

Earlham Equestrian Center Process for Management of the Facility

Brief History and Ownership of Facility

The Suzanne Hoerner Jackson Equestrian Center is located on the campus of Earlham College in Richmond, IN. The 25 stall stables, outdoor riding arena, holding pen and four pastures were completed in 1998. The indoor riding arena was constructed in 2004; and, the connecting passage between the indoor arena and stables was completed in 2007.

The Suzanne Hoerner Jackson Equestrian Center is owned by Earlham College, and was funded through leadership gifts by Suzanne Hoerner Jackson '49 and gifts by alumni and friends of Earlham College.

Daily Management of the Equestrian Facility

The Earlham Equestrian Center is a student-managed facility. The Earlham College Student Barn Staff is responsible for managing the facility. The Barn Staff works closely with the Earlham Equestrian Cooperative, the Friends of Earlham College Stables and the faculty adviser for the Equestrian Program when making decisions that affect the routine daily management of the Equestrian Center.

Work Requests to Maintenance and Grounds

Routine requests for grounds and maintenance work orders for repairs – not renovation and/or improvements – should be made directly through the Maintenance Office. There must be sufficient funds remaining in the Equestrian Center budget or written authorization that allows the anticipated expenditure to be taken from another college account.

Major Modifications to Structural Integrity of the Facility and/or the Program

The Earlham Equestrian Cooperative, Earlham Barn Staff, Friends of Earlham College Stables, faculty adviser and appropriate administrative offices must be consulted when barn staff and/or co-op considers major modifications to structures and/or building systems. Major modifications are defined as: 1) the expenditure of \$1,000 or more, 2) the alteration of landscaping, and of the physical structure integrity and/or building systems of the facilities, and 3) any revisions in the management and/or governance of the program.

The Earlham Barn Staff, Friends of Earlham College Stables and appropriate administrative offices must be in general agreement and provide a written sign-off on modifications to the physical structure or building systems such as heating, ventilation, plumbing or electrical for the various facilities. Probable funding sources for major modifications must be identified and authorized in writing prior to the development of a project.

Normally, either the Earlham College Director of Facilities or the Earlham College Special Projects Manager must oversee major modifications to the physical structure of the various facilities. These College administrators are solely responsible for hiring outside contractors, evaluating their insurance coverage and contracts, and making sure their work meets the standard set by the College for its facilities.

Purchase and Sale of College Horses

Horses may be purchased only when there are sufficient funds in the Equestrian Reserve Fund to cover the purchase. Gifts for purchases and net proceeds from the sale of college horses should be made directly to this fund.

Golay Equestrian Endowment Fund

This endowment will be used to provide funds for the general needs of the Earlham Equestrian Program; which include, but are not limited to, care of the horses and maintenance of the Equestrian facilities. Up to 50% of the principal of the endowment may be liquidated on a one-time basis for the construction of Equestrian facilities. *The use of the one-time expenditure took place in 2006—2007 with the funding for the construction of the connecting passage way between the barn and indoor riding arena.*

Relationships and Roles

- The *Vice President for Community Relations* is the Senior Administrator who works closely with the Equestrian Program. The VPCR meets on a regular basis with the Earlham Student Barn Staff to discuss issues concerning: budget, facilities, public relations, governance and other issues related to the management of the Equestrian Center. The VPCR also works closely with and attends the meetings of the Friends of Earlham College Stables.
- The *Faculty Adviser* attends meetings of the Equestrian Cooperative, and works closely with the Vice President for Community Relations, Barn Staff, and Equestrian Co-operative on budget, facilities, public relations, governance, and other issues related to the management of the Equestrian Center.

The Vice President for Community Relations and the outgoing Faculty Adviser, in consultation with the Earlham College Barn Staff and the Earlham Equestrian Co-operative will select the replacement for the outgoing Faculty Adviser. The Faculty Adviser shall be a member of the Earlham College Teaching Faculty, if possible.*

- The *Friends of Earlham College Stables* (see appendix A for more detailed description) is an alumni advisory group that is appointed by the President of Earlham College. The Friends of Earlham College Stables provides advice to the Vice President for Community Relations, Faculty Adviser, Earlham Student Barn Staff, and the Earlham Equestrian Cooperative concerning the care of horses and the management of the Equestrian Center.
- The *Student Barn Staff* is responsible for managing the Equestrian Center. The Barn Staff works closely with the Earlham Equestrian Cooperative, the Friends of Earlham College Stables and the faculty adviser for the Equestrian Program when making decisions that affect the routine daily management of the Equestrian Center. The Barn Staff meets with the Vice President for Community Relations on a regular basis, and they serve as the liaison between the Equestrian Co-operative and the administration of the College.

- The *Equestrian Co-operative* is responsible for the care of Earlham's horses, the maintenance of the facility, and instruction of riding lessons. The Equestrian Co-operative meets on a regular basis with the Student Barn Staff and Faculty Adviser.

Appendix A

Governance of the Friends of Earlham College Stables

History

The Friends of Earlham College Stables was established in 2000 by the President of Earlham College.

Purpose/Relationship

The Friends of Earlham College Stables provides advice to the Earlham Equestrian Cooperative, Earlham Student Barn Staff, Faculty Adviser for the Equestrian Program, and Earlham Administration about matters pertaining to the Earlham College Equestrian Program. The Vice President for Community Relations serves as the liaison and primary contact between the Friends of Earlham College Stables and the College.

Composition

The Friends of Earlham College Stables is comprised of no less than four and no more than nine alumni and friends of Earlham College

Appointment Process

Appointments to the Friends of Earlham College Stables are made by the President of the College. The President will often consult with the Friends of Earlham College Stables when making an appointment to this advisory group.

Terms of Service

A Presidential appointment to the Friends of Earlham College Stables is for three years. The number of terms of service is unlimited. Members of the Earlham College Stables are expected to make an annual financial gift to the College.

Approved October 21, 2007

Amended February 23, 2009—Selection of Faculty Adviser*

**Friends of Earlham Stables
2007-08**

<u>LName</u>	<u>FName</u>	<u>Begin</u>	<u>End</u>	<u>Category</u>	<u>Year</u>
Ballentine	Sally	2006	2009	Alumni	1970
Doster	Melinda	2006	2009	Alumni	1969
Jackson	Sandy	2007	2010	Friend	
Jackson	Suzanne	2007	2010	Alumni	1949
Newton	Jennifer	2006	2009	Alumni	1970
Bingham	Nelson			Ex-officio	
Hively	Ray			Faculty Adviser	
Stewart	Avis			Ex-officio	