2015-2016 Faculty & Staff Resource Guide

A QUICK REFERENCE GUIDE TO HELP FACULTY & STAFF HELP STUDENTS
Student Health Services
Annika Hawkins-Hilke
MS/MPH, Family Nurse Practitioner/Coordinator of Student Health and Wellness
Phone: (802) 860-2711
Fax: (802) 860-2761
Email: ahawkinshilke@champlain.edu
Location: Left side of Whiting Hall
Services: Illness & Injury Evaluations, Lab Studies

Crisis Counseling
Crisis Counseling Hotline: (802) 985-5990
Staffed by counselors 24/7

ACADEMIC SUPPORT SERVICES
Academic Coaching
academiccoaching@champlain.edu
Areas: Academic Coaching, Tutoring, Math Lab, Accounting Lab, IT’s Peer Assy Lab, Writing Center, IT’s Peer Assy Lab, English Language Tutoring, Photography Lab

ACCOMMODATIONS SERVICES
Denise Myers, Coordinator of Services for Students with Disabilities
dmyers@champlain.edu, (802) 865-5484

ADVISING/REGISTRATION
Registrar’s Office
registrar@champlain.edu, (802) 860-2777
Areas: Add/Drop Classes, Change of Major, Add/Drop Specializations/Minors, Schedule Changes

BILLING/FINANCIAL AID
Enrollment Services Center
esc@champlain.edu, (802) 860-2777
Areas: Tuition & Fees, Housing & Tuition Deposits, Cash Card Issues, Student Health Insurance, On Campus & Commuter Meal Plans, Payment Plans, Tax Credits & Forms, Refunds, Financial Aid

DINING SERVICES
Tom Oliver, General Manager
toliver@champlain.edu, (802) 860-2719
Areas: Dietary Needs, Card or Meal Plan Issues

STAFF HOLIDAY CALENDAR
2015-2016 School Year
Independence Day: Friday, July 3
Fall Holiday: Monday, October 12
Thanksgiving: November 25, 26 & 27
Winter Holiday: December 24 & 25
Add’l Winter Holiday: December 28-31
New Year’s: Friday, January 1
Spring Holiday: None
Memorial Day: Monday, May 30
Floaters: 2 floaters

INFORMATION TECHNOLOGY AND SCIENCES
Dr. Robert Marino, Interim Dean
marino@champlain.edu
Susannah Eriksson, Operations Manager
eriksson@champlain.edu

STILLER SCHOOL OF BUSINESS
Dr. Wesley Balda, Dean
wbalda@champlain.edu
Julie Eldred, Operations Manager
eldred@champlain.edu
International Campus Contacts

MONTREAL, CANADA
Genevieve Lord, Director
glord@champlain.edu
(802) 860-2731

DUBLIN, IRELAND
Stephen Robinson, Director
srobinson@champlain.edu
(011) 353-1644 x0050

For third-party providers, contact the Office of International Education at oie@champlain.edu.

Centers of Excellence Contacts

BYOBIZ: BUILD YOUR OWN BUSINESS
Robert Bloch, Director
rbloch@champlain.edu, (802) 865-6490

CHAMPLAIN COLLEGE PUBLISHING INITIATIVE
Tim Brookes, Director
brookes@champlain.edu, (802) 651-5926

THE CENTER FOR FINANCIAL LITERACY
John Pelletier, Director
jpelletier@champlain.edu, (802) 860-2744

THE SENATOR PATRICK LEAHY CENTER FOR DIGITAL INVESTIGATION (LCDI)
Jonathan Rajewski, Director
rajewski@champlain.edu, (802) 865-5460

David L. Cooperrider Center for Appreciative Inquiry
Lindsey Godwin, Coordinator
godwin@champlain.edu, (802) 860-2796

Emergent Media Center (EMC)
Ann DeMarle, Director
demarle@champlain.edu, (802) 865-6404

THE GAME STUDIO
Greg Bemis, Program Director
bemis@champlain.edu, (802) 865-58455

How Do I...

SUBMIT AN AD FOR THE COMPASS SYSTEM AND DIGITAL SIGNAGE? You can submit an ad for the campus Compass system by completing the form and uploading the image at http://compass.champlain.edu/SubmitAd.php. If you would like your ad to appear in the upper right, the image dimensions should be 1800 x 1170 pixels or a similar aspect ratio. If you would like your ad to appear in the bottom right, it should be 1800 x 1842 pixels or a similar aspect ratio.

LEARN ABOUT CAMPUS NEWS? To stay up to date with campus information, events, and information, subscribe to Champlain's biweekly e-mail newsletter, the Champlain Explorer. If you have information or content you'd like included in the next edition of the Champlain Explorer, send it to news@champlain.edu. If you have questions or concerns, contact Steve Mease at smease@champlain.edu.

OBTAIN OR REPLACE A CAMPUS PHOTO ID CARD? Campus photo ID cards are used for entry into buildings and classrooms, to check out books, and for Champlain College discounts. To obtain or replace an ID card, contact Darlene Mercier at (802) 860-2704. Replacement IDs are $20.

PURCHASE A PARKING PASS? All students, staff, and faculty must register their vehicle with the college and obtain a parking permit by visiting champlain.thepermitstore.com. A new parking permit must be purchased each semester. For more information, contact Nic Anderson or visit champlain.edu/parking.
PURCHASE A MEAL PLAN? A meal plan for faculty and staff may be purchased online. The current plan cost (August 2015) is $180.00 for 25 meals at the dining hall, and is valid for one year from the date of purchase (Price subject to change.) Purchase online at forms.champlain.edu/secure/facstaff25mealplan/ or contact the Enrollment Services Center at esc@champlain.edu or (802) 860-2777.

SUBMIT A MAINTENANCE OR HELPDESK TICKET? Helpdesk: To submit a Helpdesk ticket for computers and/or technology support, send an e-mail to champsupport@champlain.edu or call (802) 860-2710. Maintenance: Contact Physical Plant for maintenance issues or submit a request via SchoolDude (Faculty & Staff Web Portal --> Campus Information --> Physical Plant Support Requests). Emergency situations (leaking water, electrical) should be sent to Campus Public Safety, (802) 865-6465 (or x3333 from any campus phone).

RENT A BICYCLE? Champlain has nine bicycles for any student or employee to use for FREE, for up to four hours at a time. Prior to using the Bikeshare program, complete the online waiver at champlain.edu/champrides. Bikes can then be booked at events.champlain.edu using your Champlain College login credentials.

Where can I find...

BENEFITS, TOTAL COMPENSATION STATEMENTS, PAYROLL, POLICIES, PROCEDURES, FORMS, WELLBEING INFORMATION AND MORE: All of this information for staff and faculty is available on the website under People Center, Champlain’s Human Resources and Organizational Development department. After logging in with your Champlain credentials on the Faculty & Staff portal (champlain.edu/faculty-and-staff), click on “People Center” under “Post Log-in Resources” in the top left of the first column of links.

THE SHUTTLE STOPS? If you’re on campus, the main stop for the Lakeside (and weekend and late night shuttles) is on the CCM Promenade between Bader Hall and CCM. At Lakeside, the stop is at the rear of the Miller Center building at Lakeside Avenue. The shuttle stop for the Spinner Place Shuttle is on Maple Street at the wooden bus shelter beside the CCM building. At Spinner Place, the shuttle stop is on Winooski Falls way, at the dedicated shuttle stop opposite Spinner Place. More information and schedules can be found at champlain.edu/shuttles.

DARE U AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES? To access staff competencies, a calendar of professional development opportunities, Knowledge Wave technical training opportunities, course offerings or to contact professional development, visit champlain.edu/dareu.

THE ACADEMIC SUPPORT SERVICES AND LABS? The Grace Goodhue Coolidge House now is the home to the S.M.A.R.T. Space (Study Mentors And Resource Tutors) and includes the Online Tutoring through SmartThinking and Tutoring or ELL (English Language Learners) academic support services, as well as student labs for tutoring in Accounting and Finance, Information Technology, Math, and Writing.

CAMPUS CLOSURES & EMERGENCIES? In the event there is a school closing or delay due to weather, announcements will be made via a RAVE Campus Alert sent to all registered users; an announcement on the College website, including the Current Student and Faculty & Staff portals; an updated outgoing message on the College switchboard. To sign up for alerts or access emergency evacuation information, visit champlain.edu/faculty-and-staff/campus-information/emergencies-and-closures-fac.