

Department: **Instructional Technologies**

Director: Terry Keys

Description: The primary purpose of the Instructional Technologies Department is to lead and serve the College Community in the development and implementation of Instructional Technologies to improve student success. Instructional Technologies offers assistance to faculty and staff in several areas including instructional design, learning resources, multimedia production, printing services, technology training and word processing services.

Location(s): Instructional Technologies 3-150  
Learning Resources 11-100  
DCC Learning Resources 4-071  
Printing Services 3-168  
Word Processing 5-212 & 8-541

Phone Number: 292-2574

#### Services

<b>Service</b>	<b>Description</b>	<b>Contact</b>
Instructional Development	Faculty assistance/training Tech support for SUNY courses Support of Multi-media resources Support for hybrid & web enhanced courses.	Randy Rezabek
Software Application Training		Terry Keys & Marie Gibson
Learning Environments	Student support in ELC Classroom support Faculty Innovation Center	Jeff Thompson Paul Tracy Mike Johnson
Digital Imaging	Photography support & classes	Ray Treat
Graphic Services	Support: layout & design projects Consultation Graphic finishing	Ellen Gozik
Satellite Services		Steve Weider
Video Services	Live MCC presentations streamed Productions Video/audio materials supplied	Steve Weider Jeremy Case
Technology Training	Computer Based Training Training tracks for faculty/staff Brown Bag Sessions Technology Skills Assessment	Mary Hallett Marie Gibson Ellen Gozik Marie Gibson

#### Staff

<b>Name</b>	<b>Title</b>	<b>Extension</b>
Terry Keys	Director	3432
Bill Gruhn	Assistant Director	2520
Michele Nau	Secretary	2574

Yvonne Betts-Gamble (DCC)	Receptionist	1790
Jeremy Case	Technical Assistant	2588
Richard Costanza	Multi-media Inst. Designer	3438
Diane DeHond	Technical Assistant	3428
Marie Gibson	Specialist	3436
Ellen Gozik	Coordinator	2553
Mary Hallett	Instructional Development Specialist	3429
Martha Kendall	Instructional Training/Development Specialist	2214
David Leppla	Technical Assistant	2219
Michelle Mikesell	PT Technical	3428
Delovis Olaode	Technical Assistant	3431
Randy Rezabek	Instructional Designer	3435
Jeff Thompson	Coordinator	3433
Paul Tracy	Technical Specialist	3439
Ray Treat	Technical Assistant Sr.	2573
Sharron Waide (DCC)	Coordinator	1781
Steve Weider	Coordinator	2571

Department:           **Printing Services**  
Location(s):            Bldg. 3-168  
Phone Number:         292-2520

Services

Service	Description	Contact
Publications	Design & output of materials for final hard copy.	William Gruhn
Offset Press	Two A-B Dick presses with 2-color printing heads allow for high productivity.	“        “
Docutech	Duplicates 135 copies per minute	“        “
Binding and Finishing	Finalization of copies	“        “

Staff:

Name	Title	Extension
Terry Keys	Director	3432
Bill Gruhn	Assistant Director	2520
Maria Locurcio	Clerk III	3234
Brian Magin	Duplicating Machine Operator	2518
Luigi Martusciello	Sr. Duplicating Machine Operator	2520
Vincent Pratt	Publications Specialist	2521
Michele Skehan	Sr. Duplicating Machine	2520

Department: **Word Processing**  
Location(s): Bldg. 5-212 & 8-541  
Phone Number: 292-2595

Services

<b>Service</b>	<b>Contact</b>
Transcription	Patricia Martinez
Mass mail merges	
Computerized grade sheets	
General Typing	

Staff:

<b>Name</b>	<b>Title</b>	<b>Extension</b>
Terry Keys	Director	3432
William Gruhn	Assistant Director	2520
Patricia Martinez (bldg. 5)	Supervisor	2595
Essie Walker (bldg. 5)	Sr. Word Processing Operator	2569
Brenda Hamilton	Sr. Word Processing Operator	2576
Eileen Seidel	Sr. Word Processing Operator	2577