

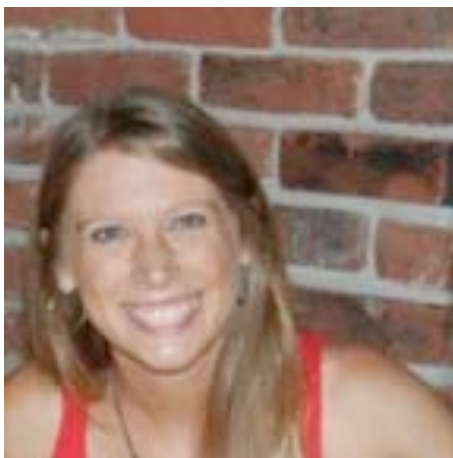
Center on Disability and Community Inclusion Fall Financial Newsletter FY14

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 know, 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.



CDCI Date, Times and Useful Information

UVM-CDCI Dates for FY14

Please schedule these dates on your calendar

Faculty & Staff Meeting	Nov. 12, 2013	Martin Luther King Jr.	Jan. 20, 2014
Thanksgiving Holiday	Nov. 28 & 29, 2013	President's Day Holiday	Feb. 18, 2013
CDCI Holiday Party	Dec. 13, 2013	Faculty & Staff Meeting	Mar. 18, 2013
Winter Holiday	Dec. 24-Jan 1, 2014	Memorial Day Holiday	May 26, 2014
	CDCI June Retreat	June 6, 2014	

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 Newsletters

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/>

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 Procedures Manual : <http://www.uvm.edu/~cdci/employees/?Page=policymanual.html>

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

CDCI Procedures Manual: <http://www.uvm.edu/~cdci/employees/?Page=policymanual.html>

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>