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E. ADMINISTRATIVE AFFAIRS

E-1. Compensation

1.Appointment Dates

Academic year appointments officially begin on August 1 and end on May 31. Appointments for the fall semester begin on August 1 and end on December 31. Appointments for the spring semester begin on January 1 and end on May 31.

Appointments for the summer sessions begin on the first day of classes and end on the day on which final grades are due. Resignations or terminations prior to the above termination dates shall result in proration of pay and fringe benefits, as determined by the payroll department.

In the case of twelve-pay appointees, effective dates for pay purposes are the first day at work and the last day at work. Partial months will be prorated for payroll purposes.

2.Pay Dates

University employees are usually paid on the following schedule:

- a.Full-time faculty members on academic year appointments receive one-tenth of their base annual salary on the last working day of each month beginning in August, and ending in May.
- b.Full-time faculty members, administrators, librarians, and professional staff members on 12-month appointments receive one-twelfth of their annual salary on the last working day of each month.
- c.Part-time faculty members are employed on a semester basis and are paid five times per semester.

Paycheck vouchers are only available electronically through one.iu.edu. Faculty members must have their pay deposited directly to the financial institution of their choice. Forms for this purpose are available in the Office of Human Resources. Any questions regarding gross pay, deductions, fringe benefits, or net pay should be directed to Human Resources.

E-2. Equipment and Supplies

Commonly used items such as examination books, paper clips, and other classroom and office supplies may be obtained from the office staff in each academic unit. The unit budgets are charged for these items and only the dean is authorized to order them. Requisitions for supplies, materials, and equipment are prepared by the office staff of each unit and approved by the dean. After approval, the requisition routes to Accounting Services for review and approval.

For more detailed information about university purchasing policy and practice, see the Policies and Procedures Manual, Section B.

E-3. University Vehicles

Arrangements for the rental of cars and passenger vans can be made by following the instructions on the Travel Management website.

Any person driving a rental vehicle must be an eligible university employee, at least 18 years of age, or an IU Southeast student, at least 21 years of age, and have a valid operator's license. In order for employees or students to be eligible to request and drive a rental vehicle, the

requestor's driver's license information must be submitted on the Authorization Form for a motor vehicle records check, found on IU's Office of Insurance, Loss Control, & Claims at least two weeks prior to the first-time use of a vehicle. Failure to do so could result in the requestor being denied the use of a university vehicle or could delay the release of the vehicle. Please see IU Policy FIN-INS-02 further information.

The driver is expected to replace fuel and to see that the vehicle is returned in as good condition as it was when received.

E-4. Parking

It is recommended that faculty and staff purchase parking permits which allow them to park in the parking lots. Those who do not purchase a parking permit must either park in a metered space or purchase a one-day parking permit. One-day guest permits are available for use in general permit parking lots. The cost of these permits is the daily visitor rate. They may be purchased at the automatic dispensers located near each entrance to campus or at the University Police, located in University Center North, room 027. Violators will be ticketed, with fines going to the scholarship fund.

Employee (EM) parking permits are issued to faculty and staff and red Student (ST) permits to students. Parking areas are designated as either EM (restricted) or Student (unrestricted), and cars should be parked only in the appropriate space. A copy of the IU Southeast Parking Regulations may be obtained from the University Police, located in University Center North, room 027, or on the University Police webpage.

Faculty and staff are urged not to park in Student (ST) areas if there are Employee (EM) spaces available, since such action may deprive a student of a parking space.

For additional information on parking policies, see section G-22 of the IU Southeast Policies and Procedures Manual.

E-5. Mail Handling

Mail Services is located at the loading dock area of the Service Building, and is under the supervision of the Director of Facility Operations. Mail Services is responsible for the pick-up and delivery of all incoming and outgoing United States Postal Service (USPS) mail including First Class and First Class Presort, Bulk Mail, Library Rate, Business Reply, Express, Certified, Registered, and Air Mail. Mail Services also delivers inter-campus and intra-campus mail and all packages received from deliveries (e.g., UPS, FedEx, DHL). The United States Postal Service (USPS) guidelines, under which Mail Services is allowed to operate, require that mailing activities be confined strictly to official, bona fide university business. All employees who wish to send personal mail from IU Southeast should take it to the USPS mail box located near McCullough Plaza. Personal mail, whether stamped or un-stamped, must not be intermingled with university mail. Mail Services is liable only for university-related packages and mail, and will not be liable for any mail or packages of a personal nature.

The person or office originating mail should be identified by typing the person's name and office in the return address area on the envelope. This will facilitate handling in case there is some question about postage or if the mail is returned for some reason.

UPS mailing service is available in the Bookstore. Shipments may be charged to university or personal accounts as appropriate.

FedEx shipments can be initiated through the associated department using the University Mail Services account. Strict guidelines must be followed and are available by contacting Mail Services.

Each faculty member, full-time or part-time, is provided with a mailbox near the office of his or her academic unit. Each person should check the mailbox daily or when present on the campus. Otherwise, announcements of meetings, grade sheets, notices about students, and U.S. Mail may be missed. Many notices of meetings and other important pieces of information are communicated by electronic mail (e-mail). E-mail should also be checked regularly.

For more information about mail services, see section H-5 of the IU Southeast Policies and Procedures Manual.

E-6. Offices and Keys

Each full-time faculty member is assigned an office by the dean. Office space for part-time faculty members is provided, if available. Part-time faculty members may also use the study space in the Library to consult with students or reserve other space through the appropriate dean.

Keys to offices, laboratories, and storage rooms are issued by the University Police, located in University Center North, room 027. A charge of \$10 is required for replacement of a lost key. Keys no longer needed should be returned to the University Police. When employment is terminated, the keys must be returned prior to receiving final pay.

Intelli-key locks may be necessary for some offices, laboratories, and storage rooms that require higher security and/or reporting capabilities. Permission from the dean is required before these will be issued. A charge of \$25 will be required for replacement of a lost Intelli-key. Intelli-keys no longer needed should be returned to University Police. When employment is terminated, the Intelli-key must be returned prior to receiving final payment.

E-7. Bookstore

Indiana University has entered into a contract with Barnes & Noble to manage all of its bookstores; therefore, the policies and practices stated within are subject to change.

Textbook orders for spring and summer are due no later than October 15 annually. Textbook orders for fall are due no later than March 15 annually. Orders may be placed through www.facultyenlight.com (preferred method), in-person, via phone at (812) 941-2250, or by email by contacting the store manager at sm624@bncollege.com or assistant manager at sebn@ius.edu directly.

Instructors are responsible for obtaining their own desk copies of textbooks. Desk copy order forms are available from unit secretaries. The bookstore can furnish the contact information for publisher representatives for each discipline and help research the availability of texts at any time.

In the event that there is insufficient time to obtain a copy of a text before a course commences, the bookstore will sell the instructor a copy with the understanding that the purchase price will be refunded when the copy from the publisher is turned in. It should be noted that the

bookstore cannot accept replacement copies which are marked “desk, not for resale” or “examination copy only.”

Faculty and staff members are allowed a 10% discount on all purchases, excluding textbooks and computer supplies for personal use, and a 20% discount on all purchases excluding textbooks and computer supplies for work use.

E-8. Faculty Professional Travel

Professional travel funds will be budgeted to academic units on a per capita basis but it may be allocated among the members of the faculty in a manner judged appropriate by the dean and the unit provided if it is consistent with university and campus travel policies. Most professional travel for faculty will come from this travel budget. Travel authorized by the Office of Academic Affairs will initially be charged to unit travel accounts and later reimbursed by Academic Affairs.

Travel expenses to professional meetings within the continental limits of the United States and Canada will be reimbursed to faculty members in accordance with the following regulations:

Generally, a faculty member will be compensated for travel to only one professional meeting per fiscal year (July 1 to June 30). Pending budgetary availability, exceptions to this policy must be approved in advance by the dean. Limited funds are available for award on a competitive basis for faculty members presenting papers or taking other active roles in a second professional meeting in a given fiscal year. Information regarding requirements and procedures is available in the Office of Academic Affairs.

Round trip rail fare, economy air fare, mileage in university vehicles, mileage in private vehicles (subject to university regulations), limo or bus service, registration fees, and lodging will be reimbursed to the faculty member in accordance with the procedures as stated in the IU Southeast Policies and Procedures Manual and the Travel Management Services website. Itemized receipts must be furnished for all expenditures.

Visiting faculty, part-time faculty, and faculty on leave are not generally reimbursed for travel to professional meetings.

Reimbursement shall not be made for portage, telephone charges, or other expenditures of a personal nature.

Professors who are authorized in advance by the executive vice chancellor or the chancellor to recruit for their school at professional meetings may be approved for an increase in the travel allowance by the vice chancellor or chancellor.

Professors wishing to attend international conferences may apply for partial travel support to the Overseas Conference Fund, which is administered by the IU dean of international programs. They must demonstrate that attendance at the conference will benefit both the participant and IU. Forms and information are available from Academic Affairs.

While it is not the general practice of the university to pay for enrollment fees, travel costs, or per diem for participation in discipline-specific professional development seminars, limited funds are available for award on a competitive basis to faculty members wishing to participate in some professional development activities.

Information regarding requirements and procedures is available in the Office of Academic Affairs.

E-9. University Travel

The basic rules and regulations governing travel are established by the State of Indiana and apply to all employees of state agencies. Indiana University has established IU Travel Guidelines that can be viewed on the Travel Management Services website.

As a state-funded institution, Indiana University's travel regulations follow policies established by the Indiana State Legislature and the State Budget Agency. Persons traveling on IU business, those responsible for preparing travel documents, department heads, and account managers are all responsible for remaining current on IU's travel regulations and procedures.

For details regarding making travel arrangements and reimbursement questions, including necessary forms, travelers should consult the Travel Management Services website: <http://www.indiana.edu/~travel/>.

E-10. Office of Advancement

The IU Southeast Office of Advancement supports the institution's teaching, research and public service missions by forging partnerships with corporate and civic organizations, developing quality marketing programs that enhance the institution's reputation and maintaining positive relationships with the university's alumni. In short, to help advance IU Southeast and its mission. The office works closely with campus and external stakeholders to achieve institutional goals. We are responsible for all internal and external communications, marketing, fundraising, alumni and donor relations, grant writing, community relations and special events planning for the Office of the Chancellor and Office of Advancement.

Lead by the Vice Chancellor of Advancement who serves on the Chancellor's Cabinet, the primary goal of the office is to help our students achieve their educational goals – to learn, grow and prepare for new opportunities.

The office also develops policies and procedures and establishes long-range plans to direct the campus's philanthropic and community-building efforts. It oversees the areas of alumni engagement and annual giving, development, grants and university marketing and communications.

Alumni Engagement and Annual Giving

The Office of Alumni Engagement and Annual Giving is responsible for the planning and implementation of programs and projects that strategically engage alumni and current students for a lifelong relationship with Indiana University Southeast.

The office is charged with serving as the liaison between the IU Southeast Alumni Association Board of Directors, which represents the alumni body, and administrative leadership. The Director collaborates with colleagues in the various university offices and schools to create and maintain pathways for alumni participation that advance the goals of the institution. The Office of Alumni Engagement and Annual Giving reports to the Vice Chancellor for Advancement and maintains a close partnership with the Office of Development to identify, cultivate, solicit and steward alumni, faculty, and staff giving.

Development

The purpose of the Office of Development is to plan, coordinate and implement fundraising strategies to build support for Indiana University Southeast among individuals, corporations, foundations, and the community. Simply put, the Development team helps identify the interests of those who want to make a difference, and matches those interests to the various funding needs of the campus, such as scholarships, research, buildings, special programs and more. The Office of Development strives to create and maintain mutually beneficial relationships with friends and donors by discovering and facilitating their philanthropic desires, engaging them in the work of the University in a meaningful way, and recognizing them for their contributions. All members of the IU Southeast community (faculty, administrators, support staff, and students) have a role and responsibility within the framework of their positions to participate in the effort to build financial support for the work of our campus. To this end, these members of the campus community are encouraged to interact with their alumni and constituents and to build mutually-beneficial relationships with potential donors. When appropriate, faculty members, deans, administrators and students may be called on to further assist in identifying University needs, describing these needs, preparing proposals to potential private funding sources, meeting with potential funders and, generally, striving to obtain resources for the University's identified unmet needs. It is important, however, that relationships with potential donors and the wider community be carefully coordinated and managed for the best outcomes. Therefore, the IUS Office of Advancement has produced guidelines to ensure that any fundraising efforts are part of a cohesive and comprehensive strategy for building long-term support for IU Southeast. Fundraising Guidelines are available at www.ius.edu/development/resources/fundraising-event-guidelines.php.

University Marketing & Communications

IU Southeast's Office of Marketing & Communications serves as an in-house advertising and communications agency for the university and all schools, departments and programs. Services are offered to the entire campus at no cost and include strategy development, advertising creation, production and placement, media relations and social media strategy and execution to provide high visibility earned media for the university and its programs.

The marketing strategy team works hand-in-hand with the admissions and enrollment management team as well as web development group. The primary mission of the marketing team is to promote and enhance the image of IU Southeast among our constituents thereby increasing admissions and enrollment at the university. All university marketing campaigns are coordinated and placed by the Marketing & Communications department. Marketing & Communications also oversees all brand standards and compliance-related issues to ensure all materials used for recruiting potential students or communicating with alumni or other external audiences meets IU brand standards.

The communications strategy team works with all media, including student publications, local, and regional press and broadcast stations. Our small, but experienced, staff issues press releases, organizes press conferences, and handles the University's overall media relations. We are happy to assist you in publicizing news that has a university connection. We welcome suggestions for possible news stories from individuals, academic units and departments. In providing information for release to the news media, care should be taken in providing accurate information and responding in a timely manner to media questions and requests. It should be

remembered that while we distribute information to the news media, the media news directors and editors make final decisions regarding which information will be used.

While any member of the campus community has a right to express an opinion in public, it is important to realize that only the Chancellor has the authority to speak for the university. The Chancellor delegates a portion of that authority to the Office of Marketing & Communications which serves as the source of official information regarding the campus. When other offices or departments are dealing with representatives of the news media, it is advisable to check with the Office of Marketing & Communications to be certain that facts (i.e. enrollment figures, level of appropriations, etc.) provided reporters are accurate. In this way, confusion in the mind of the public can be avoided.

Our office also maintains a list of faculty experts that outside media can reference to find experts on timely topics. For more information [visit our Speakers Bureau website.](http://www.ius.edu/speakers-bureau/)
(www.ius.edu/speakers-bureau/)

E-11. Use of Facilities

The trustees of IU reserve the right to control the use of university facilities to assure that events conducted in those facilities is compatible with the mission of the university. The university will at all times seek to assure students and faculty groups opportunity to meet, hear, and exchange ideas and views, however controversial, but it does not license and will not tolerate activities which are illegal.

The term “facilities” include grounds owned by the university as well as structures which are university property. University-related individuals or groups who wish to reserve university facilities (with the exception of the Paul W. Ogle Cultural and Community Center) should contact the Conference & Catering Office in the University Center. (see Section G-7 for a list of rooms scheduled by other departments). Generally, there is no charge to students, faculty, staff, or university departments for university-related use of facilities as long as the university does not, itself, incur additional expense because of the event. A charge will be assessed to cover extraordinary expenses for custodial/security assistance, staging, dance floor, supplies, or damage to university property. A charge for custodial assistance will be made if the event is scheduled for a time when custodial service is not normally scheduled and/or the event is cancelled without one working day notice (cancellation due to inclement weather excluded).

Non-university related individuals and groups who wish to reserve a university facility should contact the Conference & Catering Office in the University Center. A charge will be assessed in accordance with a schedule of facility fees on file in the office of Conference & Catering.

IU Southeast considers the freedom of inquiry, assembly, and discussion to be essential to a student’s educational development. The university therefore recognizes the right of individuals to express their opinions and assemble on campus in accordance with the state and federal constitution. Individuals and/or groups wishing to assemble on campus should contact the Conference and Catering Office in the University Center for guidelines. IU Southeast has the right and responsibility to determine time, place, and manner.

The university does not normally make its facilities available for income-providing purposes if the funds are designed to enrich an individual, organization, or commercial sponsor. (Non-university related individuals or organizations wishing to utilize a university facility for income-producing purposes must write to the Conference & Catering Office, setting forth the nature of

the income-producing activity and its purposes). The request should be addressed the manager of Conference & Catering at 4201 Grant Line Road, University Center North, room 125, New Albany, Indiana 47150. If proceeds from such an event are to be donated to Indiana University Southeast (IUS) or the Indiana University Foundation (IUF), no charge will be assessed for the use of facilities, except for extraordinary costs. If proceeds from an income-producing event are not to be donated to IU Southeast or IUF, a charge will be assessed in accordance with a schedule of facility fees on file in the office of Conference & Catering or other designated party.

The university reserves the right to make adjustments in confirmed reservations for facilities when such action becomes necessary. Further, the university reserves the right to determine when the assistance of security/custodians and /or a technician is necessary.

Conference and Dining Services will provide for all food and beverage needs for any event held in university facilities. Arrangements for activities requiring any type of food or beverage must be made through the Conference and Catering office in the University Center no less than two weeks in advance. University groups meeting the criteria outlined in this section, may provide their own food with prior written approval from the Conference & Catering Office and adhering to the guidelines relating to university groups bringing their own refreshments as outlined in section D-13.

The university reserves the right to reject any and all applications for the use of facilities. Further, the university reserves the right to make adjustments in confirmed reservations for facilities when such action becomes necessary. An established priority system exists and will be followed in confirming reservations (see Section G-6 of the IU Southeast Policies & Procedures Manual).

The Conference & Catering Office is located in University Center North, room 125, and is available to assist with catering needs, room/facility reservations and can be contacted at (812) 941-2155 or (812) 941-2318. Please see section D-13 of the IU Southeast Policies & Procedures Manual for additional information on policies and procedures regarding the utilization of Conference and Catering services and use of campus facilities.

Bulletin boards and kiosks have been erected throughout the campus primarily to publicize university-related activities, including those of students and student organizations. A number of bulletin boards, such as the ones located outside academic unit offices, are designated for the posting of official university announcements and are limited to such uses. Campus Life will approve posting of other material of interest to the university community where space is available. No posting is permitted on brick, window, or painted surfaces. Those wishing to place announcements on the bulletin boards or kiosks, should send the materials to the director of campus life clearly identifying the person or group requesting the material is posted.

The above regulations are intended to preserve the beauty of the campus and to assure the nonpartisan character of the institution. They are not intended to limit freedom of expression or to discourage political activity of students, faculty and staff. For more information on facilities usage policies, see section G of the IU Southeast Policies & Procedures Manual.

E-12. Paul W. Ogle Cultural and Community Center

General Statement of Policy:

The Ogle Center serves the internal and external communities, providing facilities for music, theater, and fine arts performance, for shows and other entertainment, and for conferences, seminars, workshops, and other gatherings. Scheduled programs, special events, and other

activities must be in keeping with the mission and purpose of the University, reflecting high academic, aesthetic, and educational qualities for which the University is known. It is expected that users of the Ogle Center respect the physical integrity of the building.

Scheduling Priorities:

Scheduling of Ogle Center facilities is the responsibility of the Ogle Center Director. The Ogle Center Venue Request Form should be completed online. A downloadable pdf form can be accessed online from the Ogle Center website. Academic activities of the music, theatre, and fine arts departments receive first priority for scheduling. Community arts groups, outside shows, and other contract engagements receive second priority. The third priority is the scheduling of internal and external seminars, workshops, and other activities. Once an event is scheduled and confirmed, it cannot be changed without authorization by the administration.

Booking Procedures:

Procedures and deadlines for booking events are designed to facilitate the smooth operation of the Ogle Center. Most of the programs and activities will take place in one of the five main venues of the Ogle Center, namely, the Richard K. Stem Concert Hall, the Robinson Theater, the Stiefler Recital Hall, the Ronald L. Barr Art Gallery, or the Horseshoe Foundation of Floyd County Amphitheater.

Venue requests for scheduling the facilities are reviewed by the Ogle Center staff weekly, and availability is determined based on available space and staffing resources. The Music, Theatre, and Fine Arts Departments should submit venue requests for requested dates on July 1 of the year prior to scheduling. For example, the departments would complete venue requests for needed dates for 2018-2019 by no later than July 1, 2017. This will enable the director to begin scheduling performing arts groups and children and family series shows a year in advance of the performance. Bookings for corporate groups, university groups, and others that want to schedule the facilities for events such as seminars, luncheons, workshops, and meetings will begin June 1 for the coming academic year, and will continue as needed throughout the year as facilities are available.

An appropriate fee schedule for labor reimbursement and use of the facilities is developed by the Ogle Center Director and distributed to external and internal groups who are prospective clients. This fee schedule will be available by July of each year.

The Ogle Center Director:

The Ogle Center director has responsibility for the overall operation of the venues and other facilities in the Center, including safety and fire code enforcement. The director oversees both the operating budget and the auxiliary budget. The director supervises the technicians, ticketing manager, administrative assistant, and marketing manager and develops the programming for the season with the help of staff and the Ogle Center Advisory Committee. The director markets and advertises the activities and events that take place, and in collaboration with the Advancement Officer secures funding for the Ogle Center in the form of gifts, ad sales, and sponsorships.

E-13. Food Service

The IU Southeast campus offers three locations for dining options; the Food Court which is located in the lower level of University Center North; University Grounds, located in University Center South across from the bookstore, and the Library Bistro, located in the Library. The

manager of Dining Services manages all food service operations on campus. Visit the Dining Services website for additional information and hours of operation.

Conference & Catering

The Conference & Catering office is located in University Center North, room 125, and is available to assist with catering needs, room/facility reservations and can be contacted at (812) 941-2155 or (812) 941-2318.

Pre-event & Menu Planning

Please take a moment to read over these guidelines for booking catering services and contact the Conference & Catering office with questions. In order to provide the best possible service and accommodations, it is recommended that arrangements for events be made a minimum of two week in advance or earlier when possible. Menu selections must be submitted a minimum of seven business days prior to the event to ensure product availability. A copy of the catering menu is available on the Dining Services website.

Guaranteed Attendance

A guaranteed number of guests must be submitted to the Catering Office at least three (3) business days in advance of the event in order to allow sufficient time for food procurement and staff scheduling. If a guaranteed number is not received, the highest estimated attendance figures will be considered the guarantee. The customer is responsible for 100% of the guaranteed number, plus any additional meals served. Counts may not be lowered less than three business days before the event. Additional guests may be added within 24 hours of the event; however, depending on the menu items they may or may not receive the same meal.

Payments

Groups without a department account will be required to fully pay the estimated bill three (3) business days in advance of the event. Additional or remaining charges will be billed following the event. Prepayments may be made by check, money order, Master Card, or Visa. Non-university groups are subject to a service fee of 15% plus prevailing state sales tax.

Weekend Events and Non-operational Hours

Weekend and non-operational hours are subject to an additional service charge of 20% of the total invoice. These hours are defined as before 7 a.m. and after 6 p.m., Monday through Friday, weekends, and during academic breaks.

Vegetarian/Special Menu Needs

It is the responsibility of the event host to determine if special menus are needed for their guests. Conference and Catering is able to accommodate any special meals with advance notice. Last minute orders take time to prepare and guests may have to wait for their meal.

Leftover Food

For health and safety reasons, all leftover food product is the property of Conference and Catering Services and will be handled in accordance with the guideline set forth by the Indiana Department of Health. Except in cases where the customer has ordered a specific quantity of product for an event that is not supervised by Conference and Catering Services (e.g., cookies, donuts, etc.), leftover food cannot be removed from the site.

Outside Food/Beverages/Vendors

No outside food or beverages may be brought into the University Center meeting space unless previously approved. Food and beverage items must be purchased through the Catering Services department.

Alcohol

Indiana University is an alcohol-free campus. Alcohol is prohibited on university property or in the course of a university activity.

Tobacco

Indiana University Southeast is a tobacco-free campus which fosters a healthy environment in which to learn, work, and live.

Parking

Parking at Indiana University Southeast is \$1.00 per car, per day. Groups can make arrangements through Conference & Catering to pay for temporary parking permits.

Delivered Events

Any event held outside of the University North Center building is considered a delivered event and will have a delivery charge of 20% of the total bill added to the final invoice. There is a minimum order of \$30 for delivered breaks and a minimum order of \$100 for all staffed meals and receptions. Tablecloths are not included in this service. Charges for missing equipment will be charged to the sponsoring department or group. Events delivered outside University Center will be served on disposable plastic products. China, silver, and glassware for use outside UC is available for rental at \$1.60 per person for meals and \$1.25 per person for breaks.

Water Service

There is no additional charge for ice water ordered with a break service in the University Center. Orders for ice water only, without any other catering will be charged \$1 per person; this service includes plastic cups, napkins, set up, and clean up.

Waste Disposal

Events not utilizing catering services may require that special arrangements be made for waste receptacles and disposal. This service is arranged with facilities management at extension 2330. In the event that Conference & Catering has to clean up, there will be an additional charge.

Cancellations

Cancellations within two (2) business days of the event may require payment in full if special food items have been ordered for the event. Cancellations three (3) business days in advance are charged a minimum of \$50. Charges incurred during the coordination process that present a cost to the Catering department will be charged in full.

Inclement Weather

In the event of inclement weather, all conference and catering events will either be cancelled or delayed based on the campus's outlined guidelines. If classes and offices are on a delay, the conference and catering events will also be on a delay. If classes and offices are closed, all conference and catering events will also be cancelled for that day. If you have questions, please contact the conference and catering office.

Conference and Catering Rules and Regulations for All Groups

- No space in the conference center is to be utilized without prior reservation regardless of information posted on the room wizard.
- Users will treat the conference center with the utmost care and respect for the facilities. The center was funded with public, taxpayer, and student funds. All users will be good stewards of the property and assets of the university.
- No candles or any activity that violates fire code are permitted.
- No obstruction of hallways, doors, or windows is allowed.
- Windows cannot be covered under any circumstances, either in the center or elsewhere on campus.
- Approved tape must be used to hang items from walls.
- No movement of furniture, equipment, or technology is permitted without the permission and/or assistance of Conference & Catering staff.
- Respect will be given to all other groups conducting concurrent meetings.
- Intended use of the conference center space must be documented. Failure to disclose the intended use will preclude use of the center.
- Users must not cause damage to the facilities or equipment.
- Rooms must be left in the same condition they were in at the start of the event.
- All lights and technology must be turned off at the end of the event.

University-related groups having a meeting or other non-public activity may provide their own refreshments while using university facilities under the following guidelines:

- An “IU Southeast-related group” is any group directly involved or associated with the university (i.e. departments, committees, student organizations/groups, etc.).
- The activity or event must be non-public, that is, a closed meeting open only to members of that group.
- The event cannot be a public, advertised activity. No events listed in campus newsletters, newspapers, or bulletin boards may qualify unless the announcement specifically limits the attendance to members of the group.
- The term “refreshments” is defined as beverages and light snacks, including soft drinks, cookies, donuts, hors d’ oeuvres.
- All refreshment items must be store-bought, pre-packaged items.

- When an event/meeting is to include a full meal, sandwiches, entrees, etc., all food services must be catered by Conference & Dining Services, unless mutually agreed upon by both parties.
- The expected maximum attendance limit is 50 for groups wishing to provide their own refreshments. Any meeting where 51 people or more are expected must have all food service (including beverages) catered by Conference & Dining Services.
- Under no circumstances may a group have an activity catered by any catering operation other than the designated food service provider, unless mutually agreed upon by both parties. All such requests must be made in writing through the Conference & Catering office. If approved, Conference & Catering is authorized to charge the group a fee for any additional items they request (i.e., napkins, cups, paper plates, etc.).
- All non-university groups using university facilities shall be required to use Conference & Dining Services. At no time shall any group, university or non-university, utilize a caterer other than Conference & Dining Services. Exceptions to this paragraph shall be made in writing and agreed upon by the Conference & Catering manager.
- All catering orders require a two week notice with final counts submitted to the Conference & Catering office at least three (3) business days in advance of the event.
- Contact the Office of Conference and Catering at (812) 941-2155 for detailed procedures and requirements which are subject to change

E-14. Child Care

IU Southeast provides pre-school and child care to its faculty and students through the IU Southeast Children's Center, a state licensed facility. The center was established in 1978 through a proposal presented by the Student Government Association. The center is open from Monday-Friday 7:30 a.m.-5:30 p.m. while classes are in session. Times during the summer term may vary depending on need.

The center is a drop in facility, open to children 3 years of age (potty-trained) through 9 years. A minimal family registration fee is assessed per semester (summer terms are considered one term). Users are charged half-day, daily, half-weekly, or weekly rates for the service. The services are only available while the user is conducting university business (i.e., class, studying, working).

For further information contact the coordinator of the children's center or dean of student life.

E-15. Programs Involving Children

Indiana University has established a policy governing any program on its campuses that involves participation by children (i.e., persons under 18 years of age). IU Policy PS-01 requires criminal and sex offender background checks for any employee or volunteer involved in the program. If you are planning a program on campus that will involve children as participants, contact the Human Resources Office well in advance for information about the policy and what must be done to comply. <https://protect.iu.edu/police-safety/policies/programs-children/index.html>

E-16. Physical Plant

IU Southeast uses eleven buildings at its Grant Line Road campus.

Activities Building (AB):

Athletic Offices
Fitness Center
Gymnasium

Crestview Hall (CV):

Classrooms (largest number of classrooms)
School of Social Sciences

Hillside Hall (HH):

Classrooms
School of Business
School of Education

Hausfeldt Building (HB):

Applied Research
New Neighbors Education Center
Environmental Health and Safety

Knobview Hall (KV):

Classrooms
School of Arts & Letters
Fine arts studios
Foreign language laboratory
Information Technology
Writing Help Center
Japanese Cultural Center
Honors Program

Library Building (LB):

Center for Cultural Resources
IU Southeast archives
Library
Institute for Learning and Teaching Excellence (ILTE)

Life Sciences Building (LF):

Classroom and laboratory space for
Biology, mathematics, nursing, and psychology
School of Natural Sciences
School of Nursing

Paul W. Ogle Cultural and Community Center (OG):

Performing and Visual Arts
Ticket Office
Ronald L. Barr Gallery
Horseshoe Foundation of Floyd County Amphitheater
Recital Hall
Robinson Theater

Richard K. Stem Concert Hall
Millicent and Norman Stiefler Recital Hall
Green rooms
Scene shop
Rehearsal and studio space for music and theatre departments

Physical Sciences Building (PS):
Classrooms
Offices and laboratory facilities for
Chemistry, earth sciences, physics and science education
Mathematics Lab

Service Building (SV):
Mail services
Maintenance shop and central air-conditioning plant
Facility Operations Department
Shipping/Receiving

University Center (UC):
Advising Center for Exploratory Students
Adult Student Center
Alumni Affairs
Administrative offices
Bookstore
Bursar/Accounting Services
Campus Life
Conference Services
Office of Equity and Diversity
Dining Services
Games room
Office of General Studies
Hoosier Room
Human Resources
Information desk
IT Support Services
Office of Admissions
Office of Campus Activities and Student Life
Office of Career Services and Placement
Office of Disability Services
Office of Financial Aid
Personal Counseling
Registrar's Office
Student commons and lounges
Student Development Center
Student Government Association
Student Newspaper
Student organization offices
Student technology center (24/7 lab)
University Police

E-17. Hospitality Expenses

Hospitality expenses are costs incurred in the hosting of non-university individuals (and in some cases, university employees) for a bona-fied university purpose. Funds have been budgeted in a special expense account, managed by the vice chancellor for Administrative Affairs, to cover the cost of meals or refreshments incurred by faculty and staff of Indiana University as part of their official duties. These expenses must meet Indiana University guidelines for allowable hospitality expenses covered by university operating funds, excluding IU Foundation funds as follows:

- Recruitment of faculty, staff, or students;
- Official, ceremonial functions of the university;
- Receptions for which the primary purpose is the attendance and benefit of a group of students or potential students;
- Employee recognition receptions (service anniversaries, retirements);
- Refreshments for official Human Resources training sessions or when training is provided by an external consultant.

These funds are to be used for institutional benefit and never for personal benefit or privilege of university employees. For pre-approved use of the special expense account, use the Special Expense - Hospitality Request form which can be found on the Accounting Services website, under Special Expense. Alcoholic beverages will not be reimbursed. For additional information or questions on hospitality expenses, contact the Accounting Services Office.

Meals for Candidates Purchased Off Campus

In order to insure that food expenditures are not excessive, maximum reimbursements have been established which are:

- Breakfast \$8.00; Host plus candidate \$16.00 maximum
- Lunch \$13.00; Host plus candidate \$26.00 maximum
- Dinner \$22.00; Host plus candidate \$44.00 maximum

In addition to reimbursement limits for each type of meal, when entertaining prospective employees, meal charges will be limited to the cost of the meal for each guest and the cost of the meal for the member of the university faculty or staff who is serving as the host. Amounts spent above these limits must be borne by the host. Original, detailed receipts must accompany the forms; charge card receipts are not acceptable. For reimbursement of funds expended, the Special Expense - Campus Funded Event - Payment Request form should be completed and forwarded to Accounting Services for processing and payment.

E-18. Grants

The Grants Office coordinates all external grant activity on campus, working closely with the IU Office of Research Administration in Bloomington and the IU Southeast Bursar's Office, Office of Advancement, and Dean for Research. With an emphasis on corporate and foundation grant opportunities, but encompassing all potential grants, the Grants Office provides direction to faculty and staff on searching for external funding, interpreting application requirements, preparing budgets and proposals, adhering to IU and IU Southeast grant protocols and tracking and fulfilling grant requirements once funding is received.

All proposals for external funding, whether federal, state, corporate, foundation, agency or other, must be routed through and approved by both the IU Office of Research Administration and IU

Southeast campus and unit leadership. The IU Southeast Grants Office assists with this process. All prospective grant seekers should contact the Grants Office immediately when a grant application is under consideration. Approvals generally require a minimum of two weeks, but it is best for grant seekers to initiate the process well in advance of that date. If assistance is sought for proposal development, an even longer period of time is recommended, as grant-seeking from national, state, and some regional and local sources is highly competitive.

Only the IU Office of Research Administration is legally empowered to make grant certifications and assurances and to enter into a grant contract with a funder. Contract information and funder forms, as well as grant checks, must be forwarded to IU Office of Research Administration, which is responsible for making certifications, signing contracts, depositing funds and establishing grant accounts. The IU Southeast Grants Office should be contacted immediately when grant information and funds are received so that documents can be forwarded in a timely manner to appropriate staff in the IU Office of Research Administration.

Finally, the Grants Office works closely with the Office of the Bursar and the Office of Advancement to ensure that grant funds are spent in compliance with IU, IU Southeast and funder requirements, and that funder and donor intent is respected. In some cases, the Grants Office also assists in preparing grant reports.

E-19. External Grants

All proposals for external funding must be routed through both the IU Southeast Dean for Research and the IU-Bloomington Office of Research Administration. As soon as you consider developing a proposal: Consult with the Dean for Research (dwille@ius.edu) to be certain you have all the information you require and understand the routing process. The following external grant and contract timetable outlines the proposal process and minimum amount of time required to ensure that your proposal is postmarked or received on or before the due date (<https://www.ius.edu/academic-affairs/research/external-grant-contract-timetable.php>). Please remember that at each step of the approval process the person whose signature you need must have time to read the proposal, may have limited availability, or may be unavailable. Leaving extra time for the routing process is therefore strongly recommended.

Our Grants Coordinator, is available to provide direction to faculty and staff on searching for external funding, interpreting application requirements, completing the application process, and tracking and fulfilling grant requirements once funding is received. Contact Jean Borger at jmborger@ius.edu to set up an appointment.

A wide range of resources is available to assist faculty members in identifying sources of funding. The following webpage contains links to electronic searches- <https://www.ius.edu/academic-affairs/research/external-grant-information.php>.

The IU Office of Research Administration (ORA) website provides extensive information on grant preparation, submission, and administration (http://researchadmin.iu.edu/GrantContract/gc-propprep/gcs_propprepsub.html). Links to information on how to prepare a budget can be found on the Create a Budget page (http://researchadmin.iu.edu/GrantContract/gc-propprep/gcs_budget.html) of the ORA website, and a Proposal Writing Short Course (<http://grantspace.org/training/self-paced-elearning/proposal-writing-short-course>) can be found here. You may also contact Jean Borger, Grants Coordinator, for assistance at jmborger@ius.edu.

E-20. IU Tuition Benefit

IU Tuition Benefit offers eligible employees, their spouses or registered same sex domestic partners, and children the opportunity to enroll in IU courses at a reduced fee rate under the policies and procedures described on the Human Resources IU Tuition Benefit website.

Indiana University's Tuition Benefit supports the educational mission of IU and reduces the cost of courses for its employees and their dependents. This plan is established under sections 117 and 127 of the Internal Revenue Code. Eligible individuals are provided a subsidiary toward the tuition costs associated with attending Indiana University classes or a tuition waiver in the case of Indiana University High School (IUHS) courses. The plan is available to eligible employees, former employees with IU Retiree Status, and former employees receiving long-term disability benefits. The IU Tuition Benefit is completely funded by Indiana University.

E-21. Collections and Donations

No canvassing, peddling, or soliciting is permitted on the grounds or in the buildings of the university without the permission of the vice chancellor for advancement. Canvassing or soliciting whether for the university or external groups must be approved in advance by the vice chancellor for advancement. Fundraising Guidelines are available at www.ius.edu/development/resources/fundraising-event-guidelines.php.

E-22. Identification Cards (U Card)

Full-time faculty and staff will be issued a CrimsonCard which is the official photo ID card for all Indiana University campuses.

It provides access to essential university services, including printing, meal plans, libraries (including any Metroversity Library), and recreational facilities. CrimsonCard is accepted as payment on campus and at participating local retailers.

You can manage your account, make a deposit, and find additional information at <https://crimsoncard.iu.edu> the official CrimsonCard site.