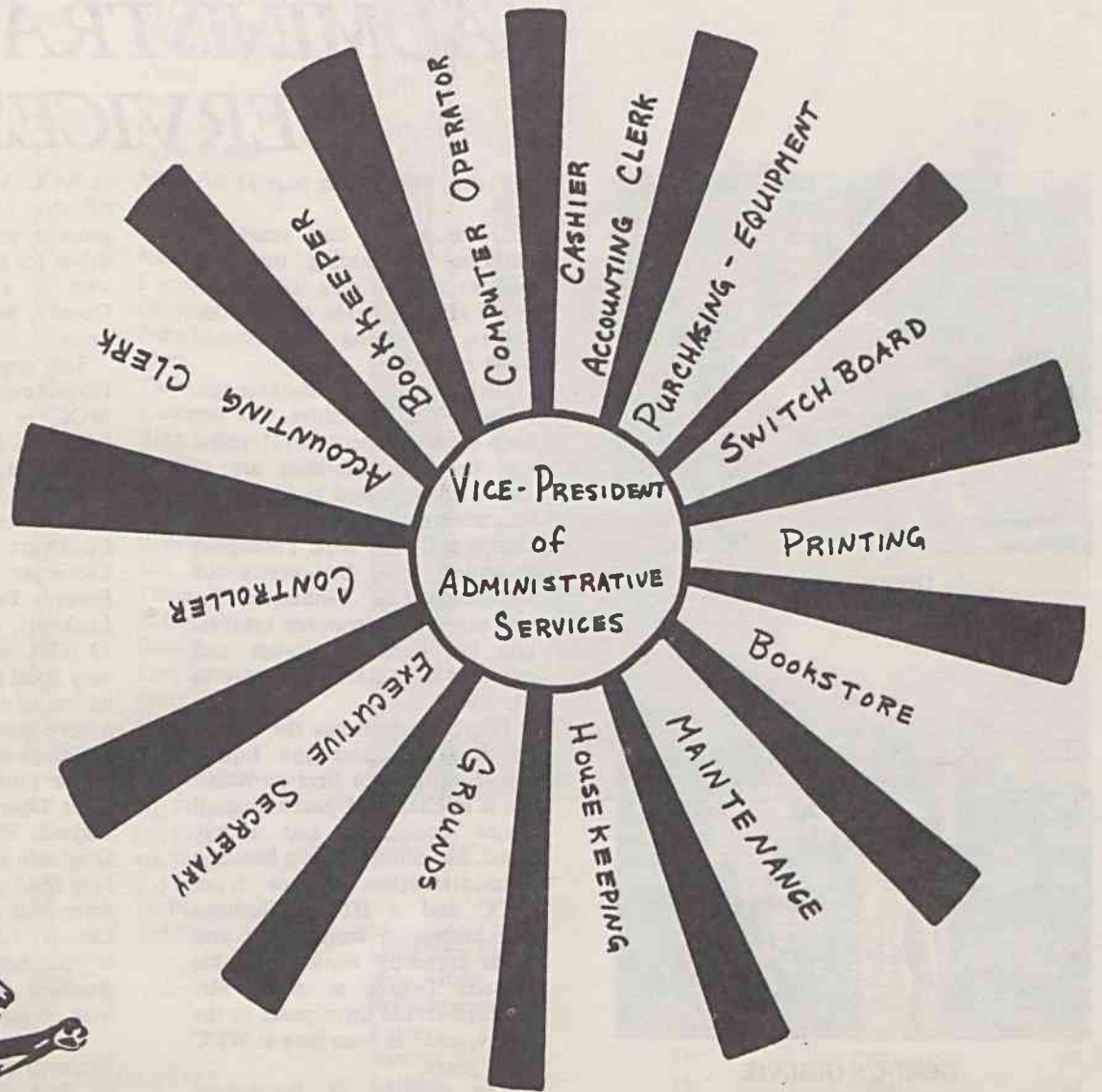


STAFF PROFILES



DR. CONRAD SHAW & GAIL LAND



ANITA SHUMAKER



ADMINISTRATIVE SERVICES

By: Jamie McNeil & Gene Rash

Dr. Conrad Shaw, Sr., is the Vice-President for Administrative Services here at WCC. His job is over two major areas; financing and plant management. He received his BS and MA from Appalachian State, and did his graduate study at ASU and the University of Nebraska. He received his Ed.D from Nova University. After college, he taught business at North Wilkesboro High School and was later principal of North Wilkesboro Elementary School for 14 years. Dr. Shaw has been employed at Wilkes Community College since 1966. He is married and has two grown children, Cathy and Conal. He also has two grandchildren, Catherine, who is age 6, and Jonathon, who is 2. Dr. Shaw told the *Cougar Cry*, "I enjoy my work tremendously. I have an excellent group of people working with me. My job is a challenge; no two days are alike." When asked about the responsibilities of people in Administrative Services, Dr. Shaw replied, "What did you say you needed or wanted? Are you out of thumb tacks? Do you need funds to pave the parking lot, or renovate a sidewalk? The bookstore needs renovating, and so does the switchboard and telephone system? The roof is leaking again. We in Administrative Services take care of all that, and much more."

Gail Land is the Executive-Secretary for the Vice-President for Administrative Services. She has been employed here at WCC for 13 years and is a "jack-of-all-trades." Mrs. Land attended the

Wilkes Central High School Business Course Program and also took business classes here at Wilkes Community College. She commented on her work here: "It is an honor to be a part of an institution such as ours...the people are great to work with. We always want people to know we are here to help in any way we can."

Anita Shumaker is a computer operator in the Business Office. She is responsible for accounts payable, cash receipts, and other functions that concern the Olivetti A-7 mini computer. Mr. Shumaker started working here while still in high school. She graduated from Wilkes Central and majored in both Business Administration and Accounting Technology here at WCC. When asked about her job she replied, "I enjoy operating the computer and the variation in my tasks from day-to-day. My job takes concentration and patience, but I love it."

One of the accounting clerks in Administrative Services is Linda Church. She has been here 5 years and has responsibilities in the Bookstore as well as the Business Office. Mrs. Church's duties include clearing cash registers daily, balancing money, preparing monthly sales reports plus her responsibilities as assistant cashier. She graduated from North Wilkes High School and took courses here at WCC.

Priscilla Lockhart has the position of controller in Administrative Services. Her responsibilities include checking monthly and quarterly reports and getting payroll information ready for the

computer operator. She is also responsible for all institutional fund accounting. Mrs. Lockhart attended Appalachian State and has been employed here for 14 years. She told the *Cougar Cry*, "I feel a great sense of pride as I look back over the past 14 years and survey the growth and improvement of the College, and changes in the Business Office."

The bookkeeper here at WCC is Norma Minton. Mrs. Minton attended Wilkes Community College, and has been employed here for 11 years. Some of her responsibilities include Federal Accounting and Reporting and Special Fund Accounting and Reporting for the S.G.A., Yearbook, Newspaper, Phi Beta Lambda, and many other groups around the school. She is also the assistant to the computer operator. Mrs. Minton commented, "I enjoy my work very much."

Mary Lou Granger is the P.A.B.X. Operator and A.B.G. Secretary. Her many duties include answering incoming phone calls, placing long distance calls and all secretarial work for Adult Basic Education. She graduated from Newton-Conover High School, completed a nine month business course after graduation, and has been employed here for 3 years.

The Assistant Bookstore Manager here at WCC is Lynn Osborne. She graduated from Northwest Ashe High School and received an AAS degree in Business Administration from Wilkes Community College. Mrs. Osborne has been employed here



MARY LOU GRANGER



LYNN OSBORNE



BETTY THOMPSON



FRANK SHUFORD



LINDA CHURCH



PRISCILLA LOCKHART



NORMA MINTON

(Continued on page 4)