

July 2, 2010

### **Lynsey Riggs Accepts Administrative Assistant Post at FWBBC**

NASHVILLE, TN—Mrs. Lynsey Riggs has been named administrative assistant to the provost at Free Will Baptist Bible College, according to Dr. Greg Kettelman, provost. Mrs. Riggs, a 2008 FWBBC graduate with a B.S. degree in Business Administration, currently serves as enrollment assistant. She succeeds Mrs. Sara Steele who is retiring after 41 years at the college. Mrs. Riggs begins graduate studies for an MBA degree this fall.

“When I began as provost in 2006,” Dr. Kettelman said, “Mrs. Steele agreed to work a few more years and help me transition to the new position. From the beginning, Mrs. Steele and I discussed the need to find a uniquely gifted and experienced individual as her eventual successor. Mrs. Lynsey Riggs has demonstrated those qualities of Christian character and strong, professional work ethic in her duties with Enrollment Services, qualities that prepare her to follow Mrs. Steele in the complex administrative assistant’s role. I am confident that she will do an excellent job.”

Mrs. Riggs and Mrs. Steele will work together for several weeks this summer and complete the transition in September. Mrs. Riggs’ duties will include assisting the provost’s office in serving faculty and students, including budget, policy construction and maintenance, providing and coordinating technological and academic and record keeping support, catalog revision, management of historical data, statistical reporting, management of faculty records, and other related matters.

“This new role is a big challenge,” Mrs. Riggs said, “but I couldn’t ask for a better team of colleagues to bring me up to speed and get me ready for the hand-off in September. FWBBC is such a special part of my life; both of my parents attended here. I’m honored to be entrusted with the broader responsibility of working with people I love and respect in a place where the mission is to honor God and educate students for Kingdom service. I’m eager to get started, and I want to use my skills to make a difference at the college.”

During her senior year, Mrs. Riggs began working at FWBBC with the institutional advancement staff. She was named to *Who's Who Among American Colleges and Universities*. Active in campus events, she traveled to represent the college as a member of Rejoice Ministry Team and the College Choir. She also served as vice president of the student body 2007-2008. Her husband Jacob, a 2008 FWBBC graduate, is an associate editor at Randall House Publications.

Mrs. Sara Steele will be retiring for the second time in September. After serving 37 years in the administrations of four FWBBC presidents, she retired in 2006 and then agreed to continue while Dr. Kettelman shifted from his role as a school principal to college provost. She began her tenure at FWBBC in 1969 working on a manual typewriter. She and her husband Wayne, a retired Tennessee Highway Patrolman, have been married 50 years.

"I have enjoyed working here," Mrs. Steele said, "and will miss the faculty and my co-workers. They're great people and good friends. But I will *not* miss getting up at 4:45 every morning!"