECIALIST: DEBI MEIER
- Ext. 1109
- Support for academic recruitment/hiring, including posting ads
- Employment verification for faculty
- FLAC contact for HR
- On-boarding and off-boarding faculty members
- Prepares faculty contracts
- Can help you with: Travel arrangement and other requirements of faculty searches

### COMMUNICATIONS COORDINATOR & ASSISTANT TO THE VPAA: MICHAELA SAUNDERS
- Ext. 4963
- Supports VPAA, Faculty Handbook Committee
- Prepares Academic Affairs agenda materials for WUBOR; communication pieces and plans
- Academic events promotion
- Academic Affairs website
- Can help you: schedule time with Dr. Stephenson; brainstorm connections across campus; figure out who in Academic Affairs can best help you