

Finance & Administration Division Newsletter – December 2024



End of Calendar Year Deadlines!

✓ The last check run of the year will be on **Thursday, December 19th**. All invoices must be submitted and approved in Concur by 3 pm Wednesday, December 18th

✓ Last day for PO's is **Wednesday, December 18th at Noon**.

✓ Time sheets for hourly staff are due **Monday, December 9th** and estimated hours through December 21st are due **December 16th**. Look for Campus Communication for more information. [2024-2025 Payroll Schedule](#)



DID YOU KNOW?

▲ You can purchase stamps and mail your packages at the Campus Mail Center?

▲ Mail Center will be closed during winter break. Staff members will be on campus a couple times a week to process any items that are delivered but most items will be stored with the shipping carrier. Please Do Not schedule any freight deliveries during this time!!

▲ Starting **December 8, 2024**, P-card holders and their delegates will be required to set up and use two-factor authentication to log into UMB. Please contact **Anne Corley** for more information – acorley@coloradocollege.edu

▲ Document shred event will take place in **January 2025**. Look for more information in the digest.

Welcome to the Division!

Children's Center

Amanda Homra
Dana Jackson

Finance

John Menassa
Will Tarmon

Thank you for your Service!

2 Years

Luke Sherengo

10 Years

John Nichols



Warmest greetings of this festive season
and best wishes for the New Year!



Employee Highlights



Ryan Hammes, Assistant Vice President for Administrative Services, oversees risk management, contracts, and various administrative services on campus such as Mail & Print Services and the Children's Center. He is a liaison to the many third-party vendors on campus such as Bon Appetit, Bookstore, and the College's insurance brokers. His 20+ years of experience in higher education at both private and public institutions spans overseeing risk management and programming in outdoor education, facility management, athletic sport clubs, and instructing as an adjunct faculty member. When he is not working at CC, he enjoys adventuring with his family outdoors and volunteering as a firefighter/EMT and board member of Kids on Bikes.



Ryan's goal is to develop a sustainable risk management framework to consider how treatment of risk will be managed at the College. Ryan is bringing Risk Awareness to campus and recently presented through the *Work of the College Series* the top 10 risks of 2023. He answered questions around insurance and helped to clarify how Enterprise Risk Management (ERM) can support a safe, resilient campus environment.



Amanda Homra, is the new Assistant Director of the Children's Center. Amanda is excited to be a part of the Children's Center Family! Amanda has worked in early childhood education for over 20 years and has held many different position. She started her career teaching and worked her way up director and recently was an Early Childhood Education coach for Adam's County. Amanda and her husband are in the process of relocating to Colorado Springs and are looking forward to

getting to know the faculty and staff at CC as well as their children! Welcome to Colorado College Amanda!



Shout Out to **John Menassa** who is always so helpful!! – *Christian Volcic*

Shout Out to the **Snow Crew** for their work during the snow storm on November 6th – 8th and for December 9th and 10th – *Nic Johnson*

UPCOMING EVENTS

Staff Council & Faculty Executive Committee
Invite you to the
CC Holiday Party
December 13th
2-4 pm at Cornerstone

Facilities Maintainer Awards
December 19
3 – 5 pm at Van Briggie

Winter Break
Sat. December 21, 2024
to Sun, January 5, 2025

Spring Conference
Friday January 24
Noon – 2:30 pm

In the Loop
Thursday February 14
8:30 – 10:00 am