SCHEDULING & EVENTS

Scheduling & Events oversees the scheduling of non-academic events in Rollins' facilities, and the utilization of campus resources supported primarily through the departments of Facilities Management, Dining Services, Classroom Technology, and Campus Safety. They function as a service provider to campus during the academic year and as a revenue-generating department during the summer.

Q: What is the team make up and responsibilities?
A: Sudie Eisenbarth, Director, oversees the Scheduling and Event Services staff and department. Implements Rollins College policies for usage of event spaces and resource use. Oversees external rentals of Rollins facilities.

Megan Joyner, Associate Director, large scale campus events, summer conferences, EMS administrative functions and trainings.

Meg Kuecker, Assistant Director, general event scheduling, sponsored events, oversees Rollins Summer Camp, with a focus on instructor and counselor hiring and course design, website maintenance.

Julia LeBouef, Program Coordinator, general event scheduling, student events, assists with Rollins Summer Camp with a focus on camper registration, and website maintenance.

Q: What's the simplest way to explain what you do?
A: We facilitate the when, where, and how for events at Rollins.

Q: What is the biggest misconception of your group?
A: We do not take part in the programming portion of event coordination, rather we coordinate event logistics with service providers across campus. Also, summer is our busiest season for scheduling and coordinating summer camps and conferences.

Q: How many events are managed every year?
A: In 2014, we had about 12,500 non-academic bookings scheduled on campus.

Q: What's the toughest part of the job?
A: Saying no—we never try to leave it at that. Instead, we try to find other solutions or compromises to make our customers happy. We try to educate the campus about Rollins' policies and coordinate events within those parameters.

Q: What does Service Excellence mean to you?
A: Collaboration is the most important aspect of our job—we rely on service providers on campus to ensure Rollins' events are coordinated and executed to the best of our ability. We strive to make the event coordinating process as seamless as possible.

Q: What do you all like best about your responsibilities?
A: We love working within our close-knit team and seeing our hard work come to fruition on large event days for the College.

Q: Any surprising or funny anecdotes?
A: We collect some great stories during the Summer Camp season. Campers have some very particular allergies—one of our favorites was the child who was allergic to blue marker!

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DEPARTMENT SPOTLIGHT

“Collaboration is the most important aspect of our job”
what people are saying...

Julia Larson
Julia goes above and beyond to make sure that all of the students who come in and see her are taken care of. She pays attention to details and really gets to know her students so that she can provide the best service and recommendations for life planning. She is always a bright, smiling face to go to and see in W. Fairbanks!  

Kathy Johnson

Seth Schragar
Seth was a great collaborator in a recent project for the new F-LA curriculum. When Dr. Strow asked if I could think of someone who would help us back our new Neighborhood logo banners with additional fabric, I knew just who to ask. Seth was timely, efficient, and extremely helpful throughout the whole process. He even took time out of his day to help me select the correct fabric. Thank you Seth for being so affable and willing to help out another department.

Alexa Gordon Ray

Mary Robinson
Mary is responsive and has supported me in learning about the process of bringing speakers to campus. I really appreciate her willingness to help with this process!

Anne Stone

Phil Hajra
Mayor Jacob’s Youth Leadership Conference was on campus last Friday. Phil went above and beyond helping me place the directional signs for the conference around campus and then followed-up by picking up the signs after the event. This may seem like a small task, but it’s essential to the conference around campus and then followed-up by picking up the signs after the event. By celebrating and calling attention out a WOW card or submitting an electronic WOW online: Rollins.edu/Service-Excellence

Cindy Lafronz

WOW SERVICE

IN THE KNOW

SE Book Club Discussion
11:30 a.m.-1 p.m. Student Lounge, Crummer Hall

above & beyond

When I was hired to be Associate Director of Interactive Communications in 2013, I made a personal commitment to experience one new Rollins event each year. Last fall, Marissa Cement urged me to apply to be an Immersion facilitator. Having recently returned from my Immersion ASB (alternative spring break) in South Carolina, I am so glad I did. My co-facilitators and I spent four months planning an experience working with the Gullah/Geechee nation. That experience showed me the direct impact of our programs and revealed the true giving nature of our students. I feel more connected and invested in Rollins than ever.

Jennifer DeWitt, Associate Director of Interactive Communications

10 QUESTIONS EVERY EMPLOYEE SHOULD BE ABLE TO ANSWER

What type of school is Rollins?
Rollins is a private four-year, coeducational liberal arts college.

Where is Rollins? How big is the campus?
Located on the shores of Lake Virginia in Winter Park, FL, the 70-acre campus features distinctive Spanish-Mediterranean architecture and was named one of the 50 Most Beautiful College Campuses in 2013 by The Best Colleges.

The campus includes 17 residential halls, a lakeside beach and walking path, a four-level, 54,000-square-foot library, and a Wall of Fame containing more than 550 stories gathered from the birthplaces of influential cultural and historical figures and engraved with their names.

How many students attend Rollins?
4,207 (1,952 in A&S/CPS, 322 in Crummer; 738 in Holt undergraduate; and 215 in Holt graduate).

What is the makeup of the student body?
Students represent almost every state and 60 countries. About 43 percent of traditional undergraduate students are from Florida.

What are the most popular majors?
Rollins offers more than 50 majors/minors ranging from anthropology to biology to international business. Some of the most popular majors are communication studies, international business, business psychology, and the biological sciences.

How long has Rollins been around?
Rollins is in its 130th year. Chartered in 1885, Rollins is the oldest recognized college in the state of Florida.

What is the makeup of Rollins’ most notable alumni?
Donald J. Cram, winner of the 1987 Nobel Prize for Chemistry; James Hirsch, co-executive producer of Will & Grace and writer of Murphy Brown and Frasier; and Fred M. Rogers, creator of Mister Rogers’ Neighborhood.

What is Fox Day? Established in 1956, Fox Day is a tradition that occurs each spring on a day when the president cancels classes for a surprise day off, signaled by the appearance of a statue of a fox placed on Mills Lawn.

How many people work at Rollins?
There currently is 718 staff and full-time faculty members.

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