

Business Office



Treasurer's Office Staff

[Steve Abbott](#)

Dir of Auxiliary, 3231

[Sandy Boudreau](#)

Asset Accountant, 3659

[Rose Brown](#)

SA Specialist, 3296

[Toni Burt](#)

Accounting Spc, 3174

[Mark Gelle](#)

Asst VP, Chief Inv, 3295

[Jody Greenslade](#)

Admin Assistant, 3016

[Deb Juenke](#)

AP Associate, 3792

[Jayne Kiesler](#)

AP Associate, 3406

[Linda Kuchinka](#)

Internal Auditor, 3651

[Tonya Malz](#)

Cash Associate, 3539

[Angie Mathews](#)

Controller, 3502

[Colleen McShane](#)

Payroll Manager, 3299

[Erin Nesseth](#)

SA Specialist, 3766

[Alan Norton](#)

VP&Treasurer, 3018

[Brian Senske](#)

Analyst, 3022

[Anne Wallin](#)

Payroll Assistant, 3824

[Samantha Zempel](#)

Collection Coord, 3298

Business Office
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Staff Transitions: Many of you have had the privilege of working with and getting to know Martha Erickson, our Budget and Fixed Asset Accountant, over the last 3 years that she has worked in the Business Office. Martha's last day with the College will be Friday, July 8. While we are sad to be losing Martha, we are excited to announce that Sandy Boudreau will be filling Martha's position. Sandy has worked at the College for 18 years in the Human Resources Office, Payroll Office, and CEL. She has also worked closely with the Business Office over the last couple of years on our benefit audits, and will continue to do so, along with the Budget and Fixed Asset duties that she will be assuming.

Mileage Rate Change: The standard mileage rate will increase to 55.5 cents per mile, effective July 1, 2011. This is an increase from the 51 cents per mile that was in effect from January 1, 2011 through June 30, 2011. An airport run from Northfield will also increase from \$39.00 to \$42.00 on July 1 to correspond with the change.

Rental Vehicles, College Vehicles, and Personal Vehicles: Did you know that the College has liability insurance that also covers rental cars? Because the College is already insured, there is no reason to opt for the additional insurance on rental cars. Also, there are College vehicles available to use for St. Olaf business, rather than personal vehicles. If an employee is in an accident in their personal vehicle, the College does not cover the costs of the damages. However, if an accident occurs in a College vehicle, it is covered by the College's insurance.

Purchases at the St. Olaf Bookstore: Just a reminder that if using your OleCard for personal purchases at the bookstore that qualify for the 10% employee discount, you must tell the clerk **ahead of time** that you are an employee to receive the discount. Also, please never use your St. Olaf Wells Fargo VISA card at the bookstore. The College is charged fees for accepting the card, and sales tax could accidentally be applied to the purchase. Always try to use a Department Ole Card for purchases at the bookstore.

Expense reports under \$50: Just a reminder that if you have an expense report for under \$50, you can bring it to the Business Office window to receive cash, rather than processing it through Accounts Payable. You will get your money quicker and save the college the cost of processing a check or ACH for the smaller dollar amounts.