

Need Help?

WHOM TO CONTACT FOR ASSISTANCE

Career Management: [Amanda Simpfenderfer](#) or [Deb Cannon](#)

Digital Measures: [Jen O'Donnell](#) or [Michelle Chapman](#)

Expense Reimbursement: [Jen O'Donnell](#)

Events: [Linda Kruger](#)

Facilities Maintenance: [Jen O'Donnell](#)

Faculty Support: [Jen O'Donnell](#)

HR: [Michelle Chapman](#)

IT: [John Ritter](#) (Email), [Nick Gingrow](#) (Website), or [Matt Parisi](#) (Printer Toner). Requests can also be sent to the whole team using the *BSAD Computer Help mailing group in the Outlook Global Address List.

Keys: [Jen O'Donnell](#)

Parking Passes: [Jen O'Donnell](#), or [Linda Kruger](#) if tied to an event

Payroll: [Michelle Chapman](#)

PurCards: [Jen O'Donnell](#)

Room Reservations:

- **Conference Room 225:** Contact [Ellen DeOrsey](#), [Linda Kruger](#) or [Jen O'Donnell](#) for assistance.
- **Classroom 110:** For SEMBA Classes only from 8 AM – 6 PM Monday through Friday. Requests for other times must be submitted to [Susan Denton](#).
- **All other classrooms or meeting rooms outside of Kalkin:** Must be submitted to [Virtual EMS](#). Contact [Jen O'Donnell](#) or [Linda Kruger](#) for assistance.
 - If the room reservation is tied to an event, or if there are additional needs, such as food, podium, AV, or a different room set-up, contact [Linda Kruger](#)

Speakers: Whenever there is going to be a speaker in a classroom or at an event, notify [Linda Kruger](#)

Student Workers (Grad): [Michelle Chapman](#)

Student Workers (Undergrad): [Jen O'Donnell](#)

Supplies: [Jen O'Donnell](#)

Textbooks: [Denise Bora](#)

Additional Helpful Links:

Catcard Services: <http://www.uvm.edu/~catcard/>

Library Resources: <https://library.uvm.edu/>

Staff & Faculty Resources: http://www.uvm.edu/business/staff_faculty_resources

Suspicious/Criminal Activity: Contact [Police Services](#)