

**GUIDE TO THE
GENERAL OPERATING POLICIES
OF
DENISON UNIVERSITY**

2011-2012

TABLE OF CONTENTS

Preface.....	Page 2
Working With One Another.....	Page 3
Confidentiality	Page 4
Q&A.....	Page 4
Conflict of Interest	Page 5
Definition	Page 5
Leading Examples.....	Page 5
“Trust Test”.....	Page 6
Annual Disclosure Requirements.....	Page 6
Federally-Funded Research.....	Page 7
Information Technology	Page 7
Stewardship of Resources	Page 8
Q&A.....	Page 8
Accepting Gifts	Page 11
Q&A.....	Page 11
Political Contributions and Campus Use in Support of Political Causes.....	Page 11
Use of Campus Facilities/Resources for the Expression of Political Ideas.....	Page 12
Passive Rental of Denison Facilities	Page 12
Purchasing	
Overview.....	Page 12
Policy	Page 13
Surplus Property.....	Page 14
Motor Pool Vans	Page 14
Campus Service Centers	Page 14
Q&A.....	Page 15
Accounting Practices.....	Page 16
Q&A.....	Page 18
Travel Expense Reporting and Reimbursement.....	Page 19
Sponsored Grants.....	Page 19
Financial Aid and Student Employment	Page 20
Human Resources	Page 21
Recruitment Procedures	Page 21
Staff Benefit Administration.....	Page 22
Payroll Administration and Processing.....	Page 22
Compensation and Job Classification Administration	Page 22
Professional Development	Page 22
Auxiliary & Risk Management	Page 22
Facilities Services	
Overview.....	Page 23
How To Request Services	Page 23
Typical Services Provided	Page 24
Contacts for Other Services Often Required.....	Page 25
Q&A.....	Page 25
Use of Denison Facilities	
Who May Use Denison Facilities:	Page 28
Where Do I Go to Reserve Space?.....	Page 28
Priority On Use of Facilities	Page 29
Scheduling Special Use Facilities	Page 29
Annual Advanced Planning For Special Use Facilities.....	Page 29
Index to Special Use Spaces and Responsible Departments.....	Page 29
Appendix A	
“Quick Reference on Who to See About Specific Operating Questions.....	Page 31

Preface

Writing policy and procedure, defining appropriate conduct for carrying out University business, is complex. There are too many circumstances to cover, i.e., possible transactions, relationships, events, encounters, issues, etc. Not only is it impossible to envision all the possible circumstances, what about then defining the appropriate behavior under each circumstance? You get the idea. This Guide does not attempt to have an answer for all circumstances or all appropriate behaviors. Rather its goal is to set a tone for our actions, advancing an expectation in terms of adhering to ethical behavior and identifying a number of broad-based policies. More specific policies and procedures may be found by contacting the departments charged with specific responsibilities. A “quick reference” on who to see about operating questions is included here as *Appendix A*.

We acknowledge with gratitude permission by Oberlin College to draw upon and make use of many organizational features contained within their *Business Conduct Policy Manual*, particularly the helpful question and answer format.

GUIDE TO THE GENERAL OPERATING POLICIES OF DENISON UNIVERSITY

Ethical behavior is not seen as just important; it is seen as an obligation of Denison employment. As noted, this Guide is less an emphasis on spelling out every policy and procedure and more a matter of defining a culture that values ethical behavior. Rhetoric about ethics can be quite different from actual practice and rules followed to the letter can simultaneously ignore the true spirit of an ethical approach. Our desire is to create an organizational culture where ethical ideals characterize our everyday behavior.

Denison University like many other non-profits is afforded certain privileges because society values what we do as an educational institution. Financially, we are exempted from paying income, sales and property taxes (exception being local residential properties and limited business income unrelated to the educational mission). Our ability to secure donations is leveraged by the promise of reduced taxes for the donor, resulting in additional financial benefit. Given this special standing, the public appropriately holds us to a promise of bettering society and an expectation that we will steward the resources we enjoy for the public good. They can count on us to do the right thing. At all times, employees should comply with all local, state and federal laws and statutes. Above all else, Denison must be considered trustworthy. And to maintain that trust our operational policies and actions must be based upon integrity, openness, accountability, service and a commitment to our educational purpose.

At its April 15, 2005 meeting, the Denison Board of Trustees adopted a Code of Ethics as the standard for the University's senior financial officers and requires each of these individuals to sign a receipt acknowledging their awareness of the Code of Ethics. Additionally, at the recommendation of the administration, the Finance and Audit Committee of the Board approved establishing a so-called confidential "whistleblower" complaint procedure as a matter of best practice. This was initiated in the fall of 2005. To report concerns of unethical or improper behavior call 1-800-399-3588 or via the web <http://www.MyComplianceReport.com>.

WORKING WITH ONE ANOTHER

Denison University is a community where individuals respect one another and their environment. Denison adheres to the principles of equal opportunity and equal treatment for students and employees regardless of a person's race, color, religion, creed, sex, sexual orientation, marital status, age, disability, veteran's status, or national origin.

As stated in our Campus Compact, the University promotes the beliefs that each of us possesses a full range of rights and responsibilities. Foremost among these is a

commitment to treat each other and our environment with unconditional respect. With mutual consideration and trust, our community will thrive as a place of liberal learning and humane life.

- As a university, we value learning and scholarly work.
- As a community, we share common purposes, governance, bonds, and traditions.
- We treat each other with respect. Civility is a cornerstone of our community.
- We value our campus and respect our environment.
- We respect individuality. We celebrate diversity as a strength from which we grow and learn from one another.
- All interactions, academic and social, are characterized by integrity.
- We take responsibility for acting in accordance with our community's standards and rules, and for reporting violations of those standards and rules.

While Denison respects the rights of the individual to self-expression, it expects that the rights and concerns of others working here be respected as well. There is no place in the work environment for conduct that demeans or belittles another person. For these reasons, harassment of any kind is unacceptable and subject to disciplinary action.

For more information regarding discriminatory harassment, please refer to the Personnel Policies Handbook for Supportive Operating Staff, the Handbook for Administrative Employees, the Denison University Faculty Handbook, or consult the Human Resources Office.

CONFIDENTIALITY

Some employees, due to the nature of their responsibilities, have access to information of a confidential nature. This information may include payroll figures, personal data (specifically social security numbers), donor files or student records. Addresses and telephone numbers for staff or students that are included in the Denison University Telephone Directory or on the Web Directory are not treated as confidential. Staff and students may elect to have such personal information left out of those directories. Such a request should be directed to the Chief of Campus Security and Safety or the Human Resources Office. The Human Resources Office will provide verification of employment and/or salary for official inquiries. The highest level of privacy and confidentiality is the expected standard, and confidential information should not be discussed or made available to anyone without the prior approval of the proper campus authority. Failure to uphold the standard may be cause for disciplinary action.

QUESTIONS AND ANSWERS

Question: I maintain the account and budget records for our department, though my supervisor is the responsible party. May I share any account information?

Answer: No. Only the responsible person for that account should answer questions regarding transactions. The supervisor should decide whether or not to provide the answer.

Question: As part of my job, I am aware of student grades. Should this information be treated confidentially?

Answer: Yes. Grades are considered confidential information, and are to be shared with only the student, his or her academic advisor, or other agents of the University as determined by the Registrar. Grades are not to be publicly posted and transcripts are generated at the written request of the student only.

Question: May I share student payroll information with others?

Answer: No. State and federal statutes identify payroll information for ALL employees as confidential. In order to release any payroll information, a University employee must make such a request to the department officially authorized to disseminate such information. The Human Resources Office is the appropriate first source for any inquiries.

CONFLICT OF INTEREST

Denison employees have important roles in carrying out the purposes of the college. All are expected to act in good faith and in the best interest of Denison. Accordingly, employees are expected to avoid transactions which may compromise the University's best interest. Conflicts and the appearance of conflict are to be avoided.

DEFINITION

In our roles as employees, a conflict of interest is a circumstance where a personal interest may influence or appear to influence us in objectively carrying out our official Denison responsibilities. By itself, there is nothing wrong with pursuing private or personal interests. The problem results when the personal interest conflicts with or compromises our ability to carry-out our Denison responsibilities. In particular, it is a problem when the conflict interferes with our ability to exercise objective professional judgment. Even the appearance of a conflict can be problematic if it causes people who rely upon us to doubt our judgment and objectivity.

LEADING EXAMPLES

Conflicts can be characterized in a number of ways¹: Self-dealing, accepting benefits, influence peddling, using Denison property for personal advantage, using confidential information, and outside employment or moonlighting.

- Self-dealing. For example, using your official position or influence within the college to secure a contract for a private company you partially own.
- Accepting benefits. Bribery is an extreme example; substantial [non-token] gifts are another. The classic example is the purchasing agent being offered a substantial gift, for example the use of a vacation home, in exchange for a major purchase by the college. Another example in a school setting, though rare, is one where an employee is approached with a gift from a student offered in exchange for changing a student record.
- Influence peddling. Soliciting benefits in exchange for using one's influence to unfairly advance the interests of a particular person or organization.
- Using Denison property for private advantage. This could be as blatant as stealing office supplies or tools for home use. Or it might be a bit more subtle, say, using software licensed to Denison for private consulting work.
- Using confidential information. An example, through work it is learned Denison is interested in a particular piece of real estate so you rush out and buy the land in a child's name hoping to make a gain on the resale to the college.
- Outside employment or moonlighting. An example could be setting up a business on the side that is in direct competition with your employer. Perhaps a more likely scenario for a Denison employee is moonlighting, taking on so much outside work or so many outside clients that one doesn't have adequate time or energy to devote to Denison responsibilities.

"TRUST TEST"

It's sometimes difficult for any of us to be objective enough about our own circumstances to always recognize when we may have a conflict of interest. A good test is the 'trust test': "would relevant others [my supervisor, co-workers, students or the general public] trust my judgment if they knew I was in this situation."² Known conflicts should be reported and avoided. One way to avoid conflicts is simply to exclude oneself from decisions where a conflict might exist.

ANNUAL DISCLOSURE REQUIREMENTS

The Denison Board of Trustees passed a resolution in January of 1981, and updated in January 2009, which requires all Board members, officers, and all members of the Denison administrative staff and faculty acting in an administrative capacity, to promptly disclose if they, or any immediate member of their family, have a personal

¹ Source, *The Responsible Public Servant*, Ken Kernaghan and John Langford

² Dr. Michael McDonald, Centre for Applied Ethics, University British Columbia

interest or outside relationship which may be in conflict or construed to be in conflict with any Denison transaction they may be involved in deciding. Two things need to happen:

- Disclose fully the precise nature of his or her interest or involvement in such transaction and/or such organization; and
- Refrain from participation in the University's consideration of the proposed transaction.

An annual written disclosure statement is required to be completed by all Board members, officers and members of the administrative staff as noted above. The Human Resources Office works with the President's Office to survey and update the information from all administrative staff annually. The Secretary to the Board of Trustees does the same for all Board members and officers of the college.

FEDERALLY- FUNDED RESEARCH

“Consistent with the University's general Conflict-of-interest Policy governing related actions of Board members, University Officers and members of the Administrative Staff of the University, all decisions made by faculty and staff engaged in any research-related activities funded, or to be funded, by federal funds are made solely on the basis of a desire to promote the best interests of the University, the Federal Agency providing the funding for the research and the Federal Government. It is therefore the policy of the University:

That each Investigator of a federally-funded grant disclose to the University, on a continuing basis, all his or her relationships, business affiliations and significant financial interests that reasonably appear to be directly and significantly affected by the research or educational activities funded, or proposed for funding, by Federal funding agency or in entities whose financial interests would reasonably appear to be directly and significantly affected by such activities. The Investigator must provide all required financial disclosures at the time the proposal is submitted and must be updated during the pendency of the award on an annual basis via the completion of a conflict-of-interest questionnaire.”³

INFORMATION TECHNOLOGY

Computing resources are central to the educational mission and administration of Denison University. Access to computers and computing resources is a privilege granted by the University to its students, faculty and employees. In order to maintain a computing environment which best serves the needs and protects the welfare of both

³ Denison University Faculty Handbook, 2010-11

individuals and the academic community, Denison regulates access to and use of university-owned computing resources including the connection to Denison's network, and access, by means of University sponsored communication links, to computing resources located off its campus. Anyone using Denison's computing resources is subject to the guidelines and procedures of the Acceptable Use Policy and other Computer Usage Policies. These policies are available at the University's website on the Information Technology Services homepage (www.denison.edu/computing/policies).

Denison's Information Technology Advisory Committee (DITAC) advises the Provost, Information Technology Services and the senior administration on strategic issues involving information technology. Any issues involving information technology at Denison may be brought to the Committee's attention.

Users who violate the University's policies may be denied access to Denison's computing and network services and may be subject to other penalties and disciplinary action, both within and outside of the University. Please refer to the actual policies for detailed information.

STEWARDSHIP OF RESOURCES

As previously noted, society affords non-profits certain financial advantages and in return we are expected to exercise proper stewardship of the college's resources to maximize the benefit to our educational programs and not be wasteful or use them for inappropriate purposes. In general, it isn't appropriate to spend University resources on personal expenses. Yet it isn't as easy as one might think to always be able to distinguish between personal and institutional or appropriate and inappropriate circumstances. Good judgment is required. The questions and answers below serve as illustrations to facilitate better understanding of the appropriate use of college funds or other resources.

QUESTIONS AND ANSWERS

Question: May I use departmental funds to purchase lunch for myself and another Denison employee?

Answer: It is acceptable business practice to pay for an employee's personal expenses, e.g., housing, meals and transportation, while traveling away from home on behalf of the college. While here on campus, it is not normally appropriate for Denison to pay for an employee's routine meals unless they are being provided as part of an official college function or if, for example, you are expected to eat your meals with the students in the dining halls as a condition of employment or you are hosting a guest of the college.

Question: What about spending University funds on alcohol?

Answer: Denison has not answered this question in a straight forward way in the past so hopefully this response will clarify matters. Denison does not prohibit spending University funds on alcohol assuming it is a legitimate expense, i.e., not a personal expense, it is not an unlawful expense, it is not excessive and it does not involve the use of DCGA (Denison Community Government Association) funds. DCGA funds may not be used for the purchase of alcohol.

With the exception of DCGA funds, alcohol may be purchased with University funds while traveling on behalf of the college, when hosting a guest of the college for a meal (outside of the normal workday), or when hosting a college social event after normal work hours. As already noted, beyond the question of using University funds for alcohol, the college also expects employees to act responsibly and not consume alcohol to excess, comply with all laws related to the use of alcohol, and avoid consumption during the workday per personnel policies.

Consistent with federal regulations that require Denison's compliance, faculty, staff or students are prohibited from "manufacturing, distributing, dispensing, possessing or using controlled substances (including alcohol) **in an unlawful way**" on Denison property or as any part of its activities. Since most students are under the age of 21, and persons under 21 may not legally consume alcohol, this places a particular compliance burden upon faculty, staff and students hosting an event where alcohol is served and students are in attendance. Anyone hosting such an event is required, in advance of the event, to obtain hosting information from the Office of Student Development.

Question: We have an old desk in our department that is no longer being used. I have contacted everyone in the department and no one intends to use it; may I take it home or purchase it from the college? I also wonder about purchasing old computers?

Answer: These are good questions that we are asked often. Denison does occasionally hold surplus sales where employees may purchase University equipment and furniture the college no longer uses. However, to carefully control the disposal of property, maximize resale value, or the possibility of relocating items for use in other departments, only Denison's Purchasing Office may make such decisions related to University equipment and furnishings. If your department wishes to declare something surplus at the departmental level (no longer needed) or you would like to know about surplus items which may be available for assignment to your department, please contact the Purchasing Office and they will assist you. **TO BE VERY CLEAR, DECISIONS DECLARING PROPERTY UNIVERSITY SURPLUS AND RELATED DECISIONS PERTAINING TO ITS PROPER DISPOSAL ARE ONLY TO BE MADE BY THE PURCHASING OFFICE. OTHER DEPARTMENTS AND INDIVIDUALS MAY BE ASKED TO ASSIST THE PURCHASING OFFICE IN DISPOSING OF PROPERTY BUT SHOULD NEVER ACT INDEPENDENT OF THE PURCHASING OFFICE.**

Question: The departmental secretary had a baby yesterday and the building services staff member who cleans our office has been out sick this past week. We'd like to send them flowers or a small gift from the department; are those legitimate Denison expenses?

Answer: Though it's terrific for coworkers to show their care and support for one another through personal gifts, these are more appropriately personal not University expenses.

Question: Is it OK if we use Denison funds to purchase a coffee maker and coffee for the office?

Answer: There are a number of offices on campus that routinely host guests of the college and/or routinely host meetings of campus committees, e.g., the President's, Provost's and Vice President's Offices, and the Office of Admissions. However, for most of us the "office coffee pot", beverages and snacks are most often for staff consumption only, and as noted previously, represent a personal not a college expense.

Question: One of our departmental colleagues has resigned to take a job at another school after serving Denison for quite a few years. We'd like to use departmental funds to host a reception in her honor; is that an appropriate Denison expense?

Answer: We do consider it an appropriate use of departmental funds to host such an event to provide an opportunity for staff to wish the colleague well and express appreciation for her service. Retirements are considered a very special occasion. Faculty and administrative staff retirements are recognized each spring by a university-wide reception and retirements by members of the support staff are recognized each winter during the Support Staff Recognition dinner. These events are funded at the institutional level and each retiree receives a keepsake gift from the college. Often departments will also hold a reception when a colleague retires. Departmental funds may be used for these receptions so long as the expense is not excessive. Gift giving at the departmental level should be restricted to personal gifts and not involve further expenditure of university funds.

Question: Sadly, after an extended illness, an employee of a department in our building died. Should the department send flowers or other expression of condolence to the family?

Answer: It's typical that individual co-workers or groups of co-workers will extend personal expressions of condolence and comfort to the families. For expressions of condolence on behalf of Denison, rather than individual departments or divisions, the President's Office will respond appropriately on behalf of the college in collaboration with the Office of Human Resources.

Question: On the occasion of the death of a student or a member of a student's immediate family, does the college do anything?

Answer: Response on the part of Denison is decided by the Vice President for Student Development.

Question: When an employee or employees are identified for exceptional service to the college is it OK to acknowledge this with extra compensation or some type of non-financial award?

Answer: Compensation adjustments are typically made annually as part of annual salary reviews and are approved only by one of the following: the President, Provost or Director of Human Resources. There are regular occasions when the college recognizes exceptional service other than through direct financial compensation. The "Thanks a Million" awards program has been in place for a number of years to recognize exceptional service by members of the support staff. In addition, each divisional officer of the college has an employee recognition budget used to fund nominal expressions of appreciation for exceptional work, e.g., an award commemorating a special effort, a gift certificate for dinner at a nice restaurant, etc. The value of such awards should not exceed \$50.

ACCEPTING GIFTS

It is often customary business practice for vendors, contractors or others to offer gifts to employees as a gesture of appreciation. These gifts may be in the form of entertainment, services, discounts, food, beverages or tickets to sporting events. The usual intent is to influence business decisions, and Denison employees should be aware that such practices serve no useful purpose and can suggest a conflict of interest.

Denison employees, and family members of employees, may only accept token gifts or gifts of nominal value. It can be difficult at times to determine the value of a particular gift. However, it is always best to avoid the appearance of impropriety or undue influence.

QUESTIONS AND ANSWERS

Question: A vendor offered me a ticket to the Muirfield Golf Tournament. Should I accept the ticket?

Answer: The tournament is a one-time event and of nominal value, so it is permissible to accept the ticket.

Question: A University consultant has offered to let me stay at his vacation home for the weekend. Is this a good idea?

Answer: No. This gift would be more than a token or of nominal value, and acceptance would give the appearance of impropriety. Therefore, it would be inappropriate for you to accept this invitation.

Question: I often use short-order forms at a local supplier, who would like to give me an expensive electronic organizer in appreciation. Should I accept this gift?

Answer: No – this gift would be more than a token or of nominal value.

POLITICAL CONTRIBUTIONS AND CAMPUS USE IN SUPPORT OF POLITICAL CAUSES

Denison supports and encourages active participation by individual employees in the political process, to include voluntary contributions to candidates or parties of the employee's choice. However, Denison University does not align itself with or campaign for any political party or political cause. Denison assets, to include the work time of its employees, are not to be contributed, loaned or made available in support of any political party, candidate or issue. No employee may use the influence of his or her college position to persuade another employee to work for or provide financial support for political parties, candidates, or issues. No employee will be favored or harmed by Denison because of supporting or not supporting a political party, candidate or issue.

USE OF CAMPUS FACILITIES/RESOURCES FOR THE EXPRESSION OF POLITICAL IDEAS

Denison is and should be a place where political discourse and debate are encouraged and where conflicting points of view are welcomed and respected. All parties engaged in such debate will be expected to treat one another in a civil and respectful manner at all times. Denison University, its programs, departments and student organizations may sponsor speeches and/or debates by political candidates as a part of and consistent with our educational mission. Denison University will not, however, endorse any political issue, candidate or political party, nor will we favor any particular party, candidate or issue over others.

PASSIVE RENTAL OF DENISON FACILITIES TO "UNSPONSORED" POLITICAL AND/OR SPECIAL INTEREST GROUPS

Outside organizations or individuals are normally not permitted to use Denison facilities at any time when school is in session. When school is not in session, Denison facilities may be rented by outside organizations or private individuals in accordance with established policies. A request may be made to rent Denison facilities by an un-sponsored political and or special interest group, i.e., not sponsored by either a Denison student organization or Denison department/program. Such requests will be evaluated and either approved or disapproved consistent with existing policies related to use of facilities by

external organizations. Denison retains the right to deny use of facilities by any organization if it is deemed in the best interest of the college. Any publicity or announcements related to activities held on the Denison campus by political organizations will be required to clearly state that Denison is not sponsoring or endorsing the event or the organization.

PURCHASING

OVERVIEW

The Purchasing Department is a service unit of the Administrative Services division of the University. Its goals and objectives are to:

- Provide guidance, oversight and problem resolution to University departments and to ensure compliance with University purchasing policies and procedures.
- Simplify, clarify and streamline the procurement process of the University. Make the purchasing procedures practiced by all students, faculty and staff as consistent as possible.
- Provide economy in University purchasing activities to maximize purchasing value to the fullest extent possible.
- Ensure fair and equitable treatment of all persons/vendors who deal with the University.
- Evaluate and develop, implement and administer special programs (surplus property exchange, surplus sales).
- Provide a platform from which all future purchasing policies and procedures will be updated as needed.

POLICY

All purchases of goods or services from outside vendors are to be processed through the University's financial system. Goods costing \$500 or more with a useful life of more than one year, or goods and services requiring a signed contract are to be preceded by a Purchase Order provided to the vendor and properly issued by the Purchasing Department. The University Purchase Order is a legal document containing terms and conditions specifying protections for the department, such as limits of liability and payment terms. Three campus departments have been delegated authority by the Purchasing Office to initiate and issue specific types of purchase orders on behalf of Denison:

- The Library issues Denison purchase orders for the purchase of books and electronic subscriptions
- The Bookstore issues purchase orders for books and supplies offered for resale
- The ITS Department issues purchase order for ITS equipment, software licenses and related maintenance agreements

Other goods and services may be purchased using a Denison purchasing card, provided all the rules of the purchasing card program are followed. The current rules can be found on the Denison website (www.Denison.edu/Accounting/PurchasingCard).

The University's goal in every purchasing transaction is to receive the best value possible; a combination of price, quality, reliability, service and delivery terms.

Departments should not use other means to initiate purchases with outside vendors. The department or individual assumes responsibility for such agreements and the University reserves the right not to pay for an order unless validated by a purchase order which has been completed, accepted and approved in the University's financial system.

Departments should allow adequate lead-time for the issuance of contracts, purchase orders and the delivery of required materials or services. Of course, there are emergency situations and the Purchasing staff will make every attempt to assure required deliveries.

Purchasing Department personnel are responsible for ascertaining needs, researching vendors, negotiating prices with vendors, selecting a vendor, initiating a Purchase Order to the vendor, tracking documents and paperwork flow and ensuring the proper receipt of ordered goods and services.

Budget Administrators at the department level are responsible for determining the purpose of the transaction, ensuring compliance with University policy and proper use of the budget accounts as outlined in their approved budget each year, approving the request for purchase, determining that adequate funding is available prior to requesting a purchasing transaction and monitoring and reconciling all purchase transactions using financial statements and reports provided by the Controller's Office.

For assistance in finding vendors, please call the Purchasing Department (587-6283 or 587-6284) for suggestions. Purchasing personnel will be happy to provide you with reputable vendors who are in good standing with the University.

The Purchasing Department has the responsibility to review all purchasing transactions. All contracts for supplies or services are to be reviewed, approved and signed by the Director of Administrative Services or Purchasing Agent.

SURPLUS PROPERTY

All merchandise purchased with University funds is the property of the University and, as such, may be disposed of only in accordance with University policy. Please contact the Purchasing Department for help in determining the best method of disposal for such items.

As a service to Denison University employees, the Purchasing Department holds Surplus Property Sales when items are determined to be of no use to other departments and are sold typically on a first-come, first-served basis. These sales are posted with advance notice to all employees. All transactions are the responsibility of the buyer, and Denison University expressly disclaims warranty or guarantee of the quality or functionality of the items sold or of any other aspect of the item. All items are sold "as is". Please also see the Q and A's on page 9 pertaining to declaring items surplus and who may do so.

MOTOR POOL VANS

The Motor Pool was established primarily for the purpose of providing vehicles to assist University departments with transportation requirements. The vehicles are provided (on a first-come, first-served basis) for University business or University-sponsored projects only. The vehicles are not provided to anyone for personal trips of any type.

All drivers of motor pool vehicles or rented vehicles must be licensed in accordance with the Ohio Motor Vehicle Law. The license may not be under suspension or revocation. The driver must not have ever been convicted of operating a motor vehicle while under the influence of alcohol or drugs. Drivers must comply with the rules and regulations provided by the Purchasing Department. Please contact the Purchasing Department (6283) for questions and information related to using University owned or rented vehicles.

Note: Only drivers who have successfully completed Denison University's Defensive Driving course may drive University owned or rented vehicles. Please check the Campus Security and Safety web site for more information on Defensive Driving.

BUSINESS SERVICE CENTERS

For your convenience and cost savings, you are encouraged to use the services of the Bookstore and Office Services. When ordering books, please send the requisition to the Bookstore. Please call 6204 if you have questions. If they are unable to process your order, they will forward it to Purchasing for order placement.

The "just in time" office supply program and copy center are operated by Office Services. Please call 6202 if you have questions related to their services.

Please refer to their web sites for more information.

QUESTIONS AND ANSWERS

Question: Why should I utilize the Purchasing Department; after all, who knows better than the using department what goods or services it needs?

Answer: The Purchasing Department is not here to dictate your needs. As the user of the products or services, only the users can understand what works best for them. However, all of us have a responsibility to not only provide the best product at the best price, but also to work with those qualified vendors who provide consistent, ongoing and responsive service to the University.

Question: Where can I get Tax Exempt Certificates?

Answer: The Purchasing Office can provide you with those forms or they can be downloaded from the Denison website (<http://www.denison.edu/offices/controller/accounting>).

Question: What do I need in order to have a check sent with the purchase order?

Answer: Typically, the University pays for goods and services following receipt. However, if you need a check to be sent with the order, indicate that on the requisition form and send it to Purchasing along with the vendor's order form or other pricing information.

Question: My department has an immediate need for a piece of equipment. Should I place the order over the phone in order to expedite delivery?

Answer: No. Denison's Purchase Order contains many terms and conditions to protect the University in case a dispute arises between the requisitioner and the vendor. Without a Purchase Order, the University has no commitment to pay the bill, leaving the requisitioner potentially responsible for payment. Please contact the Purchasing Office to protect both yourself and the University.

Question: How long does it take to get a Purchase Order after submitting a requisition?

Answer: Purchasing processes all requisitions within 2 days unless more information is needed to complete the order. In cases where more information is needed, the process is dependent upon the time needed to obtain the necessary information from the department and/or the vendor. In emergencies, a Purchase Order number will be provided as quickly as possible, usually the same day.

Question: Who needs to approve a purchase requisition?

Answer: The Departmental Budget Administrator or someone given that authorization by the Budget Administrator, and using the authorized signature, may approve a requisition before sending it to the Purchasing Office.

Question: How do I purchase a maintenance contract for equipment?

Answer: Please submit a purchase requisition and a copy of the contract to Purchasing.

ACCOUNTING PRACTICES

Each member of the Denison community (faculty, staff and students) is responsible for safeguarding and preserving Denison's assets and resources. The following policy statements apply to ALL business activities of the University. It is the Supervisors' responsibility to ensure that staff members are familiar with these policy statements.

- All revenues generated by University activities and all expenditures for goods and services must be recorded and accounted for within the Denison University Financial Accounting System. This includes Denison University, the Denison Campus Governance Association and the Denison University Research Foundation.
- Denison's Accounting System consists of the general and operating ledgers, and all ancillary systems (such as Facilities Services work orders, office services, mail services, telephone operations, miscellaneous student charges) that serve as the basis for accounting entries. The Controller's Office is responsible for the accuracy, integrity, and overall management of Denison's Financial Accounting System, and should be consulted on all matters relating to accounting policies and procedures.
- Financial transactions must be recorded timely and accurately, with a clear identification of the business nature of the transaction.
- All cash receipts (except donations, gifts and grants to the University) including checks, cash, money orders, or travelers' checks should be deposited at the Student Accounts Office on a timely basis. All donations, gifts and grants to the University must be deposited through the Institutional Advancement Office. Checks should be made payable to Denison University.
- No bank accounts are to be established by individual divisions or departments, student organizations, or others acting on their behalf for the purpose of funding, or to assist in funding any University activity. Student organizations recognized by the Denison Campus Governance Association, fraternities and sororities, may establish an account with the Controller's Office for revenue-generating activities.
- All contracts, including letters of agreement, that commit University resources must be reviewed and approved by the Director of Administrative Services, the Vice President for Finance and Management, or the Provost. The Board of Trustees has designated a limited number of individuals as authorized to enter into contracts for Denison.
- Each account in the University Financial Accounting System has been assigned a "financial manager" – usually a department chair, administrator, student group treasurer, or principal investigator, whose responsibility is to:
 - Approve all invoices and Requests for Payment, journal entries and budget transfers before they are sent to the Accounting Office;

- Review reports of account activity to determine that all charges and entries are accurate and complete, and have been properly allocated;
 - Take appropriate action to correct any improper charges to an account by notifying the Accounting Office immediately;
 - Ensure that all charges made to grant, restricted gift and endowment accounts are appropriate and allowable under the granting agency's regulations or the endowment/gift agreement;
 - Submit proposed budgets annually for operating accounts;
 - Monitor spending against accounts to ensure budgets are not overspent;
 - Spend University budgets in a reasonable and prudent manner.
- All disbursements are processed through the Accounting Office. This includes vendor invoices, purchasing card transactions, Requests for Payment, Short Order Purchase Orders and travel reimbursements. Each of these disbursements requires appropriate supporting documentation in order to be processed.
 - Vendor invoice payments require an original invoice and a Purchase Order number.
 - Requests for Payment require original receipts along with a Request for Payment Form. As a matter of normal routine, employees should not be making University purchases and requesting reimbursement. Travel and small dollar purchases should be made with a Denison purchasing card. All other purchases should begin with a Purchase Order or a Short Order form. The Request for Payment form is for expenses that would not typically involve a vendor invoice, such as honorariums, memberships, mileage reimbursement and performances covered by a contract.
 - Short Orders need original receipts and a copy of the Short Order form.

Should a disbursement check of any type be misplaced, contact the Accounting Office for replacement instructions.

QUESTIONS AND ANSWERS

Question: Although I have been designated the “financial manager” for a particular University account, time constraints prevent me from reviewing account activity in detail. Is it acceptable for me to assign this task to a staff member?

Answer: Yes, it is acceptable to assign the task. You do, however, remain responsible for ensuring the person carries out the task completely – that he or she acts to resolve any errors or misrepresentations in the account or informs you of any discrepancies so that you can take the necessary corrective actions. You are responsible even though you assign the duty to a staff member.

Question: I have received a check for deposit on a student trip I am organizing. I would like to deposit it at the Student Accounts Office. However, I will be receiving checks from other students going on the trip. Should I hold the check in my office until all checks for the trip have been received?

Answer: No. All checks should be deposited at the Student Accounts Office upon receipt. If a problem arises, a refund or adjustment can be made by contacting the Student Accounts Office. This also protects Denison and the faculty/staff member from potential loss due to inappropriate safeguarding of assets.

Question: In order to provide for certain recurring needs, my department has recently opened a checking account. Is this permissible?

Answer: No. Your department should consult the Controller’s Office in order to develop a system that will both address its needs for handling miscellaneous or program income and expenses, and ensure that activity is being properly recorded in the University Accounting System.

Question: I need a check to pay an event performer. Can I request a check the morning of the performance and have the check in hand by afternoon?

Answer: Turnaround time on check requests is typically 3 – 4 business days. Plan on submitting your paperwork, including the signed contract, to the Accounting Office at least one week in advance of the event to ensure the check will be available when it is needed.

Question: I made a purchase at a local store for my department, and was charged sales tax. Why was my reimbursement check reduced by the sales tax?

Answer: Denison is exempt from sales tax, and therefore we do not reimburse individuals for sales tax. Individuals should not make purchases on behalf of Denison without the appropriate paperwork indicating the purchase is for a tax exempt entity. The Denison purchasing card is embossed with Denison’s tax

exempt number for this purpose. All other purchases should be made with a Denison Purchase Order or a Denison Short Order form, both of which are available from the Purchasing Office.

TRAVEL EXPENSE REPORTING AND REIMBURSEMENT

All University travel must be approved in advance by your Supervisor or Divisional Administrator, and the Account Director(s) providing funding for the trip.

All staff and faculty who travel are eligible to participate in Denison's Purchasing Card Program to facilitate payment of travel expenses. This is a corporate card program; the card will be issued in your name with Denison's tax exempt number and Denison's logo. Denison will be charged at the end of each month for all of the activity on your card. You are responsible for monitoring activity on the card, assigning each transaction to the appropriate Banner index/account, submitting the monthly statement and all receipts to Accounting, and following up on any erroneous or fraudulent charges. You may obtain an enrollment form for the Purchasing Card Program from Denison's website (www.Denison.edu/Controller/Accounting).

All expenses of approved trips involving students are to be reported on the Reimbursement of Travel Expense form. An electronic copy of this form is available in the Campus "S" drive (S:/Departments/Controller/Resources/forCampusEmployees/Accounting Forms), or you may pick up copies in the Accounting Office.

SPONSORED GRANTS

Sponsored grants include governmental and private granting agencies that support a broad array of activities, particularly research and related activities. Denison supports efforts of faculty and staff to secure grants in support of their research and teaching. These grants are almost always made to Denison in support of a faculty/staff member's work, and therefore they need to be reviewed and approved at various levels within the University, and they need to be included in Denison's financial records.

If you are involved in the proposal process to a granting agency, these steps should be followed:

- If your proposal is to a private foundation, Denison's Senior Development Officer for Foundation and Corporate Relations (Anne Stengle), who is our liaison with private foundations, will need to be involved with the proposal process. Please initiate the contact early in the proposal process.
- All grant proposals (private and governmental) must be reviewed and approved by the Provost before they are submitted to the granting agency. Associate Provost Susan Garcia is the person who will assist you in this process. Requests

for matching funds from Denison must be authorized by the Provost, and a funding source identified.

- If the Provost supports the grant proposal, forward a copy of the proposal and budget to the Controller for final review before submitting to the granting agency. Include an indication of the funding source for any matching funds.

In addition to Anne Stengel and Susan Garcia, Controller Cathy Untied is available during the proposal process to provide guidance on budgetary issues. Please prepare your grant proposals well enough in advance of grant deadlines to allow for an adequate review by the Provost and Controller.

If your grant proposal is funded by the granting agency:

- Forward the grant award letter to the Controller, along with a copy of the grant budget if the authorized funding is different from the requested funding. The Controller will establish an account number for your grant. All grant expenditures are to be charged directly to this grant account.
- For Federal grants, the Controller will calculate and charge the grant for any indirect costs funded by the grant. The Controller will also send quarterly invoices to the appropriate Federal Agency requesting reimbursement of grant expenditures. Most private foundations do not require an invoice, however the Controller can generate an invoice if one is needed.
- If you receive payment of a grant directly, please forward the check to the Controller for deposit to your grant account.
- Special reports required by the granting agency are your responsibility. The Accounting Office will provide a monthly report of financial transactions to your grant account. If additional financial information is needed for your reports, please contact the Controller or the Accounting Office.

FINANCIAL AID AND STUDENT EMPLOYMENT

The Financial Aid and Student Employment Office is part of the Finance and Management division of Denison University. A very strong working relationship exists between the Admissions, Financial Aid, and Finance Offices in charting a successful student recruitment effort. Financial Aid and Student Employment also works very closely with the Student Accounts Office and Human Resources.

HUMAN RESOURCES

The Human Resources Office provides a full range of payroll and staff benefits, administrative services to faculty, staff and students. The office is also responsible for administering an effective recruitment program for administrative staff and supportive operating staff. We recognize the important role each employee plays in meeting the educational goals established by the University. By working together cooperatively and

in a climate of mutual respect and appreciation, we can achieve a working environment that both supports the mission of the University and makes Denison a rewarding and fulfilling place of employment. To accomplish its major responsibilities, the goals and objectives of the department include:

- Administer, interpret and communicate effective and appropriate staff benefit programs for all Denison employees. Counsel and assist all staff with enrollment in eligible programs.
- Administer an effective recruitment program for administrative staff and supportive operating staff.
- Administer a competitive and effective salary and wage program for administrative staff and supportive operating staff.
- Maintain job classification system for supportive operating staff.
- Develop and maintain effective personnel policies, procedures and programs in accordance with Federal, state and local legislative requirements.
- Develop and conduct staff professional development programs.
- Promote good employee relations through health and recreational programs such as wellness programs, employee picnics, employee awards/recognition programs and other community type activities.
- Maintain master personnel files for administrative staff and supportive operating staff.

RECRUITMENT PROCEDURES

All requests for new positions, replacements and temporary staff for administrative staff and supportive operating staff must be filed with the Human Resources Office. Such requests can then be processed through the governance system and/or receive appropriate administrative approval to begin a search.

Once the position is approved, the Human Resources Office will place advertisements with appropriate newspapers, web sites and other sources as well as post the jobs internally on bulletin boards. The recruiting process is administered by the HR Office using an on-line applicant tracking system.

This office will collect all resumes and applications for supportive staff positions while inquiries for administrative staff positions go directly to the hiring departments. They work with hiring units throughout the hiring process to include interviewing all support staff candidates and meet with administrative candidates to review staff benefits. Approval to hire administrative staff and support staff must be coordinated with the Director or Associate Director of Human Resources prior to any offer being made.

STAFF BENEFIT ADMINISTRATION

Denison University provides a full range of staff benefits for faculty and staff. A complete description of each benefit plan is available on our web site at

www.denison.edu/human_res. Our goal is to provide competitive staff benefit programs to recruit and retain qualified faculty and staff.

PAYROLL ADMINISTRATION AND PROCESSING

The Human Resources Office administers the internal payroll system for faculty, staff and students to include the withholding of various payroll taxes and other deductions. Faculty and administrative staff are paid on the 25th of the month, while supportive operating staff is paid on a biweekly basis. Students are also paid on a biweekly basis.

COMPENSATION AND JOB CLASSIFICATION ADMINISTRATION

The University makes every effort to provide competitive salary and wage programs for administrative staff and supportive operating staff to effectively recruit and retain qualified faculty and staff. The Human Resources Office administers these benefit programs. Internal and external salary data is collected and analyzed to determine competitive rates for staff. Additionally, this office maintains a formal job classification system for supportive operating staff.

PROFESSIONAL DEVELOPMENT

The Human Resources Office develops, conducts and coordinates:

- new employee orientation programs, staff benefit information programs;
- professional development and training programs to develop and maintain job related skills and knowledge;
- employee information sessions to maintain open communication with faculty and staff.

Visit the Human Resources web site (www.denison.edu/human_res) for more detailed information regarding staff benefits, the employee assistance plan, benefit and payroll forms, job postings, support staff personnel policies and more.

CAMPUS SECURITY AND SAFETY, RISK MANAGEMENT and EHS

The Office of Campus Security and Safety and the Office of Risk Management and Environmental Health and Safety work very closely to ensure a safe campus. Their offices are co-located on Level P1 of the Parking Garage. The 24 hour/7 day per week Campus Operator/Dispatch Center is also located in the office.

Risk Management in the broadest sense encompasses all types of risk. The two offices most focused on risk management at Denison are the Office of Campus Security and Safety and the Office of Risk Management and EH&S. Their responsibilities overlap one another in many respects. They clearly complement one another and are very

interdependent. To help campus participants better understand who to contact for specific needs, described below is an overview of primary responsibilities for each office.

Campus Security and Safety

Campus Security and Safety has primary responsibility for the safety and security of the campus community and university property. In addition to the Risk Management and Environmental Health and Safety Office, they also have close working relationships with the Student Development division of the college on matters related to student safety and behavior and with Facilities Services related to securing and caring for campus facilities and grounds. They also work very closely with the Granville Police Department and the Granville Township Fire Department's fire and emergency medical response personnel. Denison's 24 hour switchboard/operator unit also reports to the Director/Chief of Campus Security and Safety.

In addition to the chief, the Security and Safety Department has 12 uniformed security officers and monitors who staff the campus 24 hours per day. Duties include patrolling the campus to assure compliance with the law of the land as well as campus policies and standards. The Security staff investigates when appropriate, and files required security and safety incident reports. The office oversees the emergency notification system and the chief serves as the Coordinator of the Campus Crisis Management Team.

Campus Security and Safety maintains campus crime statistics. They oversee a variety of safety training programs for the campus to include a defensive driving program required of all employees who drive university vehicles. They carry-out and enforce all campus parking policies. Crime prevention programs are conducted annually, particularly with regard to residence hall living. Special events requiring security personnel are staffed by the department.

Risk Management and Environmental Health and Safety

The department takes a comprehensive view of risk and guides all necessary steps to eliminate, mitigate and/or insure against risk. The director oversees contracting for property and liability insurance and serves as liaison with external brokers, risk and claims management on all matters related to Denison's property and liability insurance. Those with questions about Denison's insurance coverage and/or those with information that will or may involve an insurance claim should contact the office. Departments planning field trips, campus events, sponsoring visitors to the campus, etc., should work with the department to determine appropriate steps to mitigate risk and assure the safety of all concerned, e.g., event and procedure review, waivers, etc.

The Risk Management and EHS department administers and coordinates the Denison University Environmental, Health, Safety program. Campus accident and safety incident reports are processed through the director, including Workers Compensation incidents. The department coordinates regulatory compliance and awareness, campus policy and procedure development, contributes on matters of facility design and compliance, chemical information records management, chemical storage, hazardous/chemical waste disposal, radiation safety and other programs. The director

serves as the chief training officer for EHS and risk management. The director inspects facilities for compliance and investigates all matters related to EH&S. The director is the appropriate campus resource for any questions departments may have concerning all issues related to EH&S.

ADMINISTRATIVE SERVICES

The charge to the Administrative Services Office is to provide quality services in the areas of dining services, purchasing, office services, campus services, mailroom, bookstore, laundries, vending, and facilities and event scheduling.

FACILITIES SERVICES

OVERVIEW:

Facilities Services is responsible for the maintenance, repair, cleaning, operation and general upkeep of all equipment, telecommunications, CATV, buildings and grounds on campus to include providing oversight to major renovations and new construction. It also provides support services for event set-ups, tear-downs, moving, portable power and sound systems, table and chair rental, keys and access control, and, in general, most campus facility related needs. Heating, cooling and central utility distribution systems are also managed by Facilities Services to include the tracking of utility costs and initiating energy and resource conservation. Other major responsibilities include: recycling programs and projects, snow and trash removal, managing the campus cemetery, warehousing, and receiving and distribution functions through its Central Stores operation.

HOW TO REQUEST SERVICES:

Routine or Emergency Repairs and Maintenance:

During normal working hours;

7:30 am to 4:00 pm, Monday through Friday.

Routine and Maintenance requests:

Use the Work Order Request form on the Facilities Services Web page, call 6265, 6264 or email Physplant.

Emergency requests:

Call 6265 or 6264

After normal working hours, weekends and holidays;

Routine and Maintenance requests:

Call 6265 or 6264 to leave a voice message, email Physplant or enter the request using the Work Request Form on the Facilities Services Web page – they will be entered into the work order system the next morning.

Emergency requests:

Call the Campus Operator at 0 or 6482. The operator will dispatch appropriate personnel.

Please be as specific as possible and provide adequate information to help locate and correct the problem including; name, building or location, room number, phone number and description of the request. Every effort will be made to address the request as quickly as possible and to provide immediate response to true emergencies. Response time will depend on the overall work load but typically, non-emergency requests will be addressed within five to ten days. Some repairs may take longer due to the complexity of the work or the need to order parts and materials.

Departmental, Special Event or Project Requests:

Requests for services can be made: via the Work Request Form on the Facilities Services Web page; e-mailed to Physplant; called into the office at 6264, or 6265, or by contacting a Facilities Services departmental manager. Requests for special event setups should be submitted a minimum of two weeks in advance of the event. Normal information required with a request includes:

1. An account number for billing purposes
2. Complete description of problem or services being requested.
3. Specific location where service is requested or where event is to take place.
4. In the case of events, confirmation that the event has been scheduled with the Facilities and Events Office or with other appropriate campus office with scheduling authority for the event location.
5. Provide a contact person and means of contact.

TYPICAL SERVICES PROVIDED:

- maintenance and repair to all facilities
- table and chair rental
- event support, stage and platform set-up and tear down
- additional custodial services
- moving services
- sound system support
- temporary lighting or electrical service and extension cords
- receiving and delivering large or bulk items
- renovation project planning and coordination

CONTACTS FOR OTHER SERVICES OFTEN REQUIRED FOR EVENTS OR FACILITIES

- Catering Services when food is needed (ext. 6686)
- Campus Security and Safety when security personnel are needed (ext.6482).
- Telephone Services when phones are required (ext. 6454)
- Information Technology Services for computing or data network (ext. 6395)
- Administrative Services if a need for food or beverage vending machines (ext. 6298)
- Purchasing Office for new or used furniture (ext. 6284)
- Facilities and Event Scheduling Office to reserve space for an event (ext. 6461)

TYPICAL QUESTIONS:

Question: What is PAR and how do I request renovations to my space?

Answer: PAR is an acronym, which stands for “Plant Adaptation and Renewal.” It refers to significant facility improvement projects. Each fall, as part of the operating budget request process, the Controller will include information on how to request PAR and equipment funds for departmental needs. PAR requests are identified by the department and submitted to their division head. Requests are forwarded to Facilities Services to provide an estimate of the project cost. Denison has a strong tradition of budgeting for PAR projects. It is largely a bottoms up process. Departments prioritize their requests. They are aggregated and a summary of all requests are reviewed by the Provost, Facilities Services Director and Vice President for Finance. Decisions are made based upon safety concerns, required regulatory compliance, program needs, student interest, consistency with institutional objectives and of course, funding available. As with most organizations, there are always more good ideas than money available. Decisions on approved projects are communicated usually by the April subsequent to the October requested. A similar but separate exercise is conducted to request new or replacement equipment and furnishings. As with PAR requests, equipment requests are made as part of the normal budget cycle Requests are prioritized and honored based upon the same basic criteria as used for PAR projects. The Information Resources and Advisory Committee typically reviews and makes recommendations related to all computer and AV equipment requests. The Purchasing Office prices equipment. The Provost and Vice President for Finance collaborate on final approvals. Approvals for equipment requested in October are normally made and communicated by May of the same academic year.

Question: How do I request a needed repair?

Answer: Any maintenance need can be reported to Facilities Services using email (physplant) or phone (6264 or 6265). Project requests can be sent the same way or by contacting one of the department’s managers.

Question: What is departmental responsibility and what is maintenance?

Answer: This is somewhat gray but in general, if the equipment would remain in the space for any department, Facilities Services will maintain it. If the material or equipment is specific to the department, i.e. musical instruments and lab equipment, the department is responsible for its service and maintenance. Renovations are considered similarly – if the facilities need to be modified to accommodate a specific department’s programmatic need, generally the department will initiate a PAR request. If the modification pertains more to general building systems, Facilities Services initiates action.

Question: Why does my department or group have to pay for services?

Answer: Fundamentally, a good operating budgeting principle is to align usage with budgetary responsibility while at the same time not creating paperwork, e.g., internal chargeback systems, if the service and level of service really is beyond a department’s control and is always going to have to occur. Consistent with this approach, Facilities Services is funded to provide for daily cleaning of buildings, repairs to basic building systems, utilities, etc. Operating departments are expected to fund special maintenance requests they desire to support programs, sponsored events, etc., including related support services which may be required from Facilities Services.

Question: Can I contract with a local vendor, contractor or supplier if I know they can to do the work?

Answer: All modifications, alterations, adjustments, maintenance or other work performed on university equipment and facilities must be coordinated through Facilities Services. They will make the determination whether to contract with outside organizations for service.

Question: Why do I have to use Facilities Services, why can’t I do the work myself?

Answer: Due to the complexity of the facilities and potential danger to yourself and others, all work on campus facilities must be coordinated through Facilities Services. It will provide estimates and work with outside contractors to ensure that the university receives the highest quality work at the best price.

Question: Can I borrow a tool to do some work on campus or at home?

Answer: Due to liability and safety concerns, no tools or equipment can be loaned out for personal or on campus use.

Question: I’m having a party at home, or my community group is holding an event off campus, can I borrow tables and chairs?

Answer: Under some circumstances, tables and chairs may be available for use for personal events of university employees or approved community groups. Contact the Plant Office at 6264 or the Building Services Department for availability. University needs take precedence and the individual or group requesting items is responsible for picking up and returning the items and any damage or loss that may occur. A waiver form may be required. Beyond tables and chairs, other university property may not be borrowed for personal use.

Question: I have an idea for a project, safety concern or other idea to improve the campus, how do I tell someone about it?

Answer: Facilities Services will work with you to determine the feasibility of any project and appreciates suggestions for improvements for campus facilities. Simply call or email the office or a department manager.

Question: Why do I have to sign out and pick up keys at Facilities Services?

Answer: The security of campus facilities is paramount for both personal safety and security of both university and student property. Tight controls and documentation are maintained on all keys and access cards. All keys and access cards are issued by Facilities Services only upon written authorization from approved departmental or divisional administrators. Facilities Services then maintains the issuance records. It is important that keys be returned to Facilities Services at the end of the authorized period. The holder is responsible for them at all times. Loss of keys or cards must be reported immediately. Unauthorized exchange or use of keys or cards may lead to disciplinary action.

Question: I want to purchase a new piece of equipment, how do I know it will work on campus?

Answer: Before purchasing equipment that requires unique electrical power, other utilities or special environmental, operating or installation conditions, please contact Facilities Services to ensure that the requirements can be met. Don't forget to consider transportation and installation when identifying the required budget.

Question: How often can I expect my office or room to be cleaned and trash removed?

Answer: The Building Services Department is responsible for cleaning all spaces on campus. Cleaning times vary but in general, all academic and administrative buildings are cleaned every week night. Trash and recycling are removed from offices on alternate nights. Public spaces in residence halls are cleaned in the mornings, cleaning of student rooms are the responsibility of the room occupants.

Question: I don't need a piece of furniture or equipment anymore, can I take it home or how do I get rid of it?

Answer: The Purchasing Office is to be informed whenever any Denison furniture or equipment is considered "no longer needed" by a department. Do not get rid of University property on your own and assuredly do not take it home. Denison periodically holds surplus property sales. The Purchasing Office also serves as a clearinghouse for reassigning property between departments.

USE OF DENISON FACILITIES

WHO MAY USE DENISON FACILITIES?

Because campus programs and events create considerable demand for the use of Denison facilities during the academic year, **Denison normally does not permit outside organizations or individuals to use its facilities at any time when school is in session. When school is not in session Denison facilities may be rented by outside organizations or private individuals in accordance with established policies.** All such bookings and letters of agreement with outside organizations and individuals are made with Denison's Conference Services Office.

WHERE DO I GO TO RESERVE SPACE?*

To simplify the process of reserving space for scheduled events anywhere on campus, all space reservations are being handled by the Facility and Event Scheduling Office located in the Campus Services Office on the first floor of Slayter. The Facility and Event Scheduling Office will maintain a daily and hourly master calendar of all available campus facilities and spaces. They will also work with those reserving space to create required work orders if special space setups are required and put users in contact with the Catering Department when food service is desired.

** Assignment of office space for faculty and staff is approved by the Provost and/or Vice President for Finance and Management. A limited number of office spaces have been identified for use by student organizations. These spaces are assigned through the Office of Campus Leadership and Involvement.. Campus and Residential Life makes all residence hall assignments. Leases for faculty and staff housing are managed for the college by the Wallace F. Ackley Agency (contact is Jed Flechtner, 587-0481. All other uses of campus facilities are scheduled through the Facility and Event Scheduling Office.*

PRIORITY ON USE OF FACILITIES

The Registrar has first priority on the use of all Denison facilities for classes. The Facility and Event Scheduling Office confirms all other reservations for space with the understanding they are subject to change until the Registrar has successfully accommodated all class needs.

SCHEDULING SPECIAL USE FACILITIES

Many requests for use of campus space are routine and can be immediately reserved through the Facility and Event Scheduling Office. Other requests may involve major campus venues such as Swasey Chapel, or the Mitchell Center and the athletic fields, or spaces designed for special uses such as the Olin Planetarium, various campus computer labs and facilities, or theatres and recital halls. **Though all campus space reservations are made through the Facility and Event Scheduling Office, before confirming reservations in these special use spaces, the Facility and Event Scheduling Office will seek approval from the departments assigned with primary responsibility for the space (see detailed listing of special use spaces and responsible departments below).**

ANNUAL ADVANCED PLANNING FOR SPECIAL USE FACILITIES

To assure proper coordination of scheduling in any of the special use facilities, the departments with primary authority and responsibility for their use conduct planning sessions well in advance of each new academic year to develop a master plan of use. For example, The Dean of Religious Life, who approves all scheduled events in Swasey Chapel, meets with representatives from the Music Department, the Vail Series, the President's and Provost's offices, Student Activities, other major lecture series, representatives from Building Services and the Facility and Event Scheduling Office. The goal of this planning session is to identify and secure space for priority events, make the best and fullest use of Swasey, and provide coordination to the overall scheduling of major campus events. Similar planning sessions are held by the Athletic Department for the use of all athletic facilities and fields; and by Theatre, Music and Dance for the scheduling of the performing arts facilities.

INDEX TO SPECIAL USE SPACES AND RESPONSIBLE DEPARTMENTS

Special Use Facilities	Responsible Department
Ace Morgan Theatre	Theatre Department
Athletic Facilities and Fields (all)	Athletic Department
Bandersnatch	Campus Services Office
Barney Board Room	President's Office
Burke Black Box Theatre	Theatre Department
Burke Practice Hall	Music Department
Burke Recital Hall	Music Department
Cinema facilities	Cinema Department
Computer Labs (departmental)	ITS
Computer Labs (general use)	ITS
Dining Halls	Director Dining Services
Doane Dance facilities	Dance Department
Faculty Common Room - Burton Morgan	Provost's Office

Museum	Museum Director
Library	Director of the Library
Lamson Lodge	Campus Services
Modern Language Lab	Modern Languages
Mulberry House	Fine Arts Department
Olin Auditorium	Physics and Astronomy Departments
Olin Planetarium	Physics and Astronomy Departments
Science Laboratory Space	Assigned department
Sigma Chi dining and living rooms	Sigma Chi House Corp.
Slayter Auditorium and Conference Rooms	Campus Services
Slayter Roost and Third Floor Social Space	Dining Services and Campus Services
Slayter Snack Bar	Dining Services and Campus Services
Studio Art Space	Art Department
Swasey Chapel	Facility/Event Scheduling
Swasey Observatory	Physics and Astronomy Departments
Talbot Case Study Rooms	Biology Department
Video Conferencing Facilities	Instructional Technology

Appendix A
“Quick Reference on Who to See about Specific Operating Questions”

Accounting Office

Jean McNamara ext. 8616

- Accounts Payable
- General Ledger acct. entries
- Account information
- Travel reimb./advances
- Purchasing Card

Bookstore and Business Services

Joe Warmke ext. 6204

- Trademark and copyright issues
- Office and Mail Services
- Vending Services
- Laundry Services

Campus Services

John Beckman ext 6769

- Slayter Union and Bandersnach Operations
- Dining Service Liaison
- Property Management
- Event Contracts

Controller’s Office

Cathy Untied ext. 6679

- Audit issues
- Budget development and control
- Requests for budget revisions
- Budget reporting
- Travel policies

**Facility and Event Scheduling Office
(including summer conferences)**

Vicki Sussman ext. 6461

- Students and departments - reserving space on campus
- Personal use of campus facilities
- Outside organizational use of campus facilities

Financial Aid and Student Employment

Nancy Hoover ext. 6629

- Financial aid policy
- Merit and need based awards
- Student Loans

Finance and Management Office

Seth Patton ext. 6262

- Legal issues
- Long range financial planning
- Capital projects

Human Resources

Jim Ables ext. 6239

- Payroll
- Recruiting for new staff
- Benefit administration

Investment Office

Adele Gorrilla ext. 8646

- Endowment Investment

Institutional Advancement

Julie Houpt, Vice President ext. 6636

- Gifts to the college
- All matters related to public or media relations

Purchasing Office/Administrative Services

Ronni Hintz ext. 6655

- Purchase orders and other contracts for goods or services
- Motor Pool
- Surplus Equipment
- Rental Housing

**Risk Management Services
and Environmental Health and Safety**

Steven Gauger ext. 5646

- Risk management
- Mitigating risk
- Indemnification release forms
- Property & Liability Insurance
- All matters related to Environmental Health and Safety standards

Security and Safety***Garret Moore ext. 6482***

- Traffic control
- Campus security
- Sales or solicitations on campus

Student Accounts Office***Tammi Crowell ext. 6798***

- Collection of student accounts
- Payment of parking fines
- Collection all misc. charges to students and others