
Administration

SENIOR OFFICERS OF THE COLLEGE

President: Catharine B. Hill

Office: Main Building, second floor

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 7200

The president is the executive officer of the board of trustees, the administrative officer of the college, and the chair of the faculty.

The president announces on her bulletin board monthly office hours for students who want to drop by without an appointment. Students wishing a special appointment with the president should first see the assistant to the president or the student assistant to the president.

Dean of the Faculty: Jonathan Chenette

Office: Main Building, first floor, N-104

Hours: 8:30am-5:00pm, Monday through Friday and by appointment

Telephone: extension 5300

The dean of the faculty is the chief academic officer of the college and is charged with general supervision over the departments of instruction and consulting with the president on appointments to the departments of instruction. The dean is responsible for execution of all educational policies adopted by the faculty as they relate to the departments of instruction and oversees faculty appointments, support, and reviews. The dean is responsible for the continuing study of the education offered by the college and for initiating changes in curriculum and educational policy, as needed. Chairs of departments and directors of multidisciplinary programs, as well as the offices of field work and the registrar, are responsible to the dean of the faculty. The dean of the faculty works closely with the academic executive of the Vassar Student Association and with student representatives on the Committee on Curricular Policies. Students wishing to meet with the dean of the faculty should schedule an appointment with the executive assistant at extension 5300.

Dean of the College: Christopher Roellke

Office: Main Building, second floor

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 5600

The dean of the college is responsible for those offices that assist students with both their academic and their nonacademic affairs. The dean of the college oversees the activities of the Offices of the Dean of Studies (including Fellowships, Pre-health Advising, International Programs, and the Learning, Teaching, and Research Center), Dean of Students (including Residential Life, International Services, Counseling Service, Health Service, and Health Education), Senior Associate Dean for Administration (including Campus Activities, Career Development, Student Employment, and Religious and Spiritual Life), and Associate Dean for Campus Life (including the Vassar First Year, the ALANA Center, the LGBTQ Center (Lesbian, Gay, Bisexual, Transgender, and Queer), and the student-run Women's Center), as well as the Center for Education Outreach and the Office of Disability and Support Services. In addition, the dean of the college

is responsible for oversight of campus security and Campus Dining. The dean is also the senior officer responsible for the development and implementation, through the Committee on College Life, of college regulations and disciplinary actions.

Dean of Planning and Academic Affairs: Rachel Kitzinger

Office: Main Building, second floor, S-220

Hours: 8:30am-5:00pm

Telephone: extension 7970

Working closely with the other senior officers of the college, the dean of planning and academic affairs is responsible for coordinating the college's long-term planning efforts. The areas under the dean's jurisdiction include the Office of Admission, Office of Financial Aid, Vassar College Libraries, the Frances Lehman Loeb Art Center, Department of Athletics and Physical Education, Grants Office, Wimpfheimer Nursery School, and the Infant and Toddler Center.

Vice President for College Relations: Susan DeKrey

Office: Main Building, second floor

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 7400

The vice president for college relations is responsible for Vassar's efforts in public relations; publications; the development and maintenance of official college websites; media relations; summer programs and special events, including the Powerhouse Summer Theater Program; Parents Weekend; and certain other special events throughout the year. The office oversees the dissemination of news about the college internally and externally, including to the media, the local community, government officials, alumnae/i, and other external constituencies. The vice president for college relations and the director of media relations serve as official spokespersons for the college.

Students who are contacted by journalists for interviews or visits on campus are requested to consult with the media relations director in the College Relations Office in advance.

Vice President for Computing and Information Services:

Bret Ingerman

Office: Computer Center

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 7230

The vice president for computing and information services (CIS) oversees all aspects of technology at the College including computing, telecommunications, networking, audiovisual, retail computer sales, and the campus Card Office. The goal of Computing & Information Services is to create and manage a campus environment that enables each member of the community to use information technology productively for teaching, learning, research, administration, and outreach.

Every residential dorm room has access to the Internet through both wired and wireless network connections. A computer cluster and networked laser printer is available for use in every residence hall and additional networked printers are available in the Computer Center, the library, and the College Center. Color laser printing is also available in the Computer Center and the Library. Additional multimedia technologies (such as scanning, video editing, large format

printing, etc.) are available in the Library and in the Digital Media Lab located in the New England Building.

The Card Office, located in the Computer Center, supports all aspects of the Vassar ID Card, including its use for on-campus door access and its use for campus meal plans. In addition, the “VCash” option of the card can be used to access laundry machines, copiers, and vending machines on campus, as well as to buy food and goods from local off-campus restaurants and merchants.

The Computer Store, located in the College Center, offers a variety of Apple products for sale including desktop computers, laptops and iPods. In addition, the Computer Store stocks a variety of software and peripherals for both Macintosh and Windows based computers

Vice President for Development: Catherine E. Baer

Offices: Old Laundry Building

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 5400

The vice president for development supervises all college fund-raising efforts. The directors of principal and leadership gifts, gift planning, reunion giving, class giving, and corporation and foundation relations are responsible for capital endowment and expendable gifts. The Annual Fund solicits unrestricted gifts from alumnae/i, parents, and friends each year to help close the gap between college fees and the actual cost to the college to educate each student. The Fund Office also assists undergraduate classes in establishing and managing the sophomore class gift and the senior class gift.

Vice President for Finance and Administration: Elizabeth Eismeier

Office: Main Building, second floor

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 5500

The vice president for finance and administration oversees the business and financial affairs of the college and chairs the Campus Master Planning Committee. See <http://finance.vassar.edu> for details concerning the responsibilities, functions, and campus services of this office. Reporting to the vice president are the associate vice president and director of investments, the executive director of buildings and grounds services, the assistant vice president for budget and planning, the associate vice president for human resources, and the controller. (Separate entries appear in this handbook for Buildings and Grounds Services, Vassar College Bookstore, Copy Center, Post Office, Office of Accounting Services, and Receiving.)

OTHER ADMINISTRATIVE OFFICES

AAVC (Alumnae and Alumni of Vassar College)

Executive Director: Patricia Duane Lichtenberg '90

Office: Alumnae House

161 College Avenue

Poughkeepsie, New York 12603-2804

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 5445

Website: <http://aavc.vassar.edu>

AAVC connects the more than 36,000 Vassar alumnae/i worldwide with each other and the college through classes, clubs, and affiliate groups; reunions, mini-

reunions, awards, and travel programs; online and print publications; and regional, on-campus, and young alumnae/i events. AAVC provides opportunities for Vassar volunteers to assist with student recruitment, career networking, and scholarship fund-raising. The organization manages Alumnae House, which serves as national headquarters for the organization, and also offers overnight accommodations and an elegant setting for catered events and conferences. Alumnae House reservations may be made at (845) 437-7100.

Office of Accounting Services

Controller: Don Barton

Office: Baldwin House, second and third floors

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 5890

The Accounting Services Office is responsible for the accounting, recording, and reporting of all fiscal activities of the college. Specific functions of this office include cash receipts, cash disbursements, student accounts, payroll, accounts payable, and preparation of internal and external financial reports. The accounting for cash receipts and disbursements as they relate to Vassar College student organizations is provided by the Accounting Services Office.

(Separate entries appear in this handbook for Student Accounts, Receiving, and Copy Center.)

Office of Admission

Dean of Admission and Financial Aid: David Borus

Office: Carol and James Kautz Admission House

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 7300

The Office of Admission oversees activities related to the recruitment, selection, and enrollment of new, full-time, degree-seeking students. Undergraduates are encouraged to apply to this office as tour guides or senior interns. The Office of Admission also welcomes volunteers to assist with a wide range of activities, which include hosting prospective students, and representing Vassar at high schools in their respective communities.

Buildings and Grounds Services

Executive Director of Buildings and Grounds Services, Facilities Planning and Construction: Thomas J. Allen

Office: Buildings and Grounds Service Center

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 7270

The executive director of buildings and grounds has overall responsibility for day-to-day operations, as well as for planning and development through renovation, restoration, and new construction of campus buildings and areas.

Office of the Dean of Students

Dean of Students: David H. "DB" Brown

Office: Main Building, first floor, M-121

Hours: 8:30am-5:00pm, Monday through Friday

Telephone: extension 5315

Associate Dean of Students and Director of Psychological Services: Sylvia R. Balderamma, extension 5700

Assistant Dean of Students and Director of Residential Life: Luis Inoa,
extension 5860

The dean of students is directly concerned with several aspects of the nonacademic lives of students at Vassar. The dean is responsible for Counseling and Health Services, Health Education, Residential Life, New Student Orientation, and International Services and Special Projects. The dean of students, in the course of work with students, helps with personal problems and emergency situations that may arise. A substantial portion of the dean's time is spent dealing with a wide variety of problems, concerns, and emergencies brought to attention by students, their families, faculty, and other administrators.

Office of the Dean of Studies

Dean of Studies: Joanne Long

Office: Main Building, first floor, N-128

Hours: 8:30am-5:00pm, Monday through Friday,

8:30am-3:00pm on Thursday

Telephone: extension 5255

Assistant to the Dean of Studies: Diana Brown

Advisor to the Class of 2010: Leslie Dunn

Advisor to the Class of 2011: Joanne Long

Advisor to the Class of 2012: Robert D. Brown

Acting Dean of Freshmen: Ben Lotto

Advisor to Special Students: Joanne Long

Assistant Dean of Studies and Director of the Office of International Programs (JYA): Susan Correll (extension 5260)

Director of the Office for Fellowships and Pre-health Advising:

Lisa M. Kooperman (extension 5263)

The dean of studies advises returning students about their curricular plans and other academic matters. Students with questions about leaves of absence, fellowships, and other academic options are encouraged to speak with the dean, as are those who wish to petition the Committee on Leaves and Privileges or who wish to raise more general questions about the curriculum of the college. The dean chairs the Committee on Student Records, the Committee on Readmission, the Committee on Fellowships, the Committee on Leaves and Privileges, and the Academic Panel, and advises graduate students and visiting students who are accepted for study at Vassar. The dean also advises special students (part-time, nonmatriculated students) as they prepare for matriculation at Vassar, and is responsible, with the dean of the college, for development and implementation of the curriculum.

The dean of freshmen supervises the pre-major advising system, is responsible for the New Student Orientation Program, and advises first-year students on all academic matters.

The advisors to sophomores, juniors, and seniors should be consulted by students in those classes. In addition, the advisor to sophomores serves as general advisor for sophomore transfer students and for those sophomores whose pre-major advisors are not at Vassar in any given term, and also assists sophomores in their plans for a declaration of major. The advisor to juniors assists juniors as they integrate their plans for concentration in a discipline or work in a multidisciplinary program with their program of general education.

The assistant to the dean of studies helps all students who must petition the Committee on Leaves and Privileges with regard to a specific aspect of their aca-

Administrative Organization Chart

Director of Equal Opportunity
 Faculty Director of Affirmative Action

Dean of the Faculty

Academic Departments and Programs
 Field Work
 Registrar's Office

Dean of the College

Campus Activities
 College Center
 Message Center
 Campus Dining
 Campus Life
 ALANA Center
 Blegen House
 Vassar First Year
 Women's Center
 Career Development
 Student Employment
 Dean of Students
 Counseling Service
 International Services
 Health Education
 Health Service
 Residential Life
 House Fellows
 Dean of Studies
 Class Advisors
 Learning, Teaching, and Research Center
 Fellowship and Pre-health Advising
 Study Abroad
 Disability and Support Services
 Center for Education Outreach
 Religious and Spiritual Life
 Security

Dean of Planning and Academic Affairs

Admission
 Athletics and Physical Education
 Financial Aid
 Frances Lehman Loeb Art Center
 Grants Office
 Infant and Toddler Center
 Libraries
 Wimpfheimer Nursery School

Vice President for College Relations

Media Relations
 Parents Weekend
 Publications
 Summer Programs
 Special Events
 Web Development
 Editorial
 Digital Imaging

BOARD OF TRUSTEES

President

Assistant to the President

Vice President for Computing and Information Services

Vice President for Development

Vice President for Finance and Administration

Academic Computing Services
 Administrative Information Services
 Network and Telecommunication Services
 User Services
 ID Card Office
 Media Resources

Annual Fund Development Office
 Central Data Processing
 Leadership Gifts
 Gift Planning
 Corporate and Foundation Relations
 Development
 Research
 Regional Programs
 Stewardship
 Parents Committee

Budget and Planning
 Contracts & Purchasing
 Copy Center
 Bookstore
 Post Office
 General Stores/Receiving
 Accounting Services
 Payroll
 Accounts Payable
 Grant Accounting
 Gift and Endowment Accounting
 Student and Employee Accounts
 Cashier
 Human Resources
 Buildings and Grounds Services
 Risk Management and Insurance
 Investments

AAVC Board of Directors

Executive Director

Vassar Quarterly Editor



Catharine B. Hill
President



Jonathan Chenette
Dean of the Faculty



Christopher Roellke
Dean of the College/
Professor of Education



Rachel Kitzinger
Dean of Planning and
Academic Affairs



Susan DeKrey
Vice President for
College Relations



Irena Balawajder, M.D.
Director of Health
Services



Sylvia R. Balderrama
Associate Dean of
Students and Director of
Psychological Services



Sharon Beverly
Director of Athletics and
Physical Education



David M. Borus
Dean of Admission and
Financial Aid



David H. "DB" Brown
Dean of Students



Daniel J. Giannini
Registrar



Belinda Guthrie
Associate Dean of the
College/Equal Oppor-
tunity and Affirmative
Action Officer



Luis Inoa
Director of Residential
Life/Assistant Dean of
Students



Maureen King
Senior Director of
Campus Dining



Lisa Kooperman
Director of the Office
of Fellowships and Pre-
health Advising



James Mundy
Anne Hendricks Bass
Director of the
Frances Lehman
Loeb Art Center



Renee Pabst
Director of Health
Education



Sabrina Pape
Director of the Libraries



Raymon P. Parker
Senior Associate Dean
of the College



Edward Pittman
Associate Dean of the
College for Campus Life



Bret L. Ingerman
Vice President for
Computing and
Information Services



Catherine Baer
Vice President for
Development



Elizabeth Eismeier
Vice President for
Finance and Adminis-
tration



John A. Feroe
Assistant to the
President



Diana Brown
Assistant to the
Dean of Studies



Robert D. Brown
Advisor to Class of 2012



Susan Correll
Assistant Dean of Stud-
ies/Director of Interna-
tional Programs (JYA)



Leslie Dunn
Advisor to Class of 2010



Michael P. Fraher
Director of Financial Aid



Peter Leonard
Director of Field Work



Joanne Long
Dean of Studies/Advisor
to Class of 2011



Benjamin Lotto
Dean of Freshmen



Don Marsala
Director of Security



Andrew Meade
Director of International
Services and Special
Projects



Teresa Quinn
Executive Director of
Campus Activities



Mary P. Raymond
Director of
Career Development



Mary L. Shanley
Faculty Director of
the LTRC



Sam Speers
Director of Religious and
Spiritual Life