• Academic Advisers
  o ADV | carly.pruiett@ttu.edu
  o COMS | lori.jones@ttu.edu
  o CMI | donald.ellis@ttu.edu
  o DMPC & MST | rose.cruz@ttu.edu
  o JOUR | kathleen.mcgaughey@ttu.edu
  o PR | jake.a.quintanilla@ttu.edu

• Academic Recovery & Student Success, Retention
  o Stacy Elliott | stacy.elliott@ttu.edu

• Announcements for display screens in the college
  o Simon Parmley | simon.parmley@ttu.edu

• Building concerns and work orders
  o Email facilities.comc@ttu.edu for assistance

• Business Cards / Door Tags / Quad Photos
  o Clara McKenney | clara.mckenney@ttu.edu

• Career Coordinator
  o Corey Clem | corey.clem@ttu.edu

• Center for Communication Research (CCR)
  o Glenn Cummins | glenn.cummins@ttu.edu

• College Directory and Planning Calendar
  o Kimberly Wagner | kimberly.wagner@ttu.edu

• Communication Training Center (CTC)
  o Luke LeFebvre | luke.lefebvre@ttu.edu

• Debate Team
  o Adam Testerman | adam.testerman@ttu.edu

• Emergency Action Plan and Building Emergency Manager
  o Kimberly Wagner | kimberly.wagner@ttu.edu

• Equipment / Technology Checkout (Room 373)
  o Paul Terrell | paul.terrell@ttu.edu

• Graduate Affairs
  o Coy Callison | coy.callison@ttu.edu

• Harris Institute for Hispanic & International Communication
  o Kent Wilkinson | kent.wilkinson@ttu.edu

• International Film Series (IFS)
  o Rob Peaslee | robert.peaslee@ttu.edu

• Key Requests
  o Gwen Laster | gwendolyn.laster@ttu.edu (CoMC)
  o Kristi Deitiker | kristi.deitiker@ttu.edu (Student Media)
• KTXT Radio Station
  o Derrick Ginter | derrick.ginter@ttu.edu

• Lost and Found
  o Gwen Laster | gwendolyn.laster@ttu.edu

• Mail and Copy Center (mail and printing needs for syllabus, class materials, etc.)
  o Kenneth Caffey | kenneth.caffey@ttu.edu

• Marketing (All design work, story opportunities, social media, etc.)
  o Clara McKenney | clara.mckenney@ttu.edu

• Media Production
  o Josh Robinson | josh.robinson@ttu.edu

• Parking for college-controlled spaces
  o Gwen Laster | gwendolyn.laster@ttu.edu

• Photography of any kind relating to the college
  o Simon Parmley | simon.parmley@ttu.edu

• Printer Locations for Faculty and Staff Use

<table>
<thead>
<tr>
<th>Room 077B</th>
<th>Room 208</th>
<th>Room 418</th>
<th>Room 518</th>
<th>Room 618</th>
<th>Room 1004</th>
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• Room Scheduling
  Communication Training Center
  o Karen Preiss | karen.preiss@ttu.edu
  Think Tank (Room 269A)
  o Reserve online: comc.ttu.edu/thinktank
  All other CoMC Conference Rooms, CCR, MCTV Studio, Photo Studio, etc.
  o Email: facilities.comc@ttu.edu

• Staff Support for all business processes, e.g. Faculty Travel, Purchasing, Classroom Scheduling, etc. *(Please contact the departmental assistant listed below as your first point of assistance)*
  o Stephanie West | s.west@ttu.edu (Associate Deans and Dean’s Areas)
  o Stephanie Gonzales | stephanie.gonzales@ttu.edu (Dept. of Advertising)
  o Melissa Goddard | melissa.goddard@ttu.edu (Dept. of Communication Studies)
  o Karen Preiss | karen.preiss@ttu.edu (Communication Training Center)
  o Elizabeth Young | elizabeth.young@ttu.edu (Dept. of JCMI)
  o Jerrie Lingnau | geraldine.lingnau@ttu.edu (Dept. of Professional Communication & MCOM)
  o Rhonda Quinlan | rhonda.quinlan@ttu.edu (Dept. of Public Relations)
  o Amie Ward | amie.ward@ttu.edu (Student Media)

• Student Media
  o Susan Peterson | susan.peterson@ttu.edu

• Student Evaluations (faculty assistance provided)
  o Kenneth Caffey | kenneth.caffey@ttu.edu

• Technology Support Service (Help Requests)
  o Email: support@comc.ninja - this will create a Help Desk Ticket! (only for CoMC)

• Undergraduate Affairs
  o Todd Chambers | todd.chambers@ttu.edu

• Website and CoMC Intranet Updates
  o Laura Webb | laura.webb@ttu.edu