



Welcome to the Lake Washington Institute of Technology team! You’ve joined a group of professionals committed to our students’ success. We have high expectations for ourselves and our programs.

The orientation you’re starting will help you learn a little bit about each one of us and the responsibilities and functions of our work units. The orientation isn’t designed to make you an instant expert on the many college systems and processes but will let you start building a reference manual of people and functions that directly or indirectly affect you as you carry out your new position’s responsibilities. We encourage you to thoroughly take part in the orientation process and make suggestions on how we can improve it for all new employees.

Once again, welcome to Lake Washington Institute of Technology. We’re all looking forward to working with you.

Sincerely,
Dr. David Woodall
President

Name _____	Emergencies: Dial 9 - 911
Job Title _____	• Stay on the line to give building address: 11605 132 nd Ave NE, Kirkland.
Work Location _____	• Direct emergency response to Tech Center parking or 3 rd floor West Building entrance.
Your Phone _____	• Contact Facilities & Operations at ext. 8611, then contact your supervisor.
Supervisor _____	
Supervisor Phone _____	

This orientation process is designed to introduce you to people and departments on campus that you will work with and that will help you become an effective LWIT team member.

<i>Title/Department</i>	<i>Who</i>	<i>When</i>	<i>About</i>	<i>Contact</i>
• Executive Director, Human Resources	Greg Roberts	1 st Day	College overview, position review, HR orientation	hr@lwtech.edu x8212
• Manager, Payroll Services	Tish Evora	1 st Day	Payroll and benefits	tish.evora@lwtech.edu x8529
• Supervisor		1 st Day	The basics	
• Manager, Bookstore	Greg LePage	Call to schedule ⇕	Bookstore orientation	greg.lepage@lwtech.edu x8436
• Manager, Child Care	Toni Terry		Early Learning Center	toni.terry@lwtech.edu x8117
• Registrar, Enrollment Services	Cindy Mowry		Enrollment/courses	cindy.mowry@lwtech.edu x8156
• Director, Facilities & Operations	Tim Wheeler		Facilities, safety	tim.wheeler@lwtech.edu x8252
• Director, Financial Aid	Bill Chaney		Student financial aid	bill.chaney@lwtech.edu x8119
• Controller, Financial Services	Debbie DeBeauchamp		Financial Services	deborah.debeauchamp@lwtech.edu x8232
• Dean/Principal, High School Programs	Kim Infinger		Lake Washington Technical Academy	kim.infinger@lwtech.edu x8274
• Assistant Director, Information Technology Services	Ron McKinney		IT support	ron.mckinney@lwtech.edu x8499
• Associate Dean, Library	Ed Sargent		Library	edward.sargent@lwtech.edu x8492
• Manager, Purchasing Services	Betty Conwell		Purchasing services	betty.conwell@lwtech.edu x8456
• Vice President, Administrative Services	Bill Thomas		Administrative support	frances.humphrey@lwtech.edu x8164
• Executive Director, College Advancement	Terry Byington		Government & industry relations, grants, marketing	terry.byington@lwtech.edu x8219
• Vice President, Instruction & Student Services	Dennis Long		Instructional programs & student services	heather.degraw@lwtech.edu x8102
• Executive Director, Global & Extended Learning	Myung Park	International, eLearning, initiatives, Continuing Ed.	myung.park@lwtech.edu x8287	
• President	Dr. David Woodall	College overview	debbie.almstedt@lwtech.edu x8479	