



FOR NEW (all) EMPLOYEES



September 2017
SAC

QUESTIONS ABOUT	SEE OR CALL	LOCATION Room	PHONE 827-xxxx	EMAIL xxxxxx@trocaire.edu
Admissions	Maureen Regan	B02	2545	reganm
Advisement	Congie Graffius	140	2577	graffiusa
Benefits	Cheryl Swain	321A	2561	swainc
Billing (student accounts)	Damian Desbordes	B10	2427	desbordesd
Bookstore (supplies & textbooks)	Toni Packard	Near Front Desk	2437	packardt
Campus Ministry	Bob Shearn	112	2483	shearnr
Career Counseling	Maureen Huber	140E	2444	huberm
Check Request	Diane Eggleston	B15	2406	egglestond
Classrooms Assignments	Terry Horner	B14	2485	hornert
Clubs/Organizations	Tom Vane	143	2433	vanet
Copies	Janet Healey	B08	2474	healeyj
Counseling/Disabilities	Lauren Ellis	118	2412	ellisl
Ed Tech (Educational Technology)	Alissa Steele-Pruitt	345	2557	steelea
Email	Robin Loomis	360	4332	loomisr
Facilities (Maintenance)	Richard McGilvray	337	4338	mcgilvrayr
Faculty Senate	Jennifer Blickwedehl Kjerstin Owens	414 419	2544 2532	blickwedehlj owensk
Faxing	See Telephone Directory			
Financial Aid	Danielle Cessario	B05	2428	cessariod
Flu Shots	Sister Marie Andre Main	118	2489	mainm
Food <ul style="list-style-type: none"> Tim Horton's Vending (basement) Hospital 	Tom Vane Tom Vane Mike Galbraith, Aramark	143 143 Mercy Hospital	2433 2433	vanet vanet mgalbraith@chsbuffalo.org
Handbooks	Tom Vane	143	2433	vanet
HR	Cheryl Swain	321A	2561	swainc
ID cards	Security	Lobby	2500	
IT	Help Desk	360	4330	HelpDesk
Keys (to office)	Ed Johnson	333	2456	johnsone
Lounges <ul style="list-style-type: none"> Staff Faculty (Mary Clare Center) 		2 nd floor, near front elevator 460		
Mail <ul style="list-style-type: none"> Outgoing Mail Mailboxes (pick up mail) 	Janet Healey Mailroom	B08 1 st floor near foyer	2474	healyj
Maintenance (Facilities)	Richard McGilvray	337	4338	mcgilvrayr
Mission	Bob Shearn	112	2483	shearnr
Moodle	Alissa Steele	345	2557	steeleal
Notary	Lisa Schaffer Maria Povlock Damien Desbordes	317 Choate B14 B10	4340 2415 2427	schafferl povlockm desbordesd
Paychecks	Jane Joseph	332	2496	josephj
Phone	Helpdesk	360	4330	
Registrar	Terry Horner	B14	2485	hornert

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Registration Assistance	Advisement & Student Service Center	140	2577	graffiusa
Room Reservations <ul style="list-style-type: none"> Classrooms Room 411 Board Room Commons/Foyer 	Maria Povlock Marge Andrzejewski Kathy Hoffstetter Tom Vane	B14 330 G05 143	2415 2564 2423 2433	povlockm andrzejewskim hoffstetterk vanet
"S" Drive (forms & info)				
Security	Darryl Noel Karla Soto	Lobby Lobby	2500 2500	
Service Learning	Pam Jablonicky	140G	2543	jablonickyp
Social Media/Blog/Blaze Weekly Email	Kristy Holfoth	317 Choate	4343	holfothk
Staff Advisory Council (SAC)	Christine Whipkey Danielle Cessario	B05 B05	2435 2428	whipkeyc cessariod
Stationary/Envelopes	Janet Healey	B08	2474	healeyj
Student Life	Tom Vane	143	2433	vanet
Supplies	Marge Andrzejewski Check with dept. admin. asst.	330	2564	andrzejewskim
Testing <ul style="list-style-type: none"> Accuplacer (placement test) TEAS Palisano Learning Center 	Claudia Lesinski	320A	2553	lesinskic
Time Cards	Jane Joseph	332	2496	josephj
Transit Road <ul style="list-style-type: none"> Building Administration Asst. 	Don Spasiano Lisa Smith	RJS 202 RJS Front Desk	4304 4314	spasianod smithli
Tunnel (to hospital)	Security (Lobby)	Basement (old wing)	2500	Need ID card
Tutoring	Jon Hudack	135	2562	hudackjo
Vacation	Jane Joseph	332	2496	josephj
Veterans Assistance	Tom Vane	143	2433	vanet
Volunteering	Pam Jablonicky	140G	2543	jablonickyp
Website	Emily Perryman	315 Choate	4347	perrymane
Work Force Development	Christine Whipkey	B05	2435	whipkeyc
Work Orders	Richard McGilvray	337	4338	mcgilvrayr