

# *Department of Business Services*

(AS OF SEPTEMBER, 2009)

## **Dale Hollenbach, Chief Operating Officer**

Responsible for all business and operations functions for Abington College, including strategic planning. Also responsible for administration of human resources programs and policies. Oversee the administration and strategic planning of College's physical plant and facilities. Coordinate major maintenance and construction and non-recurring projects with Office of Physical Plant and outside contractors. Ensure compliance with governmental regulations and limitations.

### **Information & Learning Sys**

**James Foreman, Director Inf & Learning Sys**  
Supervise assigned information technology (IT), instructional media services and IT staff support personnel. Plan, organize and lead all aspects of IT and instructional technology activities and initiatives to help accomplish the college/University mission.

**Kari Williamson, Coord Inf Tech Services**  
Manage and supervise computer labs and all associated networking assets and peripheral equipment. Hire, supervise, and train professional and wage payroll staff. Responsible for the daily operation, maintenance and repair of all assigned faculty/staff/student computer and networking assets.

### **Human Resources**

**Shelba Murray, Administrative Assistant**  
Responsible for providing direction in the operational activities of the Department of Business Services. Assist in the coordination of office services which may include budget preparation and control, report preparation, records control, and related special projects. Oversee the supervision of assigned staff and the administration of human resources programs and policies.

### **Environmental Services**

**Frank Szymkowski, Supervisor of Maintenance and Operations**  
Responsible for the overall project development and management functions at Penn State Abington for renovations, alterations and major maintenance projects. Monitor all phases of project development. Control project quality and cost; and maintain communications with customers.

### **Security/Safety**

**Louis Clewell, Chief Safety and Security Officer**  
Assist in the selection, training, supervising, evaluating and coordinating activities of all security and support staff. Evaluate needs, develop strategies, and maintain safety and security programs at Abington College. Prepare and maintain policies and procedures manual. Coordinate and manage parking and traffic control, vehicle registration, security of property, crime prevention, and related records.

### **Business Services**

**Terry Roman, Assistant Director**  
Responsible for operation of physical plant to include planning, supervision, purchasing, budget control, recommendations for Environmental Services. Oversee daily operations of campus security. Hire, supervise, train and evaluate assigned professional staff.

**Christina Szymanski, Business Coordinator**  
Responsible for coordinating the department's accounting, budgetary and facilities activities. Perform a variety of financial analyses, including background research, historical data, alternative solutions and possible implementation.