

# Survival Guide for New Employees

Activity	Dept	Phone #	Contact	Building	Room
Accept gifts to the college	Alumni and Development	1313	Mary Ann Coons	Carpenter Hall	First floor
Accounts payable	Accounts Payable Office	1270	Marilyn Moore	Carpenter Hall	East Basement
Admission paperwork	Admissions	1600		Admissions Office	
Around the Heart (ATH) campus newsletter	Public Affairs	1858	Polly Wilde	Moore House	
ATM Machine				Runyan Center	Main Floor
Bad Weather -college closing due to snow	Local radio stations update		WQLK 96 FM WKBV 1490 AM		
Bad Weather -Tornado	Siren on campus		Info posted in each building		
Banner support and training	Computing Center	1550		Lilly Library	Lower Level
Brown Bag Concert Series -Fridays	Leeds Gallery	1316		Runyan Center	
Cash advances/reimbursements	Cashier's window	1212	Susan Finnegan	Carpenter Hall	East Basement
Catering reservations	Dining Services	1379	Ginger Scholl	Earlham Hall	
Club Sports Programs	Athletics Department	1414	Joan Mikesell	Wellness Center	Second Floor
Color copy machines	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Commencement Weekend Event Planner	Alumni and Development	1313	Mary Ann Coons	Carpenter Hall	First Floor
Computer Log-on problems	Computing Center	2000	Help Desk	Lilly Library	Lower Level
Convocation & special events information	Events Coordinator	1373	Lynn Knight	Carpenter Hall	North Basement
Copies Made (Large or small)	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Dateline -campus wide e-formation newsletter	Runyan Center	1316	Submit items-- In box on desk	Runyan Center	Main Desk
Day Care - on campus	Trueblood Nursery	1445		Meetinghouse	
Digital camera use	Media Resources	1314		Lilly Library	Lower Level
Directory -faculty and staff extension sheet	Human Resources	1411	On shelves outside office	Carpenter Hall	East Basement
Directory of faculty and staff (book w/photos)	Public Affairs	1323	Patty Jenkins	Carpenter Hall	North Basement
Earlham clothing items	Bookstore	1310		Runyan Center	Main Level
Earlham Logo and souvenir items	Bookstore	1310		Runyan Center	Main Level
Email Eudora problems	Computing Center	2000	Help Desk	Lilly Library	Lower Level
Emergency- all types	Campus Safety and Security	1400	Anyone that answers	Service Building	
Employee Council concerns		1577	Nancy Fessler/Convenor	Admissions Office	
Energy Center	Wellness	1734		Wellness Center	
Family Passes for Wellness Center Use	Wellness Center	1791	Nicole Morris	Wellness Center	
Fed Ex package delivery to campus	Campus Switchboard	0	Operator on duty	Carpenter Hall	Main Level
Furniture concerns	Campus Services	1677	Alice Lafuze	Carpenter Hall	East Basement
Gifts	Bookstore	1310		Runyan Center	Main Level
Hole Punching for binders	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Holiday pay	Payroll Office	1626	Jennifer Broncho	Carpenter Hall	East Basement
Holidays, list of paid holidays	see Faculty or Staff Handbook				
Homecoming Week Event planner	Alumni and Development	1313	Mary Ann Coons	Carpenter Hall	First floor
Housing questions from students	Residence Life	1317		Carpenter Hall	West Basement
Human Resources Office	Human Resources	1619	Tammy Tomfohrde	Carpenter Hall	East Basement
ID cards - new,replacement,report of lost/missing	Campus Safety and Security	1400	Summer Lingg	Service Building	
Insurance-Health Claims and concerns	Human Resources	1619	Tammy Tomfohrde	Carpenter Hall	East Basement
Insurance-Liability claims and concerns	Finance Department	1468	Dick Smith	Carpenter Hall	President's Office
International Phone calls	Switchboard	0	Operator on duty	Carpenter Hall	Main floor
Intramural Sports Program	Athletics Department	1414	Joan Mikesell	Wellness Center	Second Floor
Keys - replacement,new,report of lost/missing	Campus Safety and Security	1400	Summer Lingg	Service Building	
Lost or stolen items	Campus Safety and Security	1400	Summer Lingg	Service Building	
Mailing labels for mass mailings - Staff/faculty	Alumni and Development	1313	Pat Foreman	Carpenter Hall	Main Floor
Mailing labels for mass mailings -parents	Alumni and Development	1313	Pat Foreman	Carpenter Hall	Main Floor
Mailing labels for mass mailings -students	Registrar's Office	1515	Julie Stout	Carpenter Hall	Main floor
Mailing needs- overnight, certified,metered	Post Office	1529		Runyan Center	Lower Level
Maintenance concerns for building/office	Maintenance	1315	Marlene Penfield	Service Building	
Meal plan changes or questions from students	Residence Life	1317		Carpenter Hall	West Basement
Meals and snacks	Coffee Shop	1347		Runyan Center	Main Level
Medical leaves--faculty	Provost	1205	Nelson Bingham	Carpenter Hall	Main Floor
Medical leaves-- staff	Human Resources	1619	Tammy Tomfohrde	Carpenter Hall	East Basement
Meetings -regularly scheduled	Earlham Web Page	Online	Web Calendar		
New Faces Books (new student photos)	Admissions	1600		Admissions Office	

Activity	Dept	Phone #	Contact	Building	Room
New Student Week information	Student Development	1317		Carpenter Hall	West Basement
Newsletter publications-submit info by email	Public Affairs	1323	Patty Jenkins	Carpenter Hall	North Basement
Off campus studies for students	International Programs Office	1424	Marcia Sparks	Bolling Center	First floor
Office and Art supplies	Bookstore	1310		Runyan Center	
Paper Shredder	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Paper supply (colored or white, multi sized)	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Parent calls concerning student life	Student Development	1317		Carpenter Hall	West Basement
Parking Sticker for vehicle	Campus Safety and Security	1400	Summer Lingg	Service Building	
Paydates	Payroll Office	1626	Jennifer Broncho	Carpenter Hall	East Basement
Paycheck (faculty or staff) -questions or errors	Payroll Office	1626	Jennifer Broncho	Carpenter Hall	East Basement
Paycheck (student) - questions or errors	Accounting	1896	Lisa Six	Carpenter Hall	East Basement
Phone directory of students	Student Development	1317		Carpenter Hall	West Basement
Phone extension -personal assignment	Business Office	1411	Emily Rivard	Carpenter Hall	East Basement
Phone extensions - Campus reference sheets	Business Office	1411	Emily Rivard	Carpenter Hall	East Basement
Pool hours and programs	Wellness	1734		Wellness Center	
Printer problems/ Laser or Inkjet	Computing Center	2000	Help Desk	Lilly Library	Lower Level
Purchase vouchers for office supplies/equipment	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Rental Property Management--Earlham personnel	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Reserve campus vehicles	Campus Safety and Security	1400	Summer Lingg	Service Building	
Reunion Weekends Event planner	Alumni and Development	1313		Carpenter Hall	First floor
Room Reservations - Bolling Center	President's Office	1211	Darlana Rankin	Carpenter Hall	First floor
Room Reservations - Classrooms during day	Registrar's Office	1515		Carpenter Hall	First floor
Room Reservations - Most all others	Runyan Center	1587		Runyan Center	Main Desk
Room Reservations - Wellness Center	Wellness Center	1731	Shanna Nolan	Wellness Center	Second Floor
Self-serve copy machines	Campus Services	1215	Donna Sykes	Carpenter Hall	East Basement
Semester Schedule	Earlham Web Page	Online	Web Calendar		
Shuttles to airports for students	Student Development	1317		Carpenter Hall	West Basement
Sick Pay (for hourly staff)	Payroll Office	1626	Jennifer Broncho	Carpenter Hall	East Basement
Sound systems for campus functions	Media Resources	1314	Wes Miller	Lilly Library	Lower Level
Student Conduct issues	Student Development	1311	Lyn Thomas	Carpenter Hall	West Basement
Student Health Insurance	Business Office	1411	Emily Rivard	Carpenter Hall	East Basement
Student Payroll	Accounting	1896	Lisa Six	Carpenter Hall	East Basement
Suspicious Behavior, packages or vehicles	Campus Safety and Security	1400	Summer Lingg	Service Building	
Telephone and voice mail services	Business Office	1411	Emily Rivard	Carpenter Hall	East Basement
Tickets for special events -pickup	Runyan Center	1316		Runyan Center	Main Desk
Time slips -blanks	Payroll Office	1626	Jennifer Broncho	Carpenter Hall	East Basement
UPS delivery/missing package/pickup	Post Office	1529		Runyan Center	Basement
Vacation pay (staff)	Payroll Office	1626	Jennifer Broncho	Carpenter Hall	East Basement
Varsity Athletic Programs	Athletics Department	1414	Joan Mikesell	Wellness Center	Second Floor
Vending Machine trouble	Campus Services	1347	Alice Lafuze	Carpenter Hall	East Basement
Video- for viewing past or taping current events	Media Resources	1314	Wes Miller	Lilly Library	Lower Level
Voice Mail issues	Business Office	1411	Emily Rivard	Carpenter Hall	East Basement
Web calendar of events-sports,music,religious	Runyan Center	1316		Runyan Center	Main Desk
Word office -Earlham newspaper	Runyan Center	1569		Runyan Center	Lower Level
					revised 04/2007