

**GUIDE TO THE**

**GENERAL OPERATING POLICIES**

**OF**

**DENISON UNIVERSITY**

**2016 - 2017**

## **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 12
Q&A	Page 12
Accepting Gifts	Page 15
Q&A	Page 15
Political Contributions and Campus Use in Support of Political Causes	Page 15
Use of Campus Facilities/Resources for the Expression of Political Ideas	Page 16
Purchasing	
Overview	Page 16
Policy	Page 17
Surplus Property	Page 18
Motor Pool Vans	Page 18
Q&A	Page 19
Accounting Practices	Page 20
Q&A	Page 21
Travel Expense Reporting and Reimbursement	Page 21
Sponsored Grants	Page 22
Financial Aid and Student Employment	Page 23
Human Resources	Page 23
Recruitment Procedures	Page 24
Staff Benefit Administration	Page 24
Payroll Administration and Processing	Page 25
Compensation and Job Classification Administration	Page 25
Professional Development	Page 25
Campus Safety	Page 25
Office of Risk Management, Compliance and Environmental Health and Safety	Page 26
Administrative Services	Page 26
Wordmark, Trademark (logo, brand, mark, graphic identity)	
Energy & Occupant Use Standards	Page 27
Facilities Services	
Overview	Page 31
How To Request Services	Page 32
Typical Services Provided	Page 33
Contacts for Other Services Often Required	Page 33
Q&A	Page 33
Use of Denison Facilities	
Who May Use Denison Facilities:	Page 36
Where Do I Go to Reserve Space?	Page 36
Priority On Use of Facilities	Page 36
Scheduling Special Use Facilities	Page 37
Annual Advanced Planning For Special Use Facilities	Page 37
Index to Special Use Spaces and Responsible Departments	Page 38
Appendix A	Page 39
“Quick Reference on Who to See About Specific Operating Questions	Page 39

## **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. It is impossible to envision all the possible circumstances, and equally difficult to define appropriate behavior under each circumstance. This Guide does not attempt to answer all circumstances or all appropriate behaviors, but rather sets 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.

## **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. 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 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.

### **WORKING WITH ONE ANOTHER**

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. Denison adheres to the principles of equal opportunity and equal treatment for students and employees regardless of a person's race, color, religion, creed, gender, sexual orientation, marital status, age, disability, veteran's status, or national origin. With mutual consideration and trust, our community will thrive as a place of liberal learning and humane life. Consequently, all employees are expected to demonstrate the following behaviors:

- 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. As stated in the faculty, staff and administrative handbooks, there is no place in the work environment for conduct that demeans or belittles another person; 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 omitted from these directories. Such requests should be directed to the Director of Campus 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 act

### **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 only at the written request of the student.

**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 that may compromise the University's best interest. Conflicts of interest, and the appearance of, 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 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 ways<sup>1</sup>: 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 or hiring an immediate family member.
- 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.

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<sup>1</sup> Source, *The Responsible Public Servant*, Ken Kernaghan and John Langford

- Using Denison property for private advantage. This could be as blatant as stealing office supplies or tools or using equipment for home or personal business use. A subtler example is, 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. In no case should an employee of Denison, use their work time to do "outside" work.

### **"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."<sup>2</sup> Known conflicts should be reported and avoided. Examples would be selling Denison property to a company controlled by a family member; or directly hiring a family member or a business controlled by a family member. One way to avoid conflicts is simply to recuse 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, that requires all Board members, officers, and 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 interest or outside relationship that 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.

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<sup>2</sup> Dr. Michael McDonald, Centre for Applied Ethics, University British Columbia

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.”<sup>3</sup>

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### **INFORMATION TECHNOLOGY**

Information technology and 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 that best serves the needs and protects the welfare of both 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 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 (ITS) homepage, Important Policies. 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.

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<sup>3</sup> Denison University Faculty Handbook, 2012-



The Chief Information Officer and Director of ITS reports to the Vice President for Finance and Management and oversees Denison's ITS Department. Within the Campus Governance system, the Information Technology Committee (ITC) reports to the University Council and advises the Provost and Vice President for Finance and Management on matters relating to information resources and technology within the University.

Denison has entrusted ITS with responsibility for the support and timely maintenance of the university network, servers, and workstations to include university -owned, leased or licensed computer hardware, software, peripherals and 3rd-party services. This policy establishes expectations for the purchase, use and re-use of technology hardware, and licensing and subscriptions for software and technology services that assures, as a community, we are being responsible stewards of university resources, aware of security considerations and consistent in our practices.

By working through ITS, faculty and staff can expect assistance and guidance that helps to assure purchases are sustainable, compatible with existing systems, and can be adequately supported. To aid in this endeavor, ITS has negotiated purchasing agreements with hardware, software, network, and telecommunication vendors, service agencies, multimedia companies, software developers, and others. Involving ITS in technology purchases and taking advantage of pre-negotiated purchasing agreements helps assure the needs of our campus are met.

The adoption of software systems, online services, specialized hardware, and other technologies for institutional use has become increasingly complex in recent years. It can be quite challenging to find the technology that best meets a specific need, is compatible with technology already used at Denison, complies with accessibility requirements, protects the confidentiality of university data, is offered at the best price and contract terms, and can be implemented and maintained effectively with available staff and financial resources.

*Consequently, all technology related items including computer hardware, peripherals that interface with computers, software, audio-visual equipment and cloud-based services, regardless of funding source, are to be ordered and managed through the ITS department.* In order to achieve the best possible and the most cost effective service levels for all university owned and funded software, hardware, technology services and telecommunications items, all purchases of this type must be made through ITS and follow university budgeting approval practices.

Supplies (CDs, toner cartridges, paper, etc.) are to be funded by department operating budgets and ordered through the Denison eProcurement system.

ITS is responsible to plan and budget for the technology needs of the university in collaboration with departments, with the exception of some discipline-specific academic technology, which is budgeted for by individual departments and approved by the Office of the Provost in consultation with ITS.

Computer equipment is replaced or upgraded annually based on the computer replacement cycle. Prior to replacement or upgrade, a representative from ITS will meet with individuals or departments to finalize plans for the equipment. Please refer to the [Computer Replacement Policy](#) for details. The upgrade/replacement program is intended to meet the following goals:

- Assure that the computing resources in university offices and labs are adequate to support the mission of the institution
- Maintain minimum standards for computing equipment
- Improve performance and support through standardization
- Control costs
- Coordinate the cost-effective installation of new equipment and environmentally sound and secure disposal of old equipment

This policy applies to all IT or IT-related purchases made with any and all college funds, including grant funds. IT and IT-related items must not be purchased individually by staff, faculty or departments (with P-cards, check requests or other financial means), or with personal funds, expecting reimbursement after the fact.

Please contact the [ITS Help Desk](#) to initiate the request process. ITS staff will work with you to identify your technology requirements, available funding, and discuss option(s) to meet your needs. Your [ITS liaison](#) should be consulted first to discuss your needs. Often, resources are already available and can avoid further investment of university funds.

There are a number of advantages this policy offers:

- Cost savings: cost savings are realized through discounts, greater standardization, volume purchasing, staffing efficiencies, and other means;
- Consulting services: ITS is available to consult on the best options;
- Support: affords more effective and efficient maintenance and support;
- Tracking: appropriate equipment and software licenses will be added to the inventory database maintained by ITS for insurance and accounting purposes;
- Compatibility: ensures compatibility between all components of the university network;
- Strategy: provides ITS with knowledge of campus resources to facilitate collaboration with, and integration of, information technology. Please note that ITS will only purchase from approved vendors who provide supported products and services. Technology vendors must confirm compliance with all relevant federal, state and local guidelines including, but not limited to: FERPA, HIPAA, GLBA, PCI, WCAG 2.0 and Section 508 standards. Cloud-provided services must meet security guidelines for protecting university data and complete the EDUCAUSE cloud security assessment tool.

The use of a cloud computing service for any university function or job responsibility must be approved in advance by the Divisional Vice President of the area requesting

the service and the Chief Information Officer. Any requests for cloud-based software must be reviewed and approved by the Enterprise Application Advisory Committee (EAAC) prior to submitting to the CIO for final approval. Confidential or otherwise sensitive University information must not be stored, shared, or otherwise processed by a cloud computing service unless the service enters into a legally binding agreement with the University to protect and manage the data according to standards and procedures acceptable to the University.

The university will only procure/purchase/recommend Electronic and Information Technology (EIT) that will provide the same programs, benefits, and services to individuals with disabilities as they do to individuals without disabilities.

Technology bidders must meet WCAG 2.0 Level AA accessibility standards for web-based technology and Section 508 standards for other EITs. Contracts with these vendors must include a section on adherence to these standards. The only exception to these procedures shall be when to do so would fundamentally alter a program or when it is not technically feasible to do so, in which case the procedures will require the institution to provide accessible alternate EITs.

Where available, all computer desktop and laptop configurations purchased for Denison University should be EPEAT Gold or Silver products and meet Energy Star requirements to reduce their impact on the environment. The university preference is that all computer purchases are Energy Star-certified and meet the standard of EPEAT Silver or higher.

App purchases from places such as the Mac App Store or Google Play Store are typically related to a personal account. Therefore, individuals may make these purchases without consulting with ITS. It is up to the budget manager to determine if college funds should be used to make these purchases. If you have questions about what App may be beneficial to meet a particular need it is recommended that you do consult with ITS before downloading.

ITS understands that some individuals and certain departments have specialized computing needs. These are typically handled through direct consultation with the individual, their department, and ITS. These discussions should be held in advance of submitting a grant proposal, spending startup funds or committing to a departmental or Provost Office purchase, to assure standard network compatibility, security policy compliance, best possible pricing and longer term support and replacement expectations have been determined.

## **SAMPLE TECHNOLOGY LIST**

Though it is not possible to list all items that must be purchased through ITS, following is a sample list. If the item you need to purchase does not appear on this list and you are unsure if you should purchase through ITS, please contact the [ITS Help Desk](#) for assistance.

### **Computer hardware**

- All Computers (laptops, desktops, all-in-ones, tablets, etc.)
- Anything that connects to a computer
- Add in cards (fire wire, graphics cards, etc.)
- Card readers
- External storage (Hard Drives, Flash Drives, Memory Cards)
- Internal hard drives
- Input devices (Keyboards, mice, Wacom tablets, etc.)
- Memory upgrades
- Monitors
- Printers
- Scanners
- UPS battery backup

### **Software & Services**

- All software licenses, maintenance and subscriptions – no exceptions
- Includes Software as a Service (SaaS) or software solutions hosted by a vendor

### **Audio-visual equipment**

- Cameras – including digital cameras, video cameras, web cameras and camera related accessories
- DVD Players, VCRs, Blu-Ray Players
- E-Readers
- Projectors
- Speakers, Mixers, Microphones and other Audio Equipment and Accessories
- Televisions, Displays, Digital Signage

## **ITS PROCUREMENT SERVICES**

ITS technology procurement and management responsibilities include:

- planning and budgeting for university technology purchases and operating expenses;
- defining standard computer models to be deployed;
- managing the inventory of existing computers and maintaining a limited stock;
- managing the computer replacement cycle and deployment logistics;
- maintaining an inventory database of computer equipment (regardless of funding source);
- removing old equipment and recycling;
- refurbishing old equipment and redeploying to meet supplementary needs, in cases where equipment remains reasonably reliable and can be sustainably supported;
- configuring, delivering and setting up computers;
- testing/piloting computer configurations, new hardware, operating systems and patches, and anti-virus and other protective systems;
- supporting, troubleshooting, and repairing computer equipment purchased through ITS;

- providing limited support for computers, software and services not purchased through ITS or which do not align with ITS standard models.

[1] For more information, view W3C's reference materials at <http://www.w3.org/WAI/WCAG20/quickref/>

[2] For more information, visit the US Access Board's website at <http://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards>

## **STEWARDSHIP OF RESOURCES**

As previously noted, society affords non-profits certain financial advantages and expects in return that we expect to exercise proper stewardship of the university's resources. As such, it is inappropriate to spend University resources on personal expenses. Good judgment is required to distinguish between personal and institutional or appropriate and inappropriate circumstances. 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 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 does not prohibit spending University funds on alcohol assuming it is a legitimate expense, i.e., not a personal expense, not an unlawful expense, not excessive and does not involve the use of DCGA (Denison Community Government Association) or Federal Research 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 the college for a meal (outside of the normal workday), when hosting a meal (outside of the normal workday), or when hosting a college social event after normal work hours. As previously noted, 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, 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 holds surplus sales where employees may purchase surplus University equipment and furniture. 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, (i.e., no longer needed at the departmental level) or you would like to know about surplus items that 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 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 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 may 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 generally 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, including 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.

### **“Un-sponsored” 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 unsponsored 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.
- 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 initiates 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 under Accounting/Purchasing Card.

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 establishing business processes associated with ascertaining needs, researching vendors, negotiating prices, selecting a vendor, e-procurement functions, executing contracts, and ensuring the proper recording of ordered goods and services.

Budget Administrators at the department level are responsible for determining the transaction complies 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 researching and or identifying vendors, please call the Purchasing Department (587-6283 or 587-6284). Purchasing personnel will be able to provide you with reputable vendors who are in good standing and where applicable, licensed 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.

No Denison employee should execute a contract for goods or services without following the processes identified above, and in conjunction with the Purchasing Office.

### **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.

Denison will act in its best interest when disposing of property. One means used by Denison is Surplus Property Sales to employees. These 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 Finance and Management. Please contact the Campus Safety Office (6298) 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 Safety web site for more information on Defensive Driving.

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 587-6324 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. Users of the products or services, best understand how these product or services meet department needs. 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 under Accounting/Forms.

**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 (e.g., deposit, partial payment, annual subscription, etc.) 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 requisitioned and the vendor. Without a Purchase Order, the University has no commitment to pay the bill, leaving the requisitioned 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 1-2 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, contact Purchasing for assistance to expedite.

**Question: Who needs to approve a purchase requisition?**

Answer: The Departmental Budget Administrator or someone given that authorization by the Budget Administrator, may approve a requisition entered into e-procurement.

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

Answer: Please submit a purchase requisition in e-procurement and attach a copy of the signed contract.

## **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 ("FAS"). This includes Denison University, the Denison Campus Association and the Denison University Research Foundation. The FAS is the official record of all University business transactions.
- 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

**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 the Controller's office.

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), 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 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, the Controller 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 Enrollment 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 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 Denison's website under Office of Human Resources. 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 25<sup>th</sup> 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 for more detailed information regarding staff benefits, the employee assistance plan, benefit and payroll forms, job postings, support staff personnel policies and more.

## **CAMPUS SAFETY**

The Office of Campus Safety is part of the division of Student Development and has primary responsibility for the safety and security of the campus community and university property. The office works 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 reports to the Director of Campus Safety.

In addition to the Director, the Safety Department has 8 uniformed community service officers 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, and enforcing campus traffic and parking policies. Special events requiring safety personnel are staffed by the department.

The office oversees the emergency notification system and the Director serves as the Coordinator of the Campus Crisis Management Team.

Campus Safety maintains campus crime statistics and files required security and safety reports. The office provides a variety of safety training programs for the community, including a defensive driving program required of all employees who drive university vehicles, R.A.D.S (Rape Aggression Defense System), CERT (Community Emergency Response Teams). Crime prevention programs are conducted annually, particularly with regard to residence hall living.

### **RISK MANAGEMENT, COMPLIANCE AND ENVIROMENTAL HEALTH AND SAFETY**

The Risk Management, Compliance and EHS department coordinates and administers university-wide compliance and strategic risk management. Institutional oversight of regulatory compliance matters is centered in the office as a link to strategic risk management. The Director meets routinely with campus leaders to assure that those responsible are aware of and fulfilling compliance requirements. It also administers Denison's day-to-day risk management services and environmental health and safety programs. The Director also serves as Denison's Title IX Coordinator.

Campus accident and safety incident reports are processed through the director, including Workers Compensation incidents. Concerns related to environmental health and safety should be brought to the attention of the director.

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.

### **ADMINISTRATIVE SERVICES**

The Administrative Services Office handles the business affairs of the college through management of procurement processes and such policies as those governing the use of Denison's name and trademarks, and completing assessment of business issues facing the University on behalf of the Vice President of Finance and Management. The office also provides quality services in the areas of dining services, purchasing, office services, campus services, mailroom, bookstore, laundries, vending, and facilities and event scheduling.

The Director of Administrative Services administers the use of the University Wordmark and Trademark used in any medium or display which includes: 1) Denison's copyrighted graphic identity piece developed for use in approved student and faculty publications, stationery, campus signage, and any other goods or materials; 2) University Seal developed for the exclusive use of the Office of the President, the Office of the Registrar, the Board of Trustees, and on diplomas, transcripts, and other select official university documents (both print and digital); and 3) other logos, marks and branding developed for use by Denison. Please contact Jenna McDevitt, Director of Administrative Services (x6655), for approval to use the university wordmark, or trademark; once approved, University Communications will provide the necessary art files.

All contracts for supplies or services are to be reviewed, approved, and signed by the Director of Administrative Services, who is the Contract Officer of the University.

## **ENERGY AND OCCUPANT USE STANDARDS**

Energy and occupant use standards are a part of Denison's overall energy policy to insure that excellent conditions exist in our academic, residential, and administrative buildings that will enhance the living and learning environment while minimizing energy use. These standards outline responsibilities of all building users to be an integral part of minimizing energy consumption and insure compliance with appropriate state and federal requirements on indoor air quality.

This campus energy policy reflects the collaborative work of Facilities Services and the Campus Sustainability Committee. In all cases, when technology is being deployed to reduce energy and water use on campus, preference will be given to utilize products made in the USA.

### **Goals for Denison's Energy Policy**

1. To provide a healthy and comfortable environment.
2. To be energy and resource efficient.
3. To reduce the campus carbon footprint
4. To educate students, faculty and staff about energy and water conservation.

## **Lighting**

Denison spends nearly \$1.3 million/year on electricity. A large portion of the energy used goes towards lighting. In a typical classroom, every hour that the lights are left on equates to nearly \$0.10 of energy usage. In general, lighting shall be maintained in occupied areas at an appropriate level to maintain a safe and productive working and learning environments. In areas where natural lighting is available, electric lighting should be conserved to reduce energy costs. All occupants are expected to control the use of lights as

required in the guidelines provided in this policy to insure lighting quality and balance energy use.

#### *Guidelines*

1. If you don't need it – turn it off
2. Eliminate incandescent lamps in all buildings
  - a. Replace with LED or CFL lamps
3. Eliminate T-12 fluorescent lamps in all buildings
  - a. Replace with T-8 fixtures utilizing only 28-watt high efficiency lamps
4. Standard light color to be 3500K on all lamps
5. Utilize LED lights in areas where lights are on for more than 12 hours/day
  - a. All exit lights to be LED
6. Exterior:
  - a. Utilize LED/Induction for most exterior applications
7. Utilize occupancy sensors to control lights
  - a. Ceiling mounted 'intelligent', infrared & ultrasonic dual technology is preferred - occupant must be able to turn lights off-even when occupied
  - b. Provide additional contacts for HVAC interface where applicable
  - c. Provide adequate coverage of sensors when partition or other obstructions are in place
8. Utilize day-light harvesting techniques where applicable, especially in well-lit hallways and atriums
9. Programmable lighting controllers are not desired
10. Lighting designed to minimum IEEE recommended lighting levels

#### **Heating, Ventilation, & Air Conditioning (HVAC)**

Heating and cooling consumes the majority of energy used by Denison and they are the biggest contributors to our campus carbon footprint. Appropriate control of heating and cooling is one of the greatest opportunities for energy savings and a significant factor in occupant comfort that contributes to educational quality and worker productivity. HVAC Systems are also required to provide clean healthy air to buildings and to insure that indoor air quality standards are maintained.

For a number of years Denison has implemented temperature setbacks for buildings to conserve energy and increase efficiency. This program has been largely effective but due to the differences in installed systems, not all buildings are currently capable of automatically setting back space temperatures. All new construction will follow the guidelines as will any renovated or upgraded system. A list of buildings currently using the setback routine is provided as an appendix to this policy.

#### *Guidelines*

1. Outside Design Conditions
  - a. Heating -10°F (99% ASHRAE design conditions)
  - b. Cooling 92°F DB, 73°F WB
2. Space Temperature: **Normal Mode**\*<sup>1</sup> Standby Energy-Efficient'
  - a. Heating **68-72°F**\*<sup>3</sup> 64° 60°F
  - b. Cooling\*<sup>2</sup> **74-78°F**\*<sup>3</sup> 28 80° 85°F

Note\*<sup>1</sup>: Unoccupied spaces may take up to 30 minutes to recover to desired temperature settings if they have been in Energy-Efficient mode.

Note\*<sup>2</sup>: Not all spaces on campus are air conditioned

Note\*<sup>3</sup>: Given the relative age and type of certain systems, some buildings and spaces may not be able to be maintained within the above temperature settings

- c. Data closets max. 76°F
  - d. Limited temperature control for enclosed stairwells – maintain min. of 55°F in heating season - no heating for vestibules and entries
  - e. General ventilation temperature control provided for mechanical, electrical, gyms, and other non-occupied spaces
3. Schedule for thermostat settings during the school year.  
Building thermostats will be set to Normal mode (utilizing Standby and Energy-Efficient modes where the systems allow for it) during the hours listed below. After normal occupied hours, the building will revert to the Energy-Efficient mode; due to the inertia in the building mass, it will typically take several hours before temperatures reach the Energy-Efficient set points (if ever).
- a. Academic Buildings:
    - i. 8:00am-9:00pm week days (Sunday night through Friday morning)
    - ii. 10am-7:00pm weekends (Friday night-Sunday morning)
  - b. Library:
    - i. To follow posted schedule
  - c. Administration and other misc. buildings:
    - i. 8:00am-8:00pm M-F
  - d. Residence Halls:
    - i. 24/7 operation: setback when unoccupied is encouraged
  - e. Sensitive areas: instrument storage, archives, special collections, animal holding, chemical storage, and research laboratories that may contain sensitive equipment
    - i. These areas will be maintained at a constant temperature
  - f. Space temperatures and schedules will not be adjusted outside of these settings unless requested in writing
  - g. Schedules will be adjusted during academic breaks to reflect actual building usage. This means certain buildings that do not have faculty and staff required to be on campus, will be set and maintained at the *Energy Efficient* temperature settings until the end of the specified break period. A list of affected buildings and spaces will be made public prior to each break.
4. Thermostats: Programmable thermostats with adjustment limits are recommended on all stand-alone systems

5. Humidity: Generally, not controlled
  - a. Spaces requiring tighter control of environmental conditions (i.e. musical instrument storage, archives, special collections, laboratories/spaces with chemicals, animal holding) Humidifiers may be used to control humidity within a specified range and with primary control to prevent rapid changes in conditions
  - b. Ground floor areas will be provided with dehumidifiers as necessary
6. Ventilation rates per applicable Ohio code at minimum levels
  - a. CO<sup>2</sup> control of demand ventilation is encouraged for future projects
7. Filters to be Minimum Efficiency Reporting Value (MERV) – 13 high efficiency
8. Variable water and air flow systems are encouraged – use Yaskawa VFDs
9. Heating water reset from OA temperature is required
  - a. Zone reset encouraged / Reset from room max encouraged
10. Supply Air reset from OA temperature is required / Reset from min/max. room loads encouraged
11. Loop chilled water temperature reset from OA temperature is encouraged - when humidity will permit
12. Equipment replacements should be evaluated based on cost/energy consumption - high efficiency equipment should be utilized when feasible

### **Miscellaneous Electrical Equipment**

Personal electrical appliances are a hidden energy cost for the college. All building users need to find ways to reduce energy use by eliminating personal appliances and by the consolidation of appliances to common areas.

1. Refrigerators are strongly discouraged in individual office spaces unless needed for academic or health purposes. More efficient refrigerators (Energy Star Compliant) should be placed in common areas where more people can utilize them. All refrigerators should be unplugged any time when not in use for more than 2 days.
2. Personal space heaters are a safety hazard and a significant energy use and should not be used on campus. In cases where temperatures are insufficient using the building heating systems, building users should contact Facilities Services to implement corrective measures.
3. Coffee pots and water heaters can be used, but every effort should be made to use brewers that can be emptied into a thermos or carafe. All heaters, warming plates, coffee pots must be equipped with an automatic timer shutoff for safety and energy conservation.
4. All electronic devices such as microwave ovens should be completely unplugged when not in use to save energy.

## **Water**

Denison uses over 35 million gallons annually. Conserving water, not only saves on the cost of clean water supplied to the college, but also reduces energy use associated with heating and pumping water around campus.

### *Guidelines*

1. Utilize One Pint per flush urinals / Waterless urinals are not desired
2. Manual dual flush 'water saver' toilets are recommended on all projects
3. Low flow (1.75 GPM) shower heads to be used in all applications
4. Low flow aerators (.5 GPM) on all sink faucets – manual operation
5. Drinking fountains to be non-refrigerated and include bottle fillers if feasible
6. Irrigation permitted with written approval only and must utilize sources other than potable water supplied by the Village of Granville
7. Once through condenser cooling is prohibited on all future projects
8. System leaks to be identified and corrected promptly

## **Energy Policy Communication and Education**

Denison is committed to energy conservation as a long-term part of our sustainability plan and our commitment to be carbon neutral by 2030. Energy savings initiatives need continuous support and visibility to insure they return their full savings potential. Education and outreach are critical to achieving lasting conservation.

### *Guidelines*

1. Facilities Services and the Office of Sustainability will make utility data available to the campus community via myDenison and through periodic progress reports
2. The Office of Sustainability will continue to implement the Green Office Certification Program and the Denison Sustainability Fellows will implement a comparable Green Dorm program
3. When appropriate the college's energy use will be incorporated into the curriculum and used for both faculty and student research
4. The Green Hill Sustainable Community Grant program will serve as a tool to engage more of the campus community in energy efficient projects
5. The college will look for ways to incentivize energy conservation to encourage participation in conservation best practices and the guidelines set forth in this document.

## **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 Phys plant

**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:  
<https://my.denison.edu:8443/web/home-community/campus-resources?gpi=10186>

##### **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 service
- 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)
- Office Services if a need for food or beverage vending machines (ext. 6202)
- Purchasing Office for new or used furniture (ext. 6284)
- Campus Services 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 fulfilled based upon the same basic criteria as used for PAR projects. The Information Technology 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: 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 587-6264 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 Campus Services.

### **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 Campus Services located on the first floor of Slayter. Campus Services 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 Campus Services.*

### **Priority on Use of Facilities**

The Registrar has first priority on the use of all Denison facilities for classes. Campus Services 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 Campus Services. 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 Campus Services, before confirming reservations in these special use spaces, Campus Services 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 Campus Services. 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**

<b>Special Use Facilities</b>	<b>Responsible Department</b>
Ace Morgan Theatre	Theatre Department
Athletic Facilities and Fields (all)	Athletic Department
Bandersnatch	Campus Services Office
Barney Board Room	Campus Services Office
Burke Black Box Theatre	Theatre Department
Burke Practice Hall	Music Department
Burke Recital Hall	Music Department
Cinema facilities	Cinema Department
Computer Labs (departmental)	Academic Department
Computer Labs (general use)	Registrar/Campus Services except Fellows 100 (IT)
Curtis Veggie	Campus Services Office
Dining Halls	Director Dining Services

Doane Dance facilities	Dance Department
Faculty Common Room - Burton Morgan	Provost's Office
Knapp Performance	Christian Faur - IT
Museum	Museum Director
Library	Circulation Desk
Lamson Lodge	Campus Services Office
Modern Language Lab	Modern Languages Department
Mulberry House	Christian Faur - IT
Olin Auditorium	Campus Services Office
President's Room – Huffman	Campus Services Office
Science Laboratory Space	Assigned Department
Sigma Chi dining and living rooms	Sigma Chi House Corp.
Slayter Auditorium and Conference Rooms	Campus Services Office
Studio Art Department	Art Department
Swasey Chapel	Campus Services Office
Talbot Room 210 and Room 212	Campus Services Office
Video Conferencing Facilities	Instructional Technology

***Appendix A***

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

**Accounting Office**

***John Bishop ext. 6275***

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

**Bookstore and Business Services**

**Amy Hannahs**

***Ext. 6204***

- Office and Mail Services
- Vending Services
- Laundry Services

**Controller’s Office**

***Cathy Untied ext. 6679***

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

**Campus Services (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**

***Laura Meek ext. 6629***

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

**Finance and Management Office**

***David A. English 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**

*ext. 6654*

- Endowment Investment

### **Institutional Advancement**

*Julie Houpt, Vice President ext. 5534*

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

### **Purchasing Office/Administrative Services**

*Jenna McDevitt ext. 6655*

- Purchase orders and contracts for goods or services
- Trademark and copyright review
- Dining Service Liaison
- Surplus Equipment
- Rental Housing
- Slayter Union and Bandersnatch Operations
- Property Management
- Event Contracts (artist, speaker, presenter, etc)
- Granville Inn & Denison Golf Club Liaison

### **Title IX, Compliance, 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

### **Student Accounts Office**

*Tammi Crowell ext. 6798*

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