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Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 11, No. 4
December 4, 1978

MEMO TO: The University Community
FROM: Kenneth A. Shaw, President 
SUBJECT: Administrative Organization of the University

The chart on the last page of this bulletin indicates the current overall administrative organization of SIU-E. The chart does not include personnel in the immediate offices of the President and the Vice-Presidents, hence, the sections which follow are presented.

1. Office of the President

- a. President (Kenneth A. Shaw)
- b. Executive Assistant to the President (James R. Buck)
- c. Assistant to the President (Peter L. Simpson)
- d. Special Assistant to the President (Thomas Leffler - 50%)
- e. Executive Secretary (Wilma Jene Bond)
- f. Documentary Classifier (Florence Gillig)
- g. Office Supervisor (Vernita Patton)
- h. Secretaries (Cheryl Madson)
(Kathy Smith)

2. Office of the Vice-President for Business Affairs

- a. VP/BA (Ria C. Frijters)
- b. Special Assistant to the VP/BA, Special Projects (Arthur Grist)
- c. Special Assistant to the VP/BA, Security (Thomas Leffler - 50%)
- d. Special Assistant to the VP/BA, Personnel Matters (Ruth Eidson)
- e. Administrative Secretary (Kay Wannamaker)

3. Office of the Vice-President and Provost

- a. VP/P (Earl E. Lazerson)
- b. Administrative Secretary to VP/P (Carol Wright)
- c. Secretary to VP/P (Jean Hunt)
- d. Assistant Vice-President, Special Programs and Minority Affairs and Acting Director of East St. Louis Center (Emil Jason)
 - Administrative Aide (Lula Lockett)
 - Administrative Secretary (Marian Miller)
 - Secretary (JoAnn White)
- e. Assistant Vice-President, Academic Programs (Jane Altes)
 - Administrative Assistant (Dan Gonczyk)
- f. Assistant to the VP/P, Resource Management (Luther Statler)
 - Departmental Business Manager (Robert DeGrand)
 - Statistician (Wilbert Schweiger)
 - Chief Clerk (Carol DeConcini)

- g. Assistant to the VP/P, Administration (William Gardner)
- h. Assistant Vice-President, Academic Personnel Administration (Earl Beard)
 - Administrative Secretary (Betty Fedor)
 - Administrative Secretary (Helen Morrow)
 - Administrative Clerk (Helen Philabaun)
 - Receptionist (Pat Joshu)

4. Office of the Vice-President for Student Affairs

- a. VP/SA (C. Scully Stikes)
- b. Executive Assistant to the VP/SA (Glenda M. Lawhorn)
- c. Administrative Secretary (Peggy L. Kohler)
- d. Clerk II (Gloria A. Jumper)

Attachment

