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Doane Finance & Administration Updates - December 2020

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.

Staffing Updates:

New Bursar

We are excited to announce that Kelli Schweitzer, Assistant Director of Human Resources, has been promoted to the Bursar position! Kelli's background in audit, finance, HR and management all make her an excellent choice for the position. Kelli's official transition to her new role will occur after the holidays. Kelli is joining an awesome and experienced student accounts team, Raquel Schmidt (Rocky) and Miranda Henderson. The Bursar is responsible for all cash related transactions of the University and oversees student accounts. The Student Accounts team works closely with the Financial Aid Office and other offices to ensure our students have accurate billing statements and can successfully finance their educational goals.

Assistant Controller

Rob Mizerski, Assistant Controller, will be leaving Doane for a new opportunity. His last day is December 23rd. Rob will continue to teach as an Adjunct Faculty member. We wish him well on his future endeavors. In the meantime, please direct all inquiries for Rob to [Joshua Johnson](mailto:joshua.johnson2019@doane.edu) at joshua.johnson2019@doane.edu or 402-826-8200 and he will get you to someone who can help.

JP Morgan Credit Card Update

As of 12/14/2020, please direct all credit card related questions to Joshua Johnson at joshua.johnson2019@doane.edu or 402-826-8200

New Travel Reimbursement Form Update

Please note that as a result of Doane's Budget Prioritization Process, the rate at which mileage is reimbursed has been reduced from 42 cents per mile to 30 cents per mile ([Budget Prioritization Recommendations, Section 5, sub-section 5.2, P-1.](#)).

As such, a new expense reimbursement form has been developed and will need to be used for all travel on or after 11/09/20. This form can be found [here.](#)

Retirement Plan Match Update

Also as a result of the Budget Prioritization Process, Doane will adjust how it does retirement contribution matching. Participants contributing between 3-5%, receive a match, plus 1% matching contribution from the university. The maximum Doane match is 6% for an employee contribution of 5%.

Effective January 1, 2021, the new formula will be a 1-for-1 match to a maximum of 6%, once the employee contributes at least 3%. Employees who contribute 6% will receive a 6% matching contribution from the university.

Please don't leave any match on the table! Increase your employee contribution today by going to [MassMutual : RetireSmart](#). The [Account Access Guide](#) will help you navigate your registration. **Changes to contributions must be done by January 20, in order to reflect on the January 29 payroll.**

Doane Duplex Retirement Unit for Sale:

Did you know that Doane has retirement apartments and duplexes on the south side of our campus? We do, and we have one for sale. The unit is an attractive independent living unit at Doane Duplex on the south side of the Doane University campus. This facility offers seniors the advantage of carefree living and special amenities with the college providing complete

maintenance. The duplexes face the south in two separate units. Each unit has approximately 1,192 square feet with an attached private garage, 2 bedrooms. These units are designed to be accessible. For more details, please email or call Julie Schmidt julie.schmidt@doane.edu or (402) 826-8200.

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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