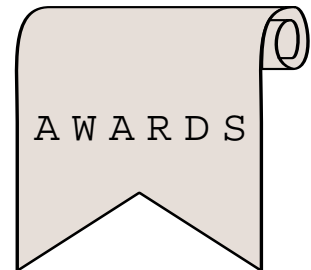


A SALUTE TO *Lindeman & Shores*

The Midwest Symposium for Leadership in Behavior Disorders
presented its

1999 Outstanding Service Award
to Richard Shores

*"a legend in the field of behavior disorders, whose seminal work
in the field has focused on improving the lives of students;
a true scientist, colleague and friend."*



David Lindeman received the "Award of Excellence" from the Kansas Division of Early Childhood. This award is given only where a nomination comes from the field. The award is for a person who has made significant contributions in the field of early intervention.

Graves Appoints Lindeman

Gov. Bill Graves has appointed David Lindeman to the Coordinating Council on Early Childhood Developmental Services. The 15 member council is responsible for developing and implementing a state plan for children under the age of five with, or at risk, for developmental disabilities and for their families.

Happy St. Patrick's Day

Presentation

Last month, Kathy Olson and Jody Deacon made a presentation at the Spring Conference of the Kansas Association of Vocational Education Special Needs Personnel titled, "*Train Without Pain or How to Provide On-Site Supported Employment Training for Your Staff*" held in Salina, Kansas.



Publication

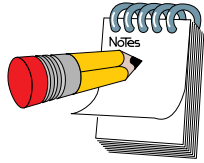
Richard Shores, Joseph Wehby, and Susan Jack have recently had a chapter titled, "*Analyzing Behavior Disorders in Classrooms*" published in Alan C. Repp and Robert H. Horner (Eds.), book on Functional Analysis of Problem Behavior: From Assessment to Effective Support (pp. 219-237).



Strategic Planning Panel

Media Services held its initial meeting of the Strategic Planning Panel on February 25th at Media Services. Panel members in attendance were: Bob Christensen, Gary Daniels, Charlie Greenwood, Bob Johnston, Dave Lindeman, Chris Lorenzen, Mike May, Steve Mills, Sara Sack, Dick Saunders, Davida Sears, Steve Schroeder, Chuck Spellman, Cynthia Willey, and Ed Zamarripa. The meeting was a very successful start to the planning process. The next meeting will be held in Lawrence on Tuesday, March 16.





Notes . . . *from Laura Hanigan*

Here are some more guidelines to follow. If you have any questions, please let me know.

Standard Mileage Rate Drops to .31¢ effective April 1, 1999

for CRINC and the University to follow. The drop in rate is the first in history, and is the result of low inflation, lower gasoline prices, and a lower rate of vehicle depreciation.

Purchasing Limits for Crinc:

Any Reimbursement to staff for item(s) more than \$100.00 will not be reimbursed sales tax. **Example: If you bought a desk for \$200.00 and the sales tax was \$13.40, you would only be reimbursed for the \$200.00.** This “policy” is designed to encourage employees to use charge accounts with vendors as much as possible. The only way to avoid this would be to go through the business office to find out if an account has been set up between the vendor and Crinc.

For purchases over \$1000, two quotes are required. They may be either formal or telephone bids. The following information must be submitted: Vendor’s name and address, Federal ID#, Telephone #, Representative who quoted the price, Price per unit, Freight, Discount and date the bid was done on. Once information is acquired it must be submitted with a Purchase Order.

For purchases over \$5000, please submit documentation and justification for items or services. You may perform the formal bidding process or Crinc will, if required. Include sole source justification if applicable. Once information is acquired it must be submitted with a Purchase Order.

Under the University, checks will be submitted for each invoice submitted. Therefore if you have a Credit memo, please attach it to the appropriate invoice and pay only that amount due. Under Crinc, one check will combine all purchases submitted for that vendor during a certain time period. Invoices and Credit memos will be entered separately.

All invoices must have an invoice number, to track payment for the vendor and the University. If no number appears on the invoice, please let me know and I will assign it a number.

MORE →

All voucher documents will be processed in Peoplesoft using the new form for both the University and Crinc. Processing travel under the University, you will need to fill out the Travel Expense Detail (DA-121) and the Travel Document. (The travel document confirms traveler information, regarding address, social security number, project and account numbers.) Under Crinc, you will continue to fill out the Travel Expense Detail. Should you have any questions, please let me know.

PEOPLESOFT FINANCIAL: Under the new system all reimbursements for travel and purchases will be mailed directly to your home or will be electronically deposited. If you wish funds to be sent to another address, please inform your travel or purchasing agent.



Important Reminder

If you are scheduling a meeting, workshop or other activity that will bring visitors into either of our buildings, please notify the people who work in that building by E-mail as soon as your plans are made and a definite date has been set. Don't forget to reserve the conference room you wish to use. A calender is posted on each door.

WHAT'S GOING ON?

<u>Date</u>	<u>Event</u>	<u>Where</u>
April 10	<i>SEK-AEYC Mini Conference</i> (316) 421-6700	Labette Community College, Parsons
April 10 & 17	<i>The Child Who is Rejected: Child Development</i> (316) 421-6700	Labette Community College, Parsons
April 15-16	<i>5th Annual Transitioning into Developmentally Appropriate Practices (TDAP) Conference</i> [Contact Person: Misty Goosen, 785-864-0725]	Airport Hilton Wichita, Kansas
April 16-18	<i>NAEYC Leadership Conference, 1-800-424-2460</i>	Crystal City, VA
April 20	<i>Infant-Toddler Services Spring Conference</i> [Contact Person: Joe Porting, 785-296-8625]	Salina, Kansas

For more information on any of the above, please check the Conference Bulletin Board in your area.