

SCHOOL OF MUSIC SERVICE DIRECTORY, 2009-2010

Detwiler, Paul	852-0521	115B	Unit Business Manager, Intermed.
Doane, Christopher	852-6907	111	Dean
Essex, Nevin	852-5544	LL32	Piano Technician
Hake, Judith	852-6878, 5850	LL01	Program Assistant Senior
Hawley, Deborah	852-3065	113	Assistant to the Dean
Kalbfleisch, Debby	852-0525	115A	Administrative Associate
Keene, Angela	852-4194	150B	Facilities Coordinator Senior
Loree, Beth	852-0517	118	Academic Counselor Senior
Nichols, Carolyn	852-3616	LL30	Technology Specialist Intermed.
Oliphant, Naomi	852-0518	112	Associate Dean
Ritz, John	852-4137	219	Publications & Media Relations
Robinson, Toni	852-1623	116	Admissions Counselor Senior
Vaughan, Tedi	852-0516	120	Director of Development
Vowels, Aaron	852-0519	115A	Program Assistant Senior
Williams, Kaelah	852-5200	LL74	Program Assistant Senior
Wisdom, Shaunitra	852-6907	115	Receptionist

BUSINESS OFFICE FUNCTIONS

ACCOUNTS PAYABLE	Debby Kalbfleisch
ACCOUNTS RECEIVABLE	Aaron Vowels
BUDGET - FINANCIAL & PERSONNEL	Paul Detwiler
CONTRACTS	Paul Detwiler
DELIVERIES	Debby Kalbfleisch
DEPOSITS	Aaron Vowels
GRANTS	Paul Detwiler
INVENTORY	Debby Kalbfleisch
I U Ts	Debby Kalbfleisch
PAYROLL	Paul Detwiler
PHOTOCOPIERS - assigning copier codes	Paul Detwiler
PHOTOCOPIERS - assistance	Aaron Vowels, Paul Detwiler
PROCUREMENT CARDS	Debby Kalbfleisch
PURCHASES	Debby Kalbfleisch
REIMBURSEMENT	Aaron Vowels
SHIPPING & RECEIVING	Debby Kalbfleisch
TRAVEL	Aaron Vowels

GENERAL FUNCTIONS

ADDRESSES & PHONE NUMBERS	Shaunitra Wisdom
ADMISSIONS	Toni Robinson
ADVERTISING	John Ritz
ADVISING	Beth Loree
AUDITIONS	Toni Robinson
BANDS	Kaelah Williams

BUILDING REPAIRS / EMERGENCIES	Angela Keene
BULK MAILINGS	Shaunitra Wisdom
CALENDAR OF EVENTS	<i>music.louisville.edu</i>
CATALOG	Beth Loree
CHAMBER MUSIC SOCIETY	Shaunitra Wisdom
COMMENCEMENT	Beth Loree
COMMUNITY MUSIC PROGRAM	Judith Hake
COMPUTERS	Carolyn Nichols
CONCERT PROGRAMS	John Ritz
DANCE ACADEMY	Judith Hake
DEAN (appointments)	Deborah Hawley
DEGREE CHECKS	Beth Loree
DONATIONS - Books, Records, Sheet Music	Music Library, 852-5659
DONATIONS - Musical Instruments	Tedi Vaughan
EMPLOYMENT - Faculty & Staff	Deborah Hawley
EMPLOYMENT - Student	Paul Detwiler
FACULTY RECORDS, PROCEDURES	Deborah Hawley
FRIENDS of the SCHOOL OF MUSIC	Tedi Vaughan
FUNDRAISING / DEVELOPMENT	Tedi Vaughan
GRAWEMEYER AWARD	Aaron Vowels
INSTRUMENTS	Aaron Vowels
KEYS	Angela Keene
LOCKERS	Angela Keene
LOST & FOUND	Angela Keene
MAIL, MAIL ROOM	Shaunitra Wisdom
MARCHING BAND	Kaelah Williams
MUSICIANS FOR EVENTS	Shaunitra Wisdom
PIANO TUNING & REPAIR	Nevin Essex
PRACTICE ROOMS	Angela Keene
PROGRAMS (concert, recital)	John Ritz
PUBLICITY / PUBLICATIONS	John Ritz
RECEPTIONIST	Shaunitra Wisdom
REGISTRATION - Collegiate	Beth Loree
REGISTRATION - Comm. Music & Dance	Judith Hake
RENTAL / SCHEDULING of BUILDING	Angela Keene
SAFETY ISSUES	Angela Keene
SCHOLARSHIPS	Naomi Oliphant
SPECIAL EVENTS	D. Hawley, T. Vaughan
STAFF CONCERNS	Deborah Hawley
STUDENT RECORDS	Beth Loree
SUPPLIES	Shaunitra Wisdom
TECHNOLOGY SUPPORT	Carolyn Nichols
TELEPHONE SERVICES	Carolyn Nichols
TICKET SALES	Shaunitra Wisdom
TOURS OF BUILDING	Toni Robinson

