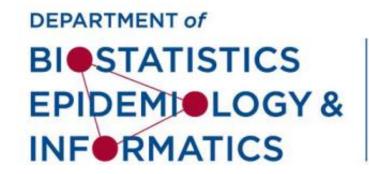
CCEB/Department of Biostatistics, Epidemiology and Informatics

Business Office Staff / Administrative Staff
Quarterly Meeting

February 27, 2018





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.

