

**School of Education Administrative Forum**

**Thursday, February 20, 2014**

PLEASE NOTE - THE MEETING WILL BE HELD IN   
**ROOM 336, TEACHER EDUCATION BUILDING**  
225 NORTH MILLS STREET

**9:30 a.m.**

**Agenda**

* Employee Assistance Office Overview  
  Sherry Boeger, MSE, LCSW, Interim Director and Consultant  
  <http://eao.wisc.edu/>
* Updates & Announcements   
  + Salary Savings FY14 – Melissa
  + Critical Compensation Award Letters – Melissa
  + The BUCKY Award   
    (Business Office U-Rah-Rah Congratulations & Kudos to You!)
* Jenni Hart – Summer Session <http://summer.wisc.edu/resources.html>
* Gifts, Grants, & Contracts – Beth
  + Fringe Rates for 2014-15; <https://www.rsp.wisc.edu/rates/>
* Financial Management – Toby  
  + E-Reimbursement – attach attendee lists for requests with UW Foundation Funding, out-of-state travel form, change in relocation vendors
  + GET Training
  + New Dell Laptop Computers in the Tech Store purchasing options  
    <https://techstore.doit.wisc.edu/group.asp?absolute=1&login=D&cat=COMP&subcat=DELL-DEPT&group=LAP>
* HR and Payroll – Sarah, Staci, Christy  
  + Performance Reviews – Classified Staff
  + Unclassified Title Guidelines and Salary Ranges  
    <http://www.ohr.wisc.edu/polproced/utg/TitleDesc2.html>
  + <http://www.ohr.wisc.edu/polproced/utg/SalRng.html>
* Facilities – Jesse  
  + New Alcohol Policy
  + Lab Mod Reminder
  + The Rec Sports Referendum

***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

Staci Francis Assistant Dean for Human Resources (608) 262-6139

Sarah Gomez Rendon Human Resources Assistant Advanced (608) 262-4079

Christy Moldenhauer Human Resources Assistant Advanced (608) 262-9149

## Toby Schellhase Accountant (608) 262-1765

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

Jesse Winters Director of Facilities (608) 445-1878