



School of Education

UNIVERSITY OF WISCONSIN-MADISON

School of Education Administrative Forum
Thursday, November 15, 2018
9:30 a.m. – 11:00 a.m.
159 Wisconsin Idea Room

Agenda

ANNOUNCEMENTS

- Reminder – Compensation Program Nomination Due Dates*:
Faculty Block Grant – requests due December 3, 2018
Discretionary Compensation Fund for Staff – requests due December 3, 2018
Post-Tenure Review for Faculty – requests due February 8, 2019
Performance Bonus Fund – requests due April 5, 2019
- **November Fun Event on Wednesday 11/28**

AGENDA

Duo Multi-Factor Authentication – Brenda Spychalla, Co-CIO SoE/Co-Director MERIT

HR and Payroll – Gautam, Sarah, & Teri

- **Benefits Preferences Survey**
- **Student Payment Info & Tool**
- **New HR Website**
- **HR@UW Conference**
- **OBIEE Training**
- **Recruitment & Retention Specialist Update**

Financial Management – Toby & Kweku

- **Relocation Policy Update**
- **P-Card Refresher Training**
- **P-Card Audit Findings**
- **New W-9 Form**
- **New PIR/DP Tool**
- **Shop@UW Phase II & III**

Indirect Costs Rates – Beth Walsh

Facilities – Lindsey

- **Facility Manager Worker Overview**

Next Meeting – Thursday, December 20 – 9:30a.m. – 159 Education Building

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.

SUBMIT A NOMINATION FOR THE BUCKY AWARD! (Business Office 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
- José Escobar – Facilities & Events Manager, (608) 262-6138
- Sarah Gomez Rendon, Human Resources Assistant Advanced, (608) 262-4079
- Lindsey Honeyager, Assistant Dean for Facilities, (608) 265-2832
- Gautam Jayanthi, Human Resources Specialist, (608) 262-9149
- Toby Schellhase, Accountant - Journey, (608) 262-1765
- Beth Walsh, Assistant Dean - Gifts, Grants & Contracts, (608) 263-5559

<https://transportation.wisc.edu/2018/10/30/section-of-n-mills-street-to-close-to-traffic/>

Section of N. Mills Street to close to traffic

Posted on [October 30, 2018](#)

N. Mills Street between University Avenue and W. Johnson Street will soon close to two-way through traffic for approximately three weeks. The closure is part of utility work for the Chemistry Building expansion project. The closure date is tentatively planned for mid-next week (week of November 5); stay tuned for more details. Updates will be posted here as they become available.

Vehicle access will be available to Conklin Place from University Avenue. As [Charter Street is also closed](#) between University Avenue and W. Johnson Street, motorists should detour using N. Orchard Street, N. Park Street, N. Randall Avenue, or another parallel street.

The Metro Transit bus stops along this section of N. Mills Street will close during the project. Routes 4, 13, 27, and 44 will be affected. When a closure date is set, [Metro's website](#) will post detailed detour information.

The east side N. Mills Street sidewalk will be open, but the west sidewalk will be closed. Pedestrians should be advised: access to the Chemistry Building at the building's northeast corner is closed, but open on the south.

A map of all construction projects and detours can be found on the [campus parking maps page](#). Project dates may change due to weather conditions or other factors.