

**Elmira Business Institute  
Founded 1858**

**Volume XIX**

**2019-2020  
Catalog Addendum  
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**Table of Contents**

About This Catalog.....3  
Administration and Faculty .....4-6

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#### **ABOUT THIS CATALOG**

The catalog is the official reference document containing approved curricula, policies, and standards in effect for students admitted to Elmira Business Institute during the 2019-2020 academic year. It supersedes any other document with regard to rules and regulations. The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments. The College reserves the right at any time to make appropriate changes in the policies and procedures contained in this publication including admission requirements, tuition, fees, and degree, diploma, or certificate requirements without formal notice.

**ADMINISTRATION AND FACULTY**

**Main Campus**  
**Administrative Staff**

Brad C. Phillips, FT  
*President*

Kathleen Hamilton, FT  
*Senior Vice President of Administration*

Erin McCann, FT  
*Corporate Accountant*

Fatima Johnson, FT  
*Executive Assistant*

Barbara Patton, FT  
*Associate Director of Admissions*

James Ellis, FT  
*Admissions Representative*

Jessica Stetts, FT  
*Medical Assisting Program Director*

Susan Madden, FT  
*Security Officer*

Benjamin VanTol, FT  
*Head Librarian*

*\*The following staff members are no longer  
associated with Elmira Business Institute:*

Jeffery Wood

**Main Campus**  
**Faculty**

Cindy Baldwin, PT Instructor  
Program Director for Medical Coding & Billing,  
Medical Coding & Reimbursement Specialist and  
Medical Office Technologies  
Externship Coordinator  
Certified Professional Coder, AAPC  
Certified Professional Medical Auditor, AAPC  
AOS, Elmira Business Institute

John Barnstead, FT Instructor  
Medical Assisting Lead Instructor  
Certified EMT, Pennsylvania Department of Health  
Certificate, Certified Phlebotomy Technician, NHA

John Endress, PT Instructor  
Office Technologies  
BS, Ithaca College  
AAS, Onondaga Community College  
Microsoft Office Specialist in Word 2013  
Microsoft Office Specialist in Excel 2013  
Microsoft Office Specialist in Access 2013  
Microsoft Office Specialist in PowerPoint 2013

David Grate, PT Instructor  
General Studies  
MSEd, Walden University  
MDiv, Liberty University  
BA, Herbert Lehman College  
Microsoft Office Specialist in Word 2013  
Microsoft Office Specialist in PowerPoint 2013

Mairin Kirchheimer, FT Instructor  
Business Studies  
MA, University of Limerick  
BA, Gallaudet University  
AA, Palm Beach State College

Dennis Lawler, PT Instructor  
Business Lead Instructor  
Accounting and Business Externship Coordinator  
MS, Chapman College  
BA, Hampden-Sydney College

Felix Okogu, PT Instructor  
MBA, Excelsior College  
BS, Excelsior College  
AAS, SUNY Broome Community College

Rachel Osborn, PT Instructor  
Medical Studies  
Certified Medical Assistant  
AOS, Elmira Business Institute

John Perestam, PT Instructor  
Medical Studies  
NYS Certificate in Therapeutic Massage &  
Hydrotherapy, Finger Lakes School of Massage  
Certificate, US Kinesiology Institute

Timothy Pulsifer, PT Instructor  
General Studies  
MA, East Carolina University  
BA, University of Southern Maine

Andrew Robertshaw, PT Instructor  
Lead Instructor for Medical Coding &  
Billing, Medical Coding & Reimbursement  
Specialist,  
and Medical Office Technologies  
Registered Health Information Technician,  
AHIMA  
AS, Broome Community College

Thomas Silvanic, FT Instructor  
Business Studies  
MA, SUNY Cortland  
BA, Hartwick College

Michael Smith, PT Instructor  
Medical Studies  
Certified Medical Assistant, AAMA  
Certificate, Ridley-Lowell Business and  
Technical Institute

Jessica Stetts, FT  
Medical Assisting Program Director  
Medical Assisting Externship Coordinator  
Certified Medical Assistant  
AAS, Broome Community College  
AOS, Elmira Business Institute

Benjamin VanTol, FT  
Head Librarian  
MS, University at Albany  
BRE, Davis College

*\*The following faculty members are no  
longer associated with Elmira Business  
Institute:*

Chelsea McManues  
Casie Richline  
Rebecca Scales