

**School of Education Administrative Forum**

**Thursday, November 17, 2016**

**159 Education Building⚫ 9:30 a.m.**

**AGENDA**

[**SUBMIT A NOMINATION FOR THE BUCKY AWARD!**](mailto:amoslandgraf@wisc.edu)(Business Office U-Rah-Rah Congratulations & Kudos to You!)

**$1 Scoops for the Partners in Giving Campaign**  
<http://news.wisc.edu/partners-in-cream/>   
Cherrity -- Cherry ice cream with a fudge swirl and door county cherries

**Thankful Notes - teri**

**Compensation Adjustment Funds for 16-17 from Campus – Melissa**

* Block Grant for Faculty – Requests Due December 2
* Discretional Compensation Fund for Staff – Requests Due December 2
* Pilot Bonus Program – Requests Due April 3, 2017

**Financial Management – Toby**

* P-card Updates
* Department Property Administration  
  <http://www.bussvc.wisc.edu/acct/policy/property/propuni.html>

**Facilities – Jesse**

* VoIP (Voice over Internet Protocol) Update
* Remodeling Request Deadlines

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

* End of Year Leave Conversion for University Staff
* HRS – Degree Information for Instructional Staff
* JEMS & FLSA

**Thursday, December 1​5, 201​6**

**Holiday Cookie Exchange Open House in the Business Office - Stop by anytime!**

**And, watch for an announcement for a Payroll Reports Training Session**

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, HR, Bldg Svcs (608) 262-6138
* Christy Moldenhauer, Human Resources Assistant Advanced, (608) 262-9149
* Toby Schellhase, Accountant - Journey, (608) 262-1765
* Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559
* Jesse Winters, Director of Facilities, (608) 556-7741

**DID YOU KNOW?**

[**http://news.wisc.edu/guthrie-picked-to-lead-uw-madison-office-of-human-resources/**](http://news.wisc.edu/guthrie-picked-to-lead-uw-madison-office-of-human-resources/) **Guthrie chosen to lead Office of Human Resources**

November 9, 2016

Wayne Guthrie, senior vice president, staff operations, for the Arthritis Foundation in Atlanta, has been named the University of Wisconsin–Madison’s chief human resources officer.

Guthrie has a wide range of human resources and leadership experience in higher education, nonprofit and private organizations, Vice Chancellor for Finance and Administration Laurent Heller said in announcing the appointment.

“Wayne will be an excellent addition to the Office of Human Resources team,” Heller said. “He has the right set of skills and experience to lead UW–Madison’s human resources enterprise. I look forward to working with him and the OHR team in addressing the evolving needs of our employees and university.”

Guthrie will start his new role on Jan. 9.

**The 2016-17 Administrative Forum schedule is noted below and available here:**

[**http://businessoffice.education.wisc.edu/bo/administrative-forum-and-training**](http://businessoffice.education.wisc.edu/bo/administrative-forum-and-training)

**Please be sure your department/unit is represented at the monthly Administrative Forums.**

### 2016-17 Administrative Forum Schedule

All forums held on Thursday from 9:30 a.m. to 11 a.m. in Room 159, the Wisconsin Idea Room, Education Building, unless otherwise noted.

* December 15, 2016 - Holiday Cookie Exchange Open House  
  Stop by anytime!