New Faces at CDCI

Brendan Donaghey works as a Project Development Assistant at CDCI. He is providing database and webinar support for the I-TEAM, AT Tryout Center and CORE projects. He currently serves on the Burlington College Board of Trustees. He is also well known, and appreciated at the Center for his outstanding culinary skills.

Cassie George is the new Program Manager for the Think College Program. She enjoys helping people find mutually beneficial solutions to their problems. In addition to her time spent with Think College, Cassie works as an independent conflict consultant and is involved in community outreach work through Burlington’s Restorative Justice Panel.

Emma Nelson joined the Center to be a Statewide Educational Consultant for the I-TEAM project and the Coordinator of the Vermont Sensory Access Project. Emma will be serving the Northeast region as an Educational Consultant. Emma and her Family recently moved from New York to Vermont just to be a part of our winning Team.

Lisa Woodward joined the I-TEAM as an Educational Consultant for the Northwest Region. She strives to educate students to their fullest potential with meaningful social and academic learning opportunities with the goal of making their lives more fulfilling, productive and enjoyable.
For access to the past issues of this newsletters please go to the CDCI website under Employee Resources or use the link below.

http://www.uvm.edu/~cdci/employees/

UVM-CDCI Dates for FY14

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Faculty &amp; Staff Meeting</td>
<td>Nov. 12, 2013</td>
<td>Martin Luther King Jr.</td>
<td>Jan. 20, 2014</td>
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<td>Thanksgiving Holiday</td>
<td>Nov. 28 &amp; 29, 2013</td>
<td>President’s Day Holiday</td>
<td>Feb. 18, 2013</td>
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<tr>
<td>CDCI Holiday Party</td>
<td>Dec. 13, 2013</td>
<td>Faculty &amp; Staff Meeting</td>
<td>Mar. 18, 2013</td>
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<td>Winter Holiday</td>
<td>Dec. 24-Jan 1, 2014</td>
<td>Memorial Day Holiday</td>
<td>May 26, 2014</td>
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<td>CDCI June Retreat</td>
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<td>June 6, 2014</td>
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NIRS Open Hours

Rachel Cronin is available to assist you with any NIRS questions during the times listed below.

- **Monday** 9:00 to 11:00 AM
- **Wednesday** 1:00 to 3:00 PM

For Past Newletters

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Definitions of terms used under Status when viewing Expense Reports

- **Pending**...Not Yet Submitted
- **Submitted**...Awaiting Approval
- **Approved**...OK’d by Departmental Approver
- **In Process**...Approval by Multiple Departments in Process
- **Denied**...Not Approved (effectively Dead)
- **Paid**...Money disbursed or Ready for Disbursement
- **Reconciled**...Cash advance is reconciled with Expense Report
Links Cheat Sheet

With a new fiscal year there comes new changes to many important aspects of being an employee of UVM and CDCI. To assist you with finding answers to your questions the financial office has put together a list of links we hope will be helpful.

CDCI Information

CDCI Home Page: http://www.uvm.edu/~cdci/
CDCI Employee Resource Center: http://www.uvm.edu/~cdci/employees/
CDCI NIRS Data Information: http://www.uvm.edu/~cdci/employees/
CDCI “How to” Instructions: http://www.uvm.edu/~cdci/employees/?Page=howtos.html

Computer & Software

Order Computer &/or Software: http://www.uvm.edu/~cdci/employees/?Page=howtos.html
Request Technical support go to: http://www.uvm.edu/~cdci/employees/?Page=howtos.html
click on link CESS Help Page found under Request CDCI Technology Support.
Oracle Calendar – Off site access: https://calendar.uvm.edu/ocas-bin/ocas.fcgi?sub=web

Human Resource

UVM Human Resources: http://www.uvm.edu/hrs/
UVM Staff Handbook: http://www.uvm.edu/hrs/?Page=info/staffhandbook
UVM Policies Website: http://www.uvm.edu/policies/
UVM Learning Services: http://www.uvm.edu/hrs/?Page=skills/develop_skills.html
Wellness & Employee Assistance Program: http://www.uvm.edu/hrs/?Page=healthy/wellness.html
PeopleSoft Mini Manuals: http://www.uvm.edu/hrs/?Page=skills/manuals/manuals.html

Travel

UVM Travel Policy: http://www.uvm.edu/search/?q=travel policy
UVM Travel Mini Manual: http://www.uvm.edu/hrs/?Page=skills/manuals/manuals.html