

**School of Education Administrative Forum**

***TUESDAY, July 18, 2017***

***253 Ed Sciences Bldg (WCER)* ⚫ *9:00 a.m.***

**Please join us to thank Jesse and Lexi for their service to the School of Education**

**Please note the change in DAY, LOCATION, and TIME**

**ANNOUNCEMENTS**

* Congratulations to Jesse Luckey Winters, the new campus Director of Space Allocation. Jesse’s last day in the office at the SoE will be July 19.
* And, best wishes to Lexi Kuehl. Lexi’s last day with the School of Education will be July 26.

**AGENDA**

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

* Training Session & Updates

**Financial Management – Toby & Kweku**

* Salary Allocation Master Template - Kweku

**Facilities – Jesse**

Updates:

* [VoIP/UC](https://voip.it.wisc.edu/) - Phones

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.

**DID YOU KNOW?**

### 201​7-1​8 Administrative Forum Schedule All forums are held on Thursday from 9:30 a.m. to 11 a.m. in Room 159, the Wisconsin Idea Room, Education Building, unless otherwise noted.

* Tuesday, July 18, 2017 - 9:00 a.m. - 253 Ed Sciences (WCER)
* August 17, 2017
* September 21, 2017
* October 19, 2017 - 149 Virginia Harrison Parlor, Lathrop Hall
* November 16, 2017
* December 21, 2017 - 259 WCER Conference Room, Education Sciences Building
* January 18, 2018
* February 15, 2018
* March 15, 2018
* April 19, 2018
* May 17, 2018
* June 21, 2018

[**SUBMIT A NOMINATION FOR THE BUCKY AWARD!**](mailto:amoslandgraf@wisc.edu)(Business Office U-Rah-Rah 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
* Gautam Jayanthi, Human Resources Specialist, (608) 262-9149
* Alexa Kuehl, Univ Svcs Prog Assoc, (608) 262-6138
* Jesse Luckey Winters, Director of Facilities, (608) 556-7741
* Toby Schellhase, Accountant - Journey, (608) 262-1765
* Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559