

BUSINESS & FINANCE NOTES



September 2025

Issue: 14



Did you know?

Building Community Starts with a Walk

Each month, the Office of Business and Finance (OBF) partners with Admissions to welcome new employees through a guided campus tour. Alternating between Tuesday mornings and Wednesday afternoons, these tours are led by student ambassadors who share insider tips on campus life, from discounts, café locations, and wellness perks to tuition remission and hidden gems.

More than just a walk around campus, each tour is a chance to connect with colleagues, hear campus folklore, and ask questions in a relaxed, engaging setting. No two tours are the same; each one reflects the energy of the group and the personality of the student guide.

Since launching in July 2023, we've seen a 78-percent attendance rate. If you haven't joined yet, now's the time! Managers welcome! Your team will thank you.

[Book now!](#)



Journal Entries Now Require Attachments

Heads up! Accounting Services now requires attachments for all journal entries. This change supports transparency and compliance, so let's get ahead of it. Acceptable formats include PDFs, Excel, Word, and image files. If you're using emails as support, be sure to save them as PDFs first—Outlook files aren't compatible with JES.

Need help attaching documents? Check out the step-by-step guide on the Accounting Services Training Links page. Look for [JES System Appendix A - JES Attachments](#) under Training Documents.

Accounting will review entries monthly and send mass emails to those who require additional support information. Let's avoid those reminders and keep things smooth!

And did you know?

Maintenance Stores Offer Office Supplies

Did you know that you can order office supplies directly through Logistical Services? The Maintenance Stores have expanded their inventory to include essential items such as markers, Post-it Notes, tape, pens, batteries, and copy paper. Save \$10 per case of copy paper.

Ordering is simple:

1. Download the PDF order form from the [website](#).
2. Email your completed form to maint-stores@wmich.edu.
3. Charges are billed monthly to your fund and cost center.
4. Your items will be delivered right to your office or mailbox.

Save time and money! Order from Logistical Services Maintenance Stores.

**Save time and money!
Order from Logistical
Services Maintenance
Stores.**

Maintenance Stores

Order Form



Ordered by: _____

Department: _____

Phone/Email: _____

Fund/cost center: _____

Deliver to (building & office): _____

If no building & office listed items will not be delivered.

Item #	Item Description	Package size	Amount Ordered
488700	Printer/Copy paper 8.5" x 11"	Case (10 reams)	
488701	Dry erase marker chisel tip, black	each	
488702	Dry erase marker chisel tip, blue	each	
488703	Dry erase markers, chisel tip, multi color	package (8 assorted)	
488704	Dry Erase Eraser	each	
484909	Sharpie Marker, fine tip	each	
484791	Permanent black marker, chisel tip	each	
800264	Canned air, electronics duster	each	
488705	Post-it notes 3x3	bundle (24 pads)	
488706	Post-it notes 3x3, pop-up	bundle (24 pads)	
562197	Blue painter's tape 1"	roll	
562199	Beige masking tape 1"	roll	
562215	Beige masking tape 1-1/2"	roll	
562198	Beige masking tape 2"	roll	
482159	Packing tape, clear	roll	
488707	Receipt/POS/Credit Card paper 2.25" x 55'	pack (5 rolls)	
488708	8.5" x 11" note pad, white	bundle (12 pads)	
488709	Ink Pens (blue), retractable, ballpoint	package (12 pens)	
488710	Ink Pens (black), retractable, ballpoint	package (12 pens)	
560004	Battery, AA	each	
560003	Battery, AAA	each	
560005	Battery, C-cell	each	
560007	Battery, 9 volt	each	

Maintenance Stores stocks a wider variety of items:

batteries, cleaning supplies, hand sanitizer/sanitizing wipes, gloves, first aid items & more.

Thank you for your order.

Contact Brenda Misak with any questions at 387-8487 or maint-stores@wmich.edu

Email orders to maint-stores@wmich.edu

Senior Officer Attends Prestigious National Training

The Department of Public Safety and the Office of Business and Finance are proud to share the fact that Deputy Chief Timm Unangst recently participated in the Senior Management Institute for Police (SMIP), a nationally recognized program hosted by the Police Executive Research Forum (PERF). Since 1976, PERF has been a leader in advancing professionalism in policing through independent research, executive education, and national police guidance.

SMIP is an intensive, three-week residential course held at the Boston University School of Law, and is designed for senior police leaders. With a selective application process, the program brings together top thinkers in law enforcement, academia, and the private sector. Topics included political management, organizational change, diversity, and negotiation, equipping participants with tools to lead with insight and integrity.

Timm's participation reflects a strong commitment to continuous learning and leadership. He hopes to apply the gained knowledge to support WMU's mission and meet the evolving needs of our community.

MEET YOUR COLLEAGUES!

Human Resources Compensation and Benefits



Amy Brimmer

Amy has been with WMU for 28 years in a variety of roles. She has been the director of compensation and benefits for four years. Before WMU, Amy served as a human resources (HR) supervisor at the Eaton Corporation. She earned two degrees from Michigan State University: a bachelor's degree in American public affairs and political economy, and a master's in labor relations and HR. Amy enjoys the variety of human resources. She has held seven different positions under six WMU presidents. Her true love is interaction with students. She works with the WMU HR internship program and is involved with the Society for Excellence in HR, a student organization. She always finds time for family, friends, neighbors, and her faith community. Amy enjoys traveling and learning the history of the visited places. When it is time to recharge, she hangs out in the garden with her flowers and native plants.

In 2024, Jamie joined WMU after 25 years of various roles in health care, most recently overseeing operations and strategic management. Jamie holds a master's in business administration and is overjoyed that she completed her thesis during the program. The focus of her thesis was human resources, specifically onboarding and the hiring process. She was able to see the employer's process and utilize feedback and ideas from newly hired staff to think strategically in all areas of new-hire initiatives. Now Jamie is a compensation and benefits analyst here at Western. She works with candidates and new hires and supports employees throughout their employment. Jamie enjoys the variety of her interactions with staff in the compensation and benefits process as a resource. She enjoys being a member of the campus community and is looking forward to watching the changes and opportunities that arise in the future.



Jamie Schook



Selena Salazar

Selena began her professional career at Western in 2023, following a similar position at Summit Polymers. Selena excels at supporting employees and driving business goals. She is a WMU alumna with a bachelor's in human resource management and a master's from the University of Illinois. As a Bronco, she was a member of the Phi Chi Theta business fraternity and part of the Society for Excellence in Human Resources. Her current focus on compensation and benefits reflects her drive to learn and enhance workplace culture. Each day is unique, and every day presents a new learning experience, she says. Football is her ultimate passion. Her weekends revolve around tailgates, games, and the classic Michigander hope for a Lions victory. She's also a foodie who loves trying new restaurants, but you'll never catch her bailing on a Taco Tuesday.

Tracy moved from England to the U.S. in 2003, settling in Michigan in 2006. With a background in administration for primary and secondary education, she transitioned to higher education and human resources 10 years ago. Over the past two years, Tracy has specialized in compensation and benefits, thriving on resolving benefits issues, navigating health insurance, and supporting others. Shortly after joining WMU, she took advantage of the tuition benefit and earned a bachelor of science in April 2022. She is currently pursuing her master's. Tracy is an avid runner passionate about endurance races. She has completed multiple ultra and full marathons and is preparing to run her 30th half-marathon. In April 2026, she will compete in the London Landmark Half Marathon. A passionate fan of Premier League Football, Tracy proudly supports Arsenal FC.



Tracy Matthews

If you are interested in participating in this segment, please reach out to Karmella Todd. Otherwise, don't be surprised if she knocks on your door asking for participation.

WMU vs CMU DPS Rivalry Games!

This year CMU PD will be traveling to WMU, where we'll face off in a "Tailgate Olympics." The competition will feature a mix of traditional tailgate games—plus a few surprises we're keeping under wraps until game day. It's sure to be spirited, fun, and full of rivalry bragging rights! The video will be released on our social media pages (Facebook, Instagram, TikTok) during rivalry week.

Just a Thought

Fall is again here. Pumpkin spice-flavored everything, football Wednesday through Monday, school buses, book bags, and Halloween prep. For those of us who live campus life daily, it means Bronco Bash, Homecoming, and CommUniversity. Students are bustling and making new lifelong connections. The weather is finally cooler, the leaves are starting to change, and soon it will be the holidays. Take the time to explore the campus. Feel the buzz, enjoy the sun, and breathe in the crisp fall air. I challenge you to find something new on campus. See a new spot, visit a building you have never ventured into, or try a café for the first time. Meet a student and ask them for a fun fact. Plan for the month of thankfulness and embrace your surroundings. Happy Fall Y'all! --Karmella

Upcoming Events

Sept. 13 - 9/11 Silent Climb

Sept. 24 - Fall Engineering Expo

Sept. 26 - Oct. 12 - WMU Theater Presents Utopia

Oct. 9 - University Jazz Orchestra

Oct. 11 - Homecoming

Oct. 24 - Nov. 9 - WMU Theater Presents Cats

Oct. 27 - Nov. 1 - WMU vs CMU Rivalry Week

Nov. 4 - Benefits Expo

If you are interested in submitting information for the next Business and Finance Notes, please contact Karmella Todd at Karmella.Todd@wmich.edu.