



# COE COLLEGE

## Frequently Asked Questions – 2016-2017

### Offices of Admission and Marketing

**Julie Staker**, Vice President for Admission and Marketing - develops strategy and direction for the offices of admission and marketing

**Josh Kite**, Director of Recruitment - oversees all recruitment and admission recruiters

**Natalie Bordignon**, Assistant Director for Marketing - oversees college marketing efforts and staff as well as the Print Shop

**Jill Kuhlert**, Director of Programming - oversees admission visit programs

**Chris Paasch**, Senior Associate Director of Admission for Operations & International Recruiting - oversees the Operations (including technology) of the admission office

### Admission

- How can I refer a student to Coe?
  - Send an e-mail to [o-Admissions@coe.edu](mailto:o-Admissions@coe.edu) and include the following information:
    - Student Name
    - Full Mailing Address
    - Phone (if available)
    - E-mail address (if available)
    - High School Graduation Year (required)
    - Any additional information you might have: academic or athletic interests, name of high school, etc.
- How do people schedule a campus visit?
  - [www.coe.edu/visit](http://www.coe.edu/visit) or 1.877.CALL.COEE.
  - Questions? Contact Maggie St. Clair (319.399.8805) or Larimer Porter (319.399.8251) who coordinate prospective student visits.
- Can a student trained to work in the Admission Office help with a tour/presentation/panel, etc.?
  - If one of our Admission Assistants is needed for a tour/presentation/panel, etc., please call 319.399.8500 and ask to speak with Larimer Porter or Maggie St. Clair who may be able to make necessary arrangements.
- Who do I talk to if I want to help at an admission-related event?
  - Contact Jill Kuhlert, Director of Programming, at 319.399.8208.
- Can I get student data from your office? Can Admission run a report for me?
  - A vast majority of admission data is pushed to the all-campus database, Jenzabar, nightly, making it readily available to faculty and staff with Jenzabar access for any reporting or information needed.
  - Once a student has submitted their Mandatory Forms, the most current information on those students is in Jenzabar and is more accurate than Admission data.
  - Questions? Call Chris Paasch at 319.399.8101.
- Who works with currently enrolled Coe students?
  - Actually, no one in our office does. The Admission team recruits Kohawks and then hands them off to the faculty and Student Life staff once they arrive as a Coe student.
- Can we have some admission materials to hand out at an upcoming event?
  - E-mail Natalie Bordignon at [nbordignon@coe.edu](mailto:nbordignon@coe.edu) at least 48 hours prior to event and she will get back to you as to whether or not we have materials available.
  - Information to include:
    - For what event do you need the materials?
    - What type of information are you looking for in the publications?
    - How many copies would you like?
    - By when do you need them?

## Marketing

- Who can I contact about photos/headshots, business cards, letterhead or logos and creating graphics, videos, postcards or brochures?
  - Contact Natalie Bordignon ([nbordignon@coe.edu](mailto:nbordignon@coe.edu)) regarding all graphic and video needs. Natalie will coordinate with our designers, photographer and videographer to take care of your requests.
- Who do I contact regarding the Coe College web site?
  - Contact Natalie Bordignon ([nbordignon@coe.edu](mailto:nbordignon@coe.edu)) regarding visuals and new content or initiatives on the Coe College website. For general updates, edits and technical needs, contact Andy Molison who serves as our webmaster.
- Who can I contact regarding the Print Shop and having materials printed?
  - Contact Andrea Perkins ([aperkins@coe.edu](mailto:aperkins@coe.edu)), our Print Media Specialist, for all of your printing and paper needs.
- Who can I contact for advice or help with social media accounts and guidelines?
  - Contact Natalie Bordignon ([nbordignon@coe.edu](mailto:nbordignon@coe.edu)) or Niles George ([ngeorge@coe.edu](mailto:ngeorge@coe.edu)), our Digital and Social Media Assistant, regarding social media needs.
- Who do I talk to about Coe's brand identity?
  - Contact Christina Kroemer ([ckroemer@coe.edu](mailto:ckroemer@coe.edu)) regarding brand identity.
- To whom should I submit a request for information to be submitted to the media?
  - Contact Rod Pritchard ([rpritcha@coe.edu](mailto:rpritcha@coe.edu)), Secretary to the College, regarding media.
- Who is responsible for the Courier?
  - Contact Lonnie Zingula ([lzingula@coe.edu](mailto:lzingula@coe.edu)) in the Office of Advancement regarding the Courier.

## Advancement

- If a potential donor contacts me, where should I send them?
  - The Advancement office - either David Hayes or one of our Development Officers (Megan Engler and Debbie Green). However, anyone in the Advancement Office could assist them and/or direct them to the appropriate person. To see the Development Officer territory map, go to the Advancement tab on [my.coe.edu](http://my.coe.edu)
- I would like to set up an endowment, or set up a scholarship. Who should I reach out to?
  - Advancement can help with that! Development Officers Megan and Debbie would be the primary contacts for this type of request.
- I would like to include Coe College in my estate planning. Who should I reach out to?
  - Debbie Green or Megan Engler can assist you with that.
- What if an alum sends me a cool email about his/her new job in a new city where he/she lives with his/her newish spouse and their new baby?
  - The Advancement Office loves data. We love all data. Any data. We want to know about alums, parents and friends of the college. If you get information, phone numbers, emails, new jobs.....we would love to know it. It helps us contact people about events, help current students and of course, raise money which supports all areas of the college. If you think the Advancement Office might want to know, go ahead and send it or call us or walk over and tell us about it.
- What if I want to contact alums about my program/area?
  - Ask us. You already know we love data. We have the data. And if you are sharing what you know with us regularly, we have the most accurate data about our alums. We can help you with this and the Alumni Office loves to know what is going on around campus. Jean Johnson, Director of Alumni Programs, is a wealth of information and is more than happy to help you reach out to alums.
- What if I want to raise money for my program/area?

- Not only do we love data.....we also love money. We would like to help you with whatever your needs are but we can't help if we don't know about it. So, whether you are having a silent auction, a golf outing or sending a solicitation, we can help. Please contact David Hayes about any fundraising opportunity you wish.
- What if I find out one of my former students inherited founder's shares of Google and might want to donate to Coe? With whom do I share that bit of good news?
  - The answer would be to the Advancement office - either David Hayes or one of our Development Officers (Megan Engler and Debbie Green). However, anyone in the Advancement Office could assist them and/or direct them to the appropriate person.
- What if I want to donate to Coe myself?
  - Did I mention we love money? We'd love for you to choose to make Coe part of your philanthropy plans - faculty and staff giving is an outward testament of your belief in our mission! Last year, 189 faculty/staff gave back to Coe, up 35% from the year before. Mary Springer is our Coe Fund director and can get you the information you need to get started.

### **Center for Creativity and Careers**

- Where should I send a student who wants help with resumes, cover letters, interviewing, job search or graduate/professional school programs?
  - Please direct students to McCabe Hall! They can call us at x8581 or email us at [o-career@coe.edu](mailto:o-career@coe.edu)
- How do students get connected with alumni and employers?
  - We are working to strengthen and centralize those connections, starting with those employers and alumni who are here in the Creative Corridor. Please send students to McCabe Hall and we will be happy to work with them.
- I have a student who wants to do an internship. How are those being handled now?
  - Please get in touch with our new Internship Specialist (to be hired soon!) who will work with both you and the student to ensure that the process is a smooth one.
- I have a student who is really unsure about his/her choice of major or what he/she wants to do for a career. In addition to the student's faculty advisor, what other resources are available for this student?
  - Our Learning Commons staff is the first point of contact for something like this. The LC consultants have all been trained to administer the Strong Interest Inventory, which is one of many great tools available to help a student navigate these types of academic and career path questions.
- Who should I contact to post a student position?
  - You can forward any student job postings or student position questions to [o-career@coe.edu](mailto:o-career@coe.edu) or you can call Megan Goodall at 8581.
- Who is available in McCabe to help students?
  - Megan Goodall - Megan will continue her role as Director of Parent Programs, but will also be the first point of contact for students who need career assistance. Megan will be our main administrator of the Coe Connections online job board and will work with students as they present their needs.
  - Rod Pritchard – Rod's new role as Secretary of the College will include 1:1 assistance to students in the career center. Rod will mainly help students with resume, cover letter, professional writing and interviewing skills.
  - Barb Tupper – This year, Barb has taken on a leadership role in the creation of career services for students, as part of the campus initiative for the Center for Creativity and Careers. Barb will also provide 1:1 assistance to students in the career center, and worked for 20+ years in human resources and career services.

### **Athletics**

- Where can I exercise?
  - We have multiple exercise areas which Coe Faculty and Staff can utilize: Eby Fitness Center (strength and cardio equipment), climbing wall, natatorium (pool), Clark Racquet Center (indoor track, tennis courts, racquetball and squash courts, cardio equipment, weight room, exercise classes, sauna), outdoor track.

- Can all faculty and staff use the Fitness and Recreational Facilities?
  - Yes, you must show your Coe ID card.
- What facilities are employees able to access with a Coe ID card?
  - Eby Fieldhouse (Fitness Center and Pool) and the Clark Racquet Center and outdoor track
- Do we have to pay to attend Coe athletic events?
  - No, all faculty, staff and students have free admittance with Coe ID
- Where can I find a schedule of athletic events?
  - <http://www.coeathletics.com/>
- Will the construction alter the venues for athletics, intramurals and recreation?
  - No, all athletic facilities will be accessible and host regular events during the time of the renovations.
- Why is there so much construction?
  - Coe College is embarking on the largest capital project in its history, one which will provide unparalleled benefits for future generations of students while creating pride among all Kohawks. Make Your Move – the Campaign for Eby and Hickok – includes \$23 million in essential campus enhancements, including the athletic and recreation complex project as well as the renovation and expansion of Hickok Hall. The result will be vastly improved academic, recreational, wellness and competition facilities.
- **Athletic and Recreation Complex Project**
  - This project is designed to ensure that Coe will be able to serve the next several generations of Kohawks as well as Eby Fieldhouse served students of the mid-20<sup>th</sup> century. Health, wellness and active lifestyles are inherent in the campus community. More than 90 percent of Coe’s 1,400 students participate in intercollegiate athletics (450 student-athletes) or participate in intramural sports, or utilize Coe’s Fitness facilities and exercise classes.
  - The facility will not only meet current needs, but also align with the college’s long-term strategic direction. Coe’s plan is to leverage the existing facilities by tying together Eby Fieldhouse and Clark Racquet Center into a comprehensive, 200,000 square foot athletic and recreation complex. This will provide all of the amenities that many colleges have, but at less than one-half of the cost.
  - The \$20 million project includes the following key components:
    - **New Performance Arena**
    - The proposed new performance arena and competition court will seat more than 2,000 spectators. It will have a modern configuration where visitors enter in an upper-level concourse. The performance arena will be located to the north of Eby, and it will be connected to a new east-facing façade.
    - **Fitness Center and Bridge**
    - A key feature of the project is a bridge over College Drive that will join the new Eby addition to the Clark Racquet Center, creating a new, comprehensive facility. This bridge—which will be mostly glass—will provide a stunning visual feature for the Coe community and visitors alike. The sky bridge will house much of the college’s fitness center.
    - **Wrestling Room and Façade**
    - This façade will wrap around the southern and eastern faces of the natatorium and join the new performance arena and competition court with the fitness center and bridge, so that from College Drive the entire project will look like a cohesive whole and will align with existing campus architecture.
    - This area will feature all-new wrestling facilities. Even in the wrestling tradition-rich state of Iowa, Coe will be unique in foregrounding wrestling in this way.
    - **Eby Fieldhouse**
    - All levels of Eby will be renovated as part of this project. The centerpiece will be the conversion of the current gymnasium and wrestling areas into a multi-purpose court for recreational sports and intercollegiate practices. The facility will include three basketball courts that can be separated by curtains or opened into one large facility for throwing, indoor soccer, baseball and softball practices, and countless other activities. Locker room, classroom space and athletic offices will also be expanded, coupled with new infrastructure such as HVAC, windows, and mechanical, electrical and plumbing systems.

- **Clark Racquet Center**
- Clark Racquet Center will receive enhancements as well, including a new elevator and other improvements to integrate the facility with the entire athletic and recreation complex project.
  
- **Clark Field and Stadium**
- The project actually began last summer, with the completion of a new, state-of-the-art track and other enhancements at Clark Field. This included much-needed additional seating for Kohawk fans.
  
- The new athletic and recreation complex will serve the entire Coe community by emphasizing a culture of health and wellness. Student-athletes will especially benefit from the enhanced facilities. Moreover, with the additional space provided by the new facility, Coe plans to increase wellness and athletic programming and access to recreational space for hundreds of children and youth from the Cedar Rapids community. Emphasis will be placed on serving those in the neighborhoods surrounding the campus.
  
- While the work at Clark Field was completed during the summer, the construction on other aspects of the athletic and recreation complex project will begin next summer. To keep some of the indoor facilities open and operational at any given time, the project will be done in phases, with overall completion slated for the fall of 2017.

**Business Office (Please also see HR for additional questions)**

Angie Dvorak	8580	Jennifer Eubanks	8266
Karalee Williams	8525	Shane Austerman	8699
Carly Szawiel	8656	Pam Strumpfer	8643
Heidi Patterson	8671		

**Accounts Payable:**

- I have a question about an invoice that was (or needs) to be paid – Angie Dvorak x8580
- Is Coe sales tax exempt? – Yes, Angie, Shane Austerman, Jennifer Eubanks, or Pam Strumpfer can provide the certificate
- What is the IRS mileage rate – Angie Dvorak and it is on our expense report form
- I have a question about W-9s:
  - W-9s that are needed from vendors – Angie Dvorak x8580
  - I need a W-9 completed by Coe – Shane Austerman, Jennifer Eubanks or Pam Strumpfer
- I have a question about my credit card – Angie Dvorak x 8580
- I want to receive my employee reimbursement by ACH – Angie Dvorak and form online
- I have a question about my budget:
  - Basic balance questions – Karalee Williams/Carly Szawiel
  - Budget access questions – Shane Austerman
  - Budget allocation, increases or process – Shane Austerman

**General Business Office questions:**

- I have a question about a restricted account –
  - Basic balance questions – Karalee Williams or Carly Szawiel
  - Allocations or income distribution – Shane Austerman or Jennifer Eubanks
- I have a question or need help with transferring/reclassing an expenses – Carly Szawiel
- I have questions about an endowment fund – Shane Austerman
- I am working with a student that has questions about their student account balance-
  - Basic balance questions – Karalee Williams or Carly Szawiel
  - Needs assistance with paying their account – Heidi Patterson
- I have a student that is going to do work study for me –
  - First step is to have the student meet with financial aid (Janet)
- I need a notary – Angie Dvorak or Pam Strumpfer (other offices, President’s Office and Advancement)
- I have a question about Coe’s Verizon wireless phone account – Angie Dvorak
- I need a travel advance – form is online / Karalee Williams
- I will be driving for the college or have a student who will be driving – Pam Strumpfer
- Other issues or concerns – Shane Austerman or Jennifer Eubanks

### **Food Service (See also Student Development):**

- How do I change meal plans?
  - You have until Wednesday, Aug 31<sup>th</sup>, to change 1st semester meal plans by completing a change form with Linda Anderson in upper Gage-Student Development Suite.
- When can I convert meals on the 175 Meal Plan?
  - The dates for first semester are Sept. 1 & 2 and Oct. 18 & 19. Second semester dates are Jan 24 & 25 and March 21 & 22. This can be done at the Sodexo office in upper Gage Union. See Mary Kaye.
- What are the hours of operation?
  - Dining Service hours can be found on the Coe College Home page-Dining Services-Dining Choices. They are also posted at the front door of the cafeteria.

### **Human Resources (Please also see Business Office for additional questions)**

#### **How to contact HR**

Email: [o-humanresources@coe.edu](mailto:o-humanresources@coe.edu)

Phone: 319-399-8672

#### **Where should I go if?**

- **I have an HR question and I'm unsure who to ask! - Utilize the main HR email or phone number and we can help!**
- I have a question about my paycheck or need assistance completing payroll forms – Tess Werner
- I want to change my withholding on my paycheck – go to MY.COE for W-4 forms to submit to Tess
- I have a general question about my benefits – Andy Cooley
  - Coe College is not able to answer specific questions, but we have several resources that will be helpful to you. You can access a detailed summary of benefits on my.coe under Employee Information. Click the link on the left titled "New Employee Information" for detailed summaries of all Coe benefits. For specific questions, you can contact Benefits Link (which is on the back of your insurance card) at 800/252-2122. Benefits Link is the resource for a new health/dental insurance card as well. For complicated medical claims that may need ongoing support, or to get recommendations for providers in the area, you may also contact Health Advocate at 866/799-2728.
- I have a question about my TIAA-CREF benefits – Call (800) 842-2252
- I have a worker's compensation claim – Andy Cooley
- Where can I find my sick leave and vacation balance?
  - On my.coe. Click the Employee Information tab and choose Monthly Sick Leave/Vacation Report. If you are a supervisor you can also view employee sick leave and vacation under the same report in the Managers tab. If you have questions about the information or access to it, contact Tess Werner
- Who should I talk to if I need an extended medical leave, for pregnancy or a health condition?
  - Please share any absence needs with your supervisor, and contact Andy Cooley for information related to sick leave usage or FMLA.
- What are EAP Services and how can I access them?
  - All Coe employees have access to 3 free counseling services each year through our Employee Assistance Program, in addition to free webinars, assistance with Medicare and transition questions, and coaching resources for work and work/life challenges. These services are not specific to work-related issues, and may be used for financial, legal or emotional support. Please contact Health Advocate at 866-799-2728 for more information.
- I have a concern about an employee, supervisor, policy or other people-related question or concern. Who should I talk to? - Kris Bridges

## **Information Technology**

- What can I contact Information Technology for?
  - Computers
  - Accounts
  - Network / Wireless
  - eClassroom Technology
  - Cable TV
  - Telephones
  - Residential – network, wireless, TV
  - Copy Center – Great printing options
  - And anything you're not sure of.
- Are there any IT perks that are free to faculty and staff?
  - Yes! You are eligible to download the latest versions of Microsoft Windows, Office for Windows and Mac, as well as anti-virus software.
- How can I contact Information Technology?
  - 319-399-8877
  - [O-computer@coe.edu](mailto:O-computer@coe.edu)
  - Voorhees Hall – Main Floor & Gage

## **Learning Commons**

- What student services and resources are offered in the Learning Commons?
  - Exploring and choosing a major
  - Time management and study skills
  - Writing Center: peer support for all aspects of the writing process
  - Speaking Center: peer support for public speaking, presentations, interviews, etc.
  - Academic technology peer support for computer and media assignments and projects
  - Volunteering and service learning opportunities in the community
  - Off-campus study
  - Research and information analysis
  - Tutoring (lower level)
  - Test Proctoring (lower level)
  - Accessibility (504/ADA) support
  - Individualized academic coaching
  - Preparation for graduate and professional programs
  - Research on and preparation for scholarships and fellowships
  - Identifying how to take advantage of and maximize the opportunities Coe offers
  - Micro Grants
- Can I refer a student to the Learning Commons?
  - Yes! Students can make an appointment during drop-in hours (posted in the library and on our website) or stop by during regular business hours (and a few evening hours) and ask to see a Learning Commons Consultant. Or, simply send a student over to the Learning Commons and we'll take it from there.
- When would I refer a student to the Learning Commons?
  - When a student has questions related to academic progress, courses, majors, academic advising, study abroad, life plans, getting out into the community, or any of the college's academic resources or requirements
  - When a student is struggling with a class or seems to lack direction or motivation

- When a student has great ideas for doing interesting things and needs someone to talk with to make them happen
- When a student seems not to be working up to his or her potential
- When a student expresses doubts about whether Coe is the right place to be
- What are Micro Grants?
  - Learning Commons Micro-grants are small, one-time grants available to any current Coe student, faculty, or staff member to fund projects to enhance teaching and learning at Coe. More information and applications are available at the Learning Commons.

- Who works in the Learning Commons? Where are their offices?

Judi Dirks	Learning Commons Administrative Assistant (Front desk, main level)
Ashley Glassberg	Community Engagement Volunteer Coordinator (Main level)
Gina Hausknecht*	Associate Dean of the Learning Commons; English professor (Lower level)
Elizabeth Hoover de Galvez*	Reference Librarian & Head of Reference (Main level)
Lois Kabela-Coates*	Director of Academic Achievement Program (Main level)
Peggy Knott	Academic Technology Support Specialist (Lower level)
Kayla Lyftogt*	Director of Community Engagement (Main level)
Michelle McIllece*	Academic Coach & Tutoring Coordinator (Main level)
Jane Nesmith	Director of the Writing Center (Writing Center office, main level)
Kim Pierson*	Academic Coach & Accessibility Coordinator (Lower level)
Kara Prebil	Community Engagement Program Coordinator (Main level)
Laura Riskedahl*	A/V Librarian & Head of A/V (Lower level)
Karen Sindelar	Director of the Speaking Center (Speaking Center, main level)
Lisa Stroschine	Academic Technologist (Lower level)
Karen Swenson	Learning Commons Administrative Assistant (Lower level reception desk)

*Faculty with Learning Commons responsibilities ("Satellite" faculty office, main level):*

Derek Buckaloo	At-Large Advisor; History professor
John Chaimov	Director of Off-Campus Study; German & International Studies professor
Marc Falk	Faculty Advising Facilitator (Fall); Music professor
Amber Shaw	Fulbright/National Fellowships Advisor ; English professor
Susan Wolverton	Faculty Advising Facilitator); Theatre professor

- Who does what in the Learning Commons?
  - All Learning Commons staff and associated faculty can connect students with the appropriate resources and personnel. We are friendly and love working with students!
  - Learning Commons Consultants (\*) hold drop-in hours and offer scheduled meetings to discuss any aspect of students' academic experience, guide students toward the services and resources listed above, answer questions and help students figure out next steps to take with any academic concern and question.
  - Faculty associated with the Learning Commons provide support with specific dimensions of the academic program. The At-Large Advisor consults about courses, majors, and requirements; this complements but does not replace the work of the student's primary faculty advisor. Faculty Advising Facilitators support faculty advising and work with designated students.
- What has changed in the Learning Commons since last year?
  - The 2015-2016 academic year was the first year of the Learning Commons; at that time, several different areas providing academic support at different locations around campus were integrated into a single team in the library.
  - This year, as the college takes first steps toward implementing the Strategic Plan, Career and Life Planning has moved from the Learning Commons to Advancement where it will become incorporated into the new Center for Creativity and Careers.



- Where do students go for help with internships and careers?
  - Students looking for an internship or conducting a job search will work with Barb Tupper and the new Internship Specialist in Advancement. That team will help students with resumes, interview skills and other job and internship preparation.
  - Students seeking to identify their strengths and aptitudes as they think about career directions, especially students in the first couple of years at Coe, can meet with a Learning Commons Consultant or take one of the interest and strength inventories we offer.
- What are Micro Grants?
  - Learning Commons Micro-grants are small, one-time grants available to any current Coe student, faculty, or staff member to fund projects to enhance teaching and learning at Coe. More information and applications are available at the Learning Commons and on our website.
- What's the difference between the Kohawk Blend, the Crimson Blend, and the Gold Blend?
  - Stop by the coffeeshop in the Pochobradsky Reading Room and find out.
- How do I contact the Learning Commons?
  - Call 399-8844 or email [learningcommons@coe.edu](mailto:learningcommons@coe.edu), call or email any of the staff, or stop by the library and say hello

### **Physical Plant**

- How do I get something repaired in my office or classroom?
  - Submit a work order through the School Dude portal located on the my.coe Home page
- What if I discover a mess in the building that needs attention?
  - Call Physical Plant for assistance
- Who do I contact if I need something taken to another department?
  - Submit a work order through the School Dude portal.
- Who do I call with a concern about the grounds, such as a tree limb down or snow removal?
  - You can call Physical Plant and we will get it address through Culver's Landscape who are responsible for our grounds care needs
- If I have a special project or questions about a project my department may need, what do I do?
  - Call Physical Plant or email [lcija@coe.edu](mailto:lcija@coe.edu). It's best to discuss the projects first and not just submit a work order.

### **Provost & Dean of the Faculty**

- What are some primary responsibilities of the Dean's Office staff?
  - The Dean's Office is charged with maintaining faculty employment and promotion records, collaborating with the Registrar's Office to prepare each year's course offerings, and documenting any modifications to academic policy matters.
- What is the Dean's Office's role in creating the academic calendar?
  - The Dean of the Faculty is a member of the executive committee of the faculty, the committee which creates and approves the academic calendar each year.
- What is the significance of a faculty member's title?
  - Faculty members' titles indicate their rank. The order of rank follows: adjunct (indicates a part-time, benefit-eligible faculty position), instructor, assistant professor, associate professor, professor.
- How many semesters does Coe offer each year?
  - None. Instead of semesters, Coe offers Fall Term, Spring Term, and May Term.

- Why did the office title change from Dean of the Faculty to Provost?
  - Senior Academic Leaders at institutions like Coe increasingly name the position as Provost in keeping with the growing responsibilities of the position.

### **Public Relations**

- Rod Pritchard takes the lead on media relations, so if employees are contacted by the media, they should contact me prior to responding, especially in cases where it involves college business or the college's reputation/image.

### **Retention**

- What if a student is concerned about their academic performance?
  - Contact the Learning Commons. Two useful contacts are
    1. Judi Dirks (Learning Commons Administrative Assistant), [jdirks@coe.edu](mailto:jdirks@coe.edu), Front desk
    2. Karen Swenson (Learning Commons Administrative Assistant), [kswenson@coe.edu](mailto:kswenson@coe.edu), Lower Level, Library.
- What do I do if I grow concerned about a student? If I see odd behavior, unexcused absences from class or work, signs of depression?
  - The best thing to do is to submit a Student Alert via [my.coe.edu](https://my.coe.edu) (<https://my.coe.edu/ICS/Faculty/Persistence.jnz>). The Alert will allow you to explain your concern and send it to the appropriate person. The Alerts are also seen by the Chair of the Case Management group (Tom Hicks, Dean of Students), who can also redirect the case as needed.
- What do I do if a student tells me that they are thinking of transferring or leaving Coe for other reasons?
  - The Student Alert system has this as a selectable option. But if you feel more comfortable, please contact Tom Hicks ([thicks@coe.edu](mailto:thicks@coe.edu)) or Lois Kabelá-Coates ([lkabela@coe.edu](mailto:lkabela@coe.edu))
- What if I see something happening at Coe that may be affecting retention negatively? Or if I have an idea that might improve student thriving and success?
  - Contact Mario Affatigato ([maffatig@coe.edu](mailto:maffatig@coe.edu)).

### **Student Development**

- Where do I go now to get a new ID badge?
  - You can get your ID badge in the new Student Development Office in Upper Gage Union (the office previously occupied by Career Services).
- If a student shares with me that they have been sexually assaulted, do I have to tell anyone at the College?
  - Yes, as a non-confidential resource you must refer/report what you know to the Sexual Misconduct Coordinator (Krista Kronstein) and if possible, recommend or help get that student to see the Director of Health Services (Lindsay Shedek) as she is a confidential resource and can tend to our primary concern; their health and welfare. Call Student Development at 8843 if you have any questions regarding process or next steps.
- What services/programs are offered through Student Development?
  - Great question! Below is a list of our staffing and the areas supported by Student Development. We are located in Gage Union, and if you have a question and you aren't sure who to ask, call 8843 and we can help!

#### **Vice President for Student Development - Erik Albinson (8843)**

Assistant to the Vice President for Student Development – Teresa Wille

- Responsible for the delivery of student services and for working with student organizations
- Administers student life policies and procedures
- Serves as a student advocate to the faculty, administration, and other College constituencies
- Advises students, parents, faculty, and others concerning campus life issues and out-of-class activities

#### **Dean of Students – Tom Hicks (8741)**

Linda Anderson, Assistant to the Dean

- Oversees all aspects of residential and campus life activities
- Administers residence hall procedures and policies
- Oversees first-year student programs
- Works with Student Senate

## **Campus Life**

Laura Van Buer, Director of Campus Life (8261)

Sarah Crawford, Assistant Director of Campus Life (8843)

Brock Cavett, Campus Life Graduate Assistant (8206)

- Oversees Orientation planning & activities
- Manages student organization recognition and policies
- Oversees reservations and summer conferences
- Oversees Campus Information and Box Office
- Coordinates a broad range of student activities, including intramural sports, leadership programming, President's Ball, and other events
- Advises Student Activities Committee & Homecoming
- Advises fraternities, sororities, & governing councils

## **Residence Life**

Krista Kronstein, Director of Residence Life (8741)

Erin Edinger, Area Coordinator – Apartments & Houses (6439)

Ashlee Richardson, Area Coordinator – Armstrong, Douglas and Murray Halls (6059)

Justin Stoll, Area Coordinator – Greene and Voorhees Halls (6025)

- Oversees room selection and room assignments for all students
- Conducts educational programs in residence life areas to promote a strong out-of-class learning experience
- Supervises Assistant Residence Directors and Resident Assistants
- Oversees the physical condition of the residence life areas
- Manages student related emergencies and crisis situations

## **Diversity & Inclusion**

Kristin Hutson, Director of Diversity & Inclusion/Chaplain (8843)

- Conducts and/or coordinates on-campus religious services and special events
- Provides pastoral counseling regarding ethical, family, and personal concerns
- Facilitates student interaction with area churches, mosques, and temples
- Directs the work of the Office of Diversity and Inclusion

Steven Shelby, Coordinator of Multicultural Affairs (8843)

- Coordinates programs and services for students from diverse backgrounds
- Manages the Intercultural Center and supervises the student leadership team

Peter Gerlach, International Student Advisor (8843)

- Develops and implements experiences that assist international students in their adjustment to Coe College and the Cedar Rapids community
- Serves as the international advocate for students to various campus and off-campus constituencies and advises the International Club
- Acts as a liaison between international students and the Department of Homeland Security
- Serves as Chair of the Committee on Internationalization

## **Health Services**

Lindsay Shedek, Director of Health Services (8617)

Teresa Reuter, Assistant

- Provides medical care for all injured and ill students
- Health promotion (weight reduction, nutrition, smoking cessation, fitness, and stress reduction counseling)
- Initial evaluation and treatment for mental health conditions, with possible referral to psychiatrist and/or therapists
- Provides referrals to local hospital and medical specialists
- Offers health education materials and conducts campus wellness programs

### **Wellness & Counseling**

Emily Barnard, Director of Wellness/Counselor (8843)

- Provides counseling for students and coordinates wellness initiatives

**What other services are coordinated by Coe that are not staffed by Coe employees, and how can I contact them?**

### **Counseling Services**

St. Luke's Family Counseling Center, 1026 A Ave. NE, 319-369-7952

- Provides counseling to students experiencing personal adjustment problems
- Provides assessment, short-term counseling, and when appropriate, referral to community resources in a manner that maximizes the ability to address and resolve personal issues

### **Food Services, Sodexo Campus Services**

Tom Wieseler, Director (8648)

- Provides breakfast, lunch and dinner to students, faculty, and staff in the Gage Union dining room seven days a week
- Provides food menu in the PUB
- Offers catering services for any event on or off campus

### **Security Services**

Carlos Velez, Director of Security (8517)

Matthew Miller, Lead Security Officer (8888)

Timothy Thomas, Lead Security Officer (8888)

- Provides security and safety services to students, faculty, and staff
- Provides on-campus escorts for students
- Enforces College parking and traffic regulations