

SALEM STATE COLLEGE
Human Resources and Equal Opportunity

MEMORANDUM

TO: Salem State College Community

FROM: Kevin S. Dougwillo, Director

DATE: October 20, 2009

RE: Re-organization

This memorandum serves to memorialize the recent re-organization for the College.

Academic Affairs

1. Continuing Education and Non-Traditional Programs: The Call Center will be abolished. Jay Carey will move to Graduate Admissions.
2. Continuing Education: The Call Center will be abolished. Kathleen McIsaac will remain in Continuing Education and report to Arlene Greenstein.
3. Grants (Department Name change Sponsored Program and Research Administration): Change Meagan Means' schedule to ½ time in Institutional Research and ½ time in the Sponsored Program and Research Administration office effective July 1, 2009.
4. Center for Creative and Performing Arts will be realigned under Institutional Advancement effective July 1, 2009.
5. Learning Center changed to Student Academic Support Services under the leadership of Nate Bryant, Assistant Dean.

Enrollment Management

1. Transfer Cheryl Ennis and Avril Hevey-Doucette to a new Transfer Services unit in the Registrars Office, July 1, 2009. Tina Lloyd will move to the Scheduling unit in Registrar's Office effective August 10, 2009.
2. LaSauna Pakeman will move from Student Academic Support Services to Undergraduate Admissions effective July 1, 2009.
3. Promote Mary Dunn to Assistant Dean for Undergraduate Admissions, effective July 1, 2009.

4. Lee Brossoit has moved to Assistant Dean for Graduate Admissions effective June 4, 2009.
5. Jay Carey will move to Graduate Admissions effective July 1, 2009.
6. Donna Besecker will move to Graduate Admissions effective July 1, 2009.

Finance & Facilities

1. Move Thomas Osborne under Campus Planning and Development where he will report to Debra Mizia effective June 4, 2009.
2. Move Dina Struss to Purchasing and Materials Management effective June 22, 2009.
3. Dennis Koontz to assume responsibility of Fleet Management effective June 4, 2009.
4. Change Debra Mizia's title to Director of Campus Planning and Development.

Institutional Advancement

1. Move Susan Fountain to Development to report to Lori Boudo.
2. Center for Creative and Performing Arts moved to Development – Events effective July 1, 2009. Kathleen McDonald Murphy and Karen Gahagan will report to Lisa McFadden.

Student Life/EVP

1. Rosa Arsuaga, Associate Director, Human Resources and Equal Opportunity to assume responsibilities of Affirmative Action and Equal Opportunity.
2. The Office of Special Events and Conferences has been eliminated and duties have been delegated to Continuing Education, Institutional Advancement, and the Registrar's office.
3. Reassign Arthur T. Gerald to Associate Dean - Student Life effective July 1, 2009.
4. Promote Shawn Newton to Assistant Dean of Student Life reporting to James Stoll, effective July 1, 2009.
5. Promote Linda Jones to Assistant Dean, Counseling and Health Services effective July 1, 2009.
6. Office for Students with Disabilities name changed to Disability Services and will report to Linda Jones September 1, 2009.
7. Information Technology Services reorganized structure is attached.

Miscellaneous

1. See attached list of all department names including updated department names

effective July 1, 2009.