

**School of Education Administrative Forum
July 19, 2018
9:30 a.m. – 11:00 a.m.
Room 159, Wisconsin Idea Room, Education Building

Agenda**

**ANNOUNCEMENTS**

* SoE Graduate Assistant orientation – Friday, August 31, 10a.m.-4p.m.
* Welcome Back Bash – Thursday, August 30, 12:30-2p.m. North Plaza

**SNAPSHOT**

* July Admin Forum: Theatre & Drama
* August Admin Forum: Education Academic Services, Student Diversity, Career Center

**AGENDA**

**HR and Payroll – Gautam, Sarah, & teri**

* Pay plan
* Student Assistant increases

**Financial Management – Toby & Kweku**

* Sales tax holiday
* Budget load update

**Facilities – Lindsey & Danielle**

* Education Building fire alarm testing 7/25-7/27

**Next Meeting – Thursday, August 16 – 9:30a.m. – Wisconsin Idea Room (159 Education Building)**

**If there are any topics that you would like us to cover, or if you have suggestions for special guests or training opportunities that you would like to see at future forums, please let us know.**

**SUBMIT A NOMINATION FOR THE BUCKY AWARD! (Business Office Congratulations & Kudos to You!)**

* Melissa Amos-Landgraf, Associate Dean for Administration, (608) 262-4474
* Kweku Brewoo, Financial Specialist Senior, (608) 890-2514
* teri engelke, Assistant Dean for Human Resources, (608) 262-6139
* Sarah Gomez Rendon, Human Resources Assistant Advanced, (608) 262-4079
* Lindsey Honeyager, Assistant Dean for Facilities, (608) 265-2832
* Gautam Jayanthi, Human Resources Specialist, (608) 262-9149
* Toby Schellhase, Accountant - Journey, (608) 262-1765
* Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559
* Danielle Wolfgang - Business Office Manager, (608) 262-6138