

Campus Operations Group (COG): Who's Who and What They Do

Vice Presidents Office

Debbie Kellar

Vice President of Finance—Debbie.kellar@denverseminary.edu



- Advises President and Board of Trustees on all financial matters
- Directs cash flow, debt issuance & management, and investments
- Oversees operational support areas of IT, HR, Finance, Facilities and Auxiliaries/Risk Management.
- Manages legal and regulatory compliance, budget administration, financial modeling and financial analysis

Tracy Meola

Administrative Assistant to the Vice President of Finance—tracy.meola@denverseminary.com



- Provides administrative support to the Vice President and her office
- Acts as a point of contact and coordination for the Vice President
- Implements special projects in a variety of areas as needed
- Supports initiatives and special projects in all administrative support areas as needed

Directors



Director of Finance
Kristy Edlund



Director of Auxiliary Enterprises, Risk Management and Security
Kent Quackenbush



Director of IT
Jason Adams



Director of Facilities
Rob Bachman



Director of HR
Zandy Wennerstrom

Staff

 [Auxiliary Services Staff](#)

 [Human Resources Staff](#)

 [Financial Services Staff](#)

 [Information Technology Staff](#)

 [Facilities Staff](#)

Auxiliary Enterprises, Risk Management and Security

Kent Quackenbush

Director of Auxiliary Enterprises, Risk Management and Security—kent.quackenbush@denverseminary.edu



- Oversees and works with service providers in the campus housing, on-line bookstore, outside client conferences and events, and food services operations
- Directs the campus security and safety programs
- Assesses and manages risk and loss control through an Enterprise Risk Management Plan
- Works with insurance brokers on policies, and consults on appropriate coverage levels
- Purchases office furniture and related items

Dan Ransdell Security Guard



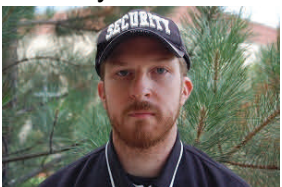
- Provides security presence, patrols and responds during security shifts Monday-Saturday
- Responds to security-related calls overnight and Sundays
- Enforces parking policies

Jon Stainbrook Security Guard



- Provides security presence, patrols and responds during security shifts Monday-Saturday
- Responds to security-related calls overnight and Sundays
- Enforces parking policies

Matt Holloman Security Guard



- Provides security presence, patrols and responds during security shifts Monday-Saturday
- Responds to security-related calls overnight and Sundays
- Enforces parking policies

Brandon Brackett Security Guard



- Provides security presence, patrols and responds during security shifts Monday-Saturday
- Responds to security-related calls overnight and Sundays
- Enforces parking policies

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Facilities

Rob Bachman

Director of Facilities—rob.bachman@denverseminary.edu



- Responsible for providing a safe, comfortable and pleasant working environment for all staff, faculty, and students
- Directs and supervises day to day activities of facilities personnel and outside contractors
- Maintains and operates all building and infrastructure systems
- Supervises janitorial, landscaping, and apartment maintenance services
- Helps develop and implement strategic initiatives and capital improvement projects

Jim DeBell

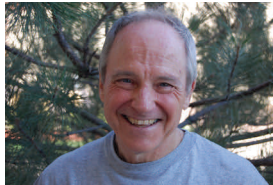
Lead Maintenance Mechanic—jim.debell@denverseminary.edu



- Responsible for maintenance and upkeep of all seminary buildings and property
- Tracks and organizes activities of the facilities staff using software tools
- Processes department invoices and maintenance records
- Orders and organizes office supplies for the campus
- Supervises and directs activities of the student setup crew

Ed Schupbach

Part-time Maintenance Specialist— ed.schupbach@denverseminary.edu



- Performs assigned maintenance tasks as assigned
- Responds to service requests from faculty, staff, and residents
- Organizes and maintains parts and tool inventory for the department
- Responsible for maintaining the appearance and operation of school property
- Maintains tools and equipment in good working order

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Finance

Kristy Edlund

Director of Finance—Kristy.edlund@denverseminary.edu



- Directs daily operations of the accounting department including student accounts, accounts payable and payroll
- Prepares the Denver Seminary annual budget and monitors budget spending
- Prepares interim financial statements, periodic reports and analytic data as needed
- Coordinates the annual year-end audit process
- Establishes accounting and financial policies and procedures

Julie Jensvold

Bursar/Financial Services—Julie.jensvold@denverseminary.edu



- Processes student billing, account payments, financial aid and federal loan activity
- Calculates student refunds
- Manages student payment plans
- Coordinates student financial clearance process
- Prepares 1098-T's and ensures other federal compliance concerning student accounts

Belinda Moise

Payroll Accountant/Human Resources Assistant—Belinda.moise@denverseminary.edu



- Processes and reconciles monthly payroll for faculty, staff, adjuncts and student workers
- Prepares all required tax deposits and periodic reporting including annual W-2's
- Administers student employment process for departments
- Enrolls employees in benefit plans and updates changes in elections
- Provides analytical reporting for Payroll and HR

Mary Rivera

Accounts Payable—mary.rivera@denverseminary.edu



- Processes all accounts payable payments to vendors and issues annual 1099's
- Generates employee expense and mileage reimbursements
- Issues student refund checks
- Provides detailed expense analysis on request
- Orders office supplies for the Seminary

Jay Stimson

Staff Accountant—jay.stimson@denverseminary.edu



- Maintains and reconciles General Ledger activity and posts daily financial transactions
- Provides monthly cost center reports to budget managers and reviews budget variances on a monthly basis
- Administers Flexible Spending Account reimbursements
- Assists with administration of electronic maintenance requests
- Serves as Business Office front desk backup

Hayley Greeno

Work Study—haley.greeno@denverseminary.edu



- Provides clerical assistance to the Business Office
- Produces Denver Seminary signage and name tags
- Maintains Denver Seminary organizational charts
- Serves as Business Office front desk backup

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Human Resources

Zandy Wennerstrom

Director of Human Resources—zandy.wennerstrom@denverseminary.edu



- Develops and maintains human resource policies
- Manages the Seminary's staffing process
- Serves as a link between management and employees to resolve personnel matters
- Oversees and incorporates employer requirements, government regulations and compliance
- Maintains personnel records and statistical reports

Shan Lewis

Information Reception—shan.lewis@denverseminary.edu



- Answers and directs the Seminary's main switchboard calls
- Greets and assists campus guests
- Maintains and manages master campus calendar and keys
- Provides notary services

Belinda Moise

Payroll Accountant/Human Resources Assistant—Belinda.moise@denverseminary.edu



- Processes and reconciles monthly payroll for faculty, staff, adjuncts and student workers
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Kevin Parks

Mail Services—kevin.parks@denverseminary.edu



- Prepares and distributes internal and external campus mail
- Assists with mail and shipping requests
- Performs bulk copying services for faculty and department
- Provides reception desk back-up coverage

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Information Technology

Jason Adams

Director of Information Technology—Jason.adams@denverseminary.edu



- Directs the daily operations and staff of the IT department
- Aligns IT operations to Seminary goals
- Manages IT enhancements and projects
- Creates and reviews policy
- Oversees IT process improvement and enhancing customer service

Richard Muniz

Senior Systems Administrator—richard.muniz@denverseminary.edu



- Responsible for Antivirus, Firewall upkeep, patch management, VPN, Backups/restores, review of incidents, Spam, etc.
- Constructs servers, improves service, and monitors the network for peak efficiency and care and feeding of Virtual Servers and VMs
- Supervises helpdesk
- Monitors network and upkeep of switches, routers, and wireless links

Craig Osenbaugh

Technical Support Specialist I—craig.osenbaugh@denverseminary.edu



- Participates as an IT Team member
- Provides Helpdesk support
- Offers desktop and laptop computer support

Huiling Wang

Applications Analyst—huiling.wang@denverseminary.edu



- Provides customer service regarding the student information system and web applications
- Troubleshoots, implements and customizes features in the systems and applications
- Writes reports of data in the systems and applications, either through CX administrative backend or Cognos user side
- Works with third-party vendors and applications that connect to the central student information system.

Gary Wong

Technical Support Specialist II—gary.wong@denverseminary.edu



- Manages servers, network, infrastructure, computers, telecommunications, audio/visual systems, print/copy/scan/fax devices, security and fire alarm systems
- Supervises Help Desk Technicians
- Addresses requests for technical assistance as needed

Information Technology

Ching Zhou

Database Administrator—ching.zhou@denverseminary.edu



- Provides CX database and JICS database maintenance
- Maintains Great Plains, PowerFacts and Raiser's Edge
- Engages in some software developments.
- Offers other SQL server Maintenance.

Lori Osenbaugh

Helpdesk Technician—lori.osenbaugh@denverseminary.edu



- Answers Helpdesk requests and delegates Work Orders for the IT Staff.
- Assists students with user accounts, printing and computer help.
- Assists professors in classroom presentation by helping with AV needs.
- Responds to Faculty and Staff in need of assistance with their PC and or printing.

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