

**UMKC Conservatory of Music and Dance**  
**Staff Directory**  
**2014-2015**

- Dean's Office
  - Associate Deans
  - Admissions
  - Business Office
  - Community Music and Dance Academy
  - Development and Alumni Relations
  - Event Scheduling
  - Main Office – Grant Hall
  - Marketing Office
  - Music Library
  - Operations
  - Piano Technician
  - Recording Services
  - Student Services and Advising
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**Dean's Office**

Peter Witte, Dean

- Room: 416 Olson PAC
- Email: [wittep@umkc.edu](mailto:wittep@umkc.edu)
- Phone: 235-2731
- Fax: 235-5265

Responsible for the overall implementation of the mission and day-to-day operations of the Conservatory of Music and Dance. The Dean will have responsibility for the strategic, programmatic, financial, fundraising, and management operations that support the mission and vision of the Conservatory of Music and Dance and its role within the University of Missouri - Kansas City.

Carol Dale, Senior Executive Assistant

- Room: 417 Olson PAC
- Email: [dalev@umkc.edu](mailto:dalev@umkc.edu)
- Phone: 235-2731
- Fax: 235-5265

Maintains calendar and provides administrative support to the Dean; manages Conservatory database; manages faculty contracts and promotion/tenure process; schedules PAC Conference Room.

**Associate Deans**

Diane Helfers Petrella, Associate Dean for Graduate Studies

- Room: 207 Grant Hall

- Email: petrellad@umkc.edu
- Phone: 235-2353
- Fax: 235-5264

Advising; degree certification; course scheduling; classroom space management; supervise maintenance of student records; Curriculum Committee (Ex-Officio); Assessment Committee (Ex-Officio); Conservatory representative to School of Graduate Studies (SGS); graduate faculty status; doctoral faculty status; international initiatives; other duties as assigned.

Mary Pat Henry, Associate Dean for Faculty Affairs

- Room: 129 Olson PAC
- Email: henrym@umkc.edu
- Phone: 235-2938
- Fax: 235-5265

Faculty travel; faculty leave requests; new faculty orientation and mentoring; other duties as assigned.

James Snell, Associate Dean for Operations and Enrollment Management

- Room: 324 Olson PAC and 139 Grant Hall
- Email: snellja@umkc.edu
- Phone: 235-2950 and 235-2913
- Fax: 235-5998

Student, faculty and guest artist recitals, master classes, rehearsals; manages performing and rehearsal space operations; performance equipment inventory supervision, maintenance, and repair; creates and implements policy and procedure for space usage by external groups; other duties as assigned.

Sabrina Madison-Cannon, Associate Dean for Undergraduate Studies

- Room: 106C Olson PAC and 142A Grant Hall
- Email: madisoncannons@umkc.edu
- Phone: 235-2955 and 235-2945
- Fax: 235-5265

Advising; degree certification; course scheduling; classroom space management; supervises maintenance of student records; undergraduate curriculum; other duties as assigned.

## **Admissions**

James Elswick, Manager II, Student Support Services – Manager of Admissions

- Room: 141 Grant Hall
- Email: elswickj@umkc.edu
- Phone: 235-2932
- Fax: 235-5264

Admissions, auditions, recruiting, scholarships, Student Affairs Liaison.

## **Business Office**

Jane Allen, Sr. Business Support Specialist

- Room: 413 Olson PAC
- Email: [allenja@umkc.edu](mailto:allenja@umkc.edu)
- Phone: 235-6732
- Fax: 235-5265

Budget; academic and support staff personnel administration; reconciles and tracks Conservatory accounts; coordinates Conservatory work study students; processes vouchers (direct payment, reimbursement, and travel); PAC lockers and temperature control; Human Resources facilitator.

### **Community Music and Dance Academy**

The UMKC Community Music and Dance Academy  
5301 Charlotte St., Kansas City, MO 64110

Email: [music-ce@umkc.edu](mailto:music-ce@umkc.edu), Phone: 816.235.2741; Fax: 816.235.5998

Conservatory in the Schools office, Phone: 816-235-6460

Mara Gibson, Program Director

- Room: 208 Charlotte House
- Email: [gibsonmb@umkc.edu](mailto:gibsonmb@umkc.edu)
- Phone: 235-2742
- Fax: 235-5998

Julie Koch, Senior Student Support Specialist - Coordinator of Festivals and Summer Programs

- Room: 207 Charlotte House
- Email: [kochjc@umkc.edu](mailto:kochjc@umkc.edu)
- Phone: 235-5448
- Fax: 235-5998

Katrina Shapiro, Office Support Assistant IV – Preparatory Department

- Room: 124 Grant Hall
- Email: [shapirok@umkc.edu](mailto:shapirok@umkc.edu) and [music-ce@umkc.edu](mailto:music-ce@umkc.edu)
- Phone: 235-2741 and 235-2931
- Fax: 235-5998

Lauren Hart, Office Support Assistant IV – Coordinator of Conservatory in the Schools

- Room: 204 Charlotte House
- Email: [lhvwf@mail.umkc.edu](mailto:lhvwf@mail.umkc.edu)
- Phone: 235-6460

### **Development and Alumni Relations**

Jennifer Wampler, Director II Advancement – Director of Major & Leadership Gifts

- Room: 414 Olson PAC
- Email: wamplerj@umkc.edu
- Phone: 235-1247
- Fax: 235-5265

Identifying, cultivating, and soliciting, and stewarding donors for gifts to support students, faculty, performance and outreach needs and capital projects

Tamara Morris, Director I Advancement for Conservatory and for School of Education

- Room: 413 Olson PAC
- Email: morristam@umkc.edu
- Phone: 235-6173
- Fax: 235-5265

Alumni activities; assists with stewardship of donors and scholars

### **Event Scheduling**

Jane Schaefer, Office Support Assistant IV – Event Scheduling Coordinator

- Room: 333 Olson PAC
- Email: schaeferja@umkc.edu
- Phone: 235-5222
- Fax: 235-5265

Scheduling in PAC & Grant Hall; issues student instruments.

### **Main Office - Grant Hall**

Cheryl Adam, Office Support Assistant IV

- Room: 138 GH
- Email: adamcl@umkc.edu
- Phone: 235-2900
- Fax: 235-5264

Reception, advising appointments, studio access

### **Marketing**

Dana Self, Strategic Communications Manager

- Room: 329 Olson PAC
- Email: selfdr@umkc.edu
- Phone: 235-2949
- Fax: 235-5265

Supervises marketing/media relations activities. Web site look and feel/news. Press releases. Printed performance calendars, Encore, Artist Series / Music Alliance brochures. Editorial.

Kristin Shafel, Communications Coordinator

- Room: 330 Olson PAC
- Email: shafelk@umkc.edu
- Phone: 235-2799

- Fax: 235-5265

### **Music Library**

Nara Newcomer, Head of Music/Media Library

- Room: G10 MN
- Email: newcomer@umkc.edu
- Phone: 235-1679

### **Piano Technician**

Kent Swafford, Musical Instrumental Technician

- Room: 230A GH
- Email: swaffordk@umkc.edu
- Phone: 235-1379
- Fax: 235-5265

Oversee all aspects of the maintenance of pianos and harpsichords at the Conservatory. Tuning, voicing, regulating, repairing, and rebuilding of pianos and harpsichords as necessary, and contracting for additional piano technicians and movers.

### **Recording Services**

Bob Beck - Recording Engineer

- Room: 514 Olson PAC
- Email: becker@umkc.edu
- Phone: 235-2948
- Fax: 235-5265

Directs the daily operation and upkeep of the recording studios. Concert and recital recordings, demo sessions, music and voice editing/mixing/mastering, duplication of recordings, and labeling/documentation/archiving.

Jason Scheufler, Electronics Technician I

- Room: 513 Olson PAC
- Email: scheuflerj@umkc.edu
- Phone: 235-2965
- Fax: 235-5265

### **Student Services and Advising**

Helen Perry, Manager II, Student Support Services

- Room: 143 GH
- Email: PerryH@umkc.edu
- Phone: 235-2956
- Fax: 235-5264

Oversees the Advising Office; student issues/problems; class schedule; orientation. Graduate advising, matriculation and comprehensive exams, graduate commencement, graduate grades.

Wayne Nagy, Undergraduate Student Services Manager

- Room: 142 GH
- Email: NagyW@umkc.edu
- Phone: 235-2899
- Fax: 235-5264

Undergraduate advising; undergraduate commencement (graduation); undergraduate grades; orientation.