

## “Who Does What” in Student Affairs Cheat Sheet

<p><b><u>Academic Advisors</u></b>  0583 Amber Caswell (Austin)  0580 Haley Bauer (Austin - Associate Registrar/Advisor)  0636 Taylor Flugge (Austin Assurance Scholarship Advisor)  3316 Kris Gullord (Albert Lea)  0696 Paula Halvorsen (AW – Associate Registrar/Advisor)  3341 Carrie Moore (Austin - Assessment Coordinator/Advisor)  0558 Mel Morem (International Student Advisor)  0520 Anthony Riesberg (Austin -Nursing Advisor/CPRO)  0562 Alison Sabinish (Austin Assurance Scholarship Advisor)  2215 Juliana Sammon (Owatonna)  0575 Amy Wagner (Nursing Advisor Austin)  <b>0374 Amanda Mathews (Director of Advising)</b></p>	<p><b><u>Call Center</u></b>  <b>0600 Main Line</b>  2220 Michelle Olson  0350 Noemi Herrera (Austin)  <b>0832 Nel Zellar (Director of Admissions &amp; Recruiting)</b></p> <p><b><u>Dean of Student Affairs</u></b>  0377 Heidi Goebel Administrative Assistant to Dean of SA  <b>0829 Chelsea Anderson (Dean of Student Affairs)</b></p>
<p><b><u>Accessibility/Advocacy Services</u></b>  0513 Rebecca Denaway (Social Worker)  0646 Britani Espe (PSEO Advisor &amp; Accessibility)  0698 Becky White (PSEO Advisor/Accessibility) (AE, AL, OW)  <b>0801 Penny Rosenthal (Director, Advocacy Services)</b>  <b>(Cell 507-440-2630)</b></p>	<p><b><u>Financial Aid</u></b>  0639 Darcy Drake-Tapp (Financial Aid Advisor student loans)  0603 David Ruiz (Interim FA Advisor processing &amp; awards)  3323 Linda Wasmoen (Albert Lea...work-study, childcare, vet)  <b>0816 Patty Hemann (Director of Financial Aid)</b></p>
<p><b><u>Admissions</u></b>  <b>0642 Vacant (Admissions Specialist)</b>  0686 Miguel Garate (Multicultural Admissions Specialist)  2206 Holly Loberg (Admissions Specialist) (OW &amp; AL)  0558 Mel Morem (International Admission Specialist) (AE)  <b>0832 Nel Zellar (Director of Admissions &amp; Recruiting)</b></p>	<p><b><u>PSEO</u></b>  0646 Britani Espe (PSEO Advisor/Accessibility)  <b>0801 Penny Rosenthal (Director, Advocacy Services)</b>  0643 Chelsea Petersen (Applications &amp; Registration)  <b>0610 Jen Patterson (Austin –Registrar)</b></p>
<p><b><u>Assessment Coordinator</u></b>  3341 Carrie Moore  <b>0374 Amanda Mathews (Director of Advising)</b></p>	<p><b><u>Records and Registration</u></b>  3321 Kris Bartley (Albert Lea -FBM, Transcripts)  0580 Haley Bauer (Austin - Associate Registrar/Advisor)  0811 Dyan Strouf (Austin - Admission Applications)  0696 Paula Halvorsen (Austin - Associate Registrar/Advisor)  0643 Chelsea Petersen (Austin - Transcripts, grades, PSEO)  <b>0610 Jen Patterson (Austin – Registrar)</b></p>
<p><b><u>Athletics</u></b>  0814 Andrew Kaiser (Head Women’s Basketball Coach)  0375 Jaime Meyer (Head Volleyball Coach)  0588 Joel Kaden (Head Softball Coach)  0578 Frank Spaeth (Head Men’s Soccer Coach)  <b>0569 Derek Hahn (AD &amp; Head Baseball &amp; Basketball Coach)</b></p>	<p><b><u>Residential (Student Housing) &amp; Student Life</u></b>  Mark Henderson (Housing Coordinator)  (Cell 507-402-2234 – do not give out to students)  <b>0508 Alexis Persons (Director of Residential &amp; Student Life)</b>  <b>On Call: 507-402-9916</b></p>
<p><b><u>Bookstore</u></b>  0651 Kim Byam (Austin)  3314 Annette Huffman (Albert Lea)  0541 Julie Lucio (Austin)  3314 Stephanie Weckwerth (Albert Lea)  <b>0525 George Bass (Director of Business Services)</b></p>	<p><b><u>TRIO – Student Support Services</u></b>  Alexis Beckett (temporary part time Intern)  0820 Madison Sauke (Administrative Assistant)  0679 Stacy Edland (Career Navigator)  0511 Anfa Diiriye (Advisor)  <b>0351 Carine Omole (Director of TRIO/SSS)</b></p> <p><b><u>Veteran’s Education Benefits/Enrollment</u></b>  3323 Linda Wasmoen (Albert Lea)  <b>0816 Patty Hemann (Director of Financial Aid)</b></p>
<p><b><u>Business Office</u></b>  3315 Todd Fjeldberg (Accounting Technician, Albert Lea)  3314 Annette Huffman (Account Clerk, Albert Lea)  0650 Page Petersen (Buyer - Austin)  0522 Nancy Satern (Cashier - Austin)  0354 Loel Vinge (Accounts Payable/Riverland CC - Austin)  3314 Stephanie Weckwerth (Account Clerk –Albert Lea)  <b>0525 George Bass (Director of Business Services)</b>  <b>0523 Brad Doss (Chief Finance Officer)</b></p>	

## Departmental Cheat Sheet Page 2

<p><b><u>Administrative Assistants</u></b>            0531 Kelly Downey (Administrative Assistant Institutional Advancement and College Partnerships) (Austin West)            3348 Charlotte Elvebak (Administrative Assistant to Dean of Agriculture, Transportation, Trades &amp; Technology) (ALEA)            0377 Heidi Goebel (Administrative Assistant to the Dean of Student Affairs) (Austin East)            0612 Sarah Hartman (Admin Assistant to Business, Social Sciences, Public Safety and Customized Training/Scheduler) (AE)            0820 Madison Sauke (TRIO/SSS Administrative Assistant) (Austin East)            0805 Kayla Swenson (Administrative Assistant Liberal Arts and Sciences/ Scheduler) (Austin East)            0549 Marlene Wipplinger (Administrative Assistant Health and Wellness Division) (Austin West)  <b>0825 Laura Hardy (Administrative Assistant to the Vice President of Academic &amp; Student Affairs) (Austin West)</b>  <b>0606 Holly Sherman (Executive Assistant to the President/Events Coordinator) (Austin East)</b></p>	
<p><b><u>Cosmetology</u></b>            0633</p>	<p><b><u>Maintenance Emergency Numbers</u></b>            507-438-7130 Scott Brechtel (Austin East)            507-402-0365 Shane Skime (Austin West)            507-402-8498 Eryk Wangness (Owatonna)  <b>507-254-5483 (0638) Wade Detwiler Facilities Services Sup</b>  <b>507-440-5609 (0564) Shawn O'Connor Physical Plan Sup</b></p>
<p><b><u>Customized Training &amp; Education</u></b>            0612 Sarah Hartman (Customized Training)            0615 Wanda McCoy (Fire, EMS Training &amp; Education)            0602 Peggy Young (Customized Training Representative)</p>	<p><b><u>Mike Howe (Safety Mike)</u></b>            Cell 507-377-9672 Albert Lea            Office 507-440-9568</p>
<p><b><u>Foundation</u></b>            0341 Alexis Allen (Annual Giving &amp; Adv Comm Specialist)            0531 Kelly Downey (AA Institutional Advancement and College Partnerships)            0630 Laurie Minehart (Associate Director)            0664 Kim Nelson (Dir Career &amp; Community Connections)  <b>0695 Janelle Koepke (Dean for Inst Advancement)</b></p>	<p><b><u>Technology and Learning Resources (TLR)</u></b>            0605 Jacki Anderson (Austin East, Student email)            0810 Tom Andrist (Austin East, Phones)            0509 Theo Beckmann (Austin East, Management Analyst)            2209 Dan Harber (Owatonna, Director of Technology)            0815 Shawn Martin (AE Bright space, Instructional Tech Coord)            3318 Monica McBee (Albert Lea, Laptops, Inf Tech Specialist 2)            0378 Krista Olson (AE, Perceptive Content, CRM Manager)            0690 Terry Pelovsky (AW, Information Technology Spec 2)            2205 Shane Wrede (Owatonna, Network Administrator- ITS 3)  <b>2202 Mark Baas (VP of TLR)</b></p>
<p><b><u>GED &amp; College Prep Center</u></b>            Austin East Room C138 507-460-1860  <a href="mailto:Matira.balsley@austin.k12.mn.us">Matira.balsley@austin.k12.mn.us</a>            Kristy Rooney (C121M) – 507-433-0538            Austinadultlearning.org            Albert Lea ALC - 507-369-1453</p>	<p><b><u>Theatre Box Office</u></b>            507-433-0595 <a href="mailto:boxoffice@riverland.edu">boxoffice@riverland.edu</a></p>
<p><b><u>Human Resources</u></b>            Ryley Blomquist (HR Intern)            0510 Debbie Johnson (HR Business Partner)  <b>0340 Aimee Sue Larson (Interim Chief HR Officer)</b></p>	<p><b><u>Tutoring Services &amp; The Math &amp; Writing Center</u></b>            0356 Jane Bute (Learning Specialist – Reading)            Darian Montplaiser (Learning Specialist – Science)            Shailja Verma (Learning Specialist – Math, Business &amp; General Studies)  <b>0379 – Marie Lechelt (ESLA Instructor)</b></p>
	<p><b><u>Truck Driving - Jonathan Rymer</u></b>            507-433-0608 - Office</p>
<p><b><u>Library</u></b>            0533 Lisa Quam (Library Technician)            0571 or 0808 Jeannie Diggs (Librarian)  <b>2202 Mark Baas (VP of TLR)</b></p>	<p><b><u>Workforce Center</u></b>  <b>Austin</b> 507-433-0555  <b>Albert Lea</b> 507-369-1488</p>