



**OFFICE OF THE  
PROVOST**  
**POINT OF CONTACT**

**Tony Scinta**

Executive Vice Provost

- Strategic enrollment management/retention & graduation
- NSHE Liaison
- Institutional Partnerships (NSHE)
- NWCCU Liaison
- Academic initiatives & special programming
- Workforce analysis & planning
- College-wide personnel development
- Student petitions/appeals
- Curriculum review
- First-year experience

**Gregory Robinson**

Associate Vice Provost  
of Student Success

- Transfer/articulation agreements
- Course Assistants/G2C
- Online program planning
- Technology Fellows Institute
- Dual-Credit
- Study Abroad
- Graduate degrees
- Communications (newsletter, Provost's website, etc.)
- Alternative Course Delivery
- Statewide program planning

**Vickie Shields**

Provost & Executive Vice President

- Chief Academic Officer
- Executive leadership for college
- Fiscal Resource Manager
- Faculty recruitment and development
- Provost speaker series
- Academic and student policies
- Strategic planning
- Promotion and tenure
- Third year review
- Sabbatical requests
- Stipend review and approval
- Program development and reviews
- External relations

**Gwen Sharp**

Associate Vice Provost  
of Academic Initiatives

- Applying for grants
  - Budget development
  - Proposal submission
- Academic policy development
- Summer Scholarship Institute (SSI)
- Seed grants
- Convocation/faculty development
- Institutional Review Board (IRB)
- Market research requests
- First-year experience

**Sita Sales**

Executive Assistant

- Scheduling for the Provost & Executive Vice Provost
- Budget management
- Travel and purchasing
- Student petitions/appeals
- Promotion and tenure and third year review process
- Report submittals
- Special projects and events
- Stipends
- Workday

**Leonor Pena**

Administrative Assistant IV

- General administrative functions
- Scheduling for AVPs
- Travel and purchasing
- Business and HR Liaison
- Special events
- Stipends and contracts
- Workday

**Dean of Students**

(vacant)

- NSHE Student Affairs Council
- New Student Orientation
- Development of Veterans Programming
- Mental health services
- Student issues/complaints
- Clery reporting
- Student life strategic initiatives