

Functional Chart

Academic Affairs (Provost, reports to President)

Greg White, x3436 (TOSO Namur, 2nd Flr)

- Academic programs and academic support services (Schools, Registrar, Library, Academic Success, Disabilities, IT)
- Academic planning for academic programs, student success, and retention
- Integration of the mission and hallmarks into student life and curriculum
- Faculty liaison and faculty development
- Academic processes and shared governance
- Accreditation – Institutional (WSCUC) and programmatic (ACBSP, CTC, BBS)
- STARS Grant Program Director
- PHOAA Grant Program Director

Academic Success Center (Dean of STS reports to Provost)

Dr. Randall Sessler, x3530 (Campus Center)

- Writing & Research; Resume writing; Interviewing Techniques
 - Tutorial services

Enrollment Management (Dean for Enrollment Management, reports to President)

Tanya Tran, x3735 (JB, rm 105)

- Strategic Enrollment Plan
- Coordination of all Enrollment functions

Enrollment Data Analyst/Operations Manager (April Eustice), (Reports to Dean Enrollment Management)

April Eustice, x3663 (St. Mary's, rm 107)

- Follow up with and tracking of a potential student thru registration
- Admissions events, recruitment fairs

Enrollment Office/Admin Clerk (Reports to VP EM)

Karen Adams, x3600 (St. Mary's, rm 110)

- Front Desk Admin; Mail, Shipping, and Receiving
- Triages main line (3600) calls/voicemails

Advancement and Alumni (VP Advancement, reports to President)

Aric Agresti, x3652 (Madison, rm 3)

- Fundraising; Liaison to Donor(s); Grants; Stewardship
- Support management of endowed scholarships

Business Office (Business Office Manager, reports to VP Finance and Administration)

Julie Bizewski, x3432 (St. Mary's, rm 104)

- Student accounts, including tuition and fees payment or refunds
- Payment Plan Options

Conference Services (Director of Conferences & Events, reports to President)

Deirdre Sargent, x3503 (Madison, rm 2)

- Space Rental, Housing, Campus Tours

Disability Resource Center (Director of DRC, reports to Provost)

Sharyn Moore, x3670

- Liaison for students with disabilities

Facilities and Grounds (Director of Facilities, reports to VP Finance and Administration)

Jessie Roth, x3640 (Madison, Ground Flr, Facilities Shop)

- Safety of NDNU's campus
- Key requests
- Maintenance requests
- Support events and conference setups

Finance (VP Finance and Administration reports to President)

Michael Renzi, x3721 (St. Mary's, rm 110)

- Financial planning, budgeting, and forecasting
- Maintain budget and accounts payable functions
- Audits

Financial Aid (Director of Financial Aid, reports to VP Finance and Administration)

Lynnell Hannah, x3587 (St. Mary's, rm 102)

- Institutional, state, and federal scholarships, grants, and loans
- Endowed scholarship qualification and distributions

Human Resources/Payroll (Director of HR, reports to VP Finance and Administration)

Dr. Karen White, x3645 (TOSO Namur, 2nd Flr)

- Benefit inquires
- Employee resources/verifications
- Payroll inquires
- Hiring Personnel Requests
- Public Service Loan Forgiveness (PSLF) verification

Information Technology (Director of ITS, reports to VP Finance and Administration)

Jay Castillo, x3410 or x3555

- Help Desk (computer and telephone troubleshooting)
- Network Services
- Systems management
- Inquires – Information database system

Library (Dean of Academic Success Center, reports to Provost)

Dr. Randall Sessler, x3530 (Campus Center)

- Remote access or curbside pickup
- Research assistance (faculty and student)
- Inter-library loan coordination
- Collection management

Marketing and Communications (VP Marketing and Communications, reports to President)

Kurt Allen, x3533 (Welcome Ctr, Director's Office)

- Strategic Marketing Plan (brand, lead generation for enrollment, success metrics)
- Audience segmentation
- NDNU Community communications (newsletters, social media, web, advertisements, etc.)

President's Office (President reports to Board)

Beth Martin, x3503 (TOSO Namur, 1st Flr)

- Leadership and direction for strategic planning and operations of all aspects of the university
- Board of Trustees
- Community Relations

Public Safety (Outsourced, reports to Director of Facilities)

504-0656

- Safety of NDNU
- Parking permits and enforcement
- Reports (issues with the campus, student's behavior/conduct)

Registrar (Registrar, reports to Provost)

Evelia Chacon, x3516 (St. Mary's, rm 108)

- Academic records, new and current students, student's verification
- Course Registration
- FERPA compliance

School of Business and Management (Dean, reports to Provost)

John Veitch, x3602 (Campus Center, Commuter Lounge)

- Programs: MBA, MPA, MBA Management Science, MS Technology Management, BS Business Administration (degree completion)
- SBM Advisory Boards
- ACBSP Accreditation

School of Education (Dean of Education, reports to Provost)

Caryl Hodges, x3493 (Library, Front Desk)

- Programs: Credentials – Single Subject, Multiple Subject, Education
- Specialist, Administrative Services. Master's degrees: MA Education, MA Special Education, MA School Administration, MA TESOL
- Agreements with school districts for student teaching placements
- Education Advisory Board
- CTC Accreditation

School of Psychology (Dean, reports to Provost)

Helen Marlo, Chair, Clinical Psychology, x3723 (St. Mary's, rm 114)

- Programs: MS Clinical Psychology with MFT and LPCC options; BS Psychology (degree completion)
- Board of Behavioral Sciences approval

As of August 11, 2023