**Faculty and Staff Resources – Who to Go to For What**

**2023-2024**

**Registration/Billing**

Registration:

 Registrar: Orlando Gino

Chicago Campuses: Marie Alatalo & Maria Alfaro

Downers Grove: Sung Hoon Mo & Natalie Johnson

Evanston Campuses: Patrick O’Malley & Maria Alfaro

 Lake Forest: Timothy Cook & Natalie Johnson

 Winnetka: Clem Leek & Rae Harris

Billing: Rose Vakili

**Room Assignments & Requests**

Academic Year Assignment & Make-up Lessons

 Chicago Campuses: Marie Alatalo

Downers Grove: Sung Hoon Mo

Evanston Campuses: Patrick O’Malley & Maria Alfaro

 Lake Forest: Timothy Cook & Natalie Johnson

 Winnetka: Clem Leek & Rae Harris

**Academics**

Curriculum, New Course Offerings, New Ideas/Proposals: Emily Abraham

Academic Print Materials Request: submit Work Order Request Form at musicinst.org/office.

**Faculty Resources**

Faculty Absences: Emily Abraham

Extended Outside Engagements: Emily Abraham

Faculty Compensation: Emily Abraham (Community Music School) and Sue Polutnik (Academy)

Faculty Observation: Emily Abraham

Faculty Professional Expectations Tracking: Victor Ribadeneyra & Emily Abraham

**Student Resources**

Registration & Student Placement: Orlando Gino and Campus Directors

Financial Aid: Orlando Gino

Chamber Music Placement: Daniel Baer

       Teacher Changes: Campus Directors & Emily Abraham

        Student Behavior Problems: Campus Directors/Emily Abraham

        Scholarships/Financial Aid:

 Merit: Victor Ribadeneyra & Emily Abraham

 Need-Based: Orlando Gino

 Academy: Sue Polutnik

      Student Evaluations (CMS): Emily Abraham

**External Performances**

Academy – Sue Polutnik

Community Music School – Victor Ribadeneyra

**Academy**

Sue Polutnik/James Setapen

**Finance**

Payroll: Tyra Holloway/Marcia Rubin

Accounts Payable Questions/Reimbursements: Tyra Holloway

Accounting or Budget Issues: Marcia Rubin

 Purchasing: Administrative Assistants/Mary Buckingham

**Development**

All Donations – Jennifer Bienemann

 Volunteer, Donor, or Board Prospects – Jennifer Bienemann

**Technology: E-mail, computers, phones, equipment**

E-mail Changes/Questions: Sue Polutnik

Computer Technical Support: Sue Polutnik

Computer Hardware/Software Installation/Purchase: Sue Polutnik

ASAP: Orlando Gino & Rose Vakili

Telephone System: Mary Buckingham/Marcia Rubin

Office Equipment Repairs: Campus Directors & Marcia Rubin

**Facilities**

Chicago: Marie Alatalo

Downers Grove: Sung Hoon Mo

Evanston Campuses: Patrick O’Malley & Maria Alfaro

Lake Forest: Timothy Cook & Natalie Johnson

Lake Forest College: Sue Polutnik

Winnetka: Clem Leek & Rae Harris

Nichols Concert Hall: Kevin Harrison

         Repairs: Jerry Wojcik /Marcia Rubin

Security: Jerry Wojcik /Marcia Rubin

**Pianos**

Studio Piano Tuning and Repairs: Campus Directors/Elaine Felder

Piano Donations: Elaine Felder, Jennifer Bienemann

Nichols Concert Hall Pianos (Use, Tuning, and Maintenance): Kevin Harrison

             Steinway & Sons: Sue Polutnik

             Piano Moving: Elaine Felder/Sue Polutnik

**Organs**

Nichols Concert Hall Organ Use: Kevin Harrison

Practice Organ Use (Room 1, Evanston): Patrick O’Malley

Organ Tuning and Maintenance: Brian Schoettler

**Performance Activities**

            Faculty Performances: Kevin Harrison

Recitals in Nichols Concert Hall, Evanston East: Kevin Harrison

Recitals in Room 9, Evanston East: Patrick O’Malley

Recitals in Thoresen Performance Center, Winnetka: Clem Leek

Recitals in Lake Forest: Timothy Cook

Recitals in Chicago: Marie Alatalo

Recitals in Downers Grove: Sung Hoon Mo

Nichols Concert Hall Usage/Rental: Kevin Harrison/Eric Desnoyers

 External performances: Sue Polutnik/Victor Ribadeneyra

**Marketing & Communications**

Marketing: Jen Hanson

Social Media: Jen Hanson

Website: Jen Hanson

Public Relations: Erin Fusco

Advertising: Erin Fusco

*Please use forms at musicinst.org/office to submit news & events or make work order requests.*

**Human Resources**

            Human Resources/Benefits: Jill Cochrane & Marcia Rubin