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