



NEW FACULTY INFORMATION & CONTACTS

University of Maine at Presque Isle

MAIN CONTACTS/OFFICES

NAME/OFFICE	CONTACT INFORMATION	LOCATION	NOTES
Denise Trombley <i>Administrative Specialist</i> Academic Affairs/Provost Office	denise.trombley@maine.edu (207) 768-9520	Office of Academic & Student Affairs, Preble Hall, Second Floor	Academic related and general questions, contracts, course evaluations, policies, etc.
Pamela Easler** <i>Administrative Specialist</i> College of Arts & Sciences	pamela.easler@maine.edu (207) 768-9450	Faculty Service Center, South Hall, First Floor	For general assistance and questions.
Linda McLaughlin** <i>Administrative Specialist</i> College of Professional Programs	linda.mclaughlin1@maine.edu (207) 768-9740	Faculty Service Center, South Hall, First Floor	For general assistance and questions.
Jason Johnston <i>Dean, College of Arts & Sciences</i>	jason.johnston@maine.edu (207) 768-9652	South Hall, Third Floor	General concerns, instruction, students, classroom management, etc.
Barbara Blackstone <i>Dean, College of Professional Programs</i>	barbara.blackstone@maine.edu (207) 768-9415	Wieden Hall	General concerns, instruction, students, classroom management, etc.
Melissa DeMerchant <i>Associate Human Resources Partner</i>	melissa.demerchant@maine.edu (207) 768-9462	University Services Office, Preble Hall	Employment related questions.
Mary Kate Barbosa, Director Student Support Services	mary.barbosa@maine.edu (207) 768-9613	Center for Innovative Learning (CIL), Basement Level	For student concerns and issues.
Alex Myhre <i>Registrar, Registrar's Office</i>	alexander.myhre@maine.edu (207) 768-9581	Preble Hall, Second Floor	For grading assistance and questions.
Fred Thomas <i>Director, Safety & Security</i>	fred.thomas@maine.edu (207) 768-9580	Emerson Annex	For Safety & Security Issues. ***FOR EMERGENCY DIAL 911***

****PLEASE NOTE:** The College Administrative Specialists can address most of your immediate instructor needs or put you in contact with the appropriate individuals/offices.

CLASS CANCELLATIONS: Should you need to cancel a class, please contact your **College Administrative Specialist** as early as possible so that students can be informed both directly (at the classroom) and electronically (through the automated telephone class cancellation list and via email).

GENERAL INFORMATION/CONTACTS

ITEM	CONTACT	LOCATION	NOTES
Adjunct Office	<i>Please see College Administrative Specialist for assistance.</i>	302 South Hall	There is an adjunct office available for use which is equipped with 3 computers, a phone for outgoing calls as well as access to printing/photocopying.
Benefits	benefits@maine.edu (866) 269-9635	UMPI Campus: University Services Office, Preble Hall, First Floor	Questions related to benefits.
Setting up class in Blackboard	alana.margeson@maine.edu (207) 768-9554 heather.nunez@maine.edu (207) 768-9544	Office of Academic Affairs/Center for Teaching & Learning, Preble Hall, Second Floor	Questions or issues related to creating assessments, content, and announcements as well as managing Grade Center in Blackboard
Computer/Email Accounts	helpdesk@maine.edu (207) 768-9626	Center for Innovative Learning (CIL), First Floor	Email and accounts will be set-up/activated once an Employee ID # is established.
Computer/Technology Issues/Classrooms	helpdesk@maine.edu (207) 768-9626	Center for Innovative Learning (CIL), First Floor	Computer or classroom technology issues.
Center for Teaching and Learning	alana.margeson@maine.edu (207) 768-9554 heather.nunez@maine.edu (207) 768-9544	Office of Academic Affairs/Center for Teaching & Learning, Preble Hall, Second Floor	For help with Course Design, Instructional strategies, Syllabus Template, etc.
ID Card		<i>Please see College Administrative Specialist for assistance.</i>	<i>Please see College Administrative Specialist for assistance.</i>
Keys (Building/Office)		<i>Please see College Administrative Specialist for assistance.</i>	Need to complete Key Agreement Form and have it signed by supervisor. <i>Please see College Administrative Specialist for assistance.</i>
Parking Permit (\$10)	Student Financial Services Office	Preble Hall, Second Floor (8:00-4:30 PM, M-F)	Need to complete Motor Vehicle Registration Form. <i>Please bring in vehicle registration.</i>
Payroll	payroll@maine.edu (207) 581-9104	UMPI Campus: University Services Office, Preble Hall, First Floor	Questions related to pay.
Textbook Orders	pamela.easler@maine.edu (207) 768-9450	South Hall, First Floor	Online textbook order forms are sent to instructors each semester.
TK-20	linda.mclaughlin1@maine.edu (207) 768-9740	South Hall, First Floor	For help with TK-20 related issues and support.
GLO Reporting	pamela.easler@maine.edu (207) 768-9450 linda.mclaughlin1@maine.edu (207) 768-9740	South Hall, First Floor	For assistance with entering student GLO performance in MaineStreet.
YourPace Support	courtney.boma@maine.edu (207) 768-9437	Normal Hall, First Floor	For assistance with designing and implementing CBE and YourPace programming.

Library Services	roger.getz@maine.edu (207) 768-9595	CIL, First Floor	For information on course reserves copyright permissions.
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AFTER HOURS CONTACT INFORMATION: Facilities Management, Monday –Friday, 5:00-7:00PM, Nights & Weekends, (207) 768-9600
Safety & Security, Nights & Weekends, (207) 768-9659