



Save The Date!

Scholars Day, April 9

Administrative
Professional Day
April 23

College
Recognition Dinner
May 2

Commencement
May 17

Employee
Appreciation Day
May 21

GOT NEWS?

Click on a member of
the D.A.F. Newsletter
Team and give us a
shout-out!

[Judy Conway](#)

[Debbie Lamphron](#)

[Donna Napier](#)



**LOOK FOR THE
MYSTERY SPOT
FOR YOUR CHANCE
TO WIN \$25 EASY
MONEY**

From the Vice President



As I sit here in late February watching the snow blowing horizontally, it always seems funny that we optimistically call this “spring” semester.

But, there are some encouraging signs—it’s getting light a little earlier in the morning and staying light a bit longer in the

afternoon. We have made it through the worst of the winter weather and we should see temperatures start to rise.

Before we know it, Spring Break will be upon us, and then Scholars Day, the Honors and Awards Ceremony, the Employee Recognition Dinner and Undergraduate and Graduate Commencements.

There is much work for our division to accomplish over the next three months in order to

prepare for all of these events and more, but our strength is in the commitment that we share to promote student success and to celebrate faculty and staff accomplishments.

I’d like to thank all of you within our division for your efforts throughout the year and for the pride that you take in your individual assignments that add up to make The College at Brockport the success that it is. It is very much appreciated.

New Assistant VP for Finance and Management



Ms. Karen Riotto joined the finance and management team on February 4 as the new assistant vice president for finance and management.

Karen comes from the State

University of New York College at Oswego, where she worked for more than 11 years. She most recently served as director of accounting. Karen earned a master of business administration and a bachelor of science in accounting from SUNY Oswego. She also earned a bachelor of art in economics and management science from the State Univer-

sity of New York College at Cortland.

Karen is responsible for the Budget Office, Student Financial Services, and the Office of Telecommunications. She will represent her division on a number of College-wide committees and participate in the development of external campus partnerships that have financial implications.

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Getting to Know You

When one door of happiness closes, another opens; but often we look so long at the closed door that we do not see the one which has opened for us.

- Helen Keller



WELCOME!
David Baritot
Facilities' new
Project Manager

Happiness is contagious; it leaves a trail of laughter in its wake.



Cathy Appleby came to Brockport in 1971 as a student majoring in psychology and elementary education. While attending college, Cathy became employed as a Work-Study student in residential life and then moved to mailing services in 1973. After graduating, she became a permanent state employee and worked her way up to principal mail & supply clerk overseeing daily operations in mailing services. Cathy has been an employee at The College at Brockport for almost 34 years. Cathy's plan is to retire in the fall of 2008.

Cathy later earned her MALS in 1988, and then her masters in math in 2001.

Cathy is a member of the Alumni Board, Chairs the Liaison Committee and is also a member of the Archives Committee.

Cathy lives in Brockport with her husband of 30 years, Art, three dogs and two cats. She has a daughter, Gwen, who is finishing her dual major here at Brockport, and son Christopher who recently married and is a PFC in the

United States Marine Corps.

Here are a few more tidbits about Cathy:

Grew up in: East Berne, NY

Favorite Food: strawberry shortcake

Favorite hang out: Java Junction

Favorite Movies: *Back to the Future* series

Favorite TV show: *Numbers*

Hobbies: Reading, walking, needlework and learning new things

Something you may not know about Cathy: she's a math geek and can't get enough of it



Matt Vanderwerf has worked in the Office of Human Resources for almost 10 years. He came to The College at Brockport as a college Work-Study student for human resources in 1998. After graduating with a BA in history in 2001, Matt was hired as a state employee and worked his way up to professional benefits manager.



Matt serves on the SUNY-wide Benefits Committee, chairs the Wellness Committee and is a member of the Quality Service Strategic Team and the Walk/Bike Committee.

Matt grew up in a suburb of Buffalo and gradually worked his way east to Medina where he has a "work in progress" project remodeling his home. He resides there with his fiancé, Brian, and their four cats. Matt and Brian have been together for a year and a half and became engaged in July of 2007 while vacationing in the Florida Keys. They're planning their wedding for the summer of 2010.

Here are a few more tidbits about Matt:

Favorite food: Indian food

Favorite movie: *The Dark Crystal*, anything else sci-fi

Favorite TV show: *America's Next Top Model*

Favorite thing about Brockport: the positive work and school relationships and environment that exists

Hobbies: reading, travel, warm outdoor activities, PC games

Matt's life goal: to write a fiction book and have it published

How Do You Live?

Our own Barnes & Noble Bookstore along with others nationwide have begun selling a new brand of t-shirts called "edun LIVE." These shirts are made from 100 percent African cotton and yarn. All those involved in the making of the t-shirts, from farmer to factory, or as the industry refers to as "grower-to-sewer," is ensured a fair compensation and humane, ethical and respectful work environments.

The "socially conscious clothing company" was introduced in the spring of 2005 by Ali Hewson and Bono in an effort to allow clothing companies and

consumers the opportunity to trade in an ethical and competitive fashion.

Each purchase helps to "support trade and employment opportunities in impoverished regions of sub-Saharan Africa."

The intent is to create a social and ethical change in the clothing industry that starts with you, the consumer. The *edun LIVE* shirts retail for \$19.98

plus sales tax. A second shirt that features "SUNY Brockport," retails for \$12.99 plus tax. For more information about the *edun LIVE* story, visit edun-live.com.



Internal Control Program

Introduction and Overview:

The New York State Governmental Accountability, Audit and Internal Control Act of 1987 requires all state-operated campuses of the State University of New York to establish and maintain a system of internal controls and an ongoing internal control program.



The College at Brockport's Internal Control Program is essentially a program of review. The program helps to ensure that daily operating practices and procedures are sufficient to minimize the possibility of operational failure, overspending or other actions inconsistent with policy or in violation of the law. Simply stated, the College's Internal Control Program is designed to review, critique and strengthen our existing systems and procedures.

As stewards of public funds and the education of our citizens, it is the responsibility of all of us to ensure that we are as efficient and effective as possible within the confines of existing laws, policies and procedures. In that way, not only will we meet our internal control responsibilities, but we will be promoting our primary goal of student success.

What Internal Control Is:

Program of review in financial areas, property control, purchasing, disaster planning and other SUNY-defined risk areas. (Performed on a three-year cycle.)

Review of prior audit recommendations to ensure implementation and continued compliance; such as the SUNY Financial Audit, the Other Agency Account audit, etc.

Survey of Assessable Units on a periodic basis to identify and review high risk/high likelihood areas and to implement selected in-depth reviews. (The entire College is to be congratulated for nearly 100 percent response to the October 2007 survey!)

Provision of training/improvement information in such areas as cash management, office policies and procedures, etc. (Internal Control Web site: www.brockport.edu/intcontrol/)

What Internal Control Is Not:

A review of College **Matrix** activities or goals and objectives, Mission Review MOU activities, Middle States Self-Study activities, etc.

A review of divisional goals and objectives.

Academic program review.

An intrusive review of every department's policies and procedures.

Internal Control Advisory Committee Membership:

The Internal Control Advisory Committee is comprised of individuals from the following areas: administration and finance, BASC, facilities and planning (property control), financial aid, human resources (payroll), information technology services, procurement and payment services, and vice president representation from academic affairs, advancement and enrollment management & student affairs. Together, this group is responsible for implementing internal controls and educating members of the College community.

Chair: Vice President for Administration and Finance (Lou Spiro)

Co-chair: Assistant Vice President for Finance and Management (Karen Riotto)

Internal Control Program Staff (non-voting members)

Director of Student Accounts (Teresa Major)

Accounting Office (Crystal Hallenbeck)

Support Staff (Andrea Vella)

Brockport Auxiliary Services Corporation (Ralph Eisenmann)

Facilities and Planning/Property Control (Michelle Hofstra)

Financial Aid (Scott Atkinson)

Human Resources (Terry Hooper)

Information Technology Services (Frank Wojcik)

Payroll (Deb Toms)

Procurement and Payment Services (Dona Hazen)

Provost's Representative (Michael Fox)

Vice President for Advancement's Representative (John Sapienza)

Vice President for Enrollment Management/Student Affairs Representative (Scott Haines)

Responsibilities:

The Internal Control Advisory Committee advises the Internal Control Officer and the Internal Control Program staff on the general development and implementation of the Internal Control Program.

The Risk Assessment Survey (also known as the Survey of Assessable Units) is a key aspect of the Internal Control Program.

After the Internal Control Program staff generates an in-depth vulnerability assessment of each unit, including the risk level and likelihood of risk event for each unit, the Internal Control Advisory Committee will make priority recommendations for conducting additional reviews.

Continued on page 4

Internal Control Program continued...



As subject area specialists, members of the Internal Control Advisory Committee may be asked to participate in the design and implementation of these reviews.

The Internal Control Program high risk areas cycle of reviews is another key aspect of the Internal Control Program.

Revenue/Cash Management, Personnel and Payroll, Disaster Planning and Recovery, General Control Environment, and Workforce Succession

Planning are the areas scheduled to be reviewed during 2007 - 08.

As subject area specialists, members of the Internal Control Advisory Committee will be asked to take a leadership role in the design and implementation of the reviews in their areas.

The Internal Control Advisory Committee will also review and comment on the draft New York state and SUNY compliance reports prior to submission.

New York State Certification of Compliance is submitted annually in March.

SUNY Annual Report and Five-year Plan are submitted annually in September.

CYCLE OF REVIEWS	
2007 - 2008 and 2010 - 2011	2008 - 2009
BASC Other Agency Account Audit	Computer Operations
Disaster Planning and Recovery	Financial Aid
General Control Environment	Mail Processing
Personnel and Payroll	Procurement
Revenue Cash Management	Risk Management
SUNY Financial/Administration Audit	2009 - 2010
Workforce Succession Planning	Property Control

Edward J. Kumar

Administration and Finance Scholarship

Scholarship Opportunity for Children or Grandchildren of Division of Administration and Finance Employees

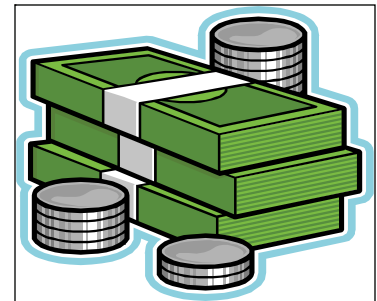
The **EDWARD J. KUMAR ADMINISTRATION AND FINANCE SCHOLARSHIP** was established to provide the financial means for the child or grandchild of a current full-time employee in the Division of Administration and Finance of The State University of New York College at Brockport (including all units within the division—BASC, environmental health and safety, facilities and planning, finance and management, human resources, procurement and payment services, and the research foundation office) to enroll at The College at Brockport as a regularly admitted freshman or transfer student, or for currently enrolled students to continue their education at The College at Brockport.



Edward J. Kumar

grandchild of a current full-time employee within the division; 2) be accepted for enrollment as a freshman or transfer student at The College at Brockport, or be a currently enrolled student at the College; 3) meet all admissions criteria as established by the Office of Undergraduate Admissions of the College; and, 4) File a FAFSA by April 1 of the year in which the scholarship is being requested. The student's financial need will be considered as a factor when selecting a recipient for this award, with preference given to need.

The assistance is in the form of a \$1,000 educational expense grant to one eligible student per academic year. It will be credited to the student's bill and must be used by the recipient for educational expenses during the academic year in which the grant is awarded.



Applicants must submit a completed application and a signed 500 word type-written personal statement describing their background, why they have chosen The College at Brockport, and what their plans are for the future. Applications and essays are due by April 1 to the Selection Committee, c/o the Office of the Vice President for Administration and Finance, 722 Allen Administration Building. Complete information and application may be found on the division Web site at: www.brockport.edu/admfin/kumarscholar.doc. For further information, contact Joani Martin at x2129 or jmartin@brockport.edu.

Students must: 1) be the child or

Finance and Management

TELECOMMUNICATION

Campus safety comes first! Telecommunications has taken safety to the top of its priority list. Their contributions to the Campus Safety Initiative are the following:

- Installation of five new Code Blue phones.
- Procurement of phones (one per bedroom) for the residence halls (each phone has a message waiting light indicator).
- Revamping the Broadcast Messaging Policies for emergency use only.
- Installation of a (test) intercom system in McFarlane Hall for emergency notification.
- Developing a disaster contingency plan for the implementation of new/additional telecommunication lines.
- Offering unlimited phone services to the residential students (in an effort to encourage usage of our telephone system and voicemail).



Completed Projects

Installation of Emergency Intercom System in McFarlane Hall and recabling of Seymour first and second floors has been completed.

Survey Results

Surveys and traffic analysis reports that telecommunication's offer of Unlimited Local and Long Distance Telephone Usage for residential students are "off the hook"! The numbers speak for themselves:

- 220 students participated in the survey
- 100 replied that they now utilize the phone services
- 171 replied that they were aware of the new offer
- 136 replied that the new offer has influenced them to now utilize their on-campus phone services

Number of calls comparison from August - November

There was a 667% increase in the number of calls made under the new "unlimited" offer

There was a 1572% increase in the minutes of usage under the new "unlimited" offer

Staff Changes

OFFICE OF STUDENT ACCOUNTS

Terry Trumpowsky promoted to Associate Dir of Student Accounts

Dona Oyer-Ryan promoted to Staff Asst

Maria Hulbert, Calculation Clerk 1

Pam Callan, part-time clerk

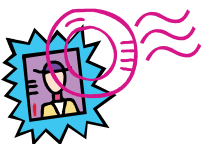
TELECOMMUNICATIONS

Kristen Acquilano appointed Telecom Systems Coordinator

Laurie Boyd, Keyboard 1

Buy Your Forever Stamps Now!

"The Postal Service developed the Forever Stamp for consumers to ease the transition during price changes," said Postmaster General John Potter. "We encourage Americans to buy Forever Stamps now for 41 cents, because like the name suggests, they are good forever."



On May 12, the Postal Service will adjust prices for mailing services—First-Class Mail, Standard Mail, Periodicals,

Package Services and Special Services. The average increase by class of mail is at or below the rate of inflation.

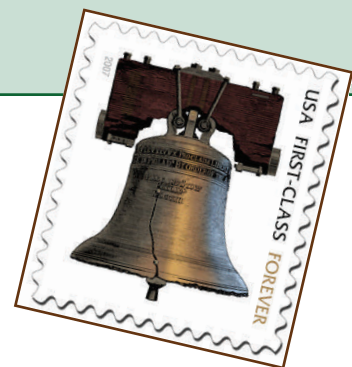
New prices for shipping services, including Express Mail and Priority Mail will be announced at a later date this month.

Consistent with a new law, The Postal Accountability and Enhancement Act, prices for mailing services will be adjusted annually

each May with a 90-day advanced notice of change.

New rates effective May 12:

First-Class Mail letter 1 oz.	\$.42
First-Class Mail Letter 2 oz.	\$.59
Postcard	\$.27
Large Envelope 2 oz.	\$1.00
Certified Mail	\$2.70



Source: United States Postal Service BSN Newsbreak

A Pat on the Back!

We'd like to give a pat on the back to **Cathy Appleby**, principal mail and supply clerk for recommending the Office of Admissions redesign the Junior

Search piece to avoid a costly increase in postage. Admissions took this redesign to design and production with a result of a cost avoidance of \$3,100. In ad-

dition the actual cost for the piece this year was more than \$1,100 less than the actual cost for the same piece at last year's postage rates.



For more information on how your department could make changes to reduce postage costs, please call Cathy in mailing services at x2980.

Upcoming CPR/AED Trainings:

- March 13, 10 AM - Noon
- March 25, 1 - 3 PM
- April 3, 1 - 3 PM
- April 15, 10 AM - Noon
- May 8, 10 AM - Noon
- May 13, 1 - 3 PM
- June 5, 1 - 3 PM
- June 10, 10 - AM - Noon



Welcome New Director!

Procurement and Payment Services welcomes Mark Stacy as the newly appointed director of procurement and payment services. Mark officially began his new responsibilities on February 28.

Congratulations, Mark, and may you enjoy many successful years!



WELCOME!

Karen Petote

Procurement and Payment Services new Contract and M/WBE Coordinator

MESH Committee Update: The Managing Environmental Safety and Health (MESH) Committee has recently completed production of a video designed specifically for students. The 12-minute video covers several pertinent topics including emergency response, fire safety, chemical safety, sustainability and energy conservation with the hope of raising awareness for the entire campus community. The video will be

available for viewing on the [EHS Web site](#) in the very near future.

The College at Brockport recently announced its participation in "Recyclemania" — an EPA-sponsored contest/event for colleges to see who can recycle the most. The hope is to improve our own recycling efforts across campus. Look for ways you can get involved in helping the College compete against



other area colleges!

Upcoming free, 2-hour CPR/AED trainings are being held for any member of the campus community — faculty, staff and students. (See sidebar for dates). All sessions are held in the Mortimer Health Club in the basement of Mortimer Hall. You can register by contacting [Marion Quill](#) at x2907. Additional information is available at the [EHS Web site](#).

Procurement and Payment Services

A Fond Farewell

On February 27, Dona Hazen officially retired from her duties as director of procurement and payment services to, as Dona lists: pursue other things to learn, like piano; play more golf; spend more time with family and in the Thousand Islands; play more golf; read all the accumulated books she has not had time to read and most of all, play more golf! Dona began her career at The College at Brockport in December 1970 after much prodding from her father. Her first assignment was to type over 50 purchase orders the department had been saving for her when she arrived. Within a year's time, she began ordering furnishings for new campus buildings — setting the stage for a long and successful career.

In 1985, Dona was appointed director of purchasing and in 1998 she took on the added responsibility of payment

services. Dona has been an active participant in the SUNY Purchasing Association for over 30 years serving in numerous capacities from secretary, 1992 - 1995, to director, 1995 - 2007. As an active participant of the NY Region of the National Association of Educational Procurement (NAEP), Dona also served as president for four one-year terms. In 1998, Dona was the recipient of the SUNY Chancellor's Award for Excellence in Professional Service as well as the SUNY Brockport Outstanding Service to the College Award recipient in 1987. Dona credits the support and assistance of many over the years that helped her to accomplish all that she has, especially her husband, Craig. She is most proud that she was able to find and stay in a job for over 37 years that made her happy and that she enjoyed coming to every day.

Dona, of course, has many memorable moments during her career but one that she will not forget is the time she was ordering furnishings for the

new Allen Building and nearly had an emotional collapse as she experienced, first-hand, the feeling of being trapped in an elevator between floors, inside an empty building, for over 30 minutes. She recalls sitting on the floor, holding her things and since she is a bit claustrophobic, did not handle the experience very well. Dona will miss the interactions she has had with so many people and facing each day knowing it will be filled with new challenges.

Congratulations and thank you, Dona, for your hard work and dedication to the College and to the profession!

YOU ARE INVITED TO A RETIREMENT CELEBRATION FOR DONA HAZEN!

FRIDAY, MARCH 7
3 PM - 5PM
PRESENTATIONS
BEGIN AT 3:45 PM
NEW YORK ROOM,
COOPER HALL



Mystery Spot???

WIN \$25 EASY MONEY!

CONGRATUALIONS to Anna Hintz, BASC, for her correct guess on the location of the mystery picture published in the November 2007 issue. Anna's name was drawn from six correct entries for the picture that was taken of the blue spruce planted in memory of Barb Baney, BASC, on the east

side of Harrison Dining Hall.

Can you guess the location of the picture at the right? E-mail your guess to [Judy Conway](#) by March 14 to be eligible for the drawing of the lucky winner or call Judy at x2565. Your name could be drawn from a pool of correct answers.

Good Luck!

We'll be sure to include the correct answer and lucky winner in the next issue.



Human Resources



Serena Starr

There have been several staff changes in the Office of Human Resources:

Becky Gagne, personnel associate, has replaced Victoria Phipps as professional staffing manager.

Lucinda Dumaw, principal clerk (personnel), has replaced Becky Gagne as Data Manager.

Debbie Lamphron has replaced Lucinda Dumaw as administrative aide.

Serena Starr, personnel associate, has replaced Holly Powell as classified staffing and benefits manager.

Catriona McCarroll has been hired as the manager of training and succession planning.



Catriona McCarroll

EAT WELL, LIVE WELL CHALLENGE

A number of years ago Wegmans began a program for their employees, the Eat Well, Live Well Challenge. The Challenge can be used as a weight loss or exercise program. Our true focus is on encouraging participants to become aware of how their activity level and eating habits compare to the guidelines put out by national health organizations and to have fun and participate in some friendly competition. The Challenge was so successful and enjoyed by employees within Wegmans that they teamed up with the Rochester Business Alliance to offer this program to the com-



munity. The College at Brockport is one of the 74 Rochester area groups invited to participate in the Eat Well, Live Well Challenge.

Duration: March 16, 2008 - May 11, 2008

A pedometer will be provided to each participant. Participants will keep track of how many cups of fruits and vegetables they eat on a daily basis. Recommended levels are 10,000 steps and five cups of fruits and/or vegetables per day.



Walk/Bike Week

The College at Brockport's Welcome Center and Parking Services is co-hosting their 3rd annual week-long event slated for April 21 - 25, which encourages drivers to give their cars a rest and walk or bike to school and/or work.

Participants will park in a designated parking area and walk/bike to campus or walk/bike from home. Along the way, stop at one of the on-campus or village check-in stations to obtain a ticket and grab a goodie. Each day, stop at a check-in station to get your ticket punched. Then return your ticket to any check-in station or the Conrad Welcome Center by 10 am on Friday, April 25. Walkers and bikers participating at least three days during the week will have an opportunity to be included in a raffle to win one of a variety of prizes donated by local merchants.

More information is available at www.basc1.com/parking

BASC

DINING SERVICES

The results of this year's annual in-house survey reinforces the fact that our dining services were rated #1 in the 2006 SUNY Student Opinion Survey, a rating we've held consecutively since 1994.

Below are some interesting highlights from this year's annual survey:

Our overall dining service score was 4.23 out of a possible 5.0!

We received our highest scores to date in almost every category including overall quality of food (4.14), variety of food (3.92), flavor of food (4.13), and friendliness of service (4.54), key indicators in dining services.

The vegetarian menu selections category received a consistent overall score of 3.71, up slightly from last year.

Satisfaction with the communication of menus and specials decreased by 4.2% over last year, with an overall score of 4.12. This score is consistent with 2005 and 2004 scores.



We have reviewed all feedback for each specific dining location and have implemented some changes to continually meet your needs and provide you with the highest quality services. To learn more about what you can expect to see this semester visit www.basc1.com and click on survey results.

And remember, as faculty and staff, you can enjoy our top rated dining services at a discount. Any all-you-care-to-eat meal at Brockway and Harrison Dining Halls is only \$5.02 (including tax) when you pay using Easy Money. Open an Easy Money account today at www.basc1.com and start enjoying delicious food at an incredible value!

Cartoon Corner



Who's Who? DIVISION OF ADMINISTRATION AND FINANCE

VP Administration and Finance

Lou Spiro, VP Administration and Finance	585-395-2129	lspiro@brockport.edu
Joani Martin, Secretary 2	585-395-2129	martin@brockport.edu

Assistant VP Finance and Management

Karen Riotto, Asst. VP Finance and Management	585-395-5484	kriotto@brockport.edu
Andrea Vella, Secretary	585-395-5458	avella@brockport.edu
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Jennifer Padellaro, Accounting Supervisor	585-395-5960	jpadella@brockport.edu
Budgeting		
Jeffrey Post, Dir. Budgeting/Grants Admin.	585-395-5131	jpost@brockport.edu
Office of Student Accounts		
Teresa Donnelly-Major, Dir. Student Accts.	585-395-5859	tmajor@brockport.edu
Telecommunications		
Shannon Sauro, Dir. Telecomm./Bus Solutions	585-395-7002	ssauro@brockport.edu

Brockport Auxiliary Services

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Betty Drennen, Executive Secretary	585-395-2497	bdrennen@brockport.edu

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Pat Lang, Secretary	585-395-2126	plang@brockport.edu
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Sarah Klein, Environmental Health and Safety Officer	585-395-2495	sklein@brockport.edu

Facilities and Planning

Tom Dreyer, Asst. VP Facilities and Planning	585-395-5205	tdreyer@brockport.edu
Sue Arno, Secretary 2	585-395-5205	sarno@brockport.edu
Bob Hofstra, Dir. Utilities and Energy	585-395-2664	rhostra@brockport.edu
Michelle Hofstra, Dir. Facilities Services	585-395-2409	mhofstra@brockport.edu
John Osowski, Dir. Facilities Planning	585-395-2489	josowski@brockport.edu
Rick Lair, Dir. Facilities Maintenance	585-395-5394	rlair@brockport.edu

Procurement and Payment Services

Mark Stacy, Dir. Procurement and Payment Services	585-395-5149	mstacy@brockport.edu
Rosemary Wilson, Keyboard Specialist 2	585-395-2351	rwilson@brockport.edu

Research and Grants Administration

Sylvia Tortora, Office Manager	585-395-2444	stortora@brockport.edu
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