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**College of Agriculture and Life Sciences
Dean's Office**

SUSAN A. HENRY
The Ronald P. Lynch Dean

SUE HASLETT
Executive Staff Assistant III

Office Manager
Dean's Calendar
Dean's Travel Arrangements
Dean's Committee Coordinator
Dean's Correspondence
Scientific Manuscripts
Grant Proposal Preparation

ROBERT COSTELLO
Administrative Assistant IV

Dean's Correspondence
Dean's Daily Calendar
Dean's Travel Arrangements
Meeting Coordinator
Phones
Filing
Backup to Exec. Staff Asst.

CINDY RYAN
Administrative Assistant II

Dean's Correspondence
Phones
Maintain Filing System
Conference Room Reservations
Office Supply Ordering
Backup to Dean's Office staff