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Doane Finance & Administration Updates - March 2021

1 message

Office of Finance & Administration <financialaffairsoffice@doane.edu>
Bcc: alldoaneemployees@doane.edu

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Finance & Administration News & Updates

The Office of Finance and Administration would like to inform Doane of the following updates.

Vice President of Finance & Administration Transition Plan Update

Following Julie Schmidt's departure from Doane on April 2nd, Ned Tucker will assume the Interim Role as Doane's VP of Finance and Treasurer until a new person can be hired. Ned will continue to train our new controller, Bryce Engelbert and Kelli Schweitzer as Bursar as well. Ned has over 10 years of experience as Doane's Controller and we are happy to have him in this role. Ned will take over as signatory for contracts after Julie's departure.

Staffing Updates

Please welcome Kyle Schachenmeyer to the Division of Finance & Administration as Assistant Controller. Kyle is a Doane graduate (2009), was a four year letter winner as a pitcher on the baseball team and was also a member of the Delta Kappa Pi fraternity. He comes to us from the Nebraska Safety Council where he currently serves as the Director of Finance/IT.

As the assistant controller for Doane, Kyle will oversee the accounts payable and accounting department and will be an invaluable stakeholder with our annual audit. Kyle's office is located in the Business Office in Padour Walker and his first day will be Monday April 19th.

Please join us in welcoming Kyle back to Doane!

Budget Meeting Update

Please be aware that the Office of Finance & Administration will be hosting a budget overview meeting that all faculty & staff are welcome to attend on 03/25/21 at 11:00 am. This meeting will be conducted via Zoom, information for joining the meeting can be found below:

Zoom: <https://doane.zoom.us/j/94540071069>

Information for those wishing to dial in can be found below:

Julie Schmidt is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://doane.zoom.us/j/94540071069>

Meeting ID: 945 4007 1069

One tap mobile

+12532158782,,94540071069# US (Tacoma)

+13462487799,,94540071069# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 945 4007 1069

Find your local number: <https://doane.zoom.us/u/awC6SPcX6>

Service Bureau Update:

Just a friendly reminder to please continue to ship personal deliveries to your home addresses. The exception is for professional staff that live in Residence Halls, Faculty Housing and the Fairchild Apartments. Thank you all for your patience and being great teammates!

Now that we are wrapping up our installation of all new Eakes printers/copiers, the Service Bureau wants to remind you that we are here to help with bulk copies or complex finishing outcomes (punches, staples, colored paper and so on). If you have a simple print/copy request, meaning

a single sheet under 50 copies, you should be able to handle that job with your machine. With that being said, Quinn Stryker, Manager of the Service Bureau, is more than willing to show you or walk you through the process with your machine. Just reach out to her at quinn.stryker@doane.edu for any assistance. Our awesome IT Department also provided training with Eakes and has emailed that recorded session to you. Here is that link once more, https://drive.google.com/file/d/12MOGuoD8QovUduS3Cy1cAC4bNYDIJL_8/view?usp=sharing

Doane University —Office of Finance & Administration

Julie Schmidt, CPA, Vice President of Finance & Administration

Joshua Johnson, Executive Assistant for Financial Affairs & Human Resources

<https://www.doane.edu/offices/finance-administration>

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