

CCEB/Department of Biostatistics, Epidemiology and Informatics

**Business Office Staff / Administrative Staff
Quarterly Meeting**

February 27, 2018

DEPARTMENT *of*
BI●STATISTICS
EPIDEMI●LOGY &
INFORM●MATICS



Agenda

- ◆ **New and Departed Faculty Members/Senior Scholars and Staff**
- ◆ **Staff Life Committee**
- ◆ **Penn Marketplace Enhancements**
- ◆ **Spotlight: Education Coordinators**
- ◆ **Business Office Updates**

Biostatistics Division: Faculty & Staff

◆ New Faculty:

- None

◆ New Staff:

- Joyce Woodward-Jones (Fox)

◆ New Post-docs:

- None

◆ Departed Faculty:

- Matthew Bryan, PhD
- Benjamin French, PhD
- Sarah Ratcliffe, PhD

◆ Departed Staff:

- none

◆ Departed Post-docs:

- None

Epidemiology Division: Faculty & Staff

Central Staff

◆ **New Faculty:**

- None

◆ **New Staff:**

- Marissa Tartaglia (Kuklinski)
- Shannon DeLuca (DeMichele)
- Jade Avelis (Glanz)
- Kendal Barbee (Lerario)

◆ **New Post-docs:**

- None

◆ **Departed Faculty:**

- None

◆ **Departed Staff:**

- Elaine Spangler

◆ **Departed Post-docs:**

- None

Informatics Division: Faculty & Staff

◆ New Faculty:

- Li Shen

◆ New Staff:

- None

◆ New Post-docs:

- Kefei Liu (Shen)
- Trang Le (Breitenstein)
- Xiaohui Yao (Breitenstein)

◆ Departed Faculty:

- None

◆ Departed Staff:

- None

◆ Departed Post-docs:

- Randal Olson (Moore)
- Brian Cole (Moore)

Business Office Staff

- ◆ **New Staff:**

- Concur temporary help

- ◆ **Departed Staff:**

- Lauren Malizia

Staff Life Committee

DBEI / CCEB Intranet

- ◆ **Log onto the CCEB intranet and click on “The Staff Life Committee” tab for a list of fun upcoming events**
- ◆ **We encourage staff to submit feedback and any suggestions about how we can help improve your work experience**

Penn Marketplace Enhancements

- ◆ Onboarding new suppliers
- ◆ PDA process changes

Spotlight: Education Coordinators

- ◆ **Office of Graduate Training in Epidemiology**
 - Jennifer Kuklinski
 - Gabby Ostapovich
 - Marissa Tartaglia
- ◆ **Graduate Group in Biostatistics and Epidemiology**
 - Catherine Vallejo
- ◆ **Education Programs in the Institute for Biomedical Informatics**
 - Hannah Chervitz

Business Office Updates

- ◆ **Driving to Meetings**
- ◆ **Procedures for purchasing (go through APAYCCEB@lists.upenn.edu, not grants managers)**
- ◆ **Income tax withholding for lecture fees and other payments for services performed in the state of Pennsylvania**

Other Business

- ◆ **Our next meeting is scheduled for May 22, 2018 from 10:00am until 11:00am in 251 BRB II/III. A confirmation email will be sent to everyone closer to the date of the next meeting.**