

**School of Education Administrative Forum**

**Thursday, November 20, 2014**

**159 Education Building ⚫ 9:30 a.m.**

**AGENDA**

* Updates & Announcements
  + The Partners in Giving Auction is online at <http://www.32auctions.com/SOEPIG>
  + BUCKY Award Winner   
    (Business Office U-Rah-Rah Congratulations & Kudos to You!)
  + Assistant Dean for Human Resources - Teri Engelke – WELCOME!
  + Sarah Gomez Rendon is on leave through February 2015
* HR and Payroll – Christy & Teri
  + Classified Sabbatical Leave Reports Due  
    End of Year Calendar
  + Vacation Carry Guidelines and Timeline for Classified Staff
  + UW-Madison Inclement Weather Guidelines for Employees <http://www.ohr.wisc.edu/Inclementweather%2012-18-2012.pdf>
* Nonresident Alien Lump Sum Payments – Beth, Christy, & Toby
  + Fellowships, Scholarships
* Financial Management – Toby
  + Non-employee e-reimbursement info (id’s, alternates, payment info)
  + Claiming meals in e-reimbursement
  + Account Codes on p-cards
  + New URL to TravelWIse portal:  <http://www.foxworldtravel.com/UW/>
* Facilities – Jesse
  + Key & Access Policy
  + Trash & Recycling

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

## Melissa Amos-Landgraf Associate Dean for Administration (608) 262-4474

Teri Engelke Assistant Dean for Human Resources (608) 262-6139  
Sarah Gomez Rendon Human Resources Assistant Advanced (608) 262-4079

Alexa Kuehl Univ Svcs Prog Assoc, Office Mgmt, (608) 262-6138  
 HR, Bldg Svcs  
Christy Moldenhauer Human Resources Assistant Advanced (608) 262-9149

## Toby Schellhase Accountant (608) 262-1765

Beth Walsh   Assistant Dean - Gifts, Grants & Contracts (608) 263-5559

Jesse Winters Director of Facilities (608) 445-1878

**DID YOU KNOW?**

# [Business Services 'How To' Documents](http://www.bussvc.wisc.edu/howto/HowMain.html)

'How To' pages give brief instructions for performing the most commonly used business functions at UW-Madison along with links to more detailed policy and procedure pages and are available at: <http://www.bussvc.wisc.edu/howto/HowMain.html>

# [WisCEL invites faculty and staff to collaborate on active-learning courses](http://www.news.wisc.edu/23282)

The [Wisconsin Collaboratory for Enhanced Learning](https://www.wiscel.wisc.edu/) (WisCEL) is inviting faculty and staff interested in teaching active learning and technology-enhanced courses to apply for space during the fall 2015 semester by December 1.