

Organizational Change Management Team Draft Roles and Membership Recommendations

Roles & Responsibilities

- Participate in developing Change Management Plan and Communications Plan and Training Plan
- Ambassadors of Change – eyes and ears on the ground; facilitate bi-directional communication
- Help identify and prioritize areas of impact
- Help identify project risk areas and mitigation strategies
- Assist in managing resistance
- Develop strategies for raising awareness, increasing desire, increasing knowledge and ability, reinforcing change
- Evaluate supervisor support and provide recommendations on bolstering support

Representatives by Area

Group Represented	# of Participants	Suggested Names
Financial Aid	1	Christine Taylor
Student Financials	1	Jen Carnahan
Special Programs	4	Megan Kaptik – Sex Offender Tracking CiHS: Susan Hampson Running Start: TBD OLS: Sheena Davis (appointed by Al Lewis)
CE	3-4	Julie Griffin, Heather Burrill, Jerrie Gotz (maybe add a marketing rep later on)
Enrollment Services/Registration/Admissions/ Advising	2	Jennifer Tobin
Course Management	1	Iulia Zavodov
Human Resources	1	Nataliia Andreieva
Payroll	1	Renae Brown
Data	1	Greg Schmidt
Finance/Accounting	2	Sharon Liang and Agnieszka Skoczylas
Institutional Advancement: Marketing/Outreach & Foundation	1	Shari Brady and Tavis Buchan
Administrative/Executive Assistants	1	Amanda Morris
Academic Advising (start them later)	1	Marina Melnik
Faculty (start them later)	1-2	TBD
Students (start them later)	1-2	TBD