



# FOR NEW (all) EMPLOYEES



August 2022  
HR

QUESTIONS ABOUT	SEE OR CALL	LOCATION Room	PHONE 827-xxxx	EMAIL xxxxxx@trocaire.edu
Admissions	Danielle (Cessario)Binda	B05	2428	bindad
Advisement	Leah McQuiller	140	2577	mcquillerl
Benefits	Tracy Rozewicz	Mercy Center, L- 04A	2461 2561	rozewiczt
Billing (student accounts)	Susan Andrade Kelly Loss	B10	2427 2481	Andrades lossk
Bookstore (supplies & textbooks)		Near Front Desk		bookstore
Campus Ministry	Timothy Sember	Mercy Center, L-10	2451	sembert
Career Counseling	David Ferris	140E	2444	ferrisd
Check Request	Diane Eggleston	B15	2406	egglestond
Classrooms Assignments	Terry Horner Jean Turcott	B14	2485 2565	Hornert turcorrj
Clubs/Organizations	Lauren Reczek	143	2433	reczekl
Copies	Kelly Loss		2481	lossk
Counseling/Accessibility	Genevieve Kruly	118	2412	krulyg
Digital Learning	Shayne Bauer-Ellsworth Jess Taylor		2457 2557	Bauer-ellsworths Taylorje
Email	Help Desk	360	4330	helpdesk
Facilities (Maintenance)	Richard McGilvray	337	4338	mcgilvrayr
Faculty Senate	Daniel Nickolai	426	2578	nickolaid
Faxing	See Telephone Directory			
Financial Aid	Jonathan Hudack Terry Adamczak Jody Lang	B05	2567 2426 2416	HudackJo AdamczakT LangJ
Flu Shots	Genevieve Kruly Aretha Jordan	118	2412 2489	Krulyg
Food <ul style="list-style-type: none"> <li>• Tim Horton's</li> <li>• Vending (basement)</li> <li>• Hospital</li> </ul>	Lauren Reczek Lauren Reczek Mike Galbraith, Aramark	143 143 Mercy Hospital	2433 2433	reczekl reczekl mgalbraith@chsbuffalo.org
Human Resources	Jan Peters Tracy Rozewicz Shani Smith	Mercy Center,L-04 Mercy Center, L- 04A	2559 2461 2561	PetersJ RozewiczT
ID cards	Security	Lobby	2500	
IDEA Committee	Derrick Gunter	255	2440	GunterD
IT	Kamu Pindiprolu Help Desk Loma Harripersad	Mercy Center, L-09 360	2421 4330	PinidiproluK HelpDesk
Keys (to office)	Richard McGilvray	337	4338	mcgilvrayr
Lounges <ul style="list-style-type: none"> <li>• Staff</li> <li>• Faculty (Mary Clare Center)</li> </ul>		2 <sup>nd</sup> floor, near VPAA office 460		
Mail <ul style="list-style-type: none"> <li>• Outgoing Mail</li> <li>• Mailboxes (pick up mail)</li> </ul>	Kelly Loss Mailroom		2481	lossk

Mission	Timothy Sember	Mercy Center, L-10	2451	seibert
Moodle	TBD			softwaresupport
Notary	Danielle Binda (Cessario) Kelly Loss Susan Andrade Kelsey Wagner	B02 B10 B10	2428 2481 2427 2484	BindaD LossK AndradeS WagnerK
Paychecks	Allison Germono Kimberly Pecora	332 336	2496 2415	Germonoa pecorak
Phone	Helpdesk	360	4330	helpdesk
Registrar	Dorothy Worrall Theresa Horner Jean Turcott	B14	2469 2485 2565	WorrallD Hornert TurcottJ
Registration Assistance	Advisement & Student Service Center	140	2577	
Room Reservations				
• Classrooms	Terry Horner	B14	2469	hornert
• Room 411, 332 & 260	Terry Horner			ConfRm411, ConfRm332, ConfRm260
• Board Room	Michelle Phillips		2423	phillipsm
• Commons/Foyer	Lauren Reczek	143	2433	reczekl
• Transit Road	Christine Whipkey	346	2435	whipkeyc
"S" Drive (forms & info)				
Security		Lobby	2500	security
Mercy Action Project	Timothy Sember	Mercy Center, L-10	2451	SemberT
Social Media/Blog/Blaze	Jackie Matheny	Mercy Center, L-06	2450	MathenyJ
Staff Advisory Council (SAC)	Danielle (Cessario) Binda	B05	2428	bindad
Stationary/Envelopes	Kelly Loss		2481	lossk
Student Handbooks	Lauren Reczek	143	2433	Reczekl
Student Life/Engagement	Lauren Reczek	143	2433	reczekl
Supplies	Check with dept. admin. asst.			
Testing				
• Accuplacer (placement test)	Derrick Gunter	114	2440	GunterD
• TEAS				
• Palisano Learning Center				
Time Cards	Allison Germono Kim Pecora	332 336	2496 2415	Germonoa pecorak
Transit Road	Nicole Korzeniewski Christine Whipkey	302 346	2483 2435	KorzeniewskiN WhipkeyC
Tunnel (to hospital)	Security (Lobby)	Basement (old wing)	2500	Need ID card
Tutoring	Derrick Gunter	114	2440	GunterD
Vacation/Sick/Personal Time	Allison Germono Kim Pecora	332 336	2496 2415	Germonoa PecoraK
Veterans Assistance	TBD			
Volunteering	Timothy Sember	Mercy Center, L-10	2451	seibert
Website	BD&E			
Wellness Committee	Genevieve Kruly Tracy Rozewicz		2512 2461	Krulyg rozewiczt
Work Force Development	Christine Whipkey Nicole Korzeniewski	346 302	2435 2483	Whipkeyc korzeniewskin
Work Orders	Richard McGilvray	337	4338	mcgilvrayr