

## **CHAPTER IV ADMINISTRATION AND FINANCE**

**Organization and Structure: General Policies (4.00-4.09)**  
**Administrative Units: Policies and Regulations (4.10-4.99)**

### **Organization and Structure: General Policies**

#### **4.00 The Area of Administration and Finance**

The area of Administration and Finance is a service unit providing oversight and support for university employment, maintenance and security, technology, food services, purchasing, and all matters pertaining to the buildings and grounds of the university. The area is presided over by the vice president for Administration and Finance.

#### **4.01 Organization and Administration of Administration and Finance**

The vice president for Administration and Finance (VPAF) is appointed by the president of the university and has administrative responsibility for all areas of Administration and Finance. The VPAF serves as the chief business officer for the university and is directly responsible for the financial control and security of all institutional funds and assets. Areas reporting to the VPAF are listed in the current university organizational structure (available in the Office of the President). In the absence of the president and the VPAA, the VPAF shall serve as acting president of the university. The VPAF shall also have the following responsibilities:

- Provide leadership for all units reporting to Administration and Finance
- Recommend appointment, retention, promotion, or termination of all personnel assigned to Administration and Finance
- Supervise and evaluate unit directors and coordinators who report directly to the VPAF
- Provide leadership for fiscal year budget planning
- Prepare the Operating Budget Request and the Capital Improvement Budget Request for the university
- Negotiate contracts and prepare documents for capital improvement projects; coordinate capital improvement projects and process payments for capital improvement projects
- Oversee collection of all monies due the university and pay all bills in settlement of the university's obligations
- Establish and implement procedures for the procurement of all goods and services of the university
- Supply periodic financial reports as required by the president, the Board of Curators, and other official internal and external agents

- Ensure that the academic and administrative computing needs of the university are addressed
- Assume additional duties and responsibilities as assigned by the president

#### **4.02 Units of Administration and Finance: Directors and Supervisors**

Directors and supervisors of the various units of Administration and Finance are appointed by the president upon recommendation of the VPAF and report directly to the VPAF. Directors and supervisors shall have the following responsibilities:

- Oversee daily operation of the unit
- Recommend staff appointments, promotions and terminations
- Supervise and evaluate unit staff
- Promote staff development
- Participate in fiscal year budget planning
- Assume additional duties and responsibilities as may be assigned by the VPAF

#### **4.03 Administration and Finance Policies**

The area of Administration and Finance will draft, submit for Board approval and then, upon approval, enforce policies and regulations central to its oversight role in the financial and safety considerations of the university. The policies in this section (4.03) are directly administered through the Office of the Vice President for Administration and Finance.

##### **4.03.1 Travel Policies**

###### **University-Sponsored Travel**

Lincoln University permits and encourages, within the limitation of financial resources, travel that is essential to the transaction of official business of the university, and travel for the professional development of faculty and staff.

University funds allow for adequate and comfortable travel accommodations for employees who travel on university business. Employees must use discretion and good judgment in their utilization of travel funds. First class air fare, resort hotels, luxury restaurants and like items are usually considered to be in excess of normal business needs except where it is to the advantage of the university.

Primary responsibility for authenticating travel reimbursement claims incurred by employees rests with area supervisors.

## **Prioritization of Allowable Travel**

When there are circumstances in which there are competing requests for limited travel funds, the following priorities are in effect:

1. Officially representing the university: administrative officers or their designees;
2. Student recruitment and supervision of students in field experiences (student teachers, nursing students, etc.);
3. Appointment on and/or participation in regional or national committees;
4. Chairing a working session at a professional conference;
5. Presenting a paper at a professional conference;
6. Attending a major informational session immediately applicable to the improvement of the instructional and/or administrative programs at Lincoln University;
7. Representing Lincoln University at a professional conference, other than as cited in #1;
8. Attending a professional conference in a non-participating manner for the purpose of gathering general information.

## **Allowable Travel Expenses**

Reimbursable travel expenses are limited to those expenses authorized as essential for the employee while traveling on university-approved business. These expenses include transportation, lodging, meals, and conference registration costs. Other reimbursable expenses may include such items as copying, Internet usage costs, and postage.

### **Transportation**

Travel should be accomplished by whatever means is more cost effective for the university, to the extent possible.

#### Air Travel

All air travel must be coordinated through the Office of the Vice President for Administration and Finance and shall be billed directly to the university. For travel in a leased plane (leased from a non-affiliated party), reimbursement shall be limited to a reasonable rate based upon the mileage and size of the aircraft needed. Authentic receipts are required for verification. Prior approval from the Office of the Vice President for Administration and Finance is required before an employee may lease a plane.

#### Automotive Travel

For in-state travel in a privately-owned vehicle, the following rules shall apply:

1. Mileage allowance may not exceed that as established by the Government Services Administration and approved by the Lincoln University vice president for Administration and Finance;
2. Mileage figures listed on the Travel Expense Voucher should be rounded to the nearest whole mile;
3. Some other expenses associated with auto travel (i.e., toll bridge and turnpike use, parking) are allowable;
4. When more than one employee travels in the same vehicle, only the owner of the vehicle shall be allowed mileage reimbursement.

Mileage allowance represents the full compensation for the operation of a private vehicle. Other costs, such as physical damage to or loss of a private vehicle, must be covered by private auto insurance. (See Unallowable Expenses, below.)

For travel by rented auto, the employee will be reimbursed the actual cost of the rental plus fuel. Direct billing for such is allowed. Weekly car rental rates are allowed if the cost is less than the total cost of daily rental rates.

For travel in a university-owned vehicle, the following rules shall apply:

1. A university-owned vehicle must be reserved through the university motor pool prior to use;
2. Motor pool charges are directly vouchered to the employee's or department's account;
3. Expenses for gasoline, oil, storage, and other vehicle necessities are allowed if the proper receipts for such are attached to the expense account;
4. Charges for garaging the university-owned vehicle at the employee's or department's primary worksite is allowed provided 1) that the university does not have available facilities for garaging; 2) that the garage used is not owned by the employee or her/his immediate family; 3) that the employee or department does not charge the cost of the garage rental back to the university; and 4) that storage is necessary and reasonable in amount.

University-issued credit cards for use with university-owned vehicles shall be used only with those vendors that have agreed to accept the credit cards. Vendor charges to the credit card are posted directly to the employee's or department's monthly account. All credit card receipts must be submitted to and maintained by the designated coordinator within the respective department.

When charges for travel expenses are not billed directly to the university, receipts clearly denoting payment by cash or by personal credit card are required. Such receipts must be attached to the Travel Expense Voucher.

### **Lodging**

Lodging expenses may be billed directly to Lincoln University only through the approved requisition purchase order procedure. Where charges for lodging are not billed directly to the university, the employee must provide an itemized hotel invoice indicating proof of payment.

### **Meals**

Reimbursement for meals is allowed for actual meals paid for out-of-pocket. Per diem rates as established by the Government Services Administration and approved by the Lincoln University vice president for Administration and Finance are in effect. When the per diem rate is used for reimbursement, no meal receipts are required. No reimbursement will be made for meals that are provided as part of a conference registration fee.

To qualify for reimbursement for meals, employees must be in continuous travel status for twelve hours or more. This twelve-hour status must be indicated on the Travel Expense Voucher when no overnight lodging is listed. (In instances when employees incur breakfast or evening meal charges after leaving or before returning to their primary worksite, they must indicate on the Travel Expense Voucher that an early departure (prior to 8:00 a.m.) or late arrival (after 6:00 p.m.) was required to conduct university business.)

In situations where it is clearly economical or advantageous to the university, the vice president for Administration and Finance may authorize reimbursement for meals for employees traveling on university business in the area, regardless of the location of their primary worksites.

### **Registration Fees**

Pre-payment of conference registration fees, when required, may be made directly by the university. If payment is made by the employee, a receipt is required for reimbursement.

### **Tips**

Standard and reasonable tips, for such things as meals, shuttle service, and taxis, may be submitted for reimbursement.

## **Unallowable Expenses**

The following expenses are not allowed:

- Expenses incurred while an employee is at her/his residence.
- Expenses incurred in traveling to and from the employee's residence and the primary worksite.
- Expenses incurred by the employee for her/his sole benefit and not to the benefit of the university. Such expenses include any type of insurance, travel loan finance charges, personal credit card charges, valet services, laundry, media charges, alcoholic beverages, extra meals, room service, newspapers, and magazines. Communication and Internet services shall be allowed only when necessary for the transaction of official business.
- Private insurance. Employees should carry personal and vehicle insurance, including liability. The university is not liable for physical damage incurred to a private vehicle or to personal property while traveling. Likewise, the university is not liable for injury to passengers in a private vehicle.

Incidentals such as Internet services, postage, metered parking, copying, and small emergency supplies shall be allowed only when necessary to the performance of official business. Receipts are required for reimbursement.

Except as provided, no employee shall be allowed lodging or meal expenses while in the city of her/his primary worksite. Reimbursement may be made for a meal charge at the primary worksite if it is incurred as part of a department- or agency-required meeting and has prior approval by the area supervisor as being for the benefit of the university and not the employee. The employee must indicate the nature of the meeting on the Travel Expense Voucher.

Employees will not be allowed lodging or meal expenses when it would be more economical and advantageous to the university for employees to return to their primary worksite or residence, unless extenuating circumstances occur, such as inability to travel due to inclement weather.

Cash advances are not allowed except under the following conditions:

- intercollegiate team travel
- international travel

## **Adherence to Procedures**

Employees who travel on university business or for professional development must adhere to established procedures in order for travel costs to be met by the university. All travel requests and estimated expenses must be pre-approved by the area supervisor through the use of forms available from the Office of the Vice

President for Administration and Finance and the Lincoln University Web site. Invoices for travel-related expenses and registration fees billed directly to the university must be submitted to Accounts Payable through the usual requisition method at least fourteen days prior to the departure date. A request for a check must also be submitted in this manner. Upon return, the employee must submit the Travel Expense Voucher, with all required receipts as outlined in the above sections, no later than thirty days after the travel has ended. All requests for reimbursement of travel expenses must be itemized and attested to by the employee and approved by the area supervisor.

Employees who incur any expenses outside those outlined in the above sections must provide a justification, along with receipts, on the Travel Expense Voucher. Reimbursement for such is not automatic.

Each monthly itemized Travel Expense Voucher shall be limited to expenses incurred during a one-month period.

An employee may not be reimbursed for travel expenses incurred by another university employee. An employee may not be reimbursed for expenses incurred by a spouse or other family members. When it is necessary and clearly to the benefit of the university for an employee to pay for meals other than her/his own, the rationale and the name(s) of the guest(s) must be attached to the Travel Expense Voucher.

### **Individual Department/Unit Travel Policies**

Area supervisors may set additional travel policies for their own areas provided such policies are not more restrictive than those set by the university. Individual area policies may not allow expenses that are not allowed by the university.

Reimbursement for recruiting and relocation expenses for new employees within an area will be made in accordance with the area's travel policies. Areas desiring to fund such expenses shall submit their policies regarding recruitment and relocation of new employees to the vice president for Administration and Finance prior to requesting any recruitment/relocation funding.

For student travel regulations, see Chapter V, section 5.35.

## **Administrative Units: Policies and Regulations**

### **4.10 Office of the Controller**

The Office of the Controller, headed by the controller, is responsible for monitoring, recording and reporting the university's financial activity in accordance with university policy and procedures, external audit requirements, generally accepted accounting principles, and governmental rules and regulations.

The Office of the Controller directs the university's financial services to include Financial Accounting, Accounts Payable, Students Accounts Receivable and Cashiering Services, Payroll Operations, and Post-Award Grant Accounting.

The Office of the Controller is also responsible for cash and investment management of university funds, long-term debt management, and endowment management. In addition, the office issues routine financial reports for curators and external constituents and publishes annual audited financial statements.

#### **4.10.1 Policy on Fees**

Fees are set by the Board of Curators and are assessed for all students enrolled in any Lincoln University course or program, whether on or off campus. All fees must be paid by the established deadline, typically the last business day before classes begin. Any student with an outstanding balance will be unable to register and will not be eligible to receive a transcript or diploma.

Standard fees include tuition and room and board. Tuition fees may vary between departments and locations. Other fees, such as activity fees and lab fees, are included in the student's balance and must be paid by the established deadline. A list of all current fees is found in the undergraduate and graduate bulletins and on the Lincoln University Web site. All fees are subject to change by the Board of Curators, without prior notice, whenever conditions or circumstances dictate.

Health insurance is automatically provided and a fee for such is charged to all full-time students in the fall and spring semesters. International students enrolling in Lincoln University for the first time in a summer session are also automatically provided with health insurance and charged for such. All other students enrolling in a summer session may elect to receive health insurance; it will not automatically be provided. Those students with private health insurance coverage may waive the Lincoln University health insurance by showing proof of insurance (a valid health insurance card) and completing an insurance waiver form in the Office for Student Accounts Receivable. This must be done each semester. International students do not have the option of waiving the Lincoln University health insurance.

Students who will reside on campus in the residence halls must pay a room deposit prior to receiving their first room assignment. The deposit will be held by the university until the student no longer resides in a residence hall. Housing contracts are for the full academic year. Leaving the residence hall prior to the end of the academic year will result in forfeiture of the room deposit. Once the contract has been satisfied, a request for a room deposit refund must be submitted to the Director of Student Life for approval and, if approved, will be forwarded to Student Accounts Receivable for processing.

#### **4.10.2 Refund and Adjustment of Fees**

Tuition fees may be fully or partially refunded upon withdrawal from a sixteen-week course or from the university to students in good standing according to the following schedule:

During the first calendar week of classes	Full Refund
During the second calendar week of classes	50% Refund
During the third calendar week of classes	25% Refund
After the third calendar week of classes	No Refund

For an eight-week class, a 100% refund is allowed during the first calendar week of class. No refunds are available after the first week.

For a four-week class, a 100% refund is allowed through the first day of class. No refunds are available after the first day.

Withdrawal from the university due to properly documented military service or extraordinary medical circumstances may be grounds for a partial or full refund of fees. Such requests submitted during the semester must be submitted to the Bursar for consideration. Requests submitted for prior semesters must be submitted to the Academic Routine Committee for consideration.

#### **4.10.3 Debt Forgiveness on Death**

With appropriate documentation, Lincoln University will forgive an unpaid balance for any student who dies while enrolled.

#### **4.10.4 Administration of Sponsored Grants and Contracts**

When accepting externally sponsored awards, Lincoln University shall conduct all project activities in accordance with the scope of work specified under the award and shall comply with any and all applicable sponsor policies and university policies related to such. The Office of the Controller is responsible for the post-award fiscal management of sponsored projects, including but not limited to the following:

1. establishing the accounting and budget records;
2. interpreting sponsor and university fiscal policies for faculty and staff working on specific projects;
3. working with faculty and staff to provide accurate and timely financial information relative to sponsored projects;
4. serving as point of contact for faculty and staff working on sponsored projects;
5. monitoring expenditures under sponsored projects for compliance with sponsor and university policies and procedures;
6. preparing financial reports for sponsors; and
7. fulfilling all cash management responsibilities associated with the funding of sponsored projects.

With all sponsored grants and contracts, the university shall comply with the principles and requirements as established by the federal Office of Management and Budget (OMB) and outlined in the following OMB circulars: “Cost Principles for Educational Institutions” (Circular A-21); “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” (Circular A-110); and “Audits of Institutions of Higher Education and Other Non-Profit Institutions” (Circular A-133).

#### **4.10.5 Investment Policy**

To maintain investment objectives and parameters governing the type, quality, diversification, and term of investments, Lincoln University shall adhere to the Missouri State Treasurer’s Investment Policy (available on the state of Missouri official Web site).

#### **4.20 Budget Office**

The Budget Office is headed by a budget officer who is responsible for the implementation and coordination of an integrated and comprehensive budgetary system relative to the university’s long- and short-term budget process. The budget officer prepares, with assistance from departmental budget officers, and executes budgets for all (general and auxiliary) funds in conjunction with the various campus departments and units.

The budget officer maintains the responsibility to provide training to departmental budget officers, including department heads, directors, deans, vice presidents, and the president. The budget officer conducts initial and refresher training on an annual basis or more frequently as required.

The budget officer or her/his assistant processes all Personnel Transaction Reports, Student Employment Records, and Position Control Requisitions. Additionally, the

budget officer or her/his assistant performs budget revisions to ensure and maintain a balanced budget.

The budget officer is a standing member of the university Budget Committee.

### **4.30 Purchasing**

The area of Purchasing is headed by a director who is responsible for planning, directing, and coordinating all functions related to the purchase of goods and services for the university, including administration, academics, athletics, extension and research, maintenance, housing, and other related service areas. The director is also responsible for liability and property insurance and risk management, central receiving, central stores, inventory control/surplus property and record management.

#### **4.30.1 Procurement Policies**

The function of the Purchasing department is to purchase goods and services for all campus units. Although Lincoln University is exempt from the requirements of Chapter 34 RSMo, the area of Purchasing routinely follows the State of Missouri Division of Purchasing and Materials Management University Procurement Authority Delegation and Procedures as a good model and practice. A current copy of Chapter 34 RSMo will be maintained in the office of the Director of Purchasing and is also available through the Lincoln University Web site.

#### **4.30.2 Delegation of Purchasing Authority**

The president delegates to the vice president for Administration and Finance or her/his designee full authority to obtain goods or services as follows:

- May approve contracts or purchase orders for competitively bid supplies, services, and equipment where the cost is \$100,000 or less.
- May approve contracts or purchase orders for unique items or services documented as sole source where the cost is \$50,000 or less.
- May approve contracts or purchase orders for software licenses or software maintenance agreements not to exceed five years for up to \$50,000 for competitively bid contracts or up to \$25,000 for sole source contracts, in accordance with section 4.40.7: Technology Purchases.
- May approve contracts or purchase orders for equipment rentals and leases not to exceed five years for up to \$50,000 for competitively bid contracts or up to \$25,000 for sole source contracts.

The director of Purchasing may, within the limits of authority delegated to her/him, delegate to Purchasing assistants and buyers the authority to approve purchase orders and contracts. The director of Purchasing may, within the limits of authority delegated to her/him, also delegate to departments authorization to

transact purchases in accordance with prescribed university policies and procedures.

Any exception to the established procurement practice as outlined in Chapter 34 RSMo will require approval of the director of Purchasing or approval of the president of the university, within their respective delegated authority.

### **4.30.3 Risk Management Policies**

Risk management policies are intended to protect the assets of Lincoln University against losses that might adversely affect its operation and continuity of services through a program of identifying and assessing hazards and loss exposures and by selecting the best techniques to avoid, control, assume, or transfer risk.

#### **4.30.3.1 Children on Campus**

Lincoln University is cognizant of the difficulties employees and students may encounter relative to safe and uninterrupted care of minor children; however, the university's first priority is to provide an environment conducive to academic and work pursuits. Therefore, employees and students are responsible for making childcare arrangements that do not include routinely bringing the minor child to work or to class for any extended period of time. In all cases, the adult who brings the child to campus is responsible for direct, constant care and attention to the child's health, safety and welfare.

Children may be invited to campus to participate in a course or program that legitimately involves children (e.g., education classes, university-sponsored community outreach activities, etc.) and that provides adequate supervision.

Children who are sick and/or infectious should never be brought to campus, and certain areas of campus (e.g., construction sites) may never be open to children for safety and liability reasons.

Permission to bring children into the classroom or work environment must be sought in advance from the class instructor or unit supervisor. The instructor of record maintains control of the classroom environment. Supervisors are encouraged to accommodate employees to the extent possible in arranging for sick or personal leave to be taken when childcare emergencies arise.

#### **4.30.3.2 Vehicular Travel**

Employees who travel on university business using Lincoln University vehicles, personal vehicles, or rental vehicles must adhere to regulations as set by the state of Missouri Office of Administration and adopted by the university relative to risk management.

##### Lincoln University Vehicles

Vehicles owned by Lincoln University fall under the category of “state vehicles” and as such are governed by state statute (RSMo. 301.260). State vehicles may be used only for official business, never for personal use. They may only be operated by a university employee who possesses a valid driver’s license. Unless otherwise provided by law, no non-university individual, i.e., volunteer or employee family member, may operate a state vehicle nor be a passenger in such, unless on official university business.

Liability involving another person (personal or property damage) due to employee negligence while operating a state vehicle is covered by the state, provided the employee was operating the vehicle on official university business within the scope of her/his employment and had obtained all necessary approval through normal channels within the university. (See section 4.03.1 Travel Policies.)

Personal property within a state vehicle is not insured for loss or damage.

##### Personal Vehicles

The established mileage reimbursement rate represents full compensation for the costs of owning and operating a vehicle while pursuant to university business. Therefore, the employee who elects to use her/his personal vehicle to travel on university business assumes total responsibility to adequately insure, safely operate, properly maintain, and protect the vehicle. Physical damage to or loss of a personal vehicle when used in the course of university business is therefore not covered. Liability involving others, including passengers, is not covered.

##### Rental Vehicles

Use of rental vehicles while engaged in university business is allowed providing all policies regarding such are followed. (See section 4.03.1: Travel Policies.) Employees who use an in-state rental vehicle when conducting university business are provided liability coverage through the state, including comprehensive and collision coverage. For vehicles rented out-of-state, liability coverage is not provided. (Liability

insurance may be purchased through the rental agency.) Liability regarding usage of rental vehicles for personal activities is not covered.

#### **4.30.3.3 Employee Injuries**

In accordance with the provisions of the Missouri Workers' Compensation Law, workers' compensation is available to employees who suffer injury arising out of and in the course of employment. This includes injuries resulting from vehicle accidents in state, personal, or rental vehicles when conducting official university business. See Chapter VIII, section 8.35.7, for further information on Workers' Compensation information, guidelines, and injury reporting.

#### **4.30.3.4 Accident Reporting**

Accidents must be reported promptly in accordance with established university procedures. Lincoln University employees may not accept any liability, or state that any payment will be made.

#### **4.30.3.5 Insurance**

##### Property Insurance

The state of Missouri largely self-assumes the risk of property loss for state-owned buildings, including those of Lincoln University. The area of Purchasing works in coordination with the state for Lincoln University's insurance and coverage needs. Property insurance policies maintained under risk management include the following:

- Property coverage for contractual obligations
- Coverage for automobile physical damage

Additional information is available on the State of Missouri Office of Administration Web site.

##### Liability Insurance

Policies pending from Purchasing.

### **4.50 Human Resources**

The Human Resources Office is headed by a director who is responsible for the planning, directing, and coordinating of the human resource management activities of the university. Main goals of this area include maximizing the strategic use of human resources and coordinating the key areas of employee relations, personnel policy

administration, compensation, and recruitment and employment law compliance. Policies relating to these areas are found in Chapter VIII: University Employment.

#### **4.60 Design and Construction**

The area of Design and Construction is headed by a director who is responsible for the management of facilities planning, master planning, and facilities design activities of the campus. The director administers the university's capital improvement program and supervises and provides leadership for architectural services, design and construction, space management and energy consultation.

##### **4.60.1 Policies for Selecting Architectural, Engineering and Land Surveying Firms**

In accordance with 8.291 (5) R.S.Mo., 1986, the Lincoln University Board of Curators has adopted the following policies and procedures for selecting architectural, engineering and land surveying firms (all referred to below as "firms"):

A. Contracts and Fees

It shall be the policy of Lincoln University to negotiate contracts with firms for services based on the qualifications needed for the type of service required and at fair and reasonable prices.

B. Qualifications of Firms

It shall be the policy of Lincoln University to actively seek firms engaged in the lawful practice of their professions through broad advertising (statewide). For major projects, the firms interested shall submit statements of their qualifications and performance record. Whenever a proposed project requires the expertise of a firm, Lincoln University will also notify firms who have expressed an interest and who have their qualifications on record. Lincoln University shall use the following criteria in evaluating the qualifications of each firm:

1. The specialized experience and technical competence of the firm with respect to the type of service required;
2. The capacity and capability of the firm to perform the work in question within the time limitations fixed for the completion of the project;
3. The past record of performance and the ability of the firm to produce the end product at an agreed upon cost, quality of work, and ability to meet schedules;
4. The firm's familiarity with the type of project in question; and
5. The firm's compliance with state requirements regarding equal opportunity employment.

C. Projects

1. Major Projects: Those projects with an expenditure exceeding \$100,000. Contracts for major projects shall be signed by the Board of Curators.
2. Minor Projects: Those projects with an expenditure less than \$100,000. Contracts for minor projects shall be signed by the president of Lincoln University.

D. Advisory Committee

1. Major Projects: The advisory committee for each major project shall be composed of the director of Design and Construction, the director of Buildings and Grounds, the facilities coordinator, a representative(s) designated by the president and a representative(s) of the functional area in which the project is located. It shall be the policy of the Board of Curators that the president will send the names and addresses of all firms to be contacted, along with the Request for Proposal, to the Buildings and Grounds Committee of the Board of Curators for their information. The advisory committee will send out the Request for Proposals. Once the proposals are received, the advisory committee shall review the information at hand and the scope of work, conduct the interviews with the principals of the firms and make a recommendation in rank order to the president through the vice president for Administration and Finance. The Buildings and Grounds Committee of the Board of Curators shall review the president's recommendations and send its recommendation to the full Board for action.
2. Minor Projects: The advisory committee shall be composed of the director of Design and Construction, the director of Building and Grounds, the facilities coordinator, a representative designated by the president and a representative of the functional area in which the project is located. The advisory committee shall review all information at hand and the scope of work prior to conducting interviews with the firms. The advisory committee shall select three firms from the original group and place them in ranked order and send them as a recommendation to the president through the vice president for Administration and Finance. The president shall make the final decision.

E. Interview Presentation

Each firm shall be asked to present to the advisory committee a comprehensive written and oral presentation demonstrating its methods

and experience related to the project, which principals shall be assigned to the project, the consultants to be used, a schedule of document preparation, estimating procedures, services to be rendered during construction, and any other information helpful in determining how well the particular firm is qualified to do the job.

F. Contract Negotiation

1. The advisory committee, in consultation with the vice president for Administration and Finance and upon approval of the Board of Curators, shall proceed with the fee negotiations with the identified firm. The vice president for Administration and Finance or her/his designee shall negotiate the contract. If the parties reach an agreement, a contract shall be signed and the other firms shall be promptly advised.
2. If the first-ranked firm's proposal is not satisfactory, negotiations shall be initiated with the second-ranked firm. Again, if the negotiations are unsatisfactory, the committee shall negotiate with the third-ranked firm. If these negotiations prove unsatisfactory, the process of identifying and selection shall start over.
3. The proceedings of the selection process shall be conducted in accordance with the closed records policy of the university. (See Chapter I, section 1.08.)

G. University Files for Firms and Projects

1. The vice president for Administration and Finance or her/his designee shall maintain a file of firms that are potential consultants for doing projects for Lincoln University.
2. The vice president for Administration and Finance or her/his designee shall prepare, every six months, a list of all firms used in the preceding year for review by the Buildings and Grounds Committee of the Board of Curators.
3. When a construction project is proposed, the vice president for Administration and Finance or her/his designee shall prepare a description of the project, including the Scope of Work, the identification of applicable campus standards, relationship of campus development plans, a timetable and a budget.
4. The Advisory Committee, in consultation with the vice president for Administration and Finance, shall prepare a list of firms from the file for the proposed project. Selection of the firms shall be

based on preliminary review comparing the nature of the job with the experience of the firms, costs and other significant factors.

5. The firms selected shall be sent a description of the project and a questionnaire designed to obtain more detailed information related to the firm's qualifications for the specific project.
6. Except for major projects, the president shall delegate to the vice president for Administration and Finance responsibility to adopt procedures appropriate for each assignment that shall assure opportunities for a number of qualified firms. The vice president for Administration and Finance shall present periodic reports to the president giving assurance that these standards are being met.
7. Firms to be selected for projects of any size that involve significant architectural or engineering questions, redesign of the exterior of the building, major engineering and site planning, or change in interior spaces of significant architectural or engineering importance as determined by the vice president for Administration and Finance and approved by the president, shall be reviewed with the Board of Curators before an assignment is made.
8. Each firm shall be evaluated within 30 days after completing a contract with the university.

#### **4.60.2 Bidding Policy for All Construction Projects**

A. Advertising or Invitation to Contractors

Lincoln University complies with RSMo. 8.250 regarding bidding of construction projects involving state buildings and lands. Copies of the current 8.250 will be housed in the office of the director of Design and Construction. Responsibility for compliance with State Statute 8.250 follows the chain of command from director of Design and Construction to the vice president for Administration and Finance, the president and the Board of Curators.

B. Prevailing Wages

Prevailing wages will be paid on all construction work performed by contract. Prevailing wage rates used will be as provided by Division of Labor standards. It is the responsibility of the Office of Design and Construction to obtain, from the Division, the current prevailing wage for a particular project.

C. Minority Business Enterprise/Women Business Enterprise Participation

In awarding major construction projects, Lincoln University shall comply with current state statutes and executive orders as related to Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation levels. Current state statutes and executive orders shall be kept in the office of the director of Design and Construction and on the Lincoln University Web site.

#### **4.60.3 Use of University Facilities**

In order for Lincoln University to carry out its mission, the top priorities for use of university facilities are for instructional activities, as well as cultural, recreational and social use by the students, faculty and staff.

Facilities that are not reserved by university organizations are available for non-university programs and activities on a space-available basis only. Rental fees for facilities will apply to all non-university use.

Any outside group or organization wishing to use a university facility must request the use of the desired facility in writing through the Office of Design and Construction. An outside group is defined as any individual or organization that is not affiliated with the university or is not sponsored by a university organization.

The university reserves the right to refuse access to any of its facilities to any individual or group if there is convincing evidence that such access would disrupt the prime educational mission of the university. Any person or group which has been denied access to a university facility may request a hearing on such denial before the president. Use of a university facility by a person or group does not constitute an endorsement by the university of aims, policies, programs or beliefs of the person or group or any of its members. Access to any university facility is provided subject to the right of the university to retain control of its facilities at all times and subject to the rules and regulations governing the use of university facilities. The university establishes and assesses fees for the use of any of its facilities. The Office of Design and Construction may be contacted for fee information.

#### **4.60.4 Space Allocation Policies**

The following principles will underpin campus space management efforts:

1. Space will be considered as much a university resource as faculty and staff or budget dollars. The physical facilities of the university are an enormous asset crucial to the operations of the campus. Indeed, the number, type, and condition of university spaces help shape all aspects of campus programs and activities.

2. Space will be allocated in a manner which best advances university priorities. University space resources should be deployed in the most efficient and effective manner to best serve programmatic and strategic goals. Although space is allocated to specific users, all space is owned by the university and the university has the responsibility to maintain and service the space. Faculties, departments, colleges and administrative units do not have exclusive rights to the occupancy of space, with the exception of spaces that are built or renovated with grants or federal funds in which certain restrictions apply, for example, facilities built and/or renovated with federal funds earmarked for Cooperative Extension and Cooperative Research.
3. University space can and will be reassigned. The university values flexibility and recognizes changing curricula, programs, and technologies. Accordingly, space assignments are subject to change to achieve optimal utilization and respond to current and emerging needs.
4. Responsibility for assignment and reassignment of space will generally follow divisional and departmental organizational hierarchies. While any and all space assignments are subject to change based on the authority of the president, the ability to assign and reassign space is generally delegated to each of the deans and vice presidents of their respective units, departments and programs. This authority, which is contingent on compliance with applicable space guidelines and standards, is expected to provide flexibility to deans and vice presidents to address the space needs of their respective areas.
5. Student services and classrooms shall be given priority for the most central and easily accessed locations.
6. Faculty and administrators shall have only one office at the university, regardless of joint appointments, multi-campus activities, and/or span of control. Exceptions include one person fulfilling two permanent positions on a temporary basis.
7. The university will endeavor to maintain adjacencies between departmental faculty, scholarly programs, and related administrative units where building architecture, scheduling and financing allow.
8. Space shall be generally allocated and reassigned in accordance with established space type guidelines (e.g.: offices = 120 SF, etc.) where building architecture and construction conditions allow.

9. The policies on the allocation and use of space shall be periodically reviewed at such times that the Rules and Regulations document is reviewed.

#### Space Utilization Committee

A standing university committee comprised of multiple campus constituencies shall serve as an advisory body regarding space allocation. Membership shall include at minimum the following:

Deans (4)

Representative for the Athletic Department

Representative for Student Affairs

Representative for Administration and Finance

Representative for Academic Affairs

Representative for University Advancement

Representative for Enrollment Management and Student Success

Representative for the Office of Design and Construction

Ex officio: vice presidents (Academic Affairs, Student Affairs, Administration and Finance, University Advancement)

The Space Utilization Committee shall have as its charge the evaluation of space requests and resulting recommendations to the president for action that is based on a campus-wide perspective as well as campus-wide needs. Within its charge, the Space Utilization Committee will assess utilization of spaces such as classrooms, labs, offices, etc., and will evaluate requests for new space.

#### Planning for Space Needs

The Space Utilization Committee is charged with evaluating space requests and making recommendations to the president; however, it is not within the committee's purview to authorize, provide, or ensure the funding that may accompany space requests. The following guidelines will apply:

1. It is the department's responsibility to consider the financial implications of moves and to integrate space planning with other resource planning. Costs associated with discretionary alterations/renovations to a space shall be borne by the user unit. Any such work must be approved and coordinated by the Office of Design and Construction to ensure compliance with university standards and regulatory requirements.
2. Space planning decisions may involve complicated move sequences or space alterations; thus it is essential that space needs be planned for as far in advance as possible.
3. In the planning and management of campus facilities, all building space is considered to be an allocable resource subject to continual evaluation in order to achieve the optimal campus-wide level of utilization. To this end,

the Office of Design and Construction will conduct facilities audits at least every three years to assist deans and unit heads in fulfilling their responsibilities for assignment and effective utilization of allocated space and to provide a basis for determining projects to be included in the capital improvement program (new buildings and/or major renovations). Requests for capital improvement projects will be annually solicited from all university departments as well.

#### Assignment and Effective Use of Space

Once space has been assigned to a school, college or administrative unit, deans and vice presidents may generally assign or reassign space already assigned to that school, college or administrative unit to areas reporting to them. Changes within a unit generally do not require committee approval but must be reported to various campus departments, i.e., Telecommunications, Buildings and Grounds, and Human Resources, via a Web site form. However, in the following cases, the Space Utilization Committee will maintain jurisdiction:

- Any interdivisional reassignments must be approved by the committee. If there is no resolution within the division, the committee will be the venue for the division to find a solution.
- If a space assignment has an identified end date, the space will revert back to the committee for reassignment at the end of the period.
- If a unit vacates assigned space to move to new space, the committee will reassess the use of the space and reassign it if determined to be necessary.
- Any changes in the designated use of a room must be approved by the committee, i.e., a request to change a faculty office into a conference room.
- Any renovations to a room which will change the square footage of the space must be approved by the committee.

#### Space Allocation Requests

A Space Allocation Request will be the official method by which a unit asks for space changes. Such a request will be required whenever a unit wants to add to, alter, or exchange its current space assignment. A unit may submit a Space Allocation Request to the chair of the Space Allocation Committee, once approved by the appropriate dean and/or vice president. A Space Allocation Request is required for the following activities:

- A new or expanding program whose space needs cannot be met in its current space assignment
- Modifications (renovations, alterations, reconfigurations)
- New buildings, building additions, or acquired property
- Leased space
- Change of use
- Accommodation moves

#### **4.70 Department of Public Safety**

The Department of Public Safety is headed by a director who is responsible for the overall safety, security, and welfare of all students, employees, and visitors to the university. The director is responsible for crime prevention, law enforcement, campus security and investigative operations, safety, traffic and parking control, and radio communications and law enforcement records, in compliance with the State of Missouri Revised Statutes. It shall also be the responsibility of the director, in cooperation with the Safety and Security Committee, to recommend procedures to administer and enforce all established policies and regulations.

#### **4.71 Authority to Administer and Enforce Vehicle, Traffic, and Parking Regulations**

All regulations pertaining to the Department of Public Safety have been adopted pursuant to the authority vested in the Board of Curators of Lincoln University by the laws of the state of Missouri. These laws provide, in relevant part, that the government of the university is vested in a Board of Curators. A vital function of the Board is to improve and protect the property of the university. In keeping with this function, the Board has authorized the establishment and distribution of safety and traffic regulations.

The Board has also authorized the establishment of a Safety and Security Committee and delegated to the president the authority to activate and charge this committee. The president is authorized to review and revise the committee's charge as necessary in order to effect the proper use and protection of university property and the safety and security of those who reside and work on campus. The Safety and Security Committee will make periodic reports to the president. The president may delegate any of her/his authority, under this regulation, to the vice president for Administration and Finance or to any such person or persons to whom he/she shall delegate such authority.

The regulations recommended by the committee and approved by the president shall apply to all students and employees of the university and to all other persons while on university property, and shall be deemed a part of the terms and conditions of the admission and enrollment of students and the employment of faculty and staff and other persons working under the direction of an administrative unit of the university. These regulations shall also apply to visitors or other persons and shall be deemed a part of the terms and conditions of the permission to enter the grounds of Lincoln University and to drive or operate vehicles on the property of Lincoln University. The operation and/or use of motor vehicles and bicycles on the property of the university campus by any person shall constitute consent and agreement to observe and be bound by these regulations.

If any provision of these regulations shall be in conflict with any applicable provision of any Missouri state law, rule or regulation of Lincoln University, Missouri state law shall govern. (See RSMo., Chapter 301.)

#### **4.72 Safety and Security Committee Membership and Responsibilities**

Faculty, staff, and students shall be appointed to the Safety and Security Committee by the process described in Chapter II, section 2.82. The director of the Department of Public Safety shall be an ex officio member of the committee. The president shall designate one of the appointed faculty members as chair of the committee.

The responsibilities of the committee shall include but not be limited to the following:

- To recommend supplementary regulations to control pedestrian and vehicular traffic and parking
- To review and recommend the use of all Lincoln University parking lots
- To prescribe the rules and procedures for appeals of violations
- To review all fine assessment appeals submitted directly to the committee or through the Department of Public Safety; to set aside fines, reduce fines, or uphold fines as the committee deems appropriate
- To review and rule on, or make recommendations regarding, all citizen complaints submitted to the Department of Public Safety

#### **4.73 Vehicle, Traffic, and Parking Regulations**

By the authority vested in it by the Board of Curators, the Department of Public Safety administers and enforces all vehicle traffic (moving and non-moving) and parking regulations and assesses fines for violations of such. (For violation assessment/fines, see the “Department of Public Safety Traffic and Parking Regulations,” distributed by the department and available on the Lincoln University Web site.)

##### **4.73.1 Registration and the Operation of Motor Vehicles and Bicycles**

Any Lincoln University employee or student who owns, possesses, maintains, operates, or stores a motor vehicle or bicycle on or about the Lincoln University campus must register such vehicle or vehicles with the Department of Public Safety within one Lincoln University business day after such vehicle is brought to campus. Other registration requirements are as follows:

1. Proof of ownership of vehicle to be registered and/or proof that the individual is entitled to possess and operate such vehicle must be furnished upon request. Vehicles operated on campus although owned by others must be registered. Registered vehicles must maintain insurance coverage.
2. A student may not register a vehicle owned, maintained, or normally operated by another student.
3. Anyone whose privileges or license to operate a motor vehicle have been suspended or revoked by any authority shall not be entitled to register, operate, or maintain a vehicle on university property pursuant to these regulations while enrolled or employed at the university, except in

accordance with the conditions imposed by the authority suspending or revoking such privileges.

4. All registrants shall provide, upon request, any information pertinent to the registration, possession, or operation of any vehicles that shall be required by the director of the Department of Public Safety.
5. Application for a parking permit shall have the effect of motor vehicle registration. All vehicles must display a permit as per the above regulations.
6. Additional registration procedures and parking permit information can be obtained from the Department of Public Safety and are also available on the Lincoln University Web site.

Any person meeting the above qualifications who has been accepted for enrollment or employment at Lincoln University may possess and operate a motor vehicle or bicycle in and about the university campus provided that he/she shall at all times be in compliance with all university and state regulations pertaining to the same. The Department of Public Safety shall make available, upon request, information and instructional materials regarding the requirements and procedures for registering motor vehicles and bicycles.

Failure to register a motor vehicle that is operated, parked, or stored on university property is a violation for which the vehicle operator/owner will be assessed a fine. Counterfeiting, altering, defacing, or transferring a registration certificate is also a violation for which the vehicle operator/owner will be assessed a fine.

#### **4.73.2 Parking Regulations**

Within limitations of resources and space, Lincoln University shall provide parking lots on university grounds for the exclusive use of its employees, students, and visitors. Parking privileges will be governed by the following:

1. All parking lots owned, operated or administered by the university shall be available on a fee basis and at a rate to be specified and published annually. Once a patron has purchased a parking permit, no refunds shall be made for any unused portion of the paid permit.
2. Upon authorization from the Office of the President, selected parking spaces may be made available on a no-fee basis. Reserved parking spaces are assigned by the president or her/his designee.
3. A state-issued permanent or temporary disability license plate or placard must be displayed while parking in any disability-designated space on campus. Placards must be hung from the rear view mirror with the number facing forward. Disabled persons may park in any disability-designated space provided they also display a valid Lincoln University parking permit (faculty, staff, or student). Temporary disability parking permits are not issued by the Department of Public Safety.

Failure to display a parking permit while parking on university grounds is a violation for which the vehicle operator/owner will be assessed a fine.

#### **4.73.3 Official University Vehicle Parking**

All university vehicles are subject to the same university traffic and parking regulations as are privately owned vehicles on campus.

Operators of university vehicles are responsible for all fines incurred while driving that vehicle. Individual departments are responsible for identifying the drivers or for paying fines from departmental funds.

#### **4.73.4 Parking for Retirees and Senior Citizens**

Parking permits for Lincoln University retirees will be available at the annual rate paid by regular faculty and staff. Professors emeriti and students sixty-five and over may receive a free parking permit.

#### **4.73.5 Visitor Parking**

Lincoln University shall furnish visitor parking, including for vendors and service technicians; however, parking priority shall be given to employees and students. All visitors are required to register their vehicles with the Department of Public Safety while on campus. Spaces for visitors shall be clearly designated. Employees and students shall not be permitted to use designated visitor spaces, including those for disabled visitors. These shall all be considered “reserved spaces.”

Any visitor who receives a traffic and/or parking citation for a violation of any campus traffic or parking regulation must contact the Department of Public Safety.

Service technicians requiring a parking space close to their work area should apply to the Department of Public Safety for a special permit.

#### **4.73.6 Loading Zones**

Loading zones are reserved exclusively for the loading/unloading of materials or equipment by persons displaying a valid loading zone permit. All loading zones are posted with notification of maximum time usage allowed. When it is necessary that a vehicle occupy a loading zone for longer than the maximum allowed, or by persons not having a loading zone permit, authorization by the Department of Public Safety is required prior to use of the loading zone.

#### **4.73.7 Report of Accident**

All persons are required by Missouri law to make reports of accidents involving motor vehicles. Accidents which occur on campus shall also be reported to the Department of Public Safety prior to the vehicle being moved from the accident site. Accident reports will not be taken if the vehicle has been driven off campus and returned prior to a report being made to an officer of the Department of Public Safety.

#### **4.73.8 Traffic Regulations and Violations**

All persons operating vehicles on campus are subject to Missouri state laws and regulations regarding moving vehicles, including driving in excess of the posted speed limit and driving in the wrong direction on any street marked for one-way traffic. Any person operating a vehicle is responsible for all violations (moving and non-moving) of these regulations committed by that person. All persons (first parties) owning or having in their custody a motor vehicle shall be responsible for all non-moving violations of these regulations committed by other persons (second parties) operating vehicles owned by the first party or in their custody with their express or implied permission to operate that vehicle, unless the person (second party) actually operating the vehicle acknowledges and accepts the responsibility for the violation.

In addition to any fines assessed for any moving or non-moving traffic violation, the Department of Public Safety may refer any violator of such regulations to the appropriate administrative official for additional action as warranted.

#### **4.73.9 Payment of Fines and Appeals**

Any person receiving a traffic or parking violation must make payment of any monetary fee assessed. Payment shall be made to the Cashier's Office. If a person wishes to appeal a violation, he/she must report to the Department of Public Safety within seven days of receipt of the violation notification and file a written appeal. (An appeal may also be filed directly with the Safety and Security Committee.) No exception or appeal may be made after the seven-day period.

Employees with unpaid fines will not be issued a new parking permit until all traffic and parking fines are cleared. Unpaid fines may be deducted from an employee's paycheck. Students with unpaid fines will not be allowed to register for subsequent semesters, or receive transcripts or a diploma. Unpaid fines will be applied to the student's account.

#### **4.74 Administration and Enforcement of Vehicle Regulations**

It shall be the duty of the director of the Department of Public Safety, in cooperation with the Safety and Security Committee, to administer and enforce all vehicle regulations. A citation for any violation of these regulations may be issued by any officer of the Department of Public Safety on forms prescribed by the department. A copy of the citation shall be given to each person at the time of issuance or, if the violation involves an unattended vehicle, a copy of the citation shall be conspicuously affixed to the vehicle. Each citation shall state the substance of the violation and the assessed fine.

##### **4.74.1 Immobilization, Removal, or Impoundment of Unattended Vehicles**

The Department of Public Safety is authorized to immobilize or remove and impound, at the owner's expense, unattended vehicles on/from university parking lots or on/from other real property of the university or under the control of the university.

#### **4.75 Amendments to Vehicle, Traffic, and Parking Regulations**

All regulations in the preceding sections may be amended or rescinded in whole or in part at any time or from time to time by action of the Board of Curators.

The president may, under emergency conditions, amend or rescind these regulations for a period of time not to exceed sixty days, provided that notice of such action is made to the Department of Public Safety, the Safety and Security Committee, and the Board of Curators.

#### **4.76 Campus Security**

The Department of Public Safety is responsible for the overall safety and security of the campus community. This responsibility includes the enforcement of policies relative to crime prevention, investigative operations, and law enforcement.

##### **4.76.1 Authority of Public Safety Officers**

Lincoln University's Public Safety officers are commissioned by the Board of Curators under RSMo. Section 172.350. Commissioned peace officers are state-certified and hold all police and arrest powers granted by the state of Missouri. Department of Public Safety officers work cooperatively with the Jefferson City Police Department, the Cole County Sheriff's Office, and the Missouri Highway Patrol. Criminal investigations are conducted on a joint basis with local law enforcement agencies when crimes overlap jurisdictional boundaries.

#### **4.76.2 Building Security**

Public Safety officers are responsible for building security. All administrative and classroom buildings are secured each evening after normal business hours and after classroom instruction has ended. Entry after normal hours requires authorized key and Sonitrol access or access granted by the Department of Public Safety with the area supervisor's prior approval.

Residence hall security is enhanced through controlled access to all buildings. The residence halls are on secured status at all times, with only residents, their escorted guests, and authorized personnel able to enter.

#### **4.76.3 Sexual Assault and Victims' Rights**

Lincoln University abides by the "Campus Sexual Assault Victims' Bill of Rights" and its amendment, the "Campus Crime and Security Act of 1990." A victim of a sexual assault on the Lincoln University campus shall be accorded all rights as outlined in this law.

In the event of a sexual assault, the victim should file a report with the Department of Public Safety as soon as possible. Public Safety officers will conduct any ensuing investigation according to federal guidelines.

#### **4.76.4 No Trespassing Policy**

Lincoln University follows the guidelines and procedures outlined in RSMo. Sec. 569.140 concerning a violation of "No Trespass" on a university campus.

A person may be issued a "No Trespass" order when any of the following circumstances exist:

1. The person is not a student, current employee, or legitimate visitor;
2. The person was arrested on university property for committing a felony or misdemeanor;
3. The person is found in a university building in violation of university regulations and it is apparent to the officer or other officials that there is an intent to commit a crime within the building;
4. The person has exhibited conduct such that the person's presence on the campus, in the opinion of the officer or other university officials, constitutes a threat to the safety or welfare of the university;
5. The person refuses to produce identification as requested (when under circumstances where an innocent person could reasonably be expected not to refuse), and further investigation and/or assistance from outside agencies may be required to properly identify the person;
6. The person has no legitimate purpose (academic or visitation) for

- being on campus;
- 7. The person is causing a disturbance or is disrupting the tranquility of any area of the campus;
- 8. The person is found in possession of a weapon or explosive;
- 9. The person is found in possession of alcohol or drugs;
- 10. The person is a student who has been suspended or expelled.

Both pedestrians and vehicles may be stopped if an officer or other university official suspects that any of the above conditions may exist.

Written notification of “No Trespass” will be given to any person found in violation of this policy. A person may be placed on “No Trespass” for a specific building, area, or the entire university campus. “No Trespass” notices issued by officers will remain in effect for five days only. During that time period the notice will be reviewed by the director of Public Safety. If the director determines the “No Trespass” order should be extended beyond the five-day period, a recommendation will be forwarded to the president or her/his designee. A “No Trespass” order of five days can be extended up to a period of one year or longer, if approved by the president. If the order is approved, a registered notification will be sent to the individual being denied access to the campus or its buildings. (The complete written notice procedure is available from the Department of Public Safety.)

When issuing a notice of “No Trespass,” officers shall act with as much restraint and courtesy towards the person stopped as that person will allow. Officers and other university administrators may exercise this authority in any place where they have a right to be pursuant to their official job and duties.

Juveniles will be given notice of “No Trespass” through the Prenger Family Services Juvenile Center. Juveniles found on campus in violation of “No Trespass” will be turned over to the juvenile authorities immediately.

Any person given written notice of “No Trespass” may appeal in writing within seventy-two hours of the notice being issued. All appeals will be addressed to the president of the university who will either deny or approve the appeal. The president may also refer appeals to the vice president with primary interest in the case. For example: A person given a “No Trespass” notice in a residence hall area would appeal through the vice president for Student Affairs.

#### **4.76.5 Animals on Campus Policy**

The Department of Public Safety enforces all Jefferson City ordinances regarding animals. Animal owners are expected to abide by city ordinances while on campus. In addition, the following policies regarding animals are in effect:

1. All pets must be leashed and under the control of an adult. Except for animals trained to assist persons with disabilities, all pets which are unleashed or leashed and unattended on university property are subject to impoundment.
2. Pets on a leash and under the control of a responsible person are permitted on university grounds but are not permitted within university buildings, at the stadium, or around groups of people. A loose pet trailing a leash, or one tied to a fixed object, is not considered under the control of a responsible person.
3. Except for animals trained to assist persons with disabilities and animals in use in university facilities for official research, classroom, or observation purposes, dogs and other pets are not permitted within a university owned or leased building. Any pet found within a university owned or leased building may be impounded.
4. Impounded dogs or other pets may be reclaimed by the owner at the Jefferson City Animal Shelter upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.
5. Pets left unattended in motor vehicles on university property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal(s) is threatened.

#### **4.80 Auxiliary Services**

The area of Auxiliary Services is headed by a director who is responsible for the professional management of the convenience needs of the campus community. Auxiliary services range from the support of the core academic mission of the institution, e.g., the campus bookstore, to the support of the living essentials needs of the campus community, e.g., food services, laundry services, and beverage/snack vending services. The director supervises Lincoln University-staffed auxiliary services, such as the mail room and print shop; other auxiliary services, such as dining and bookstore, are contracted through outside vendors. In addition, the director has oversight of the preparation of facilities for university events, and works with the larger Jefferson City and area community to arrange use of university facilities (e.g., Richardson Auditorium, Langston Hughes Theater, the bowling center) for non-university functions.

##### **4.80.1 Contracts Administration**

All contracts for auxiliary services are prepared in accordance with the Rules and Regulations of Lincoln University, and applicable state and federal guidelines and regulations, including Chapter 34 Revised Statutes of the State of Missouri (see section 4.30.1). Contracts are legal and binding only after all authorized university signatures are acquired and the contract is fully processed according to the established procedures and all appropriate approval has been obtained. Each contract will be in effect for the period of time specified, but may be terminated by the university at any time by written notice.

### **4.80.3 Solicitation**

Commercial solicitation is prohibited in and on all university property. For purposes of this policy, solicitation shall mean the sale of, or offer for sale of, any service, article or thing whatever to any person or university property by any agent, peddler or other person. Exceptions to this rule may be made by the president of the university only. This prohibition shall not apply to any university group officially recognized as a campus organization by the university.

## **4.90 Buildings and Grounds**

The area of Buildings and Grounds is headed by a director who is responsible for the management of repairs and upkeep of the physical facilities of the university. This includes the maintenance of buildings and mechanical systems, custodial and grounds services, heating plant and utility systems, preventive maintenance, the motor pool, and all other associated aspects of physical plant activities. The director is also responsible for budget recommendations that support the activities of the area of Buildings and Grounds.

### **4.90.1 Personal and Environmental Safety Guidelines**

Due to the nature of the work performed, the area of Buildings and Grounds emphasizes the need for staff to adhere to established good practices relating to personal and environmental health and safety. As a state university, Lincoln University is exempt from the national OSHA guidelines for private industry; however, the Buildings and Grounds unit elects to adhere to those guidelines that would be applicable, if compliance with OSHA regulations were mandated. Staff who operate equipment such as mowers or chain saws shall be trained in the specific safety protocol for that equipment. In addition, the area pays for Red Cross First Aid and CPR training/certification for all interested staff. Use of chemicals and management of hazardous waste are coordinated with the Department of Public Safety.

### **4.90.2 Key Control Policy**

The following regulations in regard to keys shall be in effect:

1. Full- and part-time university employees may be issued necessary keys by completing the Key Request form found on the LU Web site and obtaining the required signatures.
2. Upon receipt and review of a completed Key Request form, the order will be filled and the authorizing unit notified that the employee may pick up the key from the access control specialist at the Physical Plant. Appropriate identification (L.U. ID or driver's license) of the individual

named on the Key Request form will be required to receive the key. Keys not picked up within 90 days will be returned to inventory and a new Key Request form must be submitted.

3. A key audit will be performed each time a new key is issued.
4. No university key may be duplicated.
5. When an employee is issued a key to a building or facility on Sonitrol or any other security system, the employee must also obtain a Sonitrol code.
6. When an employee transfers from one department to another, he/she must return to the access control specialist all keys relative to the department he/she is leaving. If there is a valid need for the employee to retain such keys, the area supervisor will provide a written justification.
7. The employee who is issued a key is responsible for that key and will be charged for any lost or misplaced keys.
8. Prior to termination, employees must remit all university keys to the access control specialist. The specialist must sign a departure document attesting to receipt of all keys.
9. With the approval of the area supervisor, select students may be issued keys. (E.g., in Cooperative Research, students are assigned to animal care on an ongoing basis including night and weekend hours and must have access to facilities.)

#### **4.90.3 Advertising**

Commercial advertisements may be posted on designated bulletin boards in or at the following locations only:

- Departmental offices and classrooms at the discretion of the area head and/or faculty
- Residence halls
- Scruggs University Center
- Jason Gymnasium
- Dwight T. Reed Stadium

The university does not permit the advertising of alcoholic beverages, any substance the use of which is prohibited by federal or state laws, and any item which may tend to promote or suggest immoral, lewd or promiscuous behavior. Permission granted to an individual or organization to post an endorsement at the university facility does not constitute the endorsement by the university of the aims, policies, programs, products or beliefs of the individual or the organization or any of its members. The university reserves the right to regulate or limit the period of and assess fees for commercial advertising.

Non-commercial advertisements may be posted in or near any university facility which has erected a bulletin board for such purposes. Permission granted by the university to an individual or organization to use a bulletin board for advertising does not constitute endorsement by the university of the aims, policies, programs or beliefs of the individual or the organization or any of its members.