



Who Is Our Administration:

What is Their Function and How to Contact Them

Created by Student Government '00
Updated by Daniel Hunter '01

| Photo ID | Contact Information | Job Description & Committees |
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|  | <p>Doug Bennett President, Earlham</p> <p>Carpenter Hall, ext. 1211 EC Drawer 191, E-mail: dougb Home: 712 College Avenue, 966-7856 Spouse: Ellen Children: Tommy</p> | <p><u>Committees:</u> Appeals Board, College Conference, and Administrative Council</p> <p>1998-99 Pay: \$164,042 (plus house, car, maintenance of house, groundskeeping, etc.)</p> |
| <p>Job Description from Article II, Section 3 of Earlham By-Laws: Responsibilities of the President</p> <p>The President shall be named by the Board of Trustees to serve as the chief executive officer of Earlham. The President shall appoint the other administrative officers of Earlham subject to other provisions of the By-Laws. The President shall attend the meetings of the Board of Trustees, with the full power and responsibility of a Trustee except that the President shall not vote when personally concerned. The President shall be the Board's principal advisor on all matters pertaining to the educational programs and the general welfare of Earlham and shall make recommendations for the proper conduct of the institution. The President may act with freedom from interference by the Board within lines of general policy laid down by the Board, but upon any particular matter upon which the Board may have passed, the President shall follow the specific action taken.</p> | | |
|  | <p>Len Clark Provost and Academic Dean; Professor of Philosophy, President's Office</p> <p>Carpenter Hall, ext. 1318, V-7002 EC Drawer 66, E-mail: lenc Home: 1089 Toschlog Road, 935-4802 Spouse: Mary Jo Children: Andrew, Ben, Alison</p> | <p><u>Committees:</u> Athletics, Budget, College Judiciary Council (if the violation is academic), Faculty Affairs Committee, Nominating, Diversity Working Group, Learning and Technology Working Group, College Conference, Administrative Council</p> <p>1998-99 Pay: \$116,660 (plus \$11,664 in benefits)</p> |
| <p>Job Description from Article II, Section 4 of Earlham By-Laws: Administration of Earlham</p> <p>(a) Provost and Dean of Academic Affairs</p> <p>The Provost and Dean of Academic Affairs shall be named by the Board of Trustees on recommendation of the President after Board consultation, and shall serve in the place of the President in the absence or inability of the President to serve. Under the general direction of the President, the Provost shall co-ordinate the recruiting of the teaching faculty, working closely with the President, department conveners, and faculty committees. The Provost shall maintain liaison with departmental conveners, and faculty committees. The Provost shall maintain liaison with departmental conveners and directors of special programs, the Librarian, and other academic administrators in the preparation of departmental and program budgets. The Provost shall be intimately involved in educational policy development, working with the appropriate faculty committees, the President, and the Board of Trustees.</p> | | |
|  | <p>Richard K. Smith Vice President for Financial Affairs, President's Office</p> <p>Carpenter Hall, ext. 1468 EC Drawer 33, E-mail: smithdi Home: 428 East Farlow Road, 966-2523 Spouse: Margaret</p> | <p><u>Committees:</u> Athletics, Budget, Vendor Relations, College Conference, Administrative Council</p> <p>1998-99 Pay: \$111,700 (plus \$11,172 in benefits)</p> |

Job Description from Article II, Section 4 of Earlham By-Laws: Administration of Earlham

(b) The Vice President for Financial Affairs

The Vice President for Financial Affairs shall be named by the President subject to the approval of the Board of Trustees, and shall serve as the chief financial and business officer of Earlham, and Treasure of Earlham College, under the general direction of the President, and shall receive and have general charge of all the funds of Earlham (except those endowment funds which are held and managed by the Directors of the Earlham Foundation) and shall invest such funds in accordance with the guidelines established by the Investment Committee of Earlham. The Vice President for Financial Affairs shall pay out money only upon the general or special authorization of the Board or the Executive Committee, and said authorizations, if not given by the Board, to be recorded nevertheless with the minutes of the Board, and shall keep full and accurate accounts of the receipts and disbursements of funds belonging to Earlham and shall make a full and complete annual accounting showing all assets of the corporation, together with all receipts and reimbursements of funds or properties received or paid out during the last preceding year, and shall tender to the Board of Trustees at regular meetings of the Board, and whenever they may request it, an account of all financial transaction and of the financial condition of Earlham. The Vice President for Financial Affairs shall employ such assistants as may be deemed necessary and the Vice President for Financial Affairs and they shall each be bonded in an amount and with sureties satisfactory to the Board of Trustees for the faithful performance of duties and for the restoration to Earlham at the termination of office or in case of death, resignation, or removal from office, of all its books, papers, vouchers, money or other property of whatever kind in the possession or control of the Vice President for Financial Affairs. The Vice President for Financial Affairs shall have supervision of the auxiliary services and of all the buildings, grounds, and lands belonging to the institution, except as may otherwise be specified by action of the Board. The Vice President for Financial Affairs shall attend meetings of the Property and Finance Committee, and is invited to sessions of the full Board.



Jeff Rickey
 Dean of Admissions/Financial Aid
 Bolling House, ext. 1499
 EC Drawer 192, E-mail: rickeje
 Home: 1538 Hunters Pointe Drive, 965-6975
 Spouse: Debbie
 Children: Jon, Alison, David

Committees: College Conference, Administrative Council

1998-99 Pay: \$91,300 (no benefits)

From Job Search Description:

The Dean will report to the President, Douglas Bennett, and will have broad responsibility for implementing student recruitment and financial aid programs, and for providing leadership for the emerging campus-wide team engaged in marketing, recruitment and enrollment management. The Dean will join the President, Provost, VP of Finance, and the Director of Financial Aid on the Financial Aid Task Force which formulates financial aid policy in the context of fiscal integrity.



...More Important People to Know

Teaching Faculty • Staff • Administration



Bonita Washington-Lacey
 Registrar; Associate Dean for Multicultural Affairs
 Carpenter Hall, ext. 1515, V-7017
 EC Drawer 34, E-mail: washibo
 Home: 3320 Woods Drive, 962-1333
 Spouse: Paul
 Children: Allison, Jacob

Committees: Academic Advisory Committee, Committee for Academic Programs, Curricular Policy Committee, Harassment Board, Administrative Council

Liffey Thorpe
 Associate Academic Dean; Professor of Classics
 308 Carpenter Hall, ext. 1396, 1508, 1322
 EC Drawer 152, E-mail: liffeyt
 Home: 625 SW 20th Street, 962-2533
 Spouse: Peter Suber

Committees: Academic Mediation Board, Committee for Academic Programs, Curricular Policy Committee, Admissions, Assessment, Ad Council, College Conference

[As Associate Academic Dean will be replaced next year by Bob Southard [most likely].]

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|  <p>Deborah McNish Dean of Student Development</p> <p>Carpenter Hall, ext. 1311 EC Drawer 195, E-mail: mcnisd Home: 10123 North Round Barn Road, Fountain City, IN 47341, 847-2715 Spouse: Clifton Children: Robert</p> | <p><u>Committees:</u> Academic Advisory Committee, Assessment, College Judiciary Council, Committee on Campus Life, College Conference, Administrative Council</p> |
|  <p>Thomas Kirk College Librarian</p> <p>Lilly Library, ext. 1360 EC Drawer 198, E-mail: kirkto Home: 541 Kensington Drive, 935-9013 Spouse: Betsy Children: Jennifer, Cynthia, Kristen</p> | <p><u>Committees:</u> Clerks Committee, Administrative Council, College Conference</p> |
|  <p>Karen Roeper Director of Public Affairs</p> <p>Carpenter Hall, ext. 1323 EC Drawer 205, E-mail: roepeka Home: 5357 Turner Road, 939-1150 Spouse: Richard Children: Lauren</p> | <p><u>Committees:</u> College Conference</p> |
|  <p>James Thompson Vice President for Institutional Advancement, Alumni/Development</p> <p>Carpenter Hall, ext. 1635, 1636 EC Drawer 193, E-mail: thompj Home: 12424 Geist Cove Drive, Indianapolis, IN 46236, 317/826-8052 Spouse: Robin Children: Jonathan, Rachel, Elizabeth</p> | <p><u>Committees:</u> College Conference</p> <p><i>4th highest paid person at Earlham</i></p> <p>1998-99 Pay: \$106,050 (plus \$10,608)</p> |
|  <p>Nelson Bingham Professor of Psychology</p> <p>161 Stanley Hall, ext. 1205, 1227 EC Drawer 55, E-mail: nelsonb Home: 3926 Smyrna Road, 962-2409 Spouse: Gail Children: Ed, Willow</p> | <p><u>Committees:</u> Clerks Committee, Assessment, Curricular Policy Committee, College Conference</p> <p>[Director of Institutional Research (working with Doug's 5-year Repositioning Plan [currently in third year]) and Special Assistant to the President]</p> |
|  <p>Gordon Thompson Professor of English</p> <p>307 Carpenter Hall, ext. 1507 EC Drawer 173, E-mail: gordon Home: 711 College Avenue, 962-8644 Spouse: MaryAnne</p> | <p><u>Committees:</u> Curricular Policy Committee</p> |
| <p>Barbara Caruso Professor of English; Coordinator of the Women's Studies Program On Leave, Semester II</p> | <p><u>Committees:</u> Clerks Committee</p> |

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|  <p>Alice Almond Shrock Professor of History; Associate Academic Dean for Program Development 101 Tyler Hall, ext. 1261, 1525 EC Drawer 177, E-mail: alices Home: 2764 Abington Pike, 966-5855 Spouse: Randall Children: Amy, Rachel</p> | <p><u>Committees:</u> College Conference, Committee on Campus Life, Yearly Meeting Relations</p> <p>[Associate Academic Dean for Grants]</p> |
|  <p>George Nuñez Associate Dean of Student Development; Director of Residence Life Carpenter Hall, ext. 1317 EC Drawer 195, E-mail: nunezge Home: Olvey-Andis Apt, 973-2964; PO Box 107/1040 Sanchez, San Elizario, TX 79849</p> | <p><u>Committees:</u> Committee on Campus Life</p> |
|  <p>Porter Miller Director of Athletics; Associate Professor of Athletics, Wellness and Physical Education Athletics and Wellness Center, ext. 1489, 1414 EC Drawer 204, E-mail: porterm Home: 232 College Avenue, 962-5257 Spouse: Priscilla Children: Tracy, Amy, Joshua</p> | <p><u>Committees:</u> Athletics</p> |
|  <p>Linda Tyler Associate Dean of Student Development; Director of Campus Safety and Security Carpenter Hall, ext. 1311 EC Drawer 195, E-mail: tylerli Home: 332 Kinsey Street, 935-6547 Spouse: Timothy</p> | <p><u>Committees:</u> Committee on Campus Life</p> |
|  <p>Nancy Sinex Director of Admissions Bolling House, ext. 1593, 1600 EC Drawer 192, E-mail: nancys Home: 1121 Abington Pike, 935-2072 Spouse: Richard Children: Rachel</p> | <p><u>Committees:</u> Admissions, Academic Advisory Committee</p> |

Where to find the information for this document

- Pictures, names, addresses and job titles

You can find this information in a document called "Directory of Faculty and Staff." One can pick up a copy in downstairs carpenter. Head towards student payroll (around campus services and accounting). On the right you will find a bookcase — look at the bottom and you should find a large stack of these directories.

- Wages

Earlham does not publish any professor or other administrator salaries (unlike public and many other private institutions). Legally it has to publish the five highest paid people in the institution. That information can be found at <http://www.earlham.edu/~esg/FAQ.htm#t> . You can also find the original source at <http://chronicle.com/stats/faculty.htm> or <http://chronicle.com/stats/aaup/aaupresults.php3> .

- Job Descriptions

Two sources were used to find job descriptions. The first round of printing this document did not find job descriptions because none of the secretaries in the President's office (or numerous other activists, administrators, and professors) knew the location of job descriptions for most of the Men in Ties. They did have copies for the position of Dean of Admissions from the original job search.

The updated version includes job descriptions found from the by-laws. The by-laws can be found in President's office (ask the President's secretary for a copy) or at: <http://www.earlham.edu/~esg/by-laws.htm> .

- **Committee Information**

Originally the committee information was patched together between Earlham Student Government (Nominating), Dory Weiss (then working for Student Development in a temporary position) and Monteze Snyder's extensive page of committee information.

The updated version (which may have a couple of mistakes due to the transition in semesters) was mainly updated from <http://www.earlham.edu/~esg/standing.htm> . Men In Ties generally do not change their committees whereas teaching faculty often move around.

- **Extra Facts** (i.e. Nelson Bingham as Special Assistant to the President)

Most of these came from the Earlham publication called the "Gazette." A copy of it can be found at <http://www.earlham.edu/~esg/Gazette.htm> . It is "a set of reports from the main administrative units of the College. They have been prepared by the vice presidents and deans and some other senior administrators as a way to summarize...the main projects, issues, and challenges for the coming year, and to introduce the new people and their roles in each area." If you have not read it — it is an excellent resource for knowing what the administration is doing. (Additional copies can come from members of the College Conference.)