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Office of the President



Office of the President Duns Scotus Hall, Room 107



Gary Olson President (716) 839-8210 golson@daemen.edu



Amanda Gross Chief of Staff (716) 839-8209 agross@daemen.edu



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Executive Assistant,
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"Daemen is built on a strong foundation in the liberal arts. It is a student-centered College with a dedicated, highly-qualified faculty that values personalized teaching and intellectual excellence. The College prepares students for 21st century careers by offering rigorous academic programs that develop the liberal-arts based skills necessary for lifelong learning and intellectual growth."

("Greetings from the President". *President*. https://www.daemen.edu/about/leadership/president/greetingspresident)



Academic Affairs

Duns Scotus Hall, Room 103 (716) 839-8227

"Academic Affairs constantly explores the proper balance between substantial innovation and important traditions. These offices and departments provide the leadership for the development of academic programs that carefully integrate a core curriculum emphasizing select skills and competencies with a major area of study to enable students to live productive and rewarding intellectual, personal, professional and civic lives.

Academic Affairs accomplishes its goal of graduating students ready to meet the profound challenges of life by providing a learning experience centered on the individual student.

Students work with faculty to realize dreams, to cultivate the intellectual and practical skills necessary for personal fulfillment and professional success, and to develop a sense of responsibility for the health and well-being of the local, national, and global societies in which they live."

(Senior Vice President for Academic Affairs. https://www.daemen.edu/academics/senior-vice-president-academic-affairs)

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Business Affairs

Duns Scotus Hall, Room 106 716-839-8218, business@daemen.edu

"The Office of Business Affairs handles all money into and out of the college. We oversee contracts, insurance, and budgeting. Our office can assist with travel advances; travel & conference reservations; personal reimbursements (not payroll related); budget questions and access to budgeting and accounting systems; payment of invoices & purchase orders; deposits & cash receipts to various accounts for activities, clubs, etc. Forms and general policy descriptions can be found on the Business Affairs website on myDaemen. All documentation (not including money or protected information) can be left in the box on the wall just inside our office door. Any money or documentation containing SS#, credit card #, or other protected personal data must be handed directly to a Business Office staff member."

(Kulczyk, Robin. 2020)



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larida@daemen.edu





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Brenda Twardowski

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"The mission of the Office of Employee Engagement department is to support the goals of the college by providing high quality customer service to both on and off campus constituencies, including but not limited to employees and applicants.

The engagement team will advocate for fair and equitable treatment of all employees in the areas of hiring, promotion, benefit eligibility and wage administration; will assist with recruiting a diverse workforce; and will promote a safe environment that is discrimination and harassment free. The team will assist and advise faculty, staff and administration with all issues relating to hiring, staffing, retention, discipline and benefit eligibility and administration.

The office is charged with keeping abreast of all updates and changes in employment laws and regulations, both state and federal, and will advise management of all significant changes.

The engagement team will honor and protect confidential information and work collaboratively with all campus constituencies at all times."

Employee Engagement / Payroll



Employee Engagement
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Director of Employee
Engagement
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Bianca Gowanny

Employee Benefits & Payroll Coordinator (716) 566-7883 bgowanny@daemen.edu



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Lindsay Wolfe

Payroll Director (716) 839-8325 lwolfe@daemen.edu



Bursar / Student Accounts



Bursar's Office (Student Accounts) Duns Scotus Hall, Room 112 716-839-8213 student_accounts@daemen.edu



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Bursar

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Melanie Schmitt

Assistant Bursar

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Dawn Schimweg
Accounts Receivable
Clerk
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"It is the mission of the Office of Student Accounts to uphold the general philosophy of the **Business Office in** general, that is to adhere to the high standards of ethical practice in the processing of any and all transactions dealing with the tuition accounts of our students."

(*Our Mission*. https://www.daemen.edu/student-life/student-services/student-accounts/office-mission)



The SPOT Welcome Center



"The SPOT Welcome Center is located on the First Floor of Duns Scotus Hall. The SPOT is comprised of a variety of offices, that provide aid and support for students and staff."



Registrar

"The Registrar office strives to: provide excellent service to all factions of the College Community; extend such service in a helpful and welcoming manner to all constituencies; retain accurate and efficient records systems which safeguard the privacy of records; disseminate information to users as is appropriate; conduct all business by implementing fair and ethical practices."

("Departmental Mission". *Registrar*. https://www.daemen.edu/academics/registrar)



SPOT CENTER/Registrar

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Stefanie Lizauckas Associate Registrar (716) 839-7253 slizauck@daemen.edu



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Arthur O. Eve HEOP Office



Arthur O. Eve HEOP Office

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(716) 839-8249
thamilto@daemen.edu



Eann Robinson
Assistant Director of
HEOP
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"The primary objective of HEOP is to help provide a broad range of services to the student, who because of academic and economic circumstances, would otherwise be unable to attend college, yet has the potential and desire to obtain a college degree. HEOP is sponsored jointly by the New York State Education Department and Daemen College."

("What is HEOP?" *Arthur O. Eve Higher Education Opportunity Program* https://www.daemen.edu/student-life/student-services/student-success-center/arthur-o-eve-higher-education-opportunity)



Diversity and Inclusion



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Chief Diversity Office &
Director of HEOP
(716) 839-8249
thamilto@daemen.edu



Office of Diversity and Inclusion

Duns Scotus Hall, Room 115



Dasia Morman Assistant Director of Diversity and Inclusion (716) 839-7259 dmorman@daemen.edu

"The Center for Diversity and Inclusion at Daemen College seeks to provide an enriching and impactful diversity education experience to our community through both short-term programming and long-term initiatives. We will be responsive to the current climate, future trends in higher education and the ever-changing face of our community."

The Daemen College Nancy Haberman Gacioch (NHG) Center for Veterans







Paul
Muccigrosso
Director of Veterans
Services



"The Daemen College Nancy
Haberman Gacioch (NHG)
Center for Veterans welcomes
students who are active duty
members, students who served
in the armed services, and
student dependents of military
service members."

("Welcome!". Nancy Haberman Gacioch Center for Veterans. https://www.daemen.edu/student-life/student-services/nancy-haberman-gacioch-center-veterans)



Student Athlete Academic Center

"The Student Athlete Academic Center is one of the areas our student athletes can complete their mandatory study hall hours. Study hall hours are required for first year & transfer students, but a lot of our student athletes like to use this area as a quiet & convenient location to study & get work done."

(Wayne, Alexis. 2020)





Student Athlete Academic Center Duns Scotus Hall, First Floor Hallway



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Student Athlete Success
and Community
Engagement
Coordinator/CAUSE
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Director of Athletic
Operations and
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Global Programs





Global Programs

Duns Scotus Hall, Room 245

international@daemen.edu



Ann Robinson

Executive Director
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Elizabeth Renner
Coordinator
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"The Global Programs Office (GPO) at Daemen College is both the International Student and Scholar (ISS) office as well as the Study Abroad (SAB) office. GPO is dedicated to the internationalization of the campus and its curriculum through promoting and increasing opportunities for students to participate in global experiences (study, intern, research, or service abroad), providing international student services with the goal of retaining our international population, and increasing faculty involvement in international research and teaching exchanges. Through programming and advocacy, GPO strives to cultivate an educational environment that promotes diversity, intercultural awareness and understanding leading to an informed global citizenry. With incoming and outgoing exchange as a primary focus, GPO serves as a liaison between offices and services available, in addition to providing assistance with immigration, intercultural and adjustment issues, and personal matters."

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"The Mailroom is located across the hall from the Bookstore in DS9.

The Mailroom is staffed by Terri Kolb, Mailroom Supervisor and Patrick Ryan, Mailroom Clerk. You can reach the mailroom by email mailroom@daemen.edu or phone 716-839-8453

Mailroom hours are Monday – Friday from 8:30-4:30

Each Department has a mailbox. Mail that arrives with your name will be put in the Department mailbox.

You may drop-off out going mail to the mailroom or put it in the silver mailbox by entry doors to DS. Stamps may be purchased at the Bookstore.

You may also send out packages through the mailroom. Fed Ex and UPS as well as USPS Mail pick up daily. The mail room can assist you in mailing out packages weighing up to 10 pounds."

Purchasing / Mailroom



Purchasing Department and Mailroom Duns Scotus Hall, Room 9 (716) 839-8453



Annette
Bitterman
Materials
Manger/Purchasing
(716) 839-8459
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Mary Hartnett
Purchasing Assistant
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Theresa R. Kolb
Mailroon Supervisor
(716) 839-8453
tkolb1@daemen.edu



Patrick Ryan Mailroom Clerk (716) 839-8453 pryan@daemen.edu



Print Shop



Print Shop

Duns Scotus Hall, Room 5

(716) 839-8248

printing@daemen.edu



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Alvarado
Print Shop Supervisor
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Russell Leising
Printing Operator
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Cheryl
Malczewski
Print Shop Assistant
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"Daemen College Print Shop offers a variety of services to meet your document reproduction needs. From concept to finished product, we are available to assist you with your on and off campus Printing requests.

Save time and place your orders online. For your convenience you can email your printing orders to printing@daemen.edu or stop by our office."



Daemen College Bookstore



Daemen College Bookstore

Duns Scotus Hall

(716) 839-8245

daemen@bkstr.com



Jaclyn Herne Manager-Follet 716 839-8263 jherne@daemen.edu



Janik Shaw Employee-Follet jshaw@daemen.edu

"The Daemen College Bookstore, located on the ground floor of Duns Scotus Hall, carries all required and optional textbooks (new and used), as well as study and exam guides. Many textbooks are available for rent as well as purchase. All Daemen employees with valid employee ID will receive 10% off their purchase of Daemen items in the Bookstore."

("The Daemen College Bookstore." Bookstore. https://www.daemen.edu/about/facilities/bookstore)



Student Affairs

Wick Student Center, Second Floor, Student Affairs Suite (716) 839-8200 studentaffairs@daemen.edu

"The Office of Student Affairs is where students can come for any of their questions or concerns that are outside of the academic realm of the college. We do a lot of fun programming and events through our office (Orientation, Student Activities), help to prepare students for life after college (Career Services), but we also oversee the on-campus living experience for our students (Housing & Residence Life). If you or the students you work with need help or assistance outside of academics, our office is a great place to start."

(Diethorn, Jennifer. 2020)



Student Affairs



Greg Nayor Vice President for Strategic Initiatives (716) 839-8520 qnayor@daemen.edu

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Robert Mead-Colgrove Assistant Dean for Campus Safety and Operations (716) 839-7688 rmeadcol@daemen.edu





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Karen Cash Special Assistant to VP for Student Affairs & Strategic initiatives (716) 839-8519

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Career Services

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Michelle Thompson

Employer and Student Relations Coordinator (716) 839-8334
mthompso@daemen.edu



"Career Service's commitment to our students begins the first day on campus and lasts throughout the student's lifetime. The office provides a multitude of free services and support to prepare and empower students to achieve their career goals. As a Daemen faculty or staff member, it is important to know that Career Services is a student-centered office that offers services such as career advising, individualized assessments, a professional development course (CFE97), networking events, career lectures specific to our majors, career exploration, graduate school assistance, interviewing, job search, professional portfolios (resume, cover letter, reference sheet, etc.). Students have the opportunity to attend many programs on campus, including Recruiters on Campus (ROC), professional panel discussions, resume preparation workshops, and networking events such our Job and Internship Expo. Career Services works closely with Global Programs to support international internships as a stand-alone opportunity or added as part of an international educational experience. Students should meet with a Career Services Advisor to explore these opportunities."

<u> https://www.youtube.com/watch?v=_HrVEUB6Bh4&t=13s</u>

Campus Safety works to provide a safe and secure environment that is conducive to learning and growth. We patrol the campus on foot, by vehicle and by bike. We also monitor the campus video surveillance system, respond to fire/smoke alarms and medical emergencies. If you require entrance to a locked building or a classroom, please give us a call.

All employees are required to obtain a Daemen photo ID, and if parking a vehicle on Campus, a parking permit. Parking permits and Daemen ID cards are issued by our office. Parking permits are issued annually and are valid from August thru July. After registering for your parking permit at www.daemen.edu/parking, you can pick up your permit at the Campus Safety desk. Permits and ID cards are available at any time, and we will need to take your photo prior to issuing your ID.

Campus Safety

Wick Student Center, Lobby (716) 839-SAFE (7233) campussafety@daemen.edu



Robert Mead-Colegrove Assistant Dean for Campus Safety & Operations (716) 839-7688 rmeadcol@daemen.edu



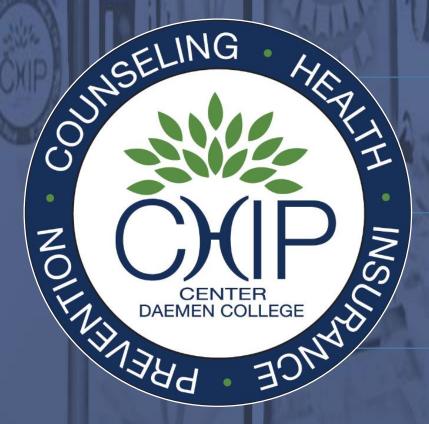
DAEMEN



Douglas Smith
Director of Campus Safety
(716) 839-8237
dsmith@daemen.edu

(Smith, Doug. 2020)

The CHIP Center





Ashley Frazier
Director of CHIP Center
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afrazier@daemen.edu



Andrea Jeski Administrative Assistant (716) 839-8429 ajeski@daemen.edu



Danielle Eadie
Clinical Director of
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"The CHIP Center at Daemen College focuses on the health and overall wellness of the campus community. The CHIP Acronym stands for Counseling, Health, Insurance and Prevention. The CHIP Center is designed to be a space where students feel comfortable and safe to maintain and enhance their physical and mental health. At the CHIP Center, a Wellness Kiosk provides free over-the-counter health products to students. Students can also receive assistance getting connected with health and wellness facilities in Buffalo, and can learn more about health insurance options. The CHIP Center also provides Counseling Services. All services are free and confidential, and are provided by licensed mental health professionals. Counselors provide support to students through individual counseling, mediation, consultation, and resource connection."

(Eadie, Danielle. 2020)

The CHIP Center
Wick Center, 116
(716) 839-7380



<u>Admissions and Enrollment Management</u>





Rosary Hall 716-839-8225 admissions@damen.edu



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Vice President for

Vice President for Strategic Initiatives (716) 839-8520 gnayor@daemen.edu



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Heidi Popek

Coordinator of Adm. Services for Enrollment Management (716) **839-7679** hpopek@daemen.edu



Austin Brass

Director of Undergraduate Admissions (716) 839-8225 abrass2@daemen.edu



"The Office of Admissions houses the enrollment team that welcomes first year, transfer and graduate students to Daemen. The first floor has a reception area and three rooms for hosting students and events; the Dedecker Parlour, the Executive Dining Room and the Sunroom. The Graduate Admissions office is also located on the first floor. The second floor has another reception area and waiting room, and is where all of the first year and transfer admissions staff are located. Admissions processing and a student call center are located in the lower level of the building."



Institutional Advancement/Publications

"Institutional Advancement is responsible for all operations relative to advancement and institution building for Daemen College. The division focuses on the improvement of the college, primarily involved in fundraising activities, communications, marketing, and alumni relations.

Alumni House is where you can find alumni relations and publications, on the ground level, and advancement services, fundraising, and special events areas, on the second level. Honors House is home to the communication and marketing areas.

The Alumni and Honors Houses are adjacent to one another and accessible via Parking Lot L. The Alumni and Honors Houses can also be reached on foot by accessing the pedestrian bridge behind Schenck Hall as well as a pathway located across from the Business Building."



Institutional Advancement & Publications
Alumni House
109 Getzville Rd.



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Perryman
Vice President for
Institutional Advancement
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Hammer
Director of Alumni
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Kathryn

Information Technology





Melaine Kenyon

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Thomas Wojciechowski

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Raquel Alvarez

T Administrative Coordinator and Assistant to CIO (716) 839-8348 ralvarez@daemen.edu

"The mission of the Office of Information Technology is to provide technology leadership, expertise and services to ensure excellent infrastructure, innovation and support for faculty, staff and students.

The Daemen College Help Desk is a professionally staffed group of IT specialists who can assist students, faculty, and staff with their technology needs. The Daemen College S.M.A.R.T. Squad also offers a variety of services to help students faculty and staff with their technology needs and issues. The S.M.A.R.T. Squad is a student supported help desk, which is staffed with trained student assistants and mentored by Daemen College staff members to diagnose and correct many student computer hardware and software concerns such as: assisting with all printing problems, maintaining continual functionality of the lab spaces, stocking the printers with supplies, assisting with all questions regarding email, software, printing, or internet, and forwarding any questions that cannot be answered to the Help Desk."

("Mission Statement." The Office of Information Technology. https://www.daemen.edu/student-life/student-services/technologyservices/meet-staff)



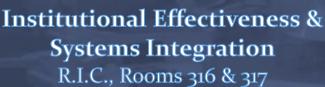
Business Building, Room 211 (716) 839-8430 computing@daemen.edu To submit a Help Desk

Ticket: https://helpdesk.daemen.edu/Tickets/New



Institutional Effectiveness and Systems Integration







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HolohanMoyer
Assistant Vice President
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Effectiveness & Systems
Integration
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Annie Printup

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The office of Institutional Effectiveness and Systems Integration (IESI) oversees the following departments: Global Programs (International Student Services and Study Abroad), Institutional Research, Registrar's Office, the Center for Excellence in Teaching and Learning, and New Program Development. We also have a leadership role in institutional assessment, accreditation (such as Middle States), strategic planning, and Academic Affairs process improvements.

We work collaboratively with faculty, staff, and administrators on projects such as Middle States accreditation, grant applications, the academic catalog, the strategic plan, program development, student course evaluations, institutional data requests, faculty development, tenure and promotion, educational policy, the general education model, student information system process support, and various other projects for the Senior Vice President of Academic Affairs and divisional deans.

RIC and Library Services





RIC and Library (716) 839-8243



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Director of RIC &
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Kara McGuire

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Library Services,
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Librarian
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Andrea
Sullivan
Head of Reference
and Instruction
716 839-8474



"Daemen College Library supports the college curriculum and helps to prepare students for life and leadership in an increasingly complex world by combining traditional library values and materials with the technological advances of global information networks. Librarians help the college community to solve problems creatively and to think critically by assisting individuals to locate, evaluate, obtain, and apply relevant information using a variety of information resources."



Student Success / Learning Center



Student Success/Learning Center
Research and Information Commons
(716) 839-8228
daemen.edu/LearningCenter/



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Lindsay R. Masters

Learning Center Coordinator
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Margaret Lacki Administrative Associate (716) 839-8228 mlacki@daemen.edu

"The Learning Center provides all Daemen College students with free academic support services to meet their individual needs and promote their success. This includes academic coaching and Peer Led Team Learning (PLTL)."



Academic & Wellness Center (AWC)



AWC 4433 Main St, Buffalo, NY 14226 (800) 462-7652





Katherine
Eschner

AWC Manager / Strength
& Conditioning Coach
(716) 839-7654
keschner@daemen.edu

"The AWC building is across Main Street from our main campus. It houses our fitness center, recreation gymnasium and PT/AT classroom and offices Employees receive a discount on a membership to use Daemen's fitness center and rec gymnasium. The recreational gymnasium is also available to rent/reserve for outside events or class activities."



