

Tuesday, November 29, 2016

VPAF Staff,

I'm excited to share an update with you on the development of the Administrative Support Center (ASC). I have had a chance in the last three weeks to meet with each Vice President for Administration and Finance (VPAF) unit head and some of the staff as well. We have outlined a plan for our first steps in the creation of the ASC that will comprise two offices, accounting and human resources. We are also working on creating a new webpage where I will provide updates on the ongoing development of the ASC.

The accounting area will move into 220 Anderson Hall and will include Tim Poell, Elke Warkentine, Ute Dock and student worker Katie Keck from the Division of Facilities; Gina Gudenkauf from the Budget Office and Lori Boggs from Parking Services. We will be moving into Anderson Hall this Thursday and Friday, December 1st and 2nd. Our accounting office will be offline for those two days as we move computers, phones and files. We will officially open the Administrative Support Center accounting office on Monday, December 5, 2016. Everyone can be reached at their current phone number, except Gina Gudenkauf, whose new number will be updated as soon as possible. Once the personnel are in place, we will complete the transition of accounting functions from all VPAF departments.

I'm also happy to announce that the Vice President for Research will be joining with the VPAF to create the accounting area of the ASC. Vice President Dorhout's accounting staff, Joyce Woodward and Pam Martinez, will be moving into Anderson Hall with our VPAF team this week.

The second phase of the Support Center will be the creation of the human resources area. Ann Treinen from the Division of Financial Services and Annette Boddy from the Police Department will be moving into Dykstra with Cindy McNulty and Janet Schooler from the Division of Facilities to form the ASC Human Resources office. The move will occur January 5th and 6th and the office will officially open on January 9, 2017.

I'd like to invite all of you to stop by 220 Anderson Hall on Monday, December 5th for a small open house from 3-5. We'd love to meet all of you, have you meet the accounting team and eat some treats together in the new space. I hope to see you then and look forward to working with you throughout the development of our Administrative Support Center.

Mandy Cole
Director, Administrative Support Center