

**School of Education Administrative Forum**

**Thursday, June 19, 2014**

**Wisconsin Idea Room, 159 Education Building ⚫ 9:30 a.m.**

**Agenda**

9:30 a.m.

* Donor Stewardship - Dawn Crim, SoE Associate Dean for External Relations

9:45 a.m.

* Summer Session Reminders – Jenni Hart, Education Outreach & Partnerships

10:00 a.m.

* Accommodations and Disability in the Workplace - Barb Lanser, UW-Madison Disability Coordinator

10:30 a.m.

* Updates & Announcements   
  + Parking Priority Lists were due June 11, 2014 (please be sure you included new faculty/staff)
  + End of Year budget considerations
* Financial Management – Toby
  + P-card for receptions - <http://www.bussvc.wisc.edu/acct/purchcd/tabevents.html>  
    Gift cards, Hotel reservations form - <http://www.bussvc.wisc.edu/acct/purchcd/tabforms.html>
  + Fiscal year end deadlines
* Facilities – Jesse  
  + Facilities and Summer Construction Campus Updates
  + SoE Safety Funds
* HR and Payroll – Sarah, Staci, Christy  
  + Any questions about summer payroll?

***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.***

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

## Toby Schellhase Accountant (608) 262-1765

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Jesse Winters Director of Facilities (608) 445-1878

**DID YOU KNOW?**

**Movies on the Union Terrace**

<http://wudfilm.com/>   
Monday Nights at 9 pm on the Terrace

You can check the **"Approved Driver Database"** for your department/unit at <http://riskinfo.bussvc.wisc.edu/DrAuth/DriverAuth.aspx?> To remove faculty/staff who are no longer employed/active drivers.  Names to be removed should be emailed to Debbie Beich ([dbeich@bussvc.wisc.edu](mailto:dbeich@bussvc.wisc.edu)).

**My WebSpace will not be available after June 30th, 2014.**

<https://kb.wisc.edu/helpdesk/page.php?id=36445>

**UW – MADISON BOX**

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