

# POLICY MANUAL

## VOLUME II

# CAMPUS COMMUNITY POLICIES

**(Revised February 2014)**



**GEORGIAN COURT UNIVERSITY**

*A tradition of excellence...a future of success*

**Table of Contents**  
**Volume II**  
**CAMPUS COMMUNITY POLICIES**

<b>2.0</b>	<b>CAMPUS COMMUNITY POLICIES .....</b>	<b>1</b>
<b>2.1</b>	<b>General Campus Information.....</b>	<b>1</b>
2.1.1	Georgian Court University Overview .....	1
2.1.2	Campus Facilities (Lakewood) .....	1
2.1.2.1	The Campus .....	1
2.1.2.2	The Gardens .....	1
2.1.2.3	Historic Buildings .....	2
2.1.2.4	Academic Buildings .....	2
2.1.3	Use of Georgian Court University Name, Seal, and Logo .....	3
<b>2.2</b>	<b>Equal Opportunity and Affirmative Action .....</b>	<b>3</b>
<b>2.3</b>	<b>Currently Unassigned .....</b>	<b>3</b>
<b>2.4</b>	<b>Institutional Policy on Disability .....</b>	<b>3</b>
2.4.1	Policy for Employing People With Disabilities .....	3
2.4.2	Procedure for Employing People With Disabilities .....	3
2.4.3	Accommodation Procedures .....	4
2.4.4	Students with Disabilities .....	6
<b>2.5</b>	<b>Currently Unassigned .....</b>	<b>8</b>
<b>2.6</b>	<b>Health Related Policies .....</b>	<b>8</b>
2.6.1	Life-Threatening Illnesses in the Workplace .....	8
2.6.2	Substance Abuse and Alcohol and Drug Control Policy .....	9
2.6.3	Smoke-Free Workplace .....	9
<b>2.7</b>	<b>Safety Policies .....</b>	<b>9</b>
2.7.1	Firearms and Weapons .....	9
2.7.2	Campus Security Policies .....	10
2.7.2.1	Reporting Criminal Acts and Other Emergencies .....	10
2.7.2.2	Residence Halls .....	10
2.7.2.3	Information About Campus Security .....	10
2.7.2.4	Crime Reports .....	10
2.7.2.5	Prevention of Crimes .....	10
2.7.2.6	Fire Drills .....	11
2.7.2.7	Motor Vehicles .....	11
2.7.2.8	Gates .....	12

2.7.3	Emergency Procedure Manual .....	12
2.7.4	Hazardous Waste Policy .....	12
2.7.5	Hazardous Chemical Communication Program.....	13
2.7.5.1	Hazardous Determination .....	13
2.7.5.2	Employee Training.....	13
2.7.5.2.1	Purpose.....	13
2.7.5.3	Who Must Be Trained.....	14
2.7.5.3.1	Initial Training .....	14
2.7.5.3.2	Follow-Up Training .....	14
2.7.5.4	Initial Training Program .....	14
2.7.5.4.1	OSHA Hazard Communication Standard .....	14
2.7.5.4.2	Chemical Hazard Information.....	14
2.7.5.4.2.1	Location.....	14
2.7.5.4.2.2	Detection Methods .....	14
2.7.5.4.2.3	Physical/Health Hazards .....	15
2.7.5.4.2.4	Safe Handling/Safety Equipment.....	15
2.7.5.4.2.5	Non-Routine Tasks.....	15
2.7.5.4.3	Material Safety Data Sheet (MSDS).....	15
2.7.5.4.4	Label Information .....	15
2.7.5.4.5	Access to Written Materials.....	15
2.7.5.5	Training Documentation .....	16
2.7.5.6	Material Safety Data Sheets – MSDS.....	16
2.7.5.6.1	Responsibilities of Acquiring MSDS’s.....	16
2.7.5.6.2	Responsibilities for Maintaining MSDS’s.....	16
2.7.5.6.3	Employee Requests for MSDS’s .....	17
2.7.5.7	Labeling System.....	17
2.7.5.7.1	Determining What to Label .....	17
2.7.5.7.2	Exemptions to Labeling Requirements.....	17
2.7.5.7.3	Label Format and Content .....	17
2.7.5.7.3.1	Chemical/Common Name/None Number/Trade Name/Brand Name.....	18
2.7.5.7.3.2	Hazard Information .....	18
2.7.5.7.3.3	Responsible Party.....	18
2.7.5.7.4	HMIS Labels and Posters.....	18
2.7.5.7.5	Label Review/Update Procedures.....	18
2.7.5.8	Contractor Employer Notification .....	18
2.7.5.9	Evaluation of Hazardous Material .....	19
2.7.6	Policies and Procedures Regarding Occupational Exposure to Bloodborne Pathogens .....	19
2.7.6.1	Overview.....	19
2.7.6.2	Exposure Control Plan .....	19
2.7.6.2.1	Exposure Determination .....	19
2.7.6.2.2	Methods of Compliance.....	20
2.7.6.2.3	Personal Protective Equipment.....	20
2.7.6.2.4	Housekeeping.....	21
2.7.6.2.5	Regulated Waste .....	22
2.7.6.2.6	Hepatitis B Vaccination and Post Exposure Evaluation and Follow-Up.....	23

2.7.6.2.7	Communication of Hazards to Employees .....	24
2.7.6.2.8	Recordkeeping .....	26
2.7.7	Worker’s Right to Know.....	27
2.7.8	Health Insurance Privacy and Portability Act.....	27
2.7.8.1	How Georgian Court May Use and Disclose Protected Health Information....	28
2.7.8.1.1	Uses and Disclosures Which Do Not Require Authorization.....	28
2.7.8.1.2	Uses and Disclosures Where You Have the Opportunity to Object .....	29
2.7.8.1.3	All Other Uses and Disclosures .....	29
2.7.8.2	What Rights Individuals Have Regarding PHI.....	29
2.7.8.3	Questions and Complaints .....	30
<b>2.8</b>	<b>Policy for Review of Research Involving Human and/or Vertebrate Animal Subjects .....</b>	<b>31</b>
2.8.1	Submission of Applications for Research Involving Human Subjects.....	32
2.8.1.1	Projects that Must be Reviewed.....	32
2.8.1.1.1	Definitions.....	32
2.8.1.2	Expedited Review .....	33
2.8.1.3	Committee Review.....	33
2.8.1.4	Conflict of Interest .....	33
2.8.1.5	Denial of Approval .....	33
2.8.1.6	Revisions and Resubmission.....	34
2.8.2	Submission of Applications for Research Involving Animal Subjects.....	34
2.8.2.1	Projects that Must be Reviewed.....	34
2.8.2.2	Expedited Review .....	34
2.8.2.3	Committee Review.....	34
2.8.2.4	Conflict of Interest .....	35
2.8.2.5	Denial of Approval .....	35
2.8.2.6	Revision and Resubmission .....	35
2.8.3	Submission of Applications for Research Involving Human Organs, Tissues, and/or Fluids.....	35
2.8.3.1	Projects that Must be Reviewed.....	35
2.8.3.2	Expedited Review .....	36
2.8.3.3	Committee Review.....	36
2.8.3.4	Conflict of Interest .....	37
2.8.3.5	Denial of Approval .....	37
2.8.3.6	Revision and Resubmission .....	37
2.8.4	Submission of Applications for Research Involving Recombinant DNA .....	37
2.8.4.1	Projects that Must be Reviewed.....	37
2.8.4.2	Expedited Review .....	37
2.8.4.3	Committee Review.....	38
2.8.4.4	Conflicts of Interest.....	38
2.8.4.5	Denial of Approval .....	38
2.8.4.6	Revision and Resubmission .....	38
2.8.5	Record-Keeping by the Research Standards Committee and Institutional Research Review Board.....	39
2.8.6	Duration of Approvals .....	39

<b>2.9</b>	<b>Workplace Violence Prevention .....</b>	<b>39</b>
<b>2.10</b>	<b>Recycling.....</b>	<b>40</b>
<b>2.11</b>	<b>Inclement Weather, Unexpected Closures, and Related Situations .....</b>	<b>41</b>
<b>2.12</b>	<b>Electronic Systems .....</b>	<b>42</b>
<b>2.13</b>	<b>Copyright Policy.....</b>	<b>43</b>
<b>2.14</b>	<b>Family Educational Rights and Privacy Act (FERPA) .....</b>	<b>43</b>
<b>2.15</b>	<b>Publications/Publicity .....</b>	<b>44</b>
2.15.1	Media Relations .....	44
<b>2.16</b>	<b>Purchasing Policies .....</b>	<b>45</b>
<b>2.17</b>	<b>Financial Policies.....</b>	<b>45</b>
2.17.1	Cash Receipts Policy and Procedures .....	45
2.17.1.1	Required Procedures for Cash Collection Points.....	45
2.17.1.2	Who Should Know About This Policy .....	45
2.17.1.3	Procedures.....	46
2.17.2	Purchases and Fixed Assets .....	47
<b>2.18</b>	<b>Institutional Advancement.....</b>	<b>48</b>
2.18.1	Gifts to Georgian Court University.....	48
2.18.1.1	Gift Acceptance .....	48
2.18.1.2	Gift Valuation .....	49
2.18.1.3	Gift Types .....	49
2.18.1.3.1	Gifts of Cash .....	49
2.18.1.3.2	Gifts of Appreciated Publicly Traded Securities .....	50
2.18.1.3.3	Gifts of Closely Held Stock .....	50
2.18.1.3.4	Gifts of Tangible Personal Property and Gifts-In-Kind.....	50
2.18.1.3.5	Cashless Stock Options Exercise Programs.....	51
2.18.1.3.6	Corporate Matching Gifts .....	51
2.18.1.3.7	Professional Services and Volunteer Travel Expenses.....	51
2.18.2	Annual Campaigns.....	52
2.18.2.1	Pledges to Annual Campaigns .....	52
2.18.2.2	Fundraising Events.....	52
2.18.3	Strategic Campaigns .....	52
2.18.3.1	The Campaign for Georgian Court 2003-08.....	53
2.18.3.2	Endowments.....	53
2.18.3.2.1	True Endowments .....	54
2.18.3.2.2	Quasi-Endowments .....	54
2.18.3.2.3	Term Endowments .....	54
2.18.3.3	Pledges to Strategic Campaigns.....	55
2.18.3.4	Annual Review of Open Pledges .....	55
2.18.4	Stewardship.....	56

2.18.4.1	Gift Acknowledgement .....	56
2.18.4.2	Gift Recording .....	57
2.18.4.3	Naming Opportunities.....	57
2.18.4.3.1	Duration of Name .....	58
2.18.4.3.2	Criteria for Selection of Naming Honorees .....	59
2.18.4.3.3	Facilities Naming Approval.....	59
2.18.4.3.4	Named Endowments .....	59
2.18.4.3.5	Naming Endowed Academic Units, Chairs and Professorships .....	60
2.18.4.3.5.1	Schools of the University: Minimum \$10,000,000 .....	60
2.18.4.3.5.2	Academic Departments, Centers & Institutes: Minimum \$5 Million ....	61
2.18.4.3.5.3	Endowed Chairs: Minimum \$2.0 Million .....	61
2.18.4.3.5.4	Professorships: Minimum \$1,000,000 .....	61
2.18.4.3.5.5	Visiting Lecture Series: Minimum \$100,000.....	61
2.18.4.3.5.6	Scholarships/Awards/Prizes/Grants: Minimum \$50,000 .....	61
2.18.4.4	Formal Recognition of Naming .....	61
2.18.4.5	Donor Recognition and Reporting.....	62
2.18.5	Planned Giving.....	63
2.18.5.1	Gift Planning Instruments .....	63
2.18.5.1.1	Bequest.....	63
2.18.5.1.2	Charitable Remainder Trust.....	63
2.18.5.1.3	Charitable Remainder Annuity Trust.....	64
2.18.5.1.4	Charitable Remainder Unitrust .....	64
2.18.5.1.5	Charitable Gift Annuity .....	64
2.18.5.1.6	Charitable Lead Trust .....	65
2.18.5.1.7	Real Estate .....	65
2.18.5.1.8	Life Estate .....	65
2.18.5.1.9	Life Insurance .....	65
2.18.5.1.10	Deferred Income Buildup Plans.....	66
2.18.5.2	Planned Giving Stewardship.....	66
2.18.5.2.1	Gift Acknowledgement.....	66
2.18.5.2.2	Gift Recognition.....	66
2.18.5.2.3	Public Announcements .....	66
2.18.5.3	Planned Giving Advisory Council .....	67
2.18.5.3.1	Assistance and Advice .....	67
2.18.5.3.2	Expectations of all members.....	67
2.18.5.3.3	Optional member expectations .....	67
2.18.5.4	The Lofty Pines Society.....	67
2.18.6	Grants.....	68
2.18.6.1	Grants Procurement and Administration .....	68
2.18.6.2	Grant Officers .....	69
2.18.6.3	Institutional Advancement and Office of the President.....	70
2.18.6.4	Principal Investigator/Project Director (PI/PD).....	70
2.18.6.5	Provost, Vice-Presidents, School Deans, Academic Department Chairs and Administrative Department Directors .....	71
2.18.6.6	Grant Submission and Reporting Procedure.....	71
2.18.6.6.1	Step 1: Preliminary Grant Form.....	71

2.18.6.6.2	Step 2: Proposal Development.....	72
2.18.6.6.3	Step 3: Proposal Approval and Submission.....	72
2.18.6.6.4	Step 4: Notification of Grant Decision .....	72
2.18.6.6.5	Step 5: Tracking and Reporting.....	72
2.18.6.7	Grant Proposal Funding Policies .....	73
2.18.6.7.1	Salary rate and raises, faculty or staff.....	73
2.18.6.7.2	Faculty Release Time.....	73
2.18.6.7.3	Externally paid employment on grants or contracts .....	73
2.18.6.7.4	Benefit Rates.....	73
2.18.6.7.5	Annual and/or sick leave for grant-funded full-time employees .....	74
2.18.6.7.6	Facilities & Administration Costs and Rate (F&A – formerly “indirect costs” or “overhead”).....	74
2.18.6.7.7	Consulting Agreements.....	74
2.18.6.7.8	Over-expenditures.....	75
2.18.6.7.9	Faculty affiliation of non-tenure-track investigators .....	75
2.18.6.7.10	Publication .....	75
2.18.6.7.11	Disposition of university-owned grant-purchased (GP) equipment .....	75
2.18.6.7.12	Proposal Preparation Expenses .....	75
2.18.7	Alumni .....	76
2.18.7.1	Alumni Communication and Mailings.....	76
2.18.7.2	Alumni Association Constitution and Bylaws – January 6, 2006 .....	76
2.18.7.2.1	Article I—Name.....	76
2.18.7.2.2	Article II – Purpose.....	76
2.18.7.2.3	Article III – Alumni Association Membership Classifications.....	76
2.18.7.2.3.1	Full Membership .....	76
2.18.7.2.3.2	Associate Membership .....	76
2.18.7.2.3.3	Honorary Membership .....	76
2.18.7.2.4	Article IV – Alumni Association Board of Directors .....	76
2.18.7.2.4.1	Board Composition .....	77
2.18.7.2.4.2	Tenure for Non-Officer Board Members .....	77
2.18.7.2.4.3	Nomination and Election of Non-Officer Board Members.....	77
2.18.7.2.4.4	Board Officer Positions and Job Descriptions .....	77
2.18.7.2.4.5	Tenure of Office for Board Officers .....	79
2.18.7.2.4.6	Selection of Board Officers.....	79
2.18.7.2.5	Article V – Committees .....	79
2.18.7.2.6	Article VI – Chapters and Clubs.....	79
2.18.7.2.7	Article VII – Board Meetings .....	80
2.18.7.2.7.1	Meeting Attendees.....	80
2.18.7.2.7.2	Special Student Representatives.....	80
2.18.7.2.7.3	Director of Alumni Affairs.....	80
2.18.7.2.7.4	Voting.....	80
2.18.7.2.8	Article VIII – Amendments to the Constitution .....	80
2.18.7.3	Policy on Library Services for Alumni.....	80
2.18.7.3.1	Databases .....	81
2.18.7.3.2	GCU Alumni.....	81
2.18.7.3.3	Overdue and Lost Book Fines.....	81

2.18.7.3.4 Interlibrary Loans.....	81
<b>Appendix 2.7.3.1: Emergency Procedure Manual .....</b>	<b>82</b>
<b>Appendix 2.7.5.4.5.1: Employee Request for Material Safety Data .....</b>	<b>101</b>
<b>Appendix 2.7.5.4.5.2: Hazardous Chemical Communication Plan .....</b>	<b>102</b>
<b>Appendix 2.7.5.5.1: Employee Training Verification Form/Chemical Hazard Communication Program.....</b>	<b>103</b>
<b>Appendix 2.7.6: Response Procedure for Exposure to Blood Borne Pathogens .....</b>	<b>105</b>
<b>Appendix 2.7.6.2.6: Hepatitis B Vaccine.....</b>	<b>106</b>
<b>Appendix 2.7.8: Health Insurance Privacy and Portability Act Acknowledgement Form</b>	<b>110</b>
<b>Appendices 2.8.1 - 2.8.4: Protection of Human and Animal Subjects.....</b>	<b>111</b>
<b>Appendix 2.16.1: Purchasing Manual.....</b>	<b>160</b>
<b>Appendix 2.17.2.1: Fixed Asset Control Form for Additions .....</b>	<b>172</b>



## Volume II

### CAMPUS COMMUNITY POLICIES

---

#### 2.0 Campus Community Policies

The policies provided in this Volume II pertain to all members of the Georgian Court University community.

#### 2.1 General Campus Information

##### 2.1.1 *Georgian Court University Overview*

Founded in 1908 and sponsored by the Sisters of Mercy, Georgian Court University is a comprehensive university with a strong liberal arts core and a special concern for women. A forward-thinking university that supports diversity and academic excellence, Georgian Court serves over 3,000 students of all faiths and backgrounds in a residential Women's College and a coeducational University College with undergraduate and graduate programs. Georgian Court's main campus is located at 900 Lakewood Avenue, Lakewood, New Jersey, on the picturesque former George Jay Gould estate, a National Historic Landmark. Georgian Court also offers classes at its site at 90 Woodbridge Center Drive in Woodbridge, at Coastal Communiversity in Wall, and at Cumberland County College in Vineland.

##### 2.1.2 *Campus Facilities (Lakewood)*

###### 2.1.2.1 **The Campus**

Georgian Court's 155-acre campus is located in Lakewood, New Jersey, along the shores of scenic Lake Carasaljo at the northern edge of the Pine Barrens. The campus boasts acres of woodlands, lush lawns, and formal gardens. Idyllic grounds coupled with stunning architecture make Georgian Court University an inspiring place to live and learn.

###### 2.1.2.2 **The Gardens**

The Sunken Garden overlooks the lagoon. Constructed of white marble and red brick, the Sunken Garden centers on a fountain brought over from a garden in France. Two stunning semicircular marble staircases lead down to the Lagoon, where Lake Carasaljo flows into the campus.

The Formal Garden features a mazelike box hedge and is located between the Mansion and Raymond Hall.

The Italian Gardens, also known as the Classic Gardens, extend from the Casino to the Apollo Fountain. The garden features numerous statues, including a huge wrought-iron sculpture known

as The Eagle that was purchased from the Paris Exposition of 1900 and at the foot of which graduates plant ivy each Commencement.

Located just south of Maria Hall is the Japanese Garden. This one-acre garden features traditional stone lanterns, a teahouse, several footbridges, and a variety of native Japanese flora.

### **2.1.2.3 Historic Buildings**

The brick, marble, and stucco Mansion, built in the Georgian style with Gilded Age décor offers two-story-high marble columns in its Great Hall with a wraparound painted frieze of Geoffrey Chaucer's *The Canterbury Tales: General Prologue* painted by muralist Robert Van Vorst Sewell.

The Raymond Hall Complex, once the stables for the Gould polo ponies, now houses GCU's School of Education and the Dining Hall.

At the north end of the Raymond Hall Complex sits the McAuley Heritage Chapel. Originally the parish church for Lakewood, this quaint structure was moved by horse and rollers to campus in 1924. Once the center of worship on campus, the chapel is being renovated to serve as a place where members of the GCU community can learn about Georgian Court and the heritage of the Sisters of Mercy.

Overlooking the Italian Gardens at the north end of campus is the Casino, a soaring space designed as the Goulds' winter recreation center that is now home to GCU Athletics. The Casino has a grand central arena for indoor polo matches—with more floor space than the original Madison Square Garden—that now houses basketball and volleyball games, as well as concerts and other large events.

Kingscote, built in 1901 for one of the sons of George Jay Gould, now houses the Office of the President, Institutional Advancement, and Marketing and Public Relations.

Lake House, purchased by the university in 1940, was used in the past as a residence hall with an old-fashioned soda shop on the first floor. Today Lake House welcomes prospective students who visit the Enrollment Division.

### **2.1.2.4 Academic Buildings**

The Sister Mary Joseph Cunningham Library houses a collection of nearly 150,000 books, other print materials, more than 750 serial subscriptions, and over one-half million microforms.

The Arts and Science Center, including the Audrey Birish George Science Center, houses the Schools of Arts & Humanities and Sciences and Mathematics.

Other academic buildings include Hamilton Hall, Mercedes Hall, Mercy Center, and the Music Center.

The Wellness Center houses GCU Athletics, a dance studio, classrooms, and faculty offices.

### **2.1.3 Use of Georgian Court University Name, Seal, and Logo**

Members of the campus community, either individually or collectively, shall not officially use the name, seal, or logo of Georgian Court in any activity outside the regular work of Georgian Court. Violation of this rule is regarded as sufficient cause for dismissal or expulsion. Georgian Court's name, seal, and logo are the exclusive property of Georgian Court University and, consequently, may not be used in connection with goods or services offered by any outside organization without the prior permission of the Vice President for Marketing and External Affairs. Members of the campus community publish a considerable number of reports in the form of bulletins, circulars, scientific articles, monographs, and books, some of which are copyrighted and others of which are not. Material from such recognized publications is, of course, quotable, and proper recognition should be given to both the individual author and to Georgian Court University in connection with such quotations.

Official stationery may not be used in connection with "outside activities" except with respect to those academic and scholarly activities described above. No report or statement relating to outside activities may have the name of Georgian Court University attributed to it. The use of official Georgian Court University titles for personal gain or publicity is prohibited without the written approval of the vice president for marketing and external affairs.

## **2.2 Equal Opportunity and Affirmative Action**

See Volume III, Subsection 3.1.2.

## **2.3 Currently Unassigned**

## **2.4 Institutional Policy on Disability**

### **2.4.1 Policy for Employing People With Disabilities**

It is the policy of Georgian Court to comply with the Americans with Disabilities Act (ADA) and applicable local laws that forbid discrimination in employment against qualified individuals with disabilities.

### **2.4.2 Procedure for Employing People With Disabilities**

The purpose of these procedures is to support equal opportunity in employment for all qualified persons with disabilities and to accommodate qualified individuals with disabilities.

In support of Georgian Court's policy to comply fully with the Americans with Disabilities Act (ADA) and other federal and state laws that prohibit discrimination in employment against qualified individuals with disabilities, the Office of Human Resources will use the following procedures:

1. Review recruiting, advertising and job application procedures to provide persons with disabilities meaningful employment opportunities. Upon request, Georgian Court will make applications available in alternative accessible formats, such as providing

assistance in completing employment applications. Pre-employment inquiries will be made only with regard to an applicant's ability to perform the duties of the position, not any disabling condition. However, Georgian Court may make pre-employment inquiries into the ability of an applicant to perform job-related functions and may ask an applicant to describe or to demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions;

2. Conduct voluntary medical examinations and activities, including voluntary medical histories, which are part of Georgian Court's employee health program;
3. Maintain all medical-related information in a confidential manner in separate confidential files;
4. Provide reasonable accommodation to all persons with disabilities, whether applicants for employment, employees or student employees, except where making an accommodation would create an undue hardship on Georgian Court;
5. Entitle all qualified employees with disabilities to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, promotion and demotion, leaves of absence (including sick leave), fringe benefits, and other terms, conditions, or privileges of employment; and
6. Notify all individuals with disabilities that Georgian Court provides reasonable accommodation to qualified individuals with disabilities by including a statement to this effect in Georgian Court's Policy Manual, and by posting the Equal Employment Opportunity Commission's poster regarding non-discrimination against the disabled and other protected groups in conspicuous places upon premises where notices to employees and applicants for employment are customarily posted.

### **2.4.3 Accommodation Procedures**

1. All requests for accommodation from qualified applicants and employees with disabilities must be in writing, contain the name, address, and telephone number of the person requesting the accommodation, and describe the reason for which the accommodation is being requested. Requests for accommodation must be referred to the Office of Human Resources;
2. Upon receipt of an accommodation request, the Director of Human Resources will meet with the applicant or employee requesting the accommodation to discuss and identify the precise limitations resulting from the disability and potential accommodations that could overcome those limitations;
3. If necessary, the Director of Human Resources will discuss potential accommodations with the individual's supervisor or potential supervisor. Additionally, the Director of Human Resources may contact outside agencies specializing in providing technical assistance for the disabled, or consult with medical experts about potential accommodations;
4. In order to identify a reasonable accommodation, the Director of Human Resources will undertake these activities:

- a. Determine the purpose and essential functions of the job involved;
  - b. Consult with the disabled individual to determine specific physical or mental abilities and limitations as they relate to the essential job functions. Identify the barriers to job performance and potential methods of overcoming these barriers; and
  - c. Consult with the disabled individual to identify potential accommodations and assess the effectiveness of alternative potential accommodations;
5. In order to evaluate potential accommodations, the Director of Human Resources may do one or more of the following:
- a. Request a written statement from the disabled individual's physician to verify the disability and legitimate need for an accommodation;
  - b. Require the individual to be examined by a medical expert selected by Georgian Court to help identify effective accommodations;
  - c. Require the individual to be evaluated by a psychologist, psychiatrist, rehabilitation counselor, occupational or physical therapist, or any other professional with knowledge of the person's disability; and
  - d. Require access to the individual's medical records;
6. The Director of Human Resources or a supervisor who has a need to know (e.g., the disabled individual's supervisor, or, if an applicant, prospective supervisor), will determine the feasibility of potential accommodations. Proposed accommodations will be reviewed by the Director of Human Resources. The factors taken into consideration shall include, but may not be limited to, the following:
- a. The nature and net cost of the accommodations needed, including tax credits and deductions or outside funding available to Georgian Court;
  - b. The financial resources of Georgian Court, the number of employees at Georgian Court, and the effect on expenses and resources of Georgian Court;
  - c. The overall financial resources, size, number of employees, and location and types of facilities of Georgian Court;
  - d. Consideration of special types of employment operations, on a case-by-case basis, where providing a particular accommodation might be an undue hardship; and
  - e. The impact of making the accommodation on the operation of Georgian Court, including the impact on the ability of other employees to perform their duties and the impact on Georgian Court's ability to conduct business;
7. Georgian Court is not required to make a reasonable accommodation if such accommodation would impose an undue hardship on the operation of Georgian Court. However, if a particular accommodation would impose an undue hardship, Georgian Court must consider whether there are alternative accommodations that would not impose such hardship.

An undue hardship is an action that requires significant difficulty or expense in relation to the size of Georgian Court, the resources available, and the nature of the operation.

The concept of undue hardship includes any action that meets one of these criteria:

- a. Unduly costly;
  - b. Extensive;
  - c. Substantial;
  - d. Disruptive; or
  - e. That which would fundamentally alter the nature or operation of Georgian Court;
8. The Director of Human Resources shall determine whether an accommodation can be made without causing Georgian Court undue hardship. All accommodation requests involving expenditures not budgeted shall be reviewed by the Director of Human Resources and approved by the President of Georgian Court prior to granting any accommodation;
  9. In choosing between several effective accommodations which would provide an equal employment opportunity, Georgian Court will consider the preference of the individual to be accommodated; but if there are two or more effective accommodations, Georgian Court may choose the least expensive accommodation, or the accommodation which is easiest to provide;
  10. Once the decision is reached as to whether an accommodation can be made without causing Georgian Court undue hardship or how an accommodation will be made, the Director of Human Resources will inform the applicant or employee of Georgian Court's decision regarding the accommodation; and
  11. Although the duty to accommodate is legally triggered by a request from an applicant or employee, situations may arise where an employee who is known to have a disability may have difficulty in performing the essential job functions. In these circumstances, the employee's supervisor may discuss the matter with the Director of Human Resources. If it is determined that the employee should be approached about the possibility of Georgian Court's providing a reasonable accommodation, the Director of Human Resources and the supervisor will jointly initiate a discussion with the employee about the need for an accommodation.

#### **2.4.4 Students with Disabilities**

Georgian Court provides legal accommodations to students with documented learning disabilities (physical, psychological, learning, etc.) in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All members of the Georgian Court community—faculty, staff, administration, and students—are encouraged to be sensitive to and supportive of the needs of our students with disabilities.

The Student Disability Services office is designed to facilitate accommodations for students with documented disabilities. The Student Disability Services office is located in Raymond Hall East.

Students with disabilities who intend to seek legal accommodations in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 should contact this office for assistance.

Students requesting accommodations are required to submit appropriate documentation to the Director of the ADA program. Documentation of a disability should be provided by a professional diagnostician (e.g., licensed educational specialist, clinical psychologist MD, etc.) and should be no older than 3 years. Documentation must include:

1. Testing Results (including subtest scores);
2. Summary of the Findings with a Clear Statement of the Disability; and
3. Recommendations for Appropriate Accommodations

Students who approach faculty or staff with documents and/or requests for accommodations must be referred to the Student Disability Services office.

The Student Disability Services office reviews all documentation and accommodation requests. After review of all appropriate documentation, students are informed of appropriate and reasonable accommodations that Georgian Court can provide to assist them. Instructors should not provide accommodations without verification from the Student Disability Services office. The purpose of providing accommodations is to enable the student to demonstrate mastery of the information being tested by minimizing or eliminating the impact of the student's learning disability. Accommodations are not intended to lessen academic or professional standards.

Appropriate and reasonable accommodations for which the student is eligible are presented in a letter/form from the Student Disability Services office addressed to each faculty member by name. The student is responsible for delivering these letters/forms to faculty. Letters/forms are valid for the semester in which they are issued only; students are reissued new letters/forms each semester based on the roster for that semester. Faculty and staff are encouraged to review these accommodations privately with the student. Questions about providing accommodations and assisting students with disabilities in the classroom should be addressed to the Student Disability Services office.

Although the student may not need to use every accommodation in each class session, the student is entitled to all of the accommodations in the letter/form. Any changes in accommodations must be reviewed and authorized by the Student Disability Services office. Once notification is given, all faculty and staff must maintain strict written and verbal confidentiality in regards to the student's identity and academic performance. Any mention of an individual student's disability in a group situation (e.g., in a classroom, faculty lounge, etc.) could be considered a violation of civil rights. Faculty and staff should approach students with disabilities in a sensitive and caring manner that respects their privacy.

## **2.5 Currently Unassigned**

## **2.6 Health Related Policies**

### ***2.6.1 Life-Threatening Illnesses in the Workplace***

Employees and students with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Georgian Court supports these endeavors as long as these individuals are able to meet acceptable performance standards. As in the case of other disabilities, Georgian Court will make reasonable accommodations in accordance with all legal requirements, to allow qualified individuals with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individuals is treated confidentially. Georgian Court will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Office of Human Resources for information and referral to appropriate services and resources. Students are encouraged to contact the Director of Student Health Services.

In working with employees or students diagnosed with HIV, AIDS or any other serious communicable disease, Georgian Court will proceed on a case-by-case basis, with the advice of medical professionals these factors will be considered:

1. The condition of the person involved and the person's ability to perform job duties or academic responsibilities;
2. The probability of infection of co-workers or other members of Georgian Court community based on the expected interaction of the person in Georgian Court setting;
3. The possible consequences to co-workers and other members of the Georgian Court community, if infected;
4. Possible reasonable accommodations and modifications to the individual's job or other obligations to take account of the condition;
5. Risk to the person's health from remaining on the job or in the Georgian Court community; and
6. Other appropriate factors.

Any determination with respect to an employee or student will be made following consultation with the affected employee or student, the employee or student's treating physician (if available), and such other persons as need to be involved in such a situation.

Disclosure will take place only if deemed medically advisable and legally permissible. The appropriate Health Department will be informed of all cases of diseases required to be reported under state or federal law.



## **2.6.2 Substance Abuse and Alcohol and Drug Control Policy**

Members of the Georgian Court campus community have a responsibility to keep Georgian Court free from substance abuse and its effects.

The possession, use or distribution of alcohol, illegal substances, or paraphernalia associated with such, by members of the campus community are forbidden on Georgian Court property or as part of any of its activities.

Failure to comply with Georgian Court's Substance Abuse and Alcohol and Drug Control Policy, intoxication, disorderliness or offensive behavior will result in disciplinary action, up to and including termination of employment.

## **2.6.3 Smoke-Free Workplace**

Georgian Court University has a responsibility to its students and employees to provide a safe and healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. Georgian Court University, therefore, has set the following policy regarding smoking:

Smoking is prohibited in all campus buildings and outside areas of the campus where non-smokers cannot avoid exposure to smoke.

Smoking is permitted in designated smoking areas only. These areas shall be located a minimum of 25 feet from building entrances, windows, or ventilation systems and be clearly marked with signs.

It is the university's intent to encourage all individuals, both smokers and non-smokers alike, to cooperatively work together in the implementation of the policy concerning smoke-free facilities.

A formal warning will be the first level of enforcement. After a warning is issued, Security will issue tickets to those campus community members violating the policy. A fine of \$25 will be collected for each violation.

## **2.7 Safety Policies**

### **2.7.1 Firearms and Weapons**

The possession of or the use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly forbidden on the property owned or operated by Georgian Court. "Deadly Weapon" is defined to be any firearm, knife or substance or thing which, in the manner it is used, is intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury.

## **2.7.2 Campus Security Policies**

### **2.7.2.1 Reporting Criminal Acts and Other Emergencies**

Security Officers patrol the campus twenty-four hours per day, seven days per week. Security can be reached at ext. 2611, or 732-987-2200, ext.2611, from off campus.

Emergency situations should be reported to Security by calling ext. 2611. The campus is located within the jurisdiction of the Township of Lakewood Police Department. You may contact the Lakewood Police Department, Fire Department or First Aid Squad by dialing 911 or 732-363-0200.

### **2.7.2.2 Residence Halls**

During the fall and spring semesters, all residence halls are secured 24 hours a day. Residents are supplied with an access card that allows them to enter their residence hall. Residential Life employs professional staff members, and student resident assistants are assigned to each residence hall to assist people as needed. Residents must remain with their visitors at all times once they enter the residence halls.

Residents should report any suspicious persons or activities to Security at ext. 2611 and your Resident Assistant (RA). Resident students are also advised to lock their doors when they leave their rooms. Outside doors to the residence halls should never be propped open, and residents are asked to close any open doors, as well.

### **2.7.2.3 Information About Campus Security**

Members of the community receive information about campus security policies and procedures from the Student Handbook, Residence Life Handbook, and the Campus Safety Brochure. All three are published and distributed annually by the Office of the Associate Provost, Director of Residence Life, and the Chief of Security. New student orientation activities also include a discussion of security issues.

### **2.7.2.4 Crime Reports**

In compliance with the Federal Student Right-To-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Cleary Act of 1998, a Campus Safety Brochure is published and distributed to all students and staff annually. This publication contains crime statistics and security information. It is also available on the website, [www.georgian.edu](http://www.georgian.edu), under Departments & Offices>Security.

### **2.7.2.5 Prevention of Crimes**

You may prevent crimes by practicing the following:

- Never leave valuables unattended.
- Walk in well-lighted areas.

- Do not prop open doors.
- Know the location of emergency phones.
- Know the Security extension number 2611.
- Do not allow strangers to enter residence halls.
- Always lock your room door and windows.
- Always lock car door and windows.
- Report any suspicious persons or activity to Security at ext. 2611.

#### **2.7.2.6 Fire Drills**

Based on New Jersey state statutes, it is required, during all fire drills, that everyone vacates the building at the time of alarm activation.

Upon activation of the fire alarm system:

- Close the door upon leaving the room.
- Follow posted emergency exit directions by leaving the building by the most direct route.
- **DO NOT USE ELEVATOR – USE STAIRWAYS.**
- Upon exiting the building, go to the designated area or a safe distance away from the building.
- Listen to directions given by Security, the Building Marshals, and/or RAs.
- Do not re-enter the building until directed to do so by Security, the Building Marshals, and/or RAs.

Tampering, obstructing and/or causing any fire protection device or appliance (alarm system, detectors, fire extinguishers or hose) to be inoperative or to intentionally initiate a false fire alarm is prohibited. These actions are violations of the New Jersey Uniform Fire Code, and penalties of up to \$5,000 per violation per day may be imposed by the Ocean County Fire Marshal.

The propping open or use of any device to hold open a self-closing fire or smoke door or exit door is prohibited and punishable by penalties of up to \$5,000.

#### **2.7.2.7 Motor Vehicles**

All cars must be registered through the Security Office. All students are billed a fee for a parking permit, which must be visible at all times when parked in any university parking lot. Students are responsible for abiding by regulations printed on the back of the parking permit.

**PLEASE NOTE:** In accordance with New Jersey State Motor Vehicle Law, Statute 39:3-74, “No person shall drive with any sign, poster, sticker or other non-transparent material upon the front windshield, wings, deflectors, side shields, corner lights, adjoining windshield or front side windows of such vehicle other than a certificate or other article required to be so displayed by statute or by regulations of the commissioner.”

All vehicles must:

- Display a VALID parking permit to park in any university parking lot.
- Students may park in white lined spaces only; red lined spaces are faculty and staff members; blue lined spaces are for handicapped individuals; yellow lines indicate no parking.
- Students must observe speed limits and traffic signs on campus.
- Students must always yield to pedestrians.
- The operation of a motor vehicle is prohibited on lawns, walks and athletic fields. Parking is not permitted on roads, driveways or grass areas.

Citations will be issued for violations of the above. Repeated violations may result in the loss of parking privileges and/or the towing away of vehicles.

Georgian Court University does not assume responsibility for theft or damage while cars are on campus. Parked cars should be locked at all times.

Residents may park in the area behind/adjacent to their residence hall, Lot D. Residents may not drive cars to the dining hall, any campus buildings, or park in any university parking lot other than Lot D. Cars are to be used only for entering and exiting the campus and for loading and unloading at the residence hall. The area in front of Maria Hall is a fire zone, and the area in front of St. Joseph Hall is a 30-minute parking zone only. All motor vehicle violations, including parking in a fire zone, traveling the wrong way on a one-way street, and illegal parking will result in a \$25 fine. All fines are to be paid at the Office of the Bursar.

Handicapped spaces have been designed in various areas throughout the campus. A fine of \$100 will be issued for parking in reserved handicapped parking spaces.

Visitors to the campus must obtain a parking pass at the Security Gatehouse, which must be visible while on campus.

#### **2.7.2.8 Gates**

The 9<sup>th</sup> Street Gate is open 24 hours a day, 7 days a week. The 7<sup>th</sup> Street Gate is open from 7a.m. to 10 p.m. Monday through Friday and is normally secured Saturday and Sunday.

#### **2.7.3 Emergency Procedure Manual**

Attached as Appendix 2.7.3.1 is the Georgian Court Emergency Procedure Manual.

#### **2.7.4 Hazardous Waste Policy**

Georgian Court subscribes without exception to the laws of New Jersey and the United States with respect to the purchase, storage, handling and disposal of all hazardous materials. Members of the campus community who knowingly violate these laws and statutory requirements are advised that they are not only endangering themselves and the Georgian Court community, but are subject to personal liability. In the event a question arises regarding the purchase, storage,

handling or disposal of these materials, staff members are encouraged to contact the Safety Officer for assistance.

All hazardous materials are to be stored and handled in accordance with manufacturers' specifications. Where necessary, fume hoods, safety gear and other precautions must be employed.

The disposal of all hazardous materials must also be handled in a responsible manner. Georgian Court maintains a contract with a licensed disposal firm for the removal and destruction of hazardous materials from Georgian Court property. Departments are individually responsible for the charges that are associated with the removal and processing of all hazardous materials. Disposal shall be coordinated through the Safety Officer.

Any member of the campus community who violates any such laws, unless such violation occurs despite reasonable reliance upon advice given by Georgian Court shall be deemed to have acted outside the scope of authority.

### **2.7.5 Hazardous Chemical Communication Program**

Georgian Court is firmly committed to providing each of its employees with a safe and healthy work environment. It is a matter of Georgian Court policy as well as an important public program.

The Director of Human Resources will have the overall responsibility for coordinating the program.

#### **2.7.5.1 Hazardous Determination**

1. The initial hazard determination is coordinated by the Director of Human Resources with the assistance of the Safety Officer as deemed appropriate.
2. Every hazardous substance known to be present in the workplace will be listed on the "Hazardous Chemical Inventory." Supervisors will maintain a list of hazardous chemicals for their area of responsibility. Chemicals must be identified by using the appropriate reference on the Material Safety Data Sheet (MSDS). Supervisors will keep the Director of Human Resources and Safety Officer informed of changes to their hazardous chemical list and provide the Director of Human Resources with MSDS sheets. The Director of Human Resources will maintain the master files.
3. The "Hazardous Chemicals Inventory" will serve as an index to the MSDS files.

#### **2.7.5.2 Employee Training**

##### **2.7.5.2.1 Purpose**

To comply with the requirements of the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (OSHA HCS) and to ensure the safety of employees working with or in close proximity to chemicals, the Director of Human Resources (who is the OSHA HCS Administrator) conducts training programs to instruct employees on the OSHA HCS,

employer responsibilities, and employee rights. Employees are instructed on all aspects of hazardous chemicals in their work area, i.e., health hazards, physical hazards, safe handling and emergency response procedures, safety and personal protection equipment, access to an interpretation of lists of chemicals, Material Safety Data Sheets (MSDS's), labeling systems and labeling requirements.

### **2.7.5.3 Who Must Be Trained**

#### **2.7.5.3.1 Initial Training**

The Office of Human Resources will provide new employees with an overview of the OSHA HCS and its requirements. In addition, the employee will be provided with information on how to obtain an MSDS, whom to contact in the event of a chemical spill, how and where to obtain pertinent information, and internal resources to contact within the Department.

Before the employee starts working with chemicals, the Supervisor or lead person will instruct the employee in the chemical specific areas outlined herein. A Training Verification Form must be completed attesting to this training.

#### **2.7.5.3.2 Follow-Up Training**

Whenever an employee is going to be exposed to a new chemical or information on a change of hazard(s) is received for an existing chemical, the supervisor or lead person must provide follow-up training and must complete another Training Verification Form.

### **2.7.5.4 Initial Training Program**

The initial training program will cover the following:

#### **2.7.5.4.1 OSHA Hazard Communication Standard**

The OSHA HCS – its purpose, scope and application, employer responsibilities, and employee rights will be reviewed.

#### **2.7.5.4.2 Chemical Hazard Information**

##### **2.7.5.4.2.1 Location**

The employee will be apprised of operations in the work area where hazardous chemicals are used/located.

##### **2.7.5.4.2.2 Detection Methods**

Methods and observations used to detect the presence or release of a hazardous chemical, (visual appearance, odors, etc.) will be explained so that should such an incident occur, the employee will be alerted.

#### 2.7.5.4.2.3 Physical/Health Hazards

The employee will be apprised of the acute (short-term) health effects (usually reversible) evident soon after exposure to a chemical, and the chronic (serious, usually irreversible) health effects that could result after repeated contact with a chemical over a period of time. Hazardous chemicals with physical hazards of fire will be explained to the employee and proper prevention methods discussed as per the MSDS(s). Health hazards such as toxicity, irritation, cancer, reproductive hazards, corrosiveness, sensitization, etc. will be explained to the employee and MSDS's for such material will be provided. Prevention of health effects will be explained.

#### 2.7.5.4.2.4 Safe Handling/Safety Equipment

The employee will be instructed on the proper procedures to follow and any safety equipment that should be worn when handling various chemicals.

#### 2.7.5.4.2.5 Non-Routine Tasks

Non-routine tasks include such tasks as draining Freon vapor, degreasing systems, changing solder in solder posts, changing cadmium filters, changing and draining cadmium water collection systems, and test oven precautions/safety equipment.

#### **2.7.5.4.3 *Material Safety Data Sheet (MSDS)***

The employee will be instructed on the information that may be obtained from an MSDS, where the MSDS's are located and the procedure to obtain a copy of an MSDS for any chemical to which the employee is exposed.

#### **2.7.5.4.4 *Label Information***

The employee will be instructed on what must be labeled and the information that is required on the label.

#### **2.7.5.4.5 *Access to Written Materials***

The employee will be informed that the following information is available, and that it may be obtained from the employee's Department Supervisor or the OSHA HCS Administrator:

1. OSHA Hazard communication Standard
2. Hazardous Chemical Communication Programs
3. Material Safety Data Sheets
4. Hazardous Chemical List

Employees will be provided with a written handout of the following:

1. Procedure to follow when requesting a copy of an MSDS. (Appendix 2.7.5.4.5.1)

Internal resources to contact relative to problems, questions or concerns about the Hazardous Chemical Communication Plan. (Appendix 2.7.5.4.5.2)

**2.7.5.5 Training Documentation**

After each training session, the employee will sign a Training Verification Form (Appendix 2.7.5.5.1) indicating that that person has received and understood the instruction. The supervisor will then forward the Training Verification Form to the OSHA HCS Administrator who will keep the copies in the Department file.

**2.7.5.6 Material Safety Data Sheets – MSDS**

Supervisors will ensure that MSDS for hazardous chemicals are readily accessible to employees in every department during each work shift.

**2.7.5.6.1 Responsibilities of Acquiring MSDS’s**

Supervisors are responsible for obtaining an MSDS for all chemicals and chemical mixtures purchased in their Department. If a supplier refuses to send an MSDS, Supervisors will request an evaluation from the supplier that the chemical/mixture is not hazardous according to definition in the HCS. Difficulty in obtaining such information will be recorded, and a copy of such correspondence will be sent to OSHA. Correspondence will be sent “Certified-Return Receipt Requested.” The New Jersey Department of Labor will be notified if a supplier will not provide Chemical Abstract Service (CAS) numbers. In addition, if a supplier will not provide an MSDS, Supervisors will attempt to acquire an MSDS for the same type of product sold by a different chemical manufacturer.

Supervisors will forward a copy of all MSDS’s, chemical evaluations, and records of correspondence to the OSHA HCS Administrator.

**2.7.5.6.2 Responsibilities for Maintaining MSDS’s**

The OSHA Hazard Communication Administrator will:

- 1. Review the MSDS’s for completeness according to the following checklist:

**Required by OSHA**

	<b>YES</b>	<b>NO</b>
Chemical Identifiers:	_____	_____
Trade Name	_____	_____
Chemical Name(s)	_____	_____
Common Name(s)	_____	_____
Physical and Chemical Characteristics	_____	_____
Physical Hazards	_____	_____
Health Hazards	_____	_____
Acute and Chronic Health Hazards	_____	_____
Primary Routes of Exposure	_____	_____



Exposure Limit Values	_____	_____
Whether Potentially Carcinogenic	_____	_____
Precautions	_____	_____
Preventative Measures	_____	_____
Control Measures	_____	_____
Emergency and First Aid Response	_____	_____
Precautions	_____	_____
Preventative Measures	_____	_____
Control Measures	_____	_____
Emergency and First Aid Response	_____	_____
Responsible Party	_____	_____

2. Update the data sheet files when new information is received;
3. File copies of all MSDS's in the Department file (must be kept 30 years);
4. Forward copies of MSDS's to the appropriate Department Supervisors to file.

**2.7.5.6.3 Employee Requests for MSDS's**

Employees may request copies of MSDS's for chemicals to which they are exposed in their work area by filling out an MSDS Request Form (Appendix 2.7.5.4.5.1), which may be obtained from their Department Supervisor or the OSHA HCS Administrator. The manager receiving the request must then supply the employee with a copy of the requested MSDS(s) within 15 working days. Department Supervisors will send a copy of requests to the OSHA HCS Administrator, for the department file.

**2.7.5.7 Labeling System**

**2.7.5.7.1 Determining What to Label**

All containers of chemicals are to be properly labeled according to requirements of the OSHA HCS.

**2.7.5.7.2 Exemptions to Labeling Requirements**

Exempt from labeling requirements are portable containers for immediate use, pipes and permanent batch process containers (as long as written information is in close proximity). Also exempt are pesticides already labeled in accordance with the Federal Food, Drug, and Cosmetic Act; beverages labeled under the Federal Alcohol Administration Act, and any consumer product or hazardous substances labeled under the consumer Product Safety Act.

**2.7.5.7.3 Label Format and Content**

Labels must be in English, legible, prominently displayed, and must contain the following information.

**2.7.5.7.3.1 Chemical/Common Name/None Number/Trade Name/Brand Name**

The name on the label will correspond with the name on the MSDS to facilitate label identification with the appropriate MSDS for hazard communication purposes.

**2.7.5.7.3.2 Hazard Information**

Hazard information may be provided descriptively or pictorially. The following information is required:

1. Flammability and reactivity properties;
2. Specific chronic and acute health hazards; and
3. Proper personal protection equipment to use.

**2.7.5.7.3.3 Responsible Party**

The manufacturer's original container must contain the name and address of the manufacturer, importer or other responsible party.

**2.7.5.7.4 *HMIS Labels and Posters***

The Office of Human Resources requires the use of Hazardous Material Information System labels (HMIS) on hazardous chemicals. Posters are also used in order to describe the numbering system and their meaning. The posters identify the proper protective clothing to wear by use of a lettering system. All materials will be appropriately labeled at all times. Small containers or machines such as the soldering irons and printed circuit cleaning line may have the direct area labeled as a substitute for container labels, these area labels must be at or near the usage area. All vapor degreasers, patting machines, spray painting, cleaning operations and wave solder machines must be labeled with the appropriate hazards.

**2.7.5.7.5 *Label Review/Update Procedures***

Information received via a revised MSDS or other source indicating a change in hazard information will be forwarded to the OSHA HCS Administrator, who will record and file the updated MSDS in the department file, forward a copy to the appropriate Department Supervisor(s) of the new MSDS's. The Department Supervisor will replace the old MSDS with the new one and will have any necessary changes made to the information contained on the existing labels. The old MSDS (or chemical name) will be retained for 30 years by the HCS Administrator (reference 29 CFR 1910.20 (d) (ii) (B)).

**2.7.5.8 Contractor Employer Notification**

The Department Supervisor who hires an outside contractor with employees working in an area(s) of the company where chemicals are located will be responsible for notifying the contractor via written communication regarding hazards of these chemicals and any special

safety precautions. A copy of this written notification will be forwarded to the OSHA HCS Administrator, for inclusion in the department file. All contractors are required to notify the OSHA HCS Administrator of any chemicals they intend to bring into Georgian Court proper or use in their work. ALL chemical MSDS's from contractors are required to be given to the OSHA HCS Administrator prior to bringing the material onto Georgian Court property.

#### **2.7.5.9 Evaluation of Hazardous Material**

The Office of Human Resources will rely on the MSDS's supplied by the manufacturers of the hazardous chemicals for hazard evaluation. The Department does not manufacture any hazardous chemicals. All hazardous products ordered will require a MSDS from the manufacturer.

#### **2.7.6 Policies and Procedures Regarding Occupational Exposure to Bloodborne Pathogens**

##### **2.7.6.1 Overview**

This exposure control plan is provided for any Georgian Court employee with the potential for occupational exposure to bloodborne pathogens as required under 29CFR Part 1910.1030 of the Occupational Safety and Health Administration. Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). Occupational exposure means reasonably anticipated skin, eye mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. This plan shall be utilized to minimize employee exposures to bloodborne pathogens.

##### **2.7.6.2 Exposure Control Plan**

###### **2.7.6.2.1 Exposure Determination**

For the purpose of this Plan, those members of the campus community identified at high risk for the transmission of infectious disease include:

- Health Services: Nurses
- Athletic Department: Athletic trainers, coaches
- Security: Security guards
- Facilities: Housekeepers

A list of all tasks and procedures in which the potential for occupational exposures to bloodborne pathogens may occur are as follows but not limited to:

- Needle stick injury
- Contact with blood or bodily fluids

- Exposure to membranes of mouth, nose and eyes
- First aid and associated life saving procedures

#### **2.7.6.2.2 *Methods of Compliance***

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered as potentially infectious materials.

Engineering and Work Practice Controls – Engineering and work practice controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

Handwashing – Georgian Court University shall provide handwashing facilities which are readily accessible to employees.

- When provision of handwashing facilities is not feasible, the employee shall thoroughly clean the area of contact with an approved antiseptic hand cleanser or towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
- Employees shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
- Employees shall wash their hands thoroughly after immediate removal of contaminated gloves or other personal protective equipment.

Needles and other sharps – All needles or sharps encountered shall be considered potentially infectious material regardless of condition.

- Contaminated sharps should not be bent or recapped.
- All sharps shall be placed in appropriate containers until properly reprocessed.
- These containers shall be puncture resistant, labeled or color-coded and leak proof on the sides and bottom.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses – Are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

#### **2.7.6.2.3 *Personal Protective Equipment***

When there is occupational exposure Georgian Court University shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.

Cleaning, Laundering, and Disposal – Georgian Court University shall clean, launder, and dispose of personal protective equipment required, at no cost to the employee.

Repair and Replacement – Georgian Court University shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the employee.

- If a garment is penetrated by blood or other potentially infectious materials, the garment shall be removed immediately or as soon as feasible.
- Any clothing saturated with blood or body fluids should be removed as soon as feasible.
- When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

Disposable Gloves – All employees with the potential for exposure to bloodborne pathogens shall be provided with a supply of disposable gloves.

- Gloves must be worn whenever possible throughout tasks that have potential for blood and body fluid exposure.
- During removal procedures, if gloves are contaminated with blood or body fluids, the gloves shall be removed from the inside out to prevent immediate contact with the unprotected hand.
- Hands should be thoroughly washed with soap and warm water as soon as feasible after removal of contaminated gloves.
- Contaminated gloves shall then be removed for disposal as regulated medical waste.

Masks, Eye Protection, and Face Shields – Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonable anticipated.

Gowns, Aprons, and Other Protective Body Clothing – Appropriate protective clothing such as, but not limited to gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

#### **2.7.6.2.4 Housekeeping**

Georgian Court University shall ensure that the worksite is maintained in a clean and sanitary condition, determining and implementing an appropriate schedule for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

If equipment and/or environmental working surfaces become contaminated with blood or body fluids, the area shall be thoroughly washed and sanitized with a chlorine bleach solution or other proper disinfecting agent.

#### **2.7.6.2.5 *Regulated Waste***

Contaminated Sharps Discarding and Containment – Contaminated sharps shall be discarded immediately or as soon as feasible in containers which are closable, puncture resistant, leak proof on sides and bottom and labeled or color-coded.

- During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used, maintained upright throughout use, replaced routinely and not be allowed to overflow.
- When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal to prevent spillage or protrusion of contents during handling, storage, or transport and placed in a like secondary container if leakage is possible.
- The containers shall be removed to the Biology Department for proper disposal as regulated waste.
- The Biology Department shall handle, store and process all medical waste in accordance with N.J.A.C. 7:26-3A “Special Medical Waste”.

Other Regulated Waste Containment – Regulated waste shall be placed in containers which are closable, constructed to contain all contents and prevent leakage of fluids, labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents.

- The containers shall be removed to the Biology Department for proper disposal as regulated waste.
- The Biology Department shall handle, store and process all medical waste in accordance with N.J.A.C. 7:26-3A “Special Medical Waste”.

Laundry –

- Contaminated laundry shall be handled as little as possible with a minimum of agitation.
- Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in the location of use.
- Contaminated laundry shall be placed and transported in bags or containers labeled or color-coded.
- Whenever contaminated laundry is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, the laundry shall be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.

- Employees who have contact with contaminated laundry shall wear protective gloves and other appropriate personal protective equipment.
- When contaminated laundry is shipped off-site to a second facility which does not utilize universal precautions in the handling of all laundry, the laundry must be placed in bags or containers which are labeled or color-coded.

#### ***2.7.6.2.6 Hepatitis B Vaccination and Post Exposure Evaluation and Follow-Up***

Georgian Court University shall make available the hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post-exposure evaluation and follow-up to all employees who have had an exposure incident. All medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up including prophylaxis, are made available at no cost to the employee, made available to the employee at a reasonable time and place, performed by or under the supervision of a licensed physician and provided according to recommendations of the U.S. Public Health Service. Georgian Court University shall ensure that all laboratory tests are conducted by an accredited laboratory at cost to the employee.

Hepatitis B Vaccination – Hepatitis B vaccinations shall be offered to all active personnel or within 10 working days of initial assignment to all new employees who have the potential for occupational exposure to bloodborne pathogens, unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

- Employees who decline to accept the Hepatitis B vaccination offered by Georgian Court University shall sign a waiver statement for permanent placement in the employees personnel file.
- Any active employee with the potential for exposure to bloodborne pathogens during regular work duties, who initially declines the Hepatitis B vaccination but at a later date decides to accept the vaccination, the vaccination will be made available at that time.
- If a routine booster is recommended at a future date, such booster dose shall be made available.

Post Exposure Evaluation and Follow-up – Following a report of an exposure incident, Georgian Court University shall make immediately available to the exposed employee a confidential medical evaluation and follow-up including at least the following elements: documentation of the route of exposure and the circumstances under which the exposure incident occurred, identification and documentation of the source individual unless identification is infeasible or prohibited by state or local law.

- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Georgian Court University shall establish that legally required consent cannot be obtained.

- When the source individual's consent is not required by law, the source individual's blood, if available shall be tested and the results documented.
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
- The employee is entitled to post-exposure prophylaxis, when medically indicated, counseling, and evaluation of reported illnesses.

Information Provided to the Healthcare Professional – Georgian Court University shall ensure that the healthcare professional responsible for the employee's Hepatitis B vaccination is provided a copy of this regulation. The healthcare professional evaluating an employee after an exposure incident is provided the following information: a copy of this regulation, a description of the exposed employee's duties as they relate to the exposure occurred, results of the source individual's blood testing (if available) and all medical records relevant to the appropriate treatment of the employee including vaccination status which are the employer's responsibility to maintain.

Healthcare Professional's Written Opinion – Georgian Court University shall obtain and provide the employee with a copy of the evaluation healthcare professional's written opinion within 15 days of the completion of the evaluation.

- The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.
- The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information: that the employee has been informed of the results of the evaluation and has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- All other findings or diagnoses shall remain confidential and shall not be included in the written report.

#### **2.7.6.2.7      *Communication of Hazards to Employees***



Labels and Signs – Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material, and other containers used to store, transport or ship blood or other potentially infectious materials.

- Labels required shall include the biohazard legend.
- Red bags or containers may be substituted for labels where appropriate.
- Red bags or labeled waste must be disposed of in accordance with applicable regulations.

Information and Training – Georgian Court University shall ensure that all employees with occupational exposure participate in a training program which must be provided at no cost to the employee and during working hours. Training shall be provided as follows:

- At the time of initial assignment to tasks where occupational exposure may take place.
- Annual training for all employees shall be provided within one year of their previous training.
- Additional training shall be provided when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.
- Material appropriate in content and vocabulary to educational level, literacy, and language of employees shall be used.
- The training program shall contain at a minimum the following elements:
  - An accessible copy of the regulatory text of this standard and an explanation of its contents.
  - A general explanation of the epidemiology and symptoms of bloodborne diseases.
  - An explanation of the modes of transmission of bloodborne pathogens.
  - An explanation of the employer's exposure control plan and the means by which an employee can obtain a copy of the written plan.
  - An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
  - An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment.
  - Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
  - An explanation of the basis for selection of personal protective equipment.

- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information of the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs and labels required.
- An opportunity for interactive questions and answers with the person conducting the training session.
- The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training programs it relates to the workplace that the training will address.

#### **2.7.6.2.8 Recordkeeping**

Medical Records – Georgian Court University shall establish and maintain an accurate record for each employee with occupational exposure. The record shall include:

- The name and social security number of the employee.
- A copy of the employee’s Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee’s ability to receive vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures as required.
- The employer’s copy of the healthcare professional’s written opinion as required.
- A copy of the information provided to the healthcare professional as required.
- Confidentiality: The employer shall ensure that employee medical records required are kept confidential and not disclosed or reported without the employee’s express written consent to any person within or outside the workplace except as required by this section or as may be required by law.
- The employer shall maintain the records required for at least the duration of employment plus 30 years.

Training Records – Training records shall be maintained for 3 years from the date on which the training occurred and include the following information:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and qualifications of persons conducting the training the names and job titles of all persons attending the training sessions.

Availability – Georgian Court University shall ensure that all records required to be maintained by this section shall be made available upon request to the Assistant Secretary of Labor for Occupational Safety and Health and the Director of the National Institute for Occupational Safety and Health for examination and copying.

- Employee training records shall be provided upon request for examination and copying to employees, to employee representative, to the Director, and to the Assistant Secretary.
- Employee medical records shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, to the Director, and to the Assistant Secretary.

Sharps Injury Log – The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum:

- The type and brand of device involved in the incident.
- The department or work area where the exposure incident occurred.
- Explanation of how the incident occurred.

### **2.7.7 Worker's Right to Know**

The Federal Employee Right to Know Act of 1986 defines handling procedures for working with and handling hazardous and toxic chemicals. A copy of this Act (in its entirety) may be obtained from the Office of Human Resources. The following summarizes the provisions of the Act:

1. Provides for occupational safety and health;
2. Defines hazardous substance;
3. Defines harmful physical agent;
4. Requires employers using hazardous substances and harmful physical agents to provide employees with certain training information;
5. Requires that hazardous substances and harmful physical agents must be labeled under certain circumstances;
6. Creates a right to refuse work under conditions violating any applicable Occupational Safety and Health Act;
7. Creates a right to refuse to work with a hazardous substance or harmful physical agent under certain conditions; and
8. Provides penalties.

### **2.7.8 Health Insurance Privacy and Portability Act**

Georgian Court has a legal duty to safeguard your protected health information (PHI).

Georgian Court is legally required to protect the privacy of your health information. Georgian Court calls this information “protected health information,” or “PHI” for short. It includes information that can be used to identify you and what Georgian Court has created or received about your past, present, or future health condition, the provision of health care to you, or the payment for this health care. Georgian Court is required to provide you with this notice about our privacy practices. It explains how, when, and why Georgian Court uses and discloses your PHI. With some exceptions, Georgian Court may not use or disclose any more of your PHI than is necessary to accomplish the purpose of the use or disclosure. Georgian Court is legally required to follow the privacy practices that are described in this notice.

Georgian Court reserves the right to change the terms of this notice and privacy policies at any time. Any changes will apply to the PHI Georgian Court already has. Before Georgian Court makes an important change in Georgian Court’s privacy practices, Georgian Court will change this notice and make the new notice available upon request.

### **2.7.8.1 How Georgian Court May Use and Disclose Protected Health Information**

Georgian Court uses and discloses health information for many different reasons. For some of these uses or disclosures, Georgian Court needs specific authorization. Below, the different categories of uses and disclosures are described.

#### ***2.7.8.1.1 Uses and Disclosures Which Do Not Require Authorization***

1. For treatment. Georgian Court may disclose an individual’s PHI to hospitals, physicians, nurses, and other health care personnel in order to provide, coordinate or manage an individual’s health care or any related services.
2. For payment. Georgian Court may use and disclose an individual’s PHI for payment purposes.
3. For health care operations. Georgian Court may use and disclose PHI for health care operations. This might include measuring and improving quality, evaluating the performance of employees, conducting training programs, and getting the accreditation, certificates, licenses and credentials Georgian Court needs to serve the employee.
4. When a disclosure is required by federal, state or local law, judicial or administrative proceedings, or law enforcement. For example, Georgian Court may disclose PHI when a law requires that Georgian Court report information to government agencies and law enforcement personnel about victims of abuse, neglect, or domestic violence; when dealing with gunshot or other wounds; for the purpose of identifying or locating a suspect, fugitive, material witness or missing person; or when subpoenaed or ordered in a judicial or administrative proceeding.
5. For public health activities. For example, Georgian Court may disclose PHI to report information about births, deaths, various diseases, adverse events and product defects to government officials in charge of collecting that information; to prevent, control, or report disease, injury or disability as permitted by law; to conduct public health

surveillance, investigations and interventions as permitted or required by law; or to notify a person who has been exposed to a communicable disease or who may be at risk of contracting or spreading a disease as authorized by law.

6. For health oversight activities. For example, Georgian Court may disclose PHI to assist the government or other health oversight agency with activities including audits; civil, administrative, or criminal investigations, proceedings or actions; or other activities necessary for appropriate oversight as authorized by law.
7. To coroners, funeral directors, and for organ donation. Georgian Court may disclose PHI to organ procurement organizations to assist them in organ, eye, or tissue donations and transplants. Georgian Court may also provide coroners, medical examiners, and funeral directors necessary PHI relating to an individual's death.
8. For research purposes. In certain circumstances, Georgian Court may provide PHI in order to conduct medical research.
9. To avoid harm. In order to avoid a serious threat to the health or safety of an individual, another person, or the public, Georgian Court may provide PHI to law enforcement personnel or persons able to prevent or lessen such harm.
10. For specific government functions. Georgian Court may disclose PHI of military personnel and veterans in certain situations. Georgian Court may also disclose PHI for national security and intelligence activities.
11. For workers' compensation purposes. Georgian Court may provide PHI in order to comply with workers' compensation laws.
12. HIV-related information, genetic information, alcohol and/or substance abuse records, mental health records and other specially Protected Health Information may enjoy certain special confidentiality protections under applicable state and federal law. Any disclosures of these types of records will be subject to these special protections.

#### ***2.7.8.1.2 Uses and Disclosures Where You Have the Opportunity to Object***

Georgian Court may provide PHI to a family member, friend, or other person involved in care or the payment for health care, unless the individual objects in whole or in part.

#### ***2.7.8.1.3 All Other Uses and Disclosures***

All other uses and disclosures require prior written authorization. Other than as stated above, Georgian Court will not disclose PHI without an individual's written authorization. The individual can later revoke the authorization in writing except to the extent that Georgian Court has taken action in reliance upon the authorization.

### **2.7.8.2 What Rights Individuals Have Regarding PHI**

Individuals have the following rights with respect to PHI:

1. **The Right to Request Limits on Uses and Disclosures of PHI.** You have the right to request in writing that we limit how we use and disclose your PHI. You may not limit the uses and disclosures that we are legally required to make. We will consider your request but are not legally required to accept it. If Georgian Court accepts the request, Georgian Court will put any limits in writing and abide by them except in emergency situations.
2. **The Right to Choose How Georgian Court Sends PHI.** An individual has the right to ask that Georgian Court send information to an alternate address or by alternate means (for example, via e-mail instead of regular mail). Georgian Court must agree to the request so long as Georgian Court can easily provide it in the manner requested.
3. **The Right to See and Get Copies of PHI.** In most cases, an individual has the right to look at or get copies of the PHI Georgian Court has, but a request must be made in writing. In certain situations, Georgian Court may deny the request. If Georgian Court does, Georgian Court will tell the individual, in writing, the reasons for the denial and explain the individual's right to have the denial reviewed. If the individual requests a copy of the information, Georgian Court may charge a reasonable fee for the cost of copying, mailing, or other costs incurred by Georgian Court in complying with the request.
4. **The Right to Get a List of the Disclosures Georgian Court Has Made.** An individual has the right to obtain a list of instances in which Georgian Court has disclosed that individual's PHI. The list will not include uses or disclosures made for purposes of treatment, payment, or health care operations, and other specified exceptions. The list also will not include uses and disclosures made for national security purposes, to corrections or law enforcement personnel, or prior to April 14, 2003.
5. **The Right to Correct or Update Your PHI.** If an individual believes that there is a mistake in his/her PHI or that a piece of important information is missing, that individual has the right to request, in writing, that Georgian Court correct the existing information. The individual must provide the request and reason for the request in writing. Georgian Court may deny the request if the PHI is correct and complete, not created by Georgian Court, not allowed to be disclosed, or not part of Georgian Court's records. If Georgian Court denies the request, a written explanation will be provided. The individual may respond with a statement of disagreement that will be added to the information the individual wanted to change. If Georgian Court accepts the request to change the information, Georgian Court will make reasonable effort to tell others, including people the individual names, of the change and to include the changes in any future sharing of that information.

### **2.7.8.3 Questions and Complaints**

If an individual has any questions about this notice or any complaints about Georgian Court's privacy practices, please file a complaint with the person listed below. If the individual wishes to also submit a written complaint to the U.S. Department of Health and Human Services, Georgian Court will provide the address. Please contact: Privacy Officer, Georgian Court

University, 900 Lakewood Avenue, Lakewood, NJ, 08701 or call 732-987-2756. Georgian Court will not retaliate in any way if the individual chooses to file a complaint.

## **2.8 Policy for Review of Research Involving Human and/or Vertebrate Animal Subjects**

Georgian Court is responsible for safeguarding the rights and welfare of human subjects in any research, development, and related activity; and for assuring the proper care of laboratory or other vertebrate animals used in research. See also Volume I, paragraph 1.7.4.3 of the Policy Manual for information regarding the Research Standards Committee and Institutional Research Review Board (IRRB).

The purpose of the Georgian Court Research Standards Committee and Institutional Research Review Board (IRRB), as stated in Volume I of the Georgian Court Policy Manual is to advise on the ethical standards of those conducting research using humans or vertebrate animals.

The responsibilities of the IRRB include:

1. Formulating guidelines and policies that meet federal regulations, incorporating the ethical concerns for the entire Georgian Court community, and reflecting the particular needs of Georgian Court's researchers. These guidelines and policies are to be approved by the President of Georgian Court in consultation with the Provost;
2. Providing information to researchers as to the appropriate means for protecting the rights and welfare of subjects, securing the effective, free, informed consent of human subjects, and fulfilling federal, local, and the standards of Georgian Court regarding human research;
3. Reviewing all proposals for human research submitted to the Committee by faculty, student, or administrative researchers to assure concordance with aforementioned guidelines. The guidelines shall specify which research is included and which is exempt from the Committee's review;
4. Maintaining adequate records and confidentiality and preparing a yearly report for the President on the research approved;
5. Arranging and guiding Undergraduate Excellence Night and overseeing the student presentation of research, senior theses, and other independent accomplishments of excellence; and
6. Inviting submission, conducting evaluation and recommending for awards to the President the recipients of the Georgian Court Summer Faculty Research Grants.

Georgian Court is committed to a policy of safeguarding the rights and welfare of all human and animal subjects in research. As standards for the ethical treatment of human subjects, Georgian Court accepts the principles set forth by the national Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in its report Ethical Principles and Guidelines for the Protection of Human Subjects of Research (commonly known as the Belmont Report) and Title 45, section 46 of the U.S. Code. As standards for the ethical treatment of animal subjects, Georgian Court accepts PL89-544, the Animal Welfare Act, and the National Institute of Health

Guide for the Care and Use of Laboratory Animals. As standards for research involving human organs, tissues and/or body fluids, Georgian Court accepts the standards from the Belmont Report and Title 45, section 46 of the U.S. Code (regarding the treatment of the donors and the handling of the organs, tissues, and/or body fluids). As standards for research involving recombinant DNA, Georgian Court accepts the National Institute of Health Recombinant DNA Guidelines.

## **2.8.1 Submission of Applications for Research Involving Human Subjects**

### **2.8.1.1 Projects that Must be Reviewed**

Any person wishing to conduct research involving human subjects must submit a proposal to the Georgian Court Research Standards Committee and Institutional Research Review Board. This includes faculty and staff research, graduate student projects, and undergraduate projects, including class projects.

#### **2.8.1.1.1 Definitions**

1. Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of these regulations, whether or not they are supported or funded under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities. (45 CFR 46.102 d)
2. Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains:
  - a. data through intervention or interaction with the individual; and/or
  - b. identifiable private information (45 CFR 46.102 f)
3. Intervention includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes. (45 CFR 46.102 f.2)
4. Interaction includes communication or interpersonal contact between investigator and subject.
5. Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information that has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects. (45 CFR 46.102 f.2)



The applicant may submit either by completing a form (See Appendix 2.8.1A) or by providing the information in an enumerated list according to established guidelines (See Appendix 2.8.1B). The application should be submitted to the applicant's departmental IRRB representative, or if no such representative exists, to the Chair of the IRRB.

### **2.8.1.2 Expedited Review**

If the project involves only minimal risk (see definition below), it may be submitted for expedited review, unless the project involves vulnerable populations (see definition below), and if it. In the case of a project eligible for expedited review, the departmental IRRB representative may review the study and, finding no more than minimal risk to the subjects, may approve the study, using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Subjects) form (See Appendix 2.8.1C). If the IRRB representative finds that the study involves risk to the subjects, the proposal must be submitted for committee review (See below).

1. Vulnerable populations include minors, patients, prisoners, mentally infirm persons.
2. Minimal risk means that the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests. (45 CFR 46.102 i)

### **2.8.1.3 Committee Review**

If the project does not qualify for expedited review, it must be submitted for committee review through the departmental representative (the "submitting representative") or if no such representative exists, to the Chair of the IRRB. The submitting representative will send copies of the proposal to the other IRRB members. The IRRB members will read the proposal and return comments to the submitting representative either in writing or by electronic mail. The submitting representative will then summarize the comments of the committee and, given unanimous approval by IRRB members, approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Subjects) Form (See Appendix 2.8.1C).

The submitting member must have input from a majority of IRRB members in order to approve a study.

### **2.8.1.4 Conflict of Interest**

If a member of the IRRB wishes to conduct a study, that committee member may submit the study for expedited review to any other IRRB member, or for committee review through any other IRRB member; however, that member cannot participate in the evaluation.

### **2.8.1.5 Denial of Approval**

If the study is deemed unethical according to the standards of the Federal Policy for Protection of Human Subjects (Title 45, section 46 of the U.S. Code), the submitting representative will reject

the proposal using a Georgian Court Research Standards Committee and Institutional Research Review Response to Proposal (Human Subjects) Form (See Appendix 2.8.1C ). All objections of the IRRB member(s) will be outlined on the form.

#### **2.8.1.6 Revisions and Resubmission**

If an application has been rejected, the applicant may revise the proposal and resubmit it to the submitting representative. If the submitting representative deems that all the objections outlined in the Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Subjects) form have been answered, the submitting representative may approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Subjects) Form (See Appendix 2.8.1C). If the submitting representative so wishes, the resubmission may be sent out for committee review.

### **2.8.2 *Submission of Applications for Research Involving Animal Subjects***

#### **2.8.2.1 Projects that Must be Reviewed**

Any person wishing to conduct research involving animal subjects must submit a proposal to the Georgian Court Research Standards Committee and Institutional Research Review Board. This includes faculty and staff research, graduate student projects, and undergraduate projects, including class projects.

The applicant may submit a proposal for review by completing a Georgian Court Request for Expedited Approval of Research Involving Animal Subjects form (See Appendix 2.8.2A), a Georgian Court Request for Approval of Instructional Protocols Involving Animal Subjects Form (See Appendix 2.8.2B); or a Georgian Court Request for Approval of Research Involving Animal Subjects Form (See Appendix 2.8.2C). The application should be submitted to the applicant's departmental IRRB representative, or if no such representative exists, to the Chair of the IRRB.

#### **2.8.2.2 Expedited Review**

Unless the project involves vertebrate animals in other than purely observational research, it may be submitted for expedited review. In this case, the departmental IRRB representative may review the study and, finding that the use of animals is in compliance with PL89-544, the Animal Welfare Act, and the NIH Guide for the Care and Use of Laboratory Animals, may approve the study, using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Animal Subjects) form (See Appendix 2.8.2D).

#### **2.8.2.3 Committee Review**

If the project does not qualify for expedited review, it must be submitted for committee review through the departmental representative (the "submitting representative") or if no such

representative exists, to the Chair of the IRRB. The submitting representative will send copies of the proposal to the other IRRB members. The IRRB members will read the proposal and return comments to the submitting representative either in writing or by e-mail. The submitting representative will then summarize the comments of the committee and, given unanimous approval by IRRB members, approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Animal Subjects) form (See Appendix 2.8.2D).

The submitting member must have input from a majority of IRRB members in order to approve a study.

#### **2.8.2.4 Conflict of Interest**

If a member of the IRRB wishes to conduct a study, that committee member may submit the study for expedited review to any other IRRB member, or for committee review through any other IRRB member; however, that member cannot participate in the evaluation.

#### **2.8.2.5 Denial of Approval**

If the study is deemed unethical according to the standards of PL89-544, the Animal Welfare Act, or the NIH Guide for the Care and Use of Laboratory Animals, the submitting representative will reject the proposal using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Animal Subjects) form (See Appendix 2.8.2D). All objections of the IRRB member(s) will be outlined on the form.

#### **2.8.2.6 Revision and Resubmission**

If an application has been rejected, the applicant may revise the proposal and resubmit it to the submitting representative. If the submitting representative deems that all the objections outlined in the Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Animal Subjects) form have been answered, the submitting representative may approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Animal Subjects) Form (See Appendix 2.8.2D). If the submitting representative so wishes, the resubmission may be sent out for committee review.

### **2.8.3 *Submission of Applications for Research Involving Human Organs, Tissues, and/or Fluids***

#### **2.8.3.1 Projects that Must be Reviewed**

Any person wishing to conduct research involving human organs, tissues, or body fluids must submit a proposal to the Georgian Court Research Standards Committee and Institutional Research Review Board. This includes faculty and staff research, graduate student projects, and undergraduate projects, including class projects.

The applicant may submit, by completing a Georgian Court Request for Expedited Approval of Research Involving Human Organs, Tissues, or Body Fluids form, (See Appendix 2.8.3A), a Georgian Court Request for Approval of Instructional Protocols Involving Human Organs, Tissues, or Body Fluids Form (See Appendix 2.8.3B); or a Georgian Court Request for Approval of Research Involving Human Organs, Tissues, or Body Fluids Form (See Appendix 2.8.3C). The application should be submitted to the applicant's departmental IRRB representative, or if no such representative exists, to the Chair of the IRRB.

### **2.8.3.2 Expedited Review**

Unless the project involves vulnerable populations (minors, patients, prisoners, mentally infirm persons), any study involving the collection of the following substances may be submitted for expedited review:

1. hair and nail clippings (in a nondisfiguring manner);
2. deciduous teeth;
3. permanent teeth if patient care indicated a need for extraction;
4. excretal and external secretions including sweat, uncannulated saliva, placenta removed at delivery, and amniotic fluid at the time of rupture of the membrane prior to or during labor

In this case, the departmental IRRB representative may review the study and, finding no more than minimal risk to the subjects (see definition under paragraph 2.8.1.2 (2) above), and finding that the handling of the organs, tissues, and body parts is in compliance with the standards of the Belmont Report and Title 45, section 46 of the U.S. Code, may approve the study, using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) form (See Appendix 2.8.3D). If the IRRB representative finds that the study involves risk to the subjects, the proposal must be submitted for committee review (See below).

### **2.8.3.3 Committee Review**

If the project does not qualify for expedited review, it must be submitted for committee review through the departmental representative (the "submitting representative") or if no such representative exists, through the Chair of the IRRB. The submitting representative will send copies of the proposal to the other IRRB members. The IRRB members will read the proposal and return comments to the submitting representative either in writing or by e-mail. The submitting representative will then summarize the comments of the committee and, given unanimous approval by IRRB members, approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) Form (See Appendix 2.8.3D).

The submitting member must have input from a majority of IRRB members in order to approve a study.

#### **2.8.3.4 Conflict of Interest**

If a member of the IRRB wishes to conduct a study, that committee member may submit the study for expedited review to any other IRRB member, or for committee review through any other IRRB member; however, that member cannot participate in the evaluation.

#### **2.8.3.5 Denial of Approval**

If the study is deemed unethical according to the standards of the Federal Policy for Protection of Human Subjects, the submitting representative will reject the proposal using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) form (See Appendix 2.8.3D). All objections of the IRRB member(s) will be outlined on the form.

#### **2.8.3.6 Revision and Resubmission**

If an application has been rejected, the applicant may revise the proposal and resubmit it to the submitting representative. If the submitting representative deems that all the objections outlined in the Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) form have been answered, the submitting representative may approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) Form (See Appendix 2.8.3D). If the submitting representative so wishes, the resubmission may be sent out for committee review.

### **2.8.4 *Submission of Applications for Research Involving Recombinant DNA***

#### **2.8.4.1 Projects that Must be Reviewed**

Any person wishing to conduct research involving Recombinant DNA must submit a proposal to the Georgian Court Research Standards Committee and Institutional Research Review Board. This includes faculty and staff research, graduate student projects, and undergraduate projects, including class projects.

The applicant may submit by completing a Georgian Court Request for Approval of Instructional Protocols Involving Recombinant DNA Form (See Appendix 2.8.4A); or a Georgian Court Request for Approval of Research Involving Recombinant DNA Form (See Appendix 2.8.4B). The application should be submitted to the applicant's departmental IRRB representative, or if no such representative exists, to the Chair of the IRRB.

#### **2.8.4.2 Expedited Review**

If the proposed project falls under class III-E (See Appendix 2.8.4C, the Georgian Court Recombinant DNA Experiments Questionnaire), then it may be submitted for expedited review. The applicant should complete a Georgian Court Request for Expedited Approval of Research Involving Recombinant DNA Form (See Appendix 2.8.4D). This may be reviewed by the

departmental representative. The departmental representative may decide to submit the proposal for committee review (see below).

#### **2.8.4.3 Committee Review**

If the project does not qualify for expedited review, it must be submitted for committee review through the departmental representative (the “submitting representative”) or if no such representative exists, through the Chair of the IRRB. The submitting representative will send copies of the proposal to the other IRRB members. The IRRB members will read the proposal and return comments to the submitting representative either in writing or by e-mail. The submitting representative will then summarize the comments of the committee and, given unanimous approval by IRRB members, approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Recombinant DNA) Form (See Appendix 2.8.4E).

The submitting member must have input from a majority of IRRB members in order to approve a study.

#### **2.8.4.4 Conflicts of Interest**

If a member of the IRRB wishes to conduct a study, that committee member may submit the study for expedited review to any other IRRB member, or for committee review through any other IRRB member; however, that member cannot participate in the evaluation.

#### **2.8.4.5 Denial of Approval**

If the study is deemed unethical according to the standards of the National Institute of Health Recombinant DNA Guidelines, the submitting representative will reject the proposal using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Recombinant DNA) form (See Appendix 2.8.4E). All objections of the IRRB member(s) will be outlined on the form.

#### **2.8.4.6 Revision and Resubmission**

If an application has been rejected, the applicant may revise the proposal and resubmit it to the submitting representative. If the submitting representative deems that all the objections outlined in the Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) form have been answered, the submitting representative may approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Recombinant DNA) Form (See Appendix 2.8.4E ). If the submitting representative so wishes, the resubmission may be sent out for committee review.

### **2.8.5 Record-Keeping by the Research Standards Committee and Institutional Research Review Board**

When a member of the Georgian Court Research Standards Committee and Institutional Research Review Board approves or rejects a proposed study, that member shall retain a photocopy or electronic copy of the approval or rejection form for a period of not less than 10 years. Should a member who holds such records leave the IRRB before the 10-year period elapses, the member shall transfer the records to the acting Chair of the IRRB.

Copies of any federal or state reports filed by the IRRB will be sent to the Office of the President of Georgian Court.

### **2.8.6 Duration of Approvals**

Approvals shall be in force for a period of one calendar year from the date of approval. If the project is not completed in that period, the researcher may simply resubmit the original application with a letter indicating that the project is continuing. So long as there have been no changes in the study or in the ethical standards of Georgian Court or of the relevant discipline, the IRRB member may approve the study using a Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Subjects, Animal Subjects, Human Organs, Tissues, and Body Fluids, or Recombinant DNA) Form (See Appendices 2.8.1C, 2.8.2D, 2.8.3D, and 2.8.4E). At this point, the approval is extended for a period of one calendar year from the date of the new approval. If the study or the relevant research standards have changed, the study may be submitted for expedited or committee review, as indicated in Subsections 2.8.1 through 2.8.4 above.

## **2.9 Workplace Violence Prevention**

Georgian Court is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Georgian Court has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Georgian Court without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, disability or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to an immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you must be as specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening, but report to the proper authority.

Georgian Court will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Georgian Court may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Georgian Court encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Office of Human Resources before the situation escalates into potential violence. Georgian Court is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **2.10 Recycling**

Georgian Court supports environmental awareness by encouraging recycling and waste minimization in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Georgian Court:

computer paper	white high grade or bond paper	tin
ledger paper	mixed or colored paper	glass
newspaper	aluminum	plastic bottles

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Georgian Court encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

1. Communication through computer networks with e-mail;
2. Two-sided photocopying;
3. Routing slips for reports;
4. Eliminating fax cover sheets;
5. Reusing paper clips, folders, and binders; and



6. Turning off lights when not in use.

Whenever possible, employees of Georgian Court are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Georgian Court is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program, contact the Director of Facilities.

## **2.11 Inclement Weather, Unexpected Closures, and Related Situations**

At times, emergencies such as severe weather, fires, power failures, and other extreme events can disrupt Georgian Court operations. In extreme cases, these circumstances may require the closing of all, or part, of the University's operations. Such determinations are made in accordance with the [Emergency Operation Plan](#). Employees should refer to the University website ([www.georgian.edu](http://www.georgian.edu)), listen to local radio stations (101.5 FM, 92.7FM, 94.3 FM, 98.3 FM, and 1450 AM), watch WNBC Channel 4 New York or News 12 NJ television stations, or call Georgian Court (732-987-2200) and access the emergency closing message for information.

### **Essential Services**

Depending on the nature of the events, some positions may be considered to be essential. Employees in such positions may be required to report to work during an official University closedown. At the time of hire and beginning each Fall Semester thereafter, employees in essential services positions will be so notified.

### **Official Closedowns**

If the University is officially closed, the following conditions apply unless otherwise specified at any time during the period of the official closedown:

1. Employees in other than essential services positions

When operations are officially closed for short periods of time due to emergency conditions, the time off from scheduled work during the official closedown period will be paid. An employee who had requested to use vacation, personal day, or sick leave time shall not have such time charged for the period of the employee's regular work time encompassed by an official closedown.

If events require that the closedown period be extended beyond a week, then a determination will be made by the President whether pay status will continue during the remainder of the closedown period.

2. Employees in essential services positions

Those employees in essential services positions will be instructed by their supervisor when to report to work. Equivalent time off will be granted for all hours worked during the official closedown period up to 8 hours per day.

Equivalent time off shall be scheduled in the same manner as vacation time.

Equivalent time off shall not be granted for overtime hours worked during the closedown.

### **No Official Closedown**

There may be situations when the University is not officially closed, but some employees may not be able to come to work because of conditions near their home. Time missed is accounted for by permitting the employee to elect to either not be paid for the time off or to be paid by charging the time to accumulated vacation or personal day, as applicable.

### **2.12 Electronic Systems**

This sets forth the policy of Georgian Court on Electronic Systems, including but not limited to computers (both stand-alone and networked), e-mail and telephones and their associated equipment.

All such systems and equipment are Georgian Court property and therefore are solely to be used for Georgian Court related purposes. Furthermore, all communications and information transmitted by, received from, or stored within these systems are the property of Georgian Court. As such, they may be archived, deleted, monitored and reviewed for content or usage at any time by Georgian Court. Even when specific electronic resources (network “home” directories, e-mail accounts, voicemail boxes, etc.) are reserved for the use of a single individual, Georgian Court retains full ownership and control. Employees should not believe that they have a right to “personal, confidential” electronic information or communications that are exempt from this policy.

All messages transmitted via e-mail, and all material on Georgian Court’s network or other systems, will be treated as business material. Any employee who sends a “personal” message or other material on any of these systems should be aware that such material will be viewed as a business material not personal, confidential material of the employee. Georgian Court has the right to view any e-mail box or the contents of any other system (or any other Georgian Court property) at any time.

Anything in an e-mail message, or on any other system, that could not be written in a letter or memorandum that may be viewed by Georgian Court may not be transmitted.

Some employees, by virtue of their positions, may have access to individually identifiable student data, which is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). (See also Section 2.14 of this Volume II) Such data, whether in paper or electronic form, may not be transmitted in any way to any person not having “a legitimate, educational purpose” to receive it. An employee who intentionally discloses protected information of this type may be subject to civil and criminal penalties under law. Regardless of whether such penalties are imposed, such an offense constitutes cause for disciplinary action up to and including termination of employment. Other Georgian Court information considered proprietary or confidential business information such as donor lists or personnel data is not to be transmitted to any person not having a legitimate business purpose to receive it.

In order to maintain appropriate security, a system of login names and passwords has been established for access to Georgian Court's electronic resources (network components, e-mail, voicemail, administrative databases, etc). Each employee is responsible for the use of any IDs assigned to that employee. Accordingly, passwords should never be disclosed to other employees, nor should there ever be an occasion for an employee to be using another employee's login name.

Even when an employee has been allowed access to various electronic resources, certain actions are strictly forbidden. Employees may not use Georgian Court's resources to create, store, or transmit messages or materials that are harassing, offensive, profane, or defamatory. Employees may not use Georgian Court's resources to promote either outside business ventures or political causes. Employees may not download or install any software into Georgian Court equipment without approval of Georgian Court. Employees may not alter or delete any network files to which they may have access without the approval of Georgian Court.

### **2.13 Copyright Policy**

Information and guidelines may be found on the university library's web pages.

### **2.14 Family Educational Rights and Privacy Act (FERPA)**

At Georgian Court, all academic records of students who enroll are kept in accordance with the provisions of The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a Federal law that protects the privacy of student education records.

Eligible students (those over 18 years of age) have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

There are some records to which the student has no right of access. These are: 1) financial records of parents; 2) confidential letters and recommendations written prior to January 1, 1975; 3) those confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which waivers may be signed – admission, employment, and honors); 4) doctor's and psychiatrist's records. However, these may be reviewed by the student's own physician.

Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.

A school is not required to consider requests for amendment under FERPA that:

1. Seek to change a grade or disciplinary decision;
2. Seek to change the opinions or reflections of a school official or other person reflected in an education record.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

At Georgian Court, information about student rights and responsibilities under FERPA is available in the Office of the Registrar.

## **2.15 Publications/Publicity**

### **2.15.1 Media Relations**

The President of Georgian Court University is the official public spokesperson on all matters of policy relating to Georgian Court University.

The Vice President for Marketing and External Affairs and her designees are responsible for all contacts with print and electronic news media, including direct personal contact and information relayed through news releases and other written communications.

The Vice President for Marketing and External Affairs and her designees assist the president in responding to and initiating media contacts and will, under the President's direction, disseminate any statements of policy.

The Vice President for Marketing and External Affairs or her designees may call upon certain administrative and academic personnel to issue information in an attempt to ensure accuracy or expert commentary on particular matters. In those cases, the Vice President for Marketing and External Affairs or her designees will assist, in an appropriate manner, those so designated. If any Georgian Court employee, administrator, or faculty member is contacted by media

representatives, the employee will refer all inquiries to the director of public information and university communications, a designee of the Vice President of Marketing and External Affairs.

## **2.16 Purchasing Policies**

The Georgian Court Purchasing Manual is provided in Appendix 2.16.1.

## **2.17 Financial Policies**

### **2.17.1 Cash Receipts Policy and Procedures**

To ensure proper and consistent cash handling procedures throughout the university, all university departments that handle cash must be aware and show a strong commitment to controls of cash funds. Controls are required to safeguard against loss and to protect employees by defining responsibilities in the handling of cash. The university's cash handling policy requires that areas receiving cash be approved by the Controller and be designated as cash collection points. A cash collection point is defined as a department or other entity that handles cash on a regular basis. Although departments and other entities with casual collections (receive cash infrequently) are not recognized as cash collection points, they must follow the same cash handling policies and procedures that apply to the cash collection points.

“Cash” may be comprised of coin, currency, checks, money orders, credit card transactions, and electronic fund transfers.

#### **2.17.1.1 Required Procedures for Cash Collection Points**

- Accounting for cash as it is received;
- Adequate separation of duties which includes cash collecting, depositing, and reconciling;
- Proper pre-numbered receipts given for any cash received;
- Approval of any voided cash receipts by area supervisor;
- Deposit of cash promptly at the Office of the Bursar into an authorized university account;
- Reconciliation of validated deposit forms to supporting documentation and to the account statement; and
- Proper safeguarding of cash.

#### **2.17.1.2 Who Should Know About This Policy**

Any official or administrator with responsibilities for managing university cash receipts and those employees who are entrusted with the receipt, deposit and reconciliation of cash for university-related activities.

### 2.17.1.3 Procedures

- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collection, depositing, and reconciling.
- All cash will be put into a cash transmittal bag after being counted by **two** people. The cash transmittal bag is then sealed and signed by both people.
- All checks, cash and credit card receipts must be protected by using a safe or lock box until they are deposited. A secure area for processing and safeguarding funds received is to be provided and restricted to authorized personnel.
- Checks must be made payable to Georgian Court University and must be endorsed promptly with a restrictive endorsement stamp “payable to Georgian Court University.” The endorsement stamp should be ordered through the Office of the Bursar.
- The Office of the Bursar is responsible for making the daily deposit to the appropriate Georgian Court bank account.
- The Office of the Bursar will close its books each day at **2:00 p.m.** For those departments or student organizations which consistently receive cash, each business day a daily cut-off time must be established in order to allow time for the department to prepare the deposit and deliver it to the Office of the Bursar **before 2:00 p.m.**
- While daily depositing of cash receipts is desirable, it may not be practical or cost effective for those departments or student organizations that receive small amounts of cash on an irregular basis. In those cases where the amount of cash receipts are small and an adequate safekeeping facility is available, an aggregate amount of cash receipts not to exceed \$100 may be retained in the department safekeeping facility for a period not to exceed five workdays. Although this option is available, departments must be aware that these monies must be deposited with the Bursar within a five-workday period even if their receipts are not in excess of \$100.
- Under no circumstances will employees or students make disbursements from the department or student organization cash receipts. All cash receipts must be deposited with the Bursar intact.
- Any person delivering a deposit to the Office of the Bursar should take adequate precautions for their personal security and safety. **Never mail cash or checks through inter-office mail.**
- All funds collected must be balanced daily, by comparing the total of the cash, checks and credit card to the pre-numbered receipt totals and to the department’s summary log.
- The Controller must approve exceptions to these procedures. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard university funds must be established and approved by the Controller. Requests for exceptions to these procedures must be submitted to the Controller’s Office in writing.

- Cash register tapes, deposit slips, credit card receipts, copies of manual cash receipts, etc. are to be kept for six years.
- Officers from Security will take the combined deposit prepared by the Office of the Bursar daily to the local bank.

### **2.17.2 Purchases and Fixed Assets**

The functions of the Purchasing Department are the organization and administration of centralized purchasing services for all departments of the university. In providing these services in accordance with sound business practice, the office seeks to realize for the university the maximum value for every dollar expended.

To achieve this goal, the Purchasing Department has been charged by the President of the university with responsibility for the following:

1. Securing competitive bids as required to obtain maximum value for expenditure of university funds.
2. Handling mechanical operations in procurement, obtaining quotations, and expediting deliveries.
3. Maintaining liaison with the vendors that service the university.
4. Coordinating the procurement of goods and services for the academic, administrative, and research departments of the university.
5. Developing sources of supply to assure that all university departments have an adequate number of vendors from which to obtain supplies, equipment and services.

Use the Fixed Asset Control Form (provided in Appendix 2.17.2.1) to notify the Finance Department when there is a change in location of any tagged fixed asset. A change in location would be from one department, building or room to another. The form must also be used when any tagged asset is lost, stolen, traded in or damaged beyond repair. The Director of Purchasing will tag new equipment. See the Property Control section of the Purchasing Manual for more information.

The tags will be placed in the following locations on fixed assets:

1. All computer equipment – on same side as wire connections;
2. Chairs – on underside of seat;
3. Desks – underneath on the right side panel;
4. File cabinets – on front panel inside top drawer;
5. All other equipment – in proximity to the manufacturer's serial number; and
6. All heavy furniture – on the right side.

## **2.18 Institutional Advancement**

### **2.18.1 Gifts to Georgian Court University**

#### **2.18.1.1 Gift Acceptance**

Fundraising at Georgian Court University (GCU) consists of two campaigns—The Annual Campaign for operations held every year and the multi-year strategic campaigns that have been established over several years, such as the Campaign for Georgian Court 2003-08, the Centennial Campaign 2009-13, or some earlier capital fund drives.

The Office of Institutional Advancement (IA), on behalf of the Board of Trustees (Board), shall accept all philanthropy to GCU for all fundraising appeals and campaigns – annual or strategic. Before formally accepting a gift or grant, IA determines that gifts and grants to the university are evidence of philanthropic intent and that the donor’s philanthropy is in accord with the stated mission and goals of the university. The Board shall assure itself that all philanthropic promotions and solicitations are ethical.

GCU must be sensitive to the interests and capabilities of its donors and donor prospects and must not burden them with excessive or inappropriate solicitations. With the increasing competition for contributions in higher education, it is essential that the university make every contact with prospective donors meaningful and appropriate.

Fundraising activities on the part of individuals, departments or other groups are welcomed. However, to avoid conflicting communication, no person or organization of GCU is authorized to solicit an individual, organization, corporation, or foundation for an outright donation or gift-in-kind in the name of GCU without prior clearance in writing from the Vice President for Institutional Advancement (VPIA). This includes but is not limited to the solicitation of ads for ad books, sponsorships, gifts of equipment, or direct contributions of money, plus anything else that qualifies as a donation. When in doubt, staff, faculty, and students should consult with the school dean, provost or vice president who needs to approve, in writing, the initiative before discussion with the VPIA takes place.

When soliciting charitable contributions, no employee or representative of GCU is authorized to commit GCU to an agreement which is in conflict with established policies and procedures, or that compromises, in any manner, the position of any office or department in the performance of its assigned responsibilities.

Any community member who wishes to seek a grant or other contribution of money, real property, personal property, or gift-in-kind from an individual, corporation, foundation, or other organization for the purpose of continuing, enlarging, or initiating an approved program, project or activity, will coordinate such solicitation effort from its inception with the VPIA. The VPIA will ensure that, in the solicitation for support from such sources, GCU priorities are observed and plans for such programs, projects or activities have been reviewed and approved in advance of solicitation by academic, financial, and other appropriate administrative officers.

As a general rule, a solicitation for a gift or bequest should stress the advantages of an unrestricted gift. Prior to acceptance, a bequest or restricted gift must be assessed to assure that



it does not place unreasonable constraints or requirements on the university. While GCU will accept gifts which are restricted so as to affirmatively assist particular individual or group efforts, it is the policy of the university to seek to persuade the donor, when appropriate, to allow language in any gift documents permitting use of the funds for general purposes.

Scholarships or student award gifts will not be accepted by the university if they are offered on the condition or with the understanding that the award will be made to a student of the donor's choice. GCU will pay no fees to any person in consideration of directing a gift or completing a gift instrument to the university and its campaigns.

### **2.18.1.2 Gift Valuation**

Before acceptance, gifts will be assessed by the VPIA in coordination with appropriate department heads to assure that such gifts do not impose unreasonable constraints or conditions upon GCU, and are in accord with the university's capacity to provide the appropriate stewardship. No payment for expense involved in accepting such a gift will be made without the express authorization of the VPIA. Whenever the acceptance commits GCU to a major or extraordinary obligation not already provided in this policy, the acceptance must be approved by the Board.

In setting up or reviewing the terms of any gift with a donor, a representative of GCU may suggest wording or terms that will assist GCU in complying with the donor's wishes. The representative will not, however, give tax or legal advice. All prospective donors should be advised to seek the counsel of their attorneys and/or their tax and estate-planning advisors concerning all aspects of their proposed gift. If the donor refuses to employ that person's own counsel, IA will contact GCU's counsel for procedural guidance.

Gifts will be valued by GCU on the date the donor relinquishes control of the assets in favor of GCU. The amount reported will be arrived at without regard to the donor's estimation of the gift's value, the worth and date of the gift as reported by the donor to the IRS, or of the value placed on it by the IRS in reference to the donor's tax liability. In cases where gifts are made in cash, the valuation does not pose a problem; where gifts are made with securities, real and personal property, in-kind items, or bearing some real or implied obligation on the part of GCU, best practice and professional standards will be observed. The university's financial accounting treatment of gifts may differ from this reporting policy.

### **2.18.1.3 Gift Types**

Methods of giving generally accepted by the university are:

#### ***2.18.1.3.1 Gifts of Cash***

Cash gifts include currency, checks, and credit card payments for outright gifts for which the donor receives an income tax deduction as prescribed by law. Pledging a gift over a three-to-five year period may allow a donor to make a more substantial gift while affording him/her the opportunity to adjust the timing and amount of each payment to achieve the most beneficial tax treatment. Most annual gifts are not pledged beyond the fiscal year in which they are requested.

### ***2.18.1.3.2 Gifts of Appreciated Publicly Traded Securities***

These include all gifts of stocks or bonds, which are (or will be) readily marketable. Marketable publicly traded securities will be receipted at the average of the high and low market value on the date the donor relinquishes control of the assets in favor of the university. The donor may avoid capital gains on appreciated stock while attaining a tax deduction based on the stock's fair market value. The deduction for outright gifts of appreciated long-term securities (held more than 12 months) is equal to the value of the securities on the date the donor relinquishes control of the assets to GCU. Neither losses nor gains realized by GCU's sale of securities nor brokerage fees or other expenses associated with the transaction will affect the value reported.

### ***2.18.1.3.3 Gifts of Closely Held Stock***

This is a gift of stock of a private or family held corporation. The donor may avoid capital gains on appreciation of the closely held stock while attaining a tax deduction based on the stock's fair market value. Gifts of closely held stock exceeding \$10,000 will be receipted at the fair market value placed on them by a qualified independent appraiser as required by the IRS for valuing stock that is not publicly traded. Neither the university nor IA will be responsible for obtaining or paying for an appraisal. Gifts of less than \$10,000 may be valued at the per share cash purchase price of the most recent transaction. Normally, this will be the buy-back transaction of the donor. If no buy-back is consummated during the campaign period – annual or longer – a gift of closely held stock may be credited to the campaign total at the value determined by a qualified independent appraiser. All such gifts will be held until liquidated, at which time the funds will be used consistent with the gift intentions of the donor(s) and the established policies of GCU.

### ***2.18.1.3.4 Gifts of Tangible Personal Property and Gifts-In-Kind***

The university will accept gifts of tangible personal property from individuals and in-kind gifts from organizations and corporations in accordance with the procedures established in this policy. "Tangible personal property" is any object that is not real property, cash, or securities. The term "in-kind gift" is used when a similar gift of tangible property comes from an organization or corporation. These gifts include, but are not limited to, artwork, books, personal papers, equipment or supplies used for research, instruction, or support services.

Outright gifts of tangible personal property, for which individual donors qualify for a charitable gift deduction under current IRS regulations, will be credited, recognized and/or commemorated at the appraised value of the property at the time it is transferred to the university, less any encumbrances. Unless otherwise authorized by the Board, the university will seek to liquidate such assets in order to secure the cash needed to fund its programmatic and/or facility priorities. Once a gift is accepted, the item becomes university property. If at any time the university wants to sell or otherwise dispose of the gift, the disposition must follow university policy and state law.

A donor must complete IRS Form 8283 when claiming a deduction of \$500 or more for non-cash gifts. At the donor's request a representative from the GCU finance division will sign part IV of IRS Form 8283, confirming receipt of the non-cash gift. If the donor is claiming a deduction of

\$5,000 or more, the donor must get a qualified appraisal by a qualified appraiser no earlier than sixty (60) days prior to the date of the donation. Neither the university nor IA will be responsible for obtaining or paying for an appraisal. The donor should refer to IRS Publications 526 and 561 for specific information on valuing non-cash gifts and determining the applicable deduction. Gifts of under \$5,000 may be reported at the value declared by the donor or a qualified on-campus expert (e.g., library, art professor). Any gift-in-kind that can be liquidated will be credited to a campaign on an item-by-item basis.

If the university decides to sell or dispose of a gift valued over \$5,000, the administrator must consult with IA to determine if the donor has attached specific conditions on disposition of the gift. IA may need to submit a form 8282 to the IRS stating the date of disposition and value received.

Generally, the university's acceptance of non-cash gifts will not involve significant additional expense for their present or future use, insurance, maintenance, or administration. Generally the university will not incur burdensome financial or other obligations, directly or indirectly.

The university will not accept gifts of tangible personal property, such as books, paintings, etc., if such gifts are to be made on the condition, understanding or expectation that the gifts items will be loaned to the donor or to persons designated by the donor for life or for an extended period of time as determined by the donor.

#### ***2.18.1.3.5 Cashless Stock Options Exercise Programs***

This gift is an exercise of stock options tied to a donation of the stock to GCU. Individuals can realize a tax write-off while the university benefits from the difference between the sale price and the exercise cost. The amount of money remaining from the difference between the sale price and the exercise cost shall be credited to GCU.

#### ***2.18.1.3.6 Corporate Matching Gifts***

These gifts will be encouraged and credited to the donor in the proportion designated by the matching gift arrangement. When fulfilled, the matching gift and individual pledge count in full toward campaign totals if in accordance with the corporation's policy. The university does not accept pledges of matching gifts from donors nor can the pledge be increased to include a potential matching gift. Only the corporation itself can pledge a matching gift.

#### ***2.18.1.3.7 Professional Services and Volunteer Travel Expenses***

The goal of any campaign is to realize real and applicable financial resources. Therefore, while the university is grateful for the involvement of volunteer leadership, these are gifts that will not be credited to the campaign or recorded in annual donor categories. An individual functioning as a trustee, alumni board member, volunteer, or committee member is not eligible to donate volunteer time dedicated to the university-related activities as a gift of professional services. If the individual is retained, either by contract or similarly in writing, to perform a professional service, that individual may be able to donate the payment for professional services back to the university. An individual functioning as a trustee, alumni board member, volunteer, or other

similar committee member is eligible to deduct related travel expenses as defined by IRS guidelines. However the university does not record that travel as a gift, include it in campaign or other giving program totals, or credit the individual in donor categories.

### **2.18.2 Annual Campaigns**

The Annual Campaign consists of the annual fund (unrestricted giving), operating scholarship funds, and restricted operating gifts and grants.

The core of annual giving is the annual fund, a fundraising program seeking and resulting in unrestricted gifts to the university for current-year operations. This includes all unrestricted gifts requested by mail, email or the phonathon, as well as unrestricted gifts less than \$1,000 from organizations. The annual fund is named the “Fund for Georgian Court.” In addition to the annual fund, the director of annual giving is responsible for all restricted operating gifts less than \$1,000 from organizations. Gifts of \$1,000 or more from organizations that are either unrestricted or temporarily restricted for operations are part of annual giving but are considered grants and are handled by the grants office for cultivation and solicitation purposes.

#### **2.18.2.1 Pledges to Annual Campaigns**

The purpose of annual giving is to generate operating support for the institution for a specific fiscal year. Therefore, no open annual giving pledges may remain on the books from a previous fiscal year. If some pledges are significant in size, a manual review of pledges will be done and in concert with the donor, a pledge may be re-entered for the following fiscal year. Approximately 15 days after the close of the fiscal year, all open pledges for the previous fiscal year for mail or phonathon campaigns will be automatically written off. It is possible to commit a gift to the annual campaign for a number of years. These multi-year annual pledges to operations will not be automatically written off.

Oral pledges made through an authorized telethon or phonathon campaign or program are to be counted and reported in the annual giving totals until the fiscal year closes. This assumes that a form of confirmation notice is mailed to the donor immediately following the solicitation period.

#### **2.18.2.2 Fundraising Events**

The two major fundraising events for GCU are the annual gala and the annual golf outing. All gross revenue from these events is directed to the general operating scholarship fund. Expenses for these events are budgeted annually in IA.

### **2.18.3 Strategic Campaigns**

A multi-year strategic fundraising campaign is markedly different than ordinary annual fundraising efforts in that it has a specific goal of money to be raised within a fixed period of time, generally one (1) to five (5) years. Normally, campaigns are restricted to raising the substantial amounts of money needed for construction of new buildings, endowments, major renovations, and other large projects or programs. As campaigns depend upon reaching out to the larger

community beyond the circle of existing donors, their success or failure directly affects the university's reputation as a whole and its ability to raise money for other needed programs.

Any school, department, center, or division wishing to conduct an annual or strategic fund-raising campaign must develop a formal written plan in conjunction with IA. This plan is presented by the dean, director or vice president to the VPIA and the president. The plan must be approved by the president in consultation with the institutional advancement office and President's Administrative Team (PAT). Large capital or comprehensive campaign plans must be approved by the Board.

### **2.18.3.1 The Campaign for Georgian Court 2003-08**

General policy related to multi-year campaigns includes the following items approved specifically for the Campaign for Georgian Court 2003-08:

All private gifts and grants, as well as government grants (federal, state and local) with signed pledges or documentation for the campaign from July 2003 through June 2008 shall be credited toward the campaign goal. This will include deferred (future) commitments, reported both at face value and deferred (future) value, discounted to present value. Grants are included in campaign revenue and are distinguished from contracts (exchange transactions) by the NACUBO checklist for classifying revenue as a contribution or exchange transaction derived from FASB SFAS 116 & 117. A strategic campaign may reach its total dollar objective before it reaches the individual project objectives. Public campaign announcements will be very clear about the campaign goals and outcomes.

All unrestricted bequests received by GCU will be counted toward the campaign starting July 1, 2003. Verbal or revocable bequest commitments will not be counted. In order to receive campaign credit for confirmed outright bequest provisions, individuals must be 70 years of age or older at the time of the pledge, or have exceptional circumstances that qualify their intention to give an end-of-life gift. Irrevocable bequests documents may be counted at any age of the donor. Annual giving appeal gifts will be counted beginning on July 1, 2004. All gross revenues from events and sales of merchandise designated to campaign projects during the campaign shall be credited toward the appropriate campaign appeal goal.

The Campaign Executive Committee, the Board of Trustees' Institutional Advancement Committee, the Board of Trustees' Financial Policy Committee and the Board of Trustees as well as the university auditors and attorney shall review these campaign gift policies and guidelines as circumstances warrant.

### **2.18.3.2 Endowments**

An endowment is a special reserve of money and/or assets with some form of stipulation or restriction on the use of the earnings it generates. For the purpose of this policy statement, "endowment" shall refer to any fund, or any part of a fund not wholly expendable by the university on a current basis under the terms of the applicable gift instrument. Most endowment funds are perpetual. Endowment gifts to any campaign may be used to establish a special fund or may be added to an existing fund. The terms of any endowment should be written to allow the most flexibility. However, the donor must be comfortable and satisfied with the terms of the

agreement. Both parties must understand exactly what is expected from the donor and the university.

#### ***2.18.3.2.1 True Endowments***

Funds created by the donor through a gift instrument stipulation that the principal remain inviolate in perpetuity and be invested to produce income which may be expended within the terms of the gift. When a donor specifies that the principal must remain inviolate but makes no stipulation as the use of the earnings, the resulting fund is unrestricted endowment. If a donor specifies that the earnings are to be used for a specific purpose, the fund is a restricted endowment.

#### ***2.18.3.2.2 Quasi-Endowments***

Funds functioning as endowment are created by a formal resolution of the Board to retain and invest the funds. When the Board resolves to retain and invest funds from general operations or those received without restrictions, an unrestricted quasi-endowment results. If a donor specifies how a gift is to be used but not when it is to be used, the Board may resolve to invest all or part of the funds for use at a later date. This would create a restricted quasi-endowment.

#### ***2.18.3.2.3 Term Endowments***

These funds are similar to endowment funds, except that all or part of the principal may be expended after a stated period of time or the occurrence of a certain event.

Endowment income is the financial engine that provides the resources that assure survival and excellence over the long term. A generally accepted goal for endowment income is 10% of the annual budget or maintenance of about twice the annual budget in endowment principal.

Gifts intended to create or be added to an endowment fund must be supported by a formal gift instrument, the Endowment Agreement, which clearly states the donor's intent to establish or add to an endowment fund and specifies any restrictions. When either designated funds or endowed fund accounts are to be established by a donor, the donor or related department must consult with IA to develop either a gift agreement or endowment agreement to be signed by both parties outlining the use of funds. In the absence of a gift agreement or endowment agreement, the university will make decisions for the donor. One of the stated purposes of IA is to carry out the donor's wishes and assure that the funds and property received are applied to the uses specified by the donor. The language used in establishing restricted and endowed funds should be such that the terms can be modified to permit suitable use in the future as conditions require in the light of changed circumstances.

All new endowments will be invested in instruments conducive to the appreciation of capital and guided by the university's investment policy guidelines. Endowment by its nature begs for a long-term approach so that the endowed fund will not only fulfill its purpose of generating annual income to be used for its stated purpose, but will also go beyond that level so as to produce earnings that can be added back into the principal (the corpus) to promote growth in principal and provide a hedge against inflation. No endowment will be separately invested

without the approval of the Gift Acceptance Committee and the Trustee Financial Policy Committee. The Board of Trustees' Financial Policy Committee sets the spending policy (pay out rate) of all endowed funds. The university's current spending policy for endowed funds is 4.5% of a three-year rolling average of the invested endowment principal.

### **2.18.3.3 Pledges to Strategic Campaigns**

All gifts accepted by the university for any campaign will be in accordance with the charitable gift making methods approved by the university and will that conform to federal and state tax regulations.

A pledge is a signed and dated legally enforceable commitment to make a gift during a specified period of time according to specified terms. Pledges are serious commitments and must be submitted to the IA in writing. Campaign pledges may be paid on a schedule established by the donor, preferably over a three-to five-year period. Exceptions may be made with the approval of the Gift Acceptance Committee. All pledges will be recorded using a formal pledge document signed by the donor or a signed letter containing the appropriate information. If a donor becomes delinquent in fulfilling a pledge, the university will work with the donor to revise the pledge payment schedule to help the donor fulfill the original commitment. Only legally enforceable unconditional pledges and promises to give are counted and reported in any multi-year campaign. Conditional pledges are those that place requirements on the institution to perform some task or take some sort of action that it might not otherwise initiate. A conditional pledge may also depend on some future event over which neither the institution nor donor may have control. The pledge payment period during a campaign should not exceed five years regardless of when the pledge is made.

Pledges of a donor's assets must be documented, committing to a specific dollar amount that will be paid according to a fixed time schedule. E-mail will be an acceptable format. The form should include the amount, purpose and payment period in a written document. A letter from the university to the donor, outlining the same details based on a conversation held with the donor, as a bona fide commitment from the donor will be honored if the donor returns a signed copy to the university. If the initiation of a major project of construction or program is made on reliance of a pledge, then a more detailed document must be completed to ensure enforceability of the pledge.

A Gift Acceptance Committee consisting of members of the Board of Trustees' Institutional Advancement Committee, the university president and the chair of the campaign executive committee handles disputes, conflicts or special requests regarding campaign gifts. The Board of Trustees' Financial Policy Committee determines the policy on allowance for uncollectible pledges whenever a pledge is deemed uncollectible.

### **2.18.3.4 Annual Review of Open Pledges**

Both the finance office and the campaign office will monitor formal pledges made to GCU. Following the formal establishment of a pledge, it may be deemed necessary to alter the original terms of the commitment. In such instances, the installment schedule, installment amounts, and/or overall pledge amount, may be modified. Modifications made will be mutually

understood and agreed upon by the donor and GCU. In some cases, an entire pledge or a portion of a pledge may be written off if requested by a donor or deemed necessary by IA. Smaller pledges, such as pledges resulting from direct mail appeals or phone campaigns will be written off automatically on July 15 each year.

Pledge write-offs associated with previously assigned naming opportunities will be handled in a manner appropriate to the particular pledge. The write-off of a complete pledge will, in most instances, void any previous understandings between GCU and the donor relating to a specific named structure, space, award, program, or project. Significant write-offs on pledges associated with building construction projects may necessitate amendments and/or adjustments to previous financial statements and representations made in relation to GCU's issuing of bonds. A statement addressing the total of pledge balances written off during the course of a fiscal year will be included in an annual report to GCU Board of Trustees.

## **2.18.4 Stewardship**

### **2.18.4.1 Gift Acknowledgement**

The Institutional Advancement Office (IA) is responsible for the processing, recording, acknowledging and maintaining records, related correspondence, and documents for all gifts including cash, securities, gifts-in-kind, pledges, and grants from private and public sources including individuals, corporations, private foundations and government agencies. On a daily basis, gifts are recorded in the advancement database, Raiser's Edge (RE) and acknowledgement letters are produced and/or signed by the annual giving officer and, where appropriate, by the campaign director, planned giving director, director of grants development and/or the university president.

Any member of the faculty or administrative staff receiving such a gift or grant will promptly forward it and all pertinent correspondence to the VPIA for deposit, accounting and acknowledgement. After the recording of gifts, securities and original documents (such as wills, trusts, deeds, annuity agreements, contracts and correspondence) establishing restrictions, such gifts will be deposited into the custody of the Vice President for Finance and Administration.

All personal gift records identifying a donor will be treated with professional discretion and will be subject to the normal listings and uses of GCU. Gift records of donors requesting confidentiality or anonymity will be accorded such. The VPIA may disclose such information or documentation as authorized by such a donor or as may be required by law.

It is important to thank a donor promptly for a gift in a manner appropriate to the size of the gift and consistent with the donor's personal wishes. It is equally important that gifts to the university are acknowledged in a consistent manner. For these reasons the execution of acknowledgment forms must be processed by the advancement office; however, the department receiving the gift may and should express appreciation and gratitude for the gift.



An official university receipt is issued to the donor at the time of the gift or as soon as possible after receipt of the gift. The donor relations office will also coordinate further acknowledgement through the issuing of reports, visits and appropriate recognition.

Documented bequests, annuities, life insurance gifts and other planned giving vehicles that have been confirmed shall be acknowledged by the planned giving director within one week of notification. The planned giving director will ensure that the university president has been notified of any planned gift. The university president also acknowledges any confirmed planned gift within two weeks.

All donors of gifts or pledges of \$500 or greater are expected to receive a thank you telephone call within two weeks from the most appropriate faculty/senior development staff member.

Although generally the donation of services does not result in a tax deduction for the donor, it is important for the department to acknowledge the donation and thank the donor.

Any associated benefits a college or school may wish to grant the donor, such as use of university facilities, premiums, and fee waivers must be coordinated through the institutional advancement office to ensure donors are treated consistently.

The university will always honor a donor's wish for anonymity.

#### **2.18.4.2 Gift Recording**

All gifts credited to any campaign or appeal will be recorded according to national standards recommended by the Council for the Advancement and Support of Education (CASE), Voluntary Support of Education (VSE) reporting protocols, and any additional requirements of the National Association of College and University Business Officers (NACUBO) where applicable. As recognized by these associations, campaign gift recording and crediting is not necessarily the same as accounting for financial records.

#### **2.18.4.3 Naming Opportunities**

As the need for donations to the university continues to increase, there is an opportunity for GCU to facilitate gifts by naming university structures, programs, endowments and other funds in honor of significant financial contributors to the university. The Board of Trustees (Board) of GCU retains authority for naming (or renaming) buildings, components of buildings, open spaces, and other physical facilities of the university and for establishing guidelines for the naming of endowments in support of the university. No names will be approved that will imply the university's endorsement of a partisan political or ideological position or of a commercial product. This does not preclude a naming with the name of an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial products.

Individuals and organizations may be considered for such recognition if they have made significant financial contributions to the university. A planned bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity. Determination of what constitutes a significant financial contribution is made on a case-by-case basis taking

into consideration the total cost of the project, the availability of other funds, and the following guidelines:

- New facilities – fifty percent (50%) of new construction costs or three million dollars whichever is greater.
- Renovated facilities – seventy-five percent (75%) of the cost of renovating a facility.
- Existing facilities without renovation – seventy-five percent (75%) of the fair market value of the facility ;
- Portable items – donation of the collection or at least fifty percent (50%) of the value of the collection.
- Tribute markers – fifty percent (50%) of the cost or value of associated items (e.g., trees, gardens).
- Endowed chairs and professorships – full funding of the endowment.
- Programmatic Entities – determined on a case-by-case basis.

Donor names proposed for fountains, ornamental buildings, landscaping, trees, benches and similar features will normally require a gift to cover the full cost of the project and a maintenance fund.

Notwithstanding any other provision of this policy, no naming will be approved or, once approved, continued, that will call into serious question the public respect of the university.

#### ***2.18.4.3.1 Duration of Name***

Naming of facilities, spaces, endowments, and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment, or program. Naming in honor of corporations or other organizations will have a set number of years attached to the naming which will be determined on a case-by-case basis and listed in the signed gift agreement; typically the duration of such naming shall not exceed twenty-five (25) years. Naming associated with a particular facility, space, endowment, or program does not preclude further naming within the facility, space, endowment, or program.

When permanent named recognition has been extended for a gift received, it will be honored in perpetuity. In the event of changed circumstances, e.g., a facility no longer exists; the university reserves the right to determine the form which such permanence may take. From time to time, it may be appropriate to offer named recognition for a limited period of time. In this case, GCU is obligated to honor the name for that period of time, subject to renewal of the opportunity.

Provisions in this policy that refer to naming for a benefactor also in general apply to naming for a third party at the wish of a benefactor. If possible, the third party will be contacted by the university if such a gift is being considered.

IA shall be responsible for maintaining and updating an inventory of named facilities and shall advise on consistent application of current, approved naming policies with respect to recognition of philanthropic donations. The president and/or Board reserve the right to decide on the physical displays which may accompany named recognition.

#### **2.18.4.3.2 *Criteria for Selection of Naming Honorees***

The university welcomes the opportunity to honor those who have rendered extraordinary service or support to GCU. Naming a facility, space, endowment, or program for an individual, organization, or corporation is one of the highest honors that the university can bestow. This recognition is a lasting and powerful affirmation of the honoree's connection to the university's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity and the highest standards of personal and professional ethics.

Honorees who have been employed by the university shall have given extraordinary service to the institution in a teaching, research, service, or administrative field with such exceptional distinction that their contributions are widely recognized by their peers, both at the university and elsewhere. Honorees may not be current employees, individuals in active service at the university, or those holding elected office at the time of the naming, unless the circumstances are exceptional and approved by the Board.

#### **2.18.4.3.3 *Facilities Naming Approval***

Facilities naming opportunities fall into two classes and each may have different criteria and procedures for approval:

Class I includes facilities and spaces that are part of the outside environment of the university; for example, buildings, complexes of buildings, roads, walkways, playing fields, parks, gardens, and agricultural or forestry plots; names in this class must be approved by the Board of Trustees upon recommendation of the university president following consultation with the VPIA.

Class II includes facilities and spaces that are part of the interior space of the university; for example, library/reading rooms, laboratories, seminar rooms, galleries, recreational courts, and lounges; this class also includes collections or groups of portable items, which are identifiable because of a specific focus or purpose; for example, collections of art and/or artifacts; and finally it includes tribute markers – plaques, medallions or other markers usually in association with such features as trees, benches, or small monuments. Names in this class must be approved by the university president following consultation with the VPIA.

#### **2.18.4.3.4 *Named Endowments***

An endowment fund may be contributed by and named for an individual or organization benefactor, or a specific honoree, to provide a permanent source of funding for restricted or unrestricted purposes as specified by the donor. Persons interested in establishing a named endowment fund should consult with IA prior to making the gift so that the donor's intentions are appropriately established in writing. Negotiation of any named endowment agreement on behalf of the university shall be recorded over the signature and with full knowledge of the president.

Gifts to establish named endowment funds for specific purposes must meet the minimum dollar requirements set by the president and the Board. The principal amount of the original gift need not meet the minimal dollar requirements if the donor agrees to fully fund the endowment at the minimum dollar requirement within a specified period of time not to exceed five years. The

university reserves the right to review the minimum amounts required for named endowments periodically and to amend the minimum amount required to ensure that endowment proceeds are sufficient to fund the intended purposes of the endowments. If, and when, the university acts to increase the minimum amount required to establish a particular named endowment fund, such action shall not be retroactive to funds already established and named. These minimum dollar requirements may be changed from time to time at the discretion of the Board and the president. An endowment fund may be activated even though the principal amount has not reached the required minimum, when a donor assumes a binding obligation to supplement the fund through subsequent gifts and/or irrevocable estate planning vehicles.

#### ***2.18.4.3.5 Naming Endowed Academic Units, Chairs and Professorships***

Endowments for academic units, chairs and professorships are approved by the Board following consultation with the university president, the provost and the VPIA based on:

- the endowment levels established by the university;
- the appropriateness of the specific naming consistent with GCU policy;
- a plan for raising the full amount required to fund the endowment including the length of time for raising the funds and alternate arrangements if the funds are not raised within the specified time;
- guidelines for spending prior to full funding of the endowment; and
- a process for monitoring spending to assure conformance with intent.

Naming of programmatic entities (academic and non-academic programs) whether separate organizational units or not (departments, schools, colleges, institutes, centers, conferences, symposia, activities, organizational units, etc.) will only take place in exceptional circumstances. The naming of programmatic entities is a sensitive matter and must include acceptance and agreement from many different constituencies on campus with final approval required from the Board upon recommendation of the university president. Before recommending any such naming, the president must ensure:

- the proposed name is consistent with the university policy regarding honorees;
- the autonomy of the programmatic entity and the academic freedoms to which GCU is committed will be safeguarded; and
- the level of financial gift support has been taken into consideration

The university follows general guidelines for named endowments and minimum funding requirements.

##### **2.18.4.3.5.1 Schools of the University: Minimum \$10,000,000**

A gift naming of an academic unit should be at a level that will transform the nature of the unit involved, enabling the unit to reach a level of excellence. The gift must be in the form of an endowment used to sustain a margin of excellence.

2.18.4.3.5.2 Academic Departments, Centers & Institutes: Minimum \$5 Million

A gift naming of an academic unit should be at a level that will transform the nature of the unit involved, enabling the unit to reach a level of excellence. The gift must be in the form of an endowment used to sustain a margin of excellence.

2.18.4.3.5.3 Endowed Chairs: Minimum \$2.0 Million

The endowed chair designation will be linked to a selected faculty position filled by an outstanding scholar and teacher.

2.18.4.3.5.4 Professorships: Minimum \$1,000,000

The endowed professorship designation will be linked to a faculty member whose accomplishments indicate potential for sustained national and international leadership and whose current efforts are focused on honing teaching skills and/or establishing a superior record of research or other scholarly activity.

2.18.4.3.5.5 Visiting Lecture Series: Minimum \$100,000

A lecture series brings to the University a variety of outstanding individuals of broad experience and expertise whose presentations will have university-wide and interdisciplinary appeal. Earnings from the endowed fund will provide for honoraria, travel expenses, and other costs associated with presenting such speakers.

2.18.4.3.5.6 Scholarships/Awards/Prizes/Grants: Minimum \$50,000

Scholarships provide important financial assistance to talented and deserving undergraduate students. The minimum scholarship endowment level is \$50,000. An endowment fund may be established within a reasonable period (usually two to five years) agreed upon by the donor and GCU. A gift or pledge to establish an endowed fund shall be accompanied by a formal, signed document detailing the endowment agreement. A newly endowed fund named for the donor (or designee) may be established for gifts under \$50,000 when there are clear prospects of the endowed fund reaching \$50,000 within five years. An agreement between the university and the donor will provide for disposition of the fund should it fail to reach \$50,000 within the designated time period.

The Board reserves the right to review for approval, on a case-by-case basis, any naming request not specifically addressed above and not otherwise delegated by the Board of Trustees to the university president.

## **2.18.4.4 Formal Recognition of Naming**

When name recognition has been extended for a gift received, it must be honored in accordance with a written gift agreement signed by university officials and the donor(s). In the event of significant changes in circumstances, the university reserves the right to determine the form of name recognition, in consultation with the donor when possible.

Individuals and organizations whose names are approved by the Board are expected to exemplify the attributes of integrity and civic leadership. Should a donor, for whom a university naming opportunity has been made, violate these standards, the Board may elect to remove the donor's name from the naming opportunity. The Board has the right, in consultation with the donor, to change the name of a building, space, facility or endowment if, for example, a corporate donor has itself changed its name, marital donors have divorced or separated, or a named program has been terminated because it no longer meets the needs of the university.

#### **2.18.4.5 Donor Recognition and Reporting**

The university and its colleges, schools and departments receive many gifts annually for a myriad of purposes. All gifts must be acknowledged in a consistent manner and receive equivalent recognition. Membership in university giving societies is generally based on cumulative annual giving during a fiscal year, which may include soft credit for corporate gifts generated by the individual donor. Foundation and corporate gifts are included for purposes of donor recognition. Gifts of personal property and in-kind gifts are included. Additional soft credit is also added for foundation/corporation matching gifts received as a result of, or controlled by the individual donor.

Donors are recognized in the university's annual report for contributions to annual and strategic campaigns. Other forms of recognition may be appropriate from time to time.

Proper stewardship of endowment funds is important. GCU will thank endowment donors at the time of the gift, and will also inform the donors of the performance of the funds, the amount of money awarded from the fund, and the recipients of the funds. On or before July 15 of each year, the donor relations director will work with the investment firm of the university to produce donor reports on endowed funds to be sent to the contacts for each endowed fund.

On or before November 1 and March 1 of each year, the Financial Aid office will supply the names of the recipients of endowed, sponsored and otherwise gifted scholarships to IA. The recipients of scholarship funds will then be asked by IA to thank the donor(s) for their generosity.

Any faculty member, academic department or other unit of the university that benefits from an endowed fund or sponsored program fund will provide an annual report of each project IA. This report will summarize the major activities associated with the project or department. This report will then be edited, reformatted and forwarded by IA to the donor(s) of the endowment.

All gift reporting must comply with standards established by the institutional advancement office based on the Council for Advancement and Support of Education's (CASE) Standards for Annual Giving and Campaigns in Education Fund Raising.

Employees and volunteers who have access to information concerning donors or prospective donors must take every precaution to ensure that such information is used only for authorized purposes and properly discarded when no longer in use. Violation of this policy may result in disciplinary action, up to and including dismissal.

## **2.18.5 Planned Giving**

The planned giving office was established in 2005 to facilitate the acceptance and acknowledgement of planned gifts. Basic policies have been created and will be augmented over the next few years.

### **2.18.5.1 Gift Planning Instruments**

#### **2.18.5.1.1 Bequest**

A bequest is a gift made upon death of a donor to the university in a donor's Last Will and Testament or other legally binding testamentary document. Gifts made via a bequest may be outright or contingent, unrestricted or restricted and may include any item or thing of value.

The amount of the gift is exempt from estate taxes. Realized bequests received during any campaign shall be credited toward the campaign. Irrevocable bequest instruments received by the university during any campaign shall be considered on a case-by-case basis and may be credited toward the campaign. Both realized bequests and irrevocable bequest instruments will be credited to any campaign only if not reported in a previous campaign. Such bequests will be credited, recognized, or commemorated at the value established at the time of probate and/or at the fair market value on the date of the transfer of the asset(s).

The university president or his/her designee is responsible for approving and accepting gifts made through bequests. The director of planned giving shall determine initially if the bequest is to GCU. If it is, the director of planned giving will cooperate with the executor of the donor's estate to complete whatever action is required to affect legal transfer of the gift from the donor's estate.

If a donor designates a bequest for restricted use the director of planned giving will prepare a fund agreement for execution by the donor's next-of-kin or if none are known the executor of the donor's estate, which will include wording that allows for modification of the agreement if unforeseen circumstances prevent the university from using the bequest in accordance with the donor's original purpose.

If the director of planned giving and president determine that a bequest will place unreasonable constraints and/or conditions upon the resources and finances of the university, or that any restrictions regarding the university's use of a bequest gift are unreasonable or legally impermissible, the director will contact the executor of the donor's estate to request the unacceptable restrictions be altered or eliminated. If approach is not successful the university may consider engaging legal counsel to petition and appropriate court for permission to alter or eliminate a restriction; alternatively, acceptance of the bequest may be refused or waived.

#### **2.18.5.1.2 Charitable Remainder Trust**

A CRT is an irrevocable transfer of assets to a trust, naming GCU as the only beneficiary or as one of several charitable beneficiaries. The donor or designated recipient receives a stream of income for life (or a set number of years) of a set amount or a fixed percentage, based on the wishes of the donor and the trust's value each year. A donor generally receives an immediate tax

deduction and may add to the principal of the Charitable Remainder Unitrust in future years. Gifts made to establish charitable remainder trusts where the remainder is not subject to change or revocation will be credited as future commitments (deferred gifts) at the discounted present value of the remainder interest allowable as a deduction by the IRS.

#### ***2.18.5.1.3 Charitable Remainder Annuity Trust***

The minimum age for a CRAT is 50 years and the minimum amount is \$100,000. No additions are permitted in this type of trust. It may be funded by cash or securities traded on exchanges or real property, subject to Board approval. The income level is negotiable. If the donor accepts the CGA (Council on Gift Annuities) rate, then a Gift Annuity should be recommended. Income distribution will be quarterly. The maximum number of lives is two, both aged 70 or over

#### ***2.18.5.1.4 Charitable Remainder Unitrust***

The provisions of a CRUT are donor-determined. When GCU is consulted, or named trustee, the following guidelines apply. The minimum age for a Charitable Remainder Unitrust is 55 years and the minimum amount is \$100,000. There is no minimum for additions to the trust. It may be funded by cash or securities traded on exchanges, closely held stock or real property, subject to Board approval. The income level is negotiable. Income is negotiable but must be at least 5%. Income distribution will be quarterly or monthly if requested and the monthly payment greater than or equal to \$1,000. The maximum number of lives is two, age 55 or over with next generation lives only at donor's request.

#### ***2.18.5.1.5 Charitable Gift Annuity***

A CGA is an irrevocable gift in exchange for a guaranteed fixed income for life, which is calculated based upon the size of the gift and the donor's age at the time of the gift. Upon the donor's death, the residue is passed on to GCU. Because the university will not receive the gift portion until the death of the final income beneficiary, gift annuities will be credited as future commitments (deferred gifts) as the present value of the remainder interest from the gift tables. The university is licensed to provide for charitable gift annuities in New Jersey, Connecticut and Florida.

The minimum age for a Charitable Gift Annuity is 70 years and the minimum amount is \$10,000. The minimum subsequent funding is \$5,000 with a new agreement. It may be funded by cash or securities traded on exchanges or real property, subject to Board of Trustees approval. The income level is less than or equal to the CGA (Council on Gift Annuities) recommended rate. Income distribution will be quarterly or monthly if requested. The maximum number of lives is two, both aged 70 or over. A Deferred Payment Charitable Gift Annuity is the same as the Charitable Gift Annuity except that the gift can be accepted at age 55 for payments beginning at age 70.

Outright gifts of cash will be accepted and recorded for a charitable gift annuity in the amount of the cash gift as of the date it is received.



Gifts of securities for a charitable gift annuity will be recorded only when assets pass irrevocably from a donor control. Gifts of securities pass irrevocably from donor control, when a donor puts them in the mail; a donor delivers them personally to IA, or a donor instructs his or her broker to transfer securities irrevocably to a GCU account. To facilitate security transfers, the planned giving director will work directly with donors and their professional advisors to effect gifts of securities in accordance with prevailing internal policies and procedures.

GCU may accept gifts of real property, improved and unimproved, including detached single-family residences, condominiums, apartment buildings, commercial property, farms, and acreage for charitable gift annuities. The VPIA is responsible for approving and accepting gifts of real property in consultation with the finance and administration vice president and the president who will consider various criteria including environmental standards to judge the appropriateness of the gift.

#### ***2.18.5.1.6 Charitable Lead Trust***

A CLT is an income producing asset placed in trust, the income of which is directed to GCU for a designated period of time, after which the trusted asset is returned to the donor or non-charitable beneficiaries named by the donor. The donor may gain immediate tax advantages or may reduce gift or estate taxes when the assets are passed to children or grandchildren. All annual payments of a lead trust made during any campaign period will receive campaign credit.

#### ***2.18.5.1.7 Real Estate***

Almost any type of real property from personal or vacation homes and commercial buildings to farms or ranches or even undeveloped lots constitute gifts of real estate. The property may be donated outright; serve as the corpus of a trust arrangement; or, if it is the donor's personal residence, the donor and/or spouse may gift the property with the right of lifetime tenancy. Outright gifts of real estate, the bargain portion of bargain sales, and/or partnerships will be credited, recognized and/or commemorated at fair market value at the time it is transferred to GCU. An independent, qualified appraiser paid by the donor shall determine the fair market value of the property. The university will ensure due diligence with respect to all inspections, appraisals, liens, liabilities and gifting agreements before approving a gift of real estate. Approval of the Board Financial Policy Committee is required.

#### ***2.18.5.1.8 Life Estate***

For a Life Estate, the minimum age is 70 years and the minimum value is \$100,000. It may be funded by a personal residence, vacation home, or farm, all with Board approval. There is no income to the donor except that the donor retains rental income, if any. The donor is responsible for taxes, utilities, maintenance and insurance with GCU named as a co-insured. The maximum number of lives allowed is two, both aged 70 or over.

#### ***2.18.5.1.9 Life Insurance***

Gifts of life insurance will be accepted and credited to any campaign totals for the cash value of the policy only if the university is the owner and irrevocable beneficiary of the policy and with the understanding that the university may cash in the policy at any time. Life insurance is accepted with gift credit at its cash surrender value on the day of the gift. Generally, the university does not accept policies that have been borrowed against or invaded by the insurance company for premium payments. If the university does agree to accept such a policy, the value of the policy less encumbrances shall be credited for campaign purposes. For a new policy, this allows the donor to classify the regular premium payments as charitable tax-deductible contributions.

#### ***2.18.5.1.10 Deferred Income Buildup Plans***

Designation of GCU as the beneficiary of a donor's qualified pension plan, IRA, Keogh, commercial deferred annuities, or employee stock options is acceptable. This allows the donor the use of the assets during the donor's lifetime, while providing the donor with the opportunity to make a large future gift and reducing the donor's taxable estate.

### **2.18.5.2 Planned Giving Stewardship**

#### ***2.18.5.2.1 Gift Acknowledgement***

The Director of Planned Giving will produce a variety of acknowledgement letters for different types of planned gifts to GCU. The president and the VPIA acknowledge gifts from board members, major and leadership gift donors, special donors, and for all gifts of \$50,000 or more. The planned giving director must secure pertinent gift documentation to the finance department. IA produces receipts for all planned gifts to GCU.

#### ***2.18.5.2.2 Gift Recognition***

Beyond the immediate written and/or telephone acknowledgement for gifts, the VPIA and planned giving director will determine other means of recognizing gifts in order to cultivate interest in future gifts. Some gifts, by their size and nature, will be considered for public recognition. Approval should be sought once a donor's intent has been clarified, but before a gift or fund agreement has been signed or a gift is closed. The amount and type of gift recognition donors are to receive must be clearly articulated in formal gifts or fund agreements prior to acceptance and must be commensurate with the size of the gifts. Recognition will be offered through invitations to events, greetings for birthdays and personal occasions, and visits by staff, and members of the Board.

#### ***2.18.5.2.3 Public Announcements***

IA will work closely with the marketing department to prepare and issue all news releases and other internal and external media releases as appropriate. Public announcements of gifts serve to establish the validity of the financial needs of GCU to accomplish its mission and goals, create a compelling case for individual investment in meeting GCU funding needs, promote a positive image, and support donor cultivation efforts through appropriate publicity.

### **2.18.5.3 Planned Giving Advisory Council**

The GCU Planned Giving Advisory Council (Council) supports and upholds the mission of the university. The Council helps sustain the university's fundraising efforts through sharing expertise and experience and assists in an advisory capacity.

Volunteers recruited will include professionals from the fields of insurance, law, financial planning, banking, and real estate with a particular expertise and interest in charitable tax law and planned giving. The Council will include at least one Sister of Mercy to offer a program perspective. Each council member will serve a three-year term and may be invited to serve one additional three year term. The VPIA and the planned giving director will serve on the Council. The Council's will assist and advise GCU on all aspects of its planned giving program as noted below.

#### ***2.18.5.3.1 Assistance and Advice***

- Offer insight and expertise on the impact of trends in economics, taxation, and estate planning on charitable giving.
- Review the university planned giving program.
- Provide advice on marketing plans and pieces.
- Serve as a resource for various opportunities to educate donors, faculty, staff and fellow legal and financial professionals on relevant topics.

#### ***2.18.5.3.2 Expectations of all members***

- Make an annual gift and/or a legacy gift to GCU.
- Attend a minimum of four meetings each year and meet with the Director of Planned Giving at another time if a meeting is missed.
- Promote planned giving opportunities to GCU with individual clients when appropriate.
- Advocate for planned gifts to GCU through professional affiliations and community outreach.

#### ***2.18.5.3.3 Optional member expectations***

- Serve on a working committee that may be organized for specific educational event, program or giving instrument.
- Author articles for various publications on relevant planned giving topics.
- Serve as an expert presenter or panelist for educational presentations sponsored by GCU.

### **2.18.5.4 The Lofty Pines Society**

The Lofty Pines Society celebrates the generosity of individuals who have pledged their support of GCU with a gift from their estate. Membership is open to friends of the university who share a common desire to help support the future excellence of GCU and its students. The Lofty Pines

Society honors individuals who provide written proof that they have included GCU in their will, trust or other type of estate plan.

## **2.18.6 Grants**

### **2.18.6.1 Grants Procurement and Administration**

The grant procurement and administration functions of the university are broad and complex, involving personnel with expertise in varied subject areas and located in many different university organizational units. Personnel involved in the administration of extramural awards are responsible for the grant administration function from proposal development and submission through periodic and final reports and project closeout. Administration of external awards shall be in accordance with this policy.

For GCU, a grant is any unrestricted or restricted cash award of \$1,000 or more, or an in-kind gift of instructional equipment or software worth at least \$1,000 made to the university by an organization, that is a foundation, a family foundation, a corporate foundation, a corporation or a government agency. For the CASE definition of a grant see Appendix A. A grant may be funneled through a consortium such as Independent College Fund of New Jersey (ICFNJ). Corporate matching gifts, event sponsorships, non-instructional in-kind gifts and gifts smaller than \$1,000 from organizations are not included in this definition. Grants are distinguished from contracts (exchange transactions) by applying the NACUBO checklist for classifying revenue as a contribution or exchange transaction derived from FASB SFAS 116 and 117.

The university's Office of Institutional Advancement (IA) is responsible for managing the grants process.

The university follows an annual grants strategy initiated by IA and reviewed by the President's Administrative Team (PAT) and the Provost's Council (PC) each year and submitted to the president for approval.

Regardless of the size of the grant request, no individual or department of the university is authorized to solicit any organization or government office for a grant in the name of the university without clearance in advance, in writing, from the VPIA. It is in the university's best interest to coordinate these efforts and to prioritize the cultivation and solicitation efforts.

Grant proposals for research, as well as programmatic grant requests, must be coordinated through institutional advancement. This coordination is in addition to any planning or program development requirements of the provost or vice president of the division.

All grants activities of the university are coordinated specifically by the Director of Foundation and Government Relations (FGR). The FGR works with the Director of Grants Development (DGD), the grant sponsors (PI/PD's), and the grants accountant to ensure the smooth development and operation of grant activities. Both directors provide research on funding organizations and the funders' requirements for submission of grant proposals. The directors will work to develop relationships with foundation, corporate and governmental contacts.

The Grants Development Team is an advisory body chaired by the VPIA, to aid in coordinating the grants process. It meets frequently, is aware of all initial and continuing grants, suggests

grant opportunities related to the priorities of the annual grants strategy, advises on grant development projects, coordinates multiple applications for the same program or funder, and reviews proposals and reports as need for coordination. The Grants Development Team consists of the VPIA, both directors, an appointed representative from each of the four schools, a representative from the finance & administration division (grant accountant or other), a representative from student life, the government relations consultant (as applicable), and by invitation, the chief financial officer and the provost. The Grants Development Team is not an approval body. Approval of grants rests with the members of the administration and ultimately with the university president.

Every grant must have a grant sponsor (PI/PD). The grant sponsor is the primary individual who takes responsibility for the design of the project, for creating the proposal, for ensuring that the project is completed and for drafting all interim and final reports.

### **2.18.6.2 Grant Officers**

(Director of Foundation and Government Relations and Director of Grants Development)

The GCU grant officers take responsibility for ensuring that funders' policies and procedures, as accepted under an award document, are in accordance with university policies. Through appropriate coordination and follow up, the grant officers inform the responsible university personnel of funder requirements. To exercise such responsibility successfully, the grant officers must possess broad knowledge of and familiarity with current university policy, the organization and operation of academic departments and a wide range of related administrative offices, and functions such as, purchasing, facilities management, risk management, grants accounting, human resources, and compliance review. In addition, the grant officers must possess a broad knowledge of current governmental and private sector procurement and assistance policies, regulations, and practices.

More specifically, the grant officers are responsible for the following:

- Review of all proposals to extramural sponsors for consistency with university policy and with funder terms and conditions and assurance of proper acceptance or execution of legally binding proposals on behalf of the university.
- Negotiation of contract, grant, or cooperative agreement awards for scopes of work and terms and conditions acceptable to the PI/PD, the academic or administrative department, and the university, that are reasonable and consistent with university policy;
- Obtaining the approval of General Counsel when required; and assure proper acceptance or execution of such awards.
- Advising PI/PD's, other academic officials, and appropriate or participating administrative offices of the commitments they are undertaking in the name of the university under accepted or executed awards.
- Providing appropriate assistance and follow up to PI/PD's, academic departments, and administrative offices to assure full compliance with the terms and conditions of the award, including deadlines and reporting requirements.

- Taking other actions as necessary for the proper implementation of all grant administration policies as are set forth in this policy.

### **2.18.6.3 Institutional Advancement and Office of the President**

IA and the president are responsible for assisting, as appropriate, the campus grant officers to ensure the adequate implementation of university policy and discharge of campus grant procedures.

More specifically, these offices are responsible for:

- Formulating university grant administration policies to meet internal university needs as well as to address externally imposed sponsor requirements; coordinating approval of such policies by appropriate university officials; and disseminating such policies and information.
- Providing ongoing feedback and analysis to governmental and private sponsors concerning the sponsor's policies and requirements in order to establish optimum consistency between externally imposed sponsor requirements and university policies. Such information is transmitted through direct personal contact and negotiation, through formally proposed regulation review and comment, and through cooperation and coordination on issues and policies with the higher education community.
- Recommending university-wide master contracts and grants and basic agreements for use by all divisions. Assisting the grant officers in carrying out contract and grant administration responsibilities for those projects involving multiple university divisions, involving internal university wide funding programs or involving trustee approval, as necessary.
- Conducting analyses of long-range problems and preparing plans for improvement of the university's grant administration function.
- Setting standards and requirements for individual eligibility as a PI/PD for any grant proposal.

### **2.18.6.4 Principal Investigator/Project Director (PI/PD)**

Although formal legal obligations related to solicitation and acceptance/execution of extramural funding ultimately rest with the president, and although responsibility for reviews and negotiation, coordination, guidance, and follow-up rests with a grant officer, a principal investigator or project director is the individual with primary responsibility for:

- The scientific integrity and/or quality management of the sponsored project;
- The financial management of project funds
- Adherence to all internal university policies; and
- Adherence to externally imposed sponsor terms and conditions including reporting and record keeping requirements contained in the award document.
- Obtaining approval for human subject research if applicable.

The university may require all PI/PD's to attend informative meetings for guidance on grant administration.

#### **2.18.6.5 Provost, Vice-Presidents, School Deans, Academic Department Chairs and Administrative Department Directors**

The university provost, vice-presidents, school deans, academic department chairs and administrative department directors are accountable for the performance of PI/PD's within their units. Specific responsibilities related to this accountability vary among and within university divisions. Basic responsibilities, however, include:

- certifying an individual's eligibility for PI/PD status;
- determining the consistency of the proposed project with the mission, goals and objectives of the organizational unit;
- determining the appropriateness and acceptability of faculty or other personnel time, space, equipment, and university financial commitments contained in proposals for sponsored projects;
- assuring that project scope of work is consistent with internal university policies, with externally imposed sponsor terms and conditions, and with the organizational unit's educational, training, and/or other objectives; and
- identifying appropriate funding sources to cover project costs not covered by the project sponsor's funds or by other funds available to the PI/PD.

#### **2.18.6.6 Grant Submission and Reporting Procedure**

There are five steps to the successful solicitation and implementation of a grant at GCU.

##### ***2.18.6.6.1 Step 1: Preliminary Grant Form***

The preliminary grant form is a required document that ensures that the appropriate college sponsors are informed of the intent to apply for a grant and have been given opportunity to comment on

- The appropriateness of the plans for GCU in the context of the grants strategy and priorities;
- The appropriateness of the budget and financial requirements within the university's abilities; and
- Any potential conflict with other grants in process or with the funder.

Before making any contact with a funding organization, a PI/PD must complete a preliminary grant form supplied by the grants office. A call or e-mail to the Secretary, ext. 2292, will start the process. The grant sponsor obtains the necessary signatures and comments and forwards the completed form to the grants secretary who will track outstanding forms. The form should be submitted to the grants office at least three weeks before the grant submission deadline. The PI/PD is responsible for continuing follow-up communication with all the individuals who

signed the form. The PI/PD is responsible for the approval of the Research Standards Committee and Institutional Research Review Board for any proposal that uses human subjects.

#### ***2.18.6.6.2 Step 2: Proposal Development***

Grant proposal development is the process of planning, budgeting, writing and obtaining internal authorization for the activities included in a grant proposal. This process is the responsibility of the PI/PD with substantial support from the grants office. The grants office is responsible for providing the institutional profile, required attachments and for compiling and submitting the application. The grants staff is also available for assistance in drafting and must review the final draft proposal.

#### ***2.18.6.6.3 Step 3: Proposal Approval and Submission***

All completed grant or project proposals must be read and certified as appropriate for submission to the funder when applicable by the dean, by the provost or vice president, the vice president for finance and administration, the FGR Director, VPIA, and the president. The grant proposal sign-off is obtained from the grant office and must be completed 5 business days before the grant submission deadline to ensure timely submission through the president's office. Ordinarily, grants are submitted under the signature of the university president. In the case that the president is not available, the final sign off will be the responsibility of the VPIA vice president's appointed representative. The grants office will keep a list of all active and pending grant proposals.

#### ***2.18.6.6.4 Step 4: Notification of Grant Decision***

In addition to the grant sponsor's name, a grant director's name will be listed as a contact on all grant proposals. In the case that the notification of funding is sent to any other office, the university policy is that any person who receives notification of a grant approval or denial in writing, or by phone or e-mail must copy that information to either the FGR director or the director of grants development in a timely way. The grants office will take responsibility for communicating the information to all those involved in the proposal. The grants office prepares and submits an award acknowledgement and contacts the funder to implement the grant. The actual receipt of all grant monies is reported to the advancement office for entry into the database regardless of the office of receipt.

#### ***2.18.6.6.5 Step 5: Tracking and Reporting***

Because the university also has a responsibility to monitor the project and maintain good relationships with the funders, the grants office will be involved with grant assessment and reporting. Grants are recorded and required report deadlines are tracked through the grants office. Every granting agency or funder requires or expects a report on the project either throughout the implementation or on completion or both. The grant sponsor works with the grant directors to write and submit all grant reports to the funder in a timely manner.



### **2.18.6.7 Grant Proposal Funding Policies**

The university has specific procedures and guidelines related to grant funding. These are concerning salaries, released time, benefits, F&A, other agreements, consulting, etc. It is the responsibility of the PI/PD and the Provost and Vice Presidents to be aware of these following guidelines:

#### ***2.18.6.7.1 Salary rate and raises, faculty or staff***

Funds requested in proposals for salary cannot exceed the individuals' established salary rates paid by the university, regardless of the source of funding. Salaries for years in which the exact salary rates are not known will be projected at rates determined by the finance office based on expected salary increases and past experience. Increases for projected years may be above the established rate under special circumstances, such as promotion. Salary charges to grants or contracts, including raises on multi-year proposals, must be at a rate no higher than that paid by the university.

#### ***2.18.6.7.2 Faculty Release Time***

Funds requested for faculty course release time should be included in the proposed budget based on a faculty member's academic year salary and the percentage of his/her time that will be devoted to the project. This percentage of time will be determined by the PI/PD in consultation with the chair or dean and then approved by the provost. Full fringe benefits should also be included. The funds provided for the PI's salary and benefits may be used to hire replacement faculty and any remainder may be recovered by the university. Funds for course release may be requested at a lower rate than the faculty members' salaries and benefits with the approval of the provost.

#### ***2.18.6.7.3 Externally paid employment on grants or contracts***

Faculty on nine-month contracts requesting additional salary from external sponsors during the academic year and twelve-month personnel requesting additional salary at any time must have a written approval by the provost or the respective vice president. The external paid employment must not interfere with the obligations of the faculty or staff member to the university or create any financial conflicts of interest. Approval for an external paid employment must be sought in advance of the beginning date of the commitment. Final approval need not be obtained prior to the submission of a proposal; however, approval must be obtained before any salary payment can be made.

#### ***2.18.6.7.4 Benefit Rates***

Fringe benefits should be included in proposal budgets as shown below at rates determined by the finance office in conjunction with the human resources office, subject to federal and state laws and policies and other university policies.

- Faculty, summer salary – Social Security only.

- Faculty, academic year – Full benefits (unless above and beyond regular duties and proposed as external paid employment in which case only Social Security benefits would be applicable).
- Students, summer salary – Social Security only (unless enrolled in classes at least half-time in which case no benefits are applicable).
- Students, academic year – No benefits.
- Part-time personnel – Social Security only.
- Full-time non-tenure-track personnel, and postdoctoral researchers – Full benefits.

#### ***2.18.6.7.5 Annual and/or sick leave for grant-funded full-time employees***

Annual or sick leave for grant-funded full-time employees will not accrue during the life of the grant; however, leave can be granted to employees at the discretion of the Provost or appropriate Vice President during the grant-funded employment period.

#### ***2.18.6.7.6 Facilities & Administration Costs and Rate (F&A – formerly “indirect costs” or “overhead”)***

The university includes funds for F&A costs in all proposal budgets submitted to external funding sources at the rates negotiated with the federal government, unless the sponsor has an officially published policy that states F&A costs are not allowed or that they are permitted at a reduced rate, or if a waiver or partial waiver of these costs has been approved by the provost or vice president. The university's federally negotiated F&A rates in force at the time of proposal submission (or that would be in force at the time of award, if known) will be used to calculate the appropriate level of F&A costs to request in proposal budgets. After awards are made, the F&A costs will be charged to grants as stipulated in the approved budgets.

F&A rates may be waived or reduced by the provost or appropriate vice president only in exceptional circumstances in writing. The conditions for and duration of F&A waivers or partial waivers are determined by the provost or vice president. A waiver must be renegotiated with the provost or vice president after the duration of the previous waiver has expired.

The F&A rates in force at the time of proposal submission (or that would be in force at the time of award, if known) will be used in proposal budgets throughout the requested project period, which is usually up to five years. When an award is made, the rate used at the beginning of a grant or contract will remain the same throughout the project period stated in the award. If a proposal that will compete for funding is submitted to continue the work (sometimes referred to as a "competitive renewal" or a "competing continuation"), the rate in force when the new application is submitted (or that would be in force at the time of award, if known) should be used in the proposed budget for the new project period. F&A recoveries are deposited 100% to the general use of the university.

#### ***2.18.6.7.7 Consulting Agreements***

Individual agreements made directly between GCU faculty and external sponsors for consulting services will not be administered by the Grants Office.

#### **2.18.6.7.8 *Over-expenditures***

While the finance office provides management support, ultimately the fiscal responsibility for sponsored programs resides with the PI/PD, the department chair, the dean of the school and the provost or vice president. These individuals will review project expenditures regularly and may consult with the grants accountant at any time. Unresolved over expenditures on accounts administered by the university will, at the direction of the president, be recovered from the school or department of the PI/PD.

#### **2.18.6.7.9 *Faculty affiliation of non-tenure-track investigators***

For purposes of submitting a proposal, each PI/PD not currently employed with the university must be affiliated with the department or school most compatible with his/her research or educational project. The chair or school dean must approve the proposal before submission.

#### **2.18.6.7.10 *Publication***

Because an important part of the mission of a university is to disseminate knowledge, waiving publication rights is strongly discouraged. Should a faculty member desire to waive the right to publish, a decision to approve this waiver request will be made on a case-by-case basis by the PI/PD and the grant officer, in consultation with the provost and legal counsel, if necessary. They will consider: (1) the involvement of student researchers in which case waiving publication rights would restrict students ability to publish and therefore rights generally should not be waived, and (2) the possibility of suppressing only that information considered proprietary, which will be forwarded with a time limit for sponsor review, usually no more than 90 days.

#### **2.18.6.7.11 *Disposition of university-owned grant-purchased (GP) equipment***

Unless policies of the funder dictate otherwise, GP equipment will remain with the university. Any GP equipment relocated to a PI/PD's home (e.g., computer equipment) should be cleared first by a memorandum to the finance and administration office informing them of the relocation.

#### **2.18.6.7.12 *Proposal Preparation Expenses***

Expenses related to proposal preparation outside of the Grants Office will be covered by the school or department of the PI/PD. These may include travel to proposal preparation workshops offered by the grantor, additional pay for time in proposal writing, or travel to meetings to prepare multi-institutional collaborative projects as well as other items.

These policies will be reviewed annually and updated as necessary.

## **2.18.7 Alumni**

### **2.18.7.1 Alumni Communication and Mailings**

To avoid conflicting programs, and as a part of our overall strategies for communication, relationship building, and recording, no person or organization on campus should mail to alumni or groups of alumni with advance clearance, in writing, from the VPIA.

### **2.18.7.2 Alumni Association Constitution and Bylaws – January 6, 2006**

#### **2.18.7.2.1 Article I—Name**

The name of this organization is the Georgian Court University Alumni Association, herein after referred to as the Association.

#### **2.18.7.2.2 Article II – Purpose**

The purpose of this organization is to promote the welfare of GCU by aiding in its financial growth, promoting and supporting higher education, and cultivating participation with GCU and its global community. Through furthering spiritual, cultural, and intellectual growth of the alumni of GCU, we seek to enhance the bond among its members.

#### **2.18.7.2.3 Article III – Alumni Association Membership Classifications**

##### **2.18.7.2.3.1 Full Membership**

Any person who holds a bachelor's or master's degree from GCU (1908-2003 GCU). They may vote and hold office.

##### **2.18.7.2.3.2 Associate Membership**

Any person who has completed a minimum of one semester's work (i.e., 12 credits) at GCU, and is no longer enrolled at GCU. They may vote but will not hold office.

##### **2.18.7.2.3.3 Honorary Membership**

Any person who holds a current executive leadership position in the Sisters of Mercy and/or the university and those with honorary degrees. They are entitled to the privilege of the floor. They may not vote or hold office.

#### **2.18.7.2.4 Article IV – Alumni Association Board of Directors**

The Board of Directors, herein after referred to as the Board, oversees and coordinates the activities and services of the Association. The Board, in conjunction with the director of alumni affairs, organizes events, committees, and volunteers for Association activities. Participation and involvement in Board activities is open to all members of the Association. All Board members are required to serve on at least one Board committee.

#### 2.18.7.2.4.1 Board Composition

The Board shall consist of up a minimum of 15 and a maximum of 25 Association members having full membership classification (see Article III) and shall consist of members from different geographic regions and class- year decades.

Twenty percent (3-5 members) of the total Board composition shall be selected by the university president. Those selected in this manner may not serve as an officer prior to completion of one term on the Board.

Officers are president, vice president, secretary/treasurer, and immediate past president.

The remaining Board positions shall be elected by the Association and shall consist of members from different geographic regions and class-year decades.

#### 2.18.7.2.4.2 Tenure for Non-Officer Board Members

All non-officer positions on the Board shall have staggered terms of two years with a limit of two consecutive terms with one term cycled off at the end of the second term.

Non-Officer board members may serve concurrently as officers in their local chapters (see Article VI) and as a Board member.

#### 2.18.7.2.4.3 Nomination and Election of Non-Officer Board Members

Elections and nominations of the Board shall be advertised annually via all means possible. Notice shall state the following: date and place of the annual business meeting (see Article VII), a concise statement of the nominating procedure, the number of positions to be filled, the deadline for receipt of nominations, and where the nomination form must be sent.

Any member of the Association may self nominate, encourage submission of a nomination by another member, or both.

A nomination form must be completed for each nominee and submitted to the Office of Alumni Affairs by the deadline. All nomination forms shall then be reviewed by the Board nominating committee. Individuals nominated by others will be contacted for approval or rejection of the nomination. All eligible nominees for the Board who agree to serve shall be placed on a ballot.

Ballots shall be disseminated to all eligible voting members of the Association. Information on each candidate shall be included with the ballot. Ballots shall be returned to the Office of Alumni Affairs and then given to the nominating committee for tabulation.

Once tabulations are completed, the nominees shall be contacted with the results and the new Board members announced at the Board's annual business meeting held during the annual reunion. Election results shall also be published by GCU and placed on the website. New Board members are installed at the conclusion of the Board's annual business meeting, at which time their respective terms of office begin.

#### 2.18.7.2.4.4 Board Officer Positions and Job Descriptions

Officers may serve concurrently as an officer in their local chapter and as a Board officer.

- The president is chief executive officer of the Association and
  - conducts all meetings;

- assists with the recommendation of committee chairpersons with other officers;
  - acts as advisor to committees when requested;
  - makes recommendations to fill a vacancy(ies) which may occur on the Board until the end of term or vacancy is filled;
  - attends all Board meetings, with at least one meeting attended in person, others may be attended either in person or via teleconference;
  - assumes the position of immediate past president upon completion of term as president;
  - represents the Association at any formal function of GCU, including university Board of Trustee meetings; and
  - conducts emergency officer meetings between regularly scheduled Board meetings if necessary.
- The vice president will, in the absence or disability of the president or at the president's request, assume the duties of the president for the unexpired term, and
    - assist with the recommendation of committee chairpersons with other officers;
    - advise established chapters upon request;
    - attend all Board meetings, with at least one meeting attended in person, others may be attended either in person or via teleconference;
    - act as chairperson of the alumni service award committee and present the award at the annual reunion;
    - aid the formation of new chapters; and
    - conduct Board meetings in the absence of the president.
- The secretary/treasurer
    - records minutes of all meetings and maintains attendance records of Board meetings;
    - assists with the recommendation of committee chairpersons with other officers;
    - attends all Board meetings, with at least one meeting attended in person, others may be attended either in person or via teleconference;
    - coordinates with the Office of Alumni Affairs so that all minutes are distributed in a timely fashion prior to meeting dates, and correspondence is made available for presentation to the Board; and
    - presents the initial annual Board budget, expenditures, and budget balance of Association funds with consultation of the Office of Alumni Affairs.
- The immediate past president
    - attends all Board meetings, with at least one meeting attended in person, others may be attended either in person or via teleconference;
    - serves as ex-officio member of any committee(s) of her/his choice;
    - presides at meetings in the absence of both the president and vice president; and
    - serves as an advisor to the Board.

#### 2.18.7.2.4.5 Tenure of Office for Board Officers

Officers may hold their positions for one term of three years and must cycle off for at least one term before seeking another officer position. The outgoing president automatically assumes the position of immediate past president. The other officers will be elected and serve terms as a block.

#### 2.18.7.2.4.6 Selection of Board Officers

All officers shall be selected by the existing Board at an executive session meeting prior to the annual Board business meeting held during the annual reunion. Any current Board member wishing to serve as an officer must provide a written statement to the Board eight weeks prior to the annual business meeting. At an executive session of the Board, said individuals must make an oral presentation that delineates their qualifications and reasons for seeking an officer position. Upon review of all statements, presentations, and questions and answer periods, all Board members not seeking the officer position in question shall vote to determine new officers. Once voting is completed, the new officers shall be announced at the next annual business meeting of the Board. Election results shall also be published by GCU and on the website. New officers are installed at the conclusion of the Board's annual business meeting at which time their respective terms will begin.

#### 2.18.7.2.5 *Article V – Committees*

Committees are composed of Board members and any other members of the Association who have either a full or associate membership (see Article III) and wish to participate. Board officers select the committee chairs from current Board members. Final committee selections are determined by the committee chairs. All committees have a minimum of 2 members and chair, except for the service award committee, which has 5 members. The director of alumni affairs serves as the administrative coordinator for all committee duties. Committees shall consist of but not be limited to the following: events, engagement, award, nominating, and constitution revisions.

#### 2.18.7.2.6 *Article VI – Chapters and Clubs*

Chapters are geographic-based organized groupings of alumni. Their purpose is to provide social events and life-networking opportunities for alumni and serve its membership through the promotion of the good will of GCU in their communities. Chapters may be formed when a group of alumni show sufficient interest within their city, county, region, state, or country. Those wanting to form a chapter must contact the Board and/or the director of alumni affairs for approval. Approval for assistance is voted on by the Board at a regularly scheduled meeting. Once a chapter is approved and active, it is required to provide a report on chapter activities at Board meetings (refer to The Chapter and Club Guide for more information).

Alumni clubs are special interest groups within the Association that gather on a periodic basis to promote that interest. These groups are usually coordinated through the Office of Alumni Affairs. Such groups do not have constitutions or officers, but are required to keep records of event attendance.

In accordance with GCU fiscal policy, all chapters and clubs using GCU's tax identification number for their accounts or activities must be included on GCU's financial statements and are subject to audit. To this end, all chapters and clubs must submit by July 10 of each year, copies of all bank statements for all accounts for the previous 12-month period (July 1 through June 30). Copies must be sent to the director of alumni affairs, who submits these records to the university's finance office.

### ***2.18.7.2.7 Article VII – Board Meetings***

#### **2.18.7.2.7.1 Meeting Attendees**

Board meetings are open to all Association members and guests but only those with a full or associate membership in the Association may vote. The Board will meet 4 times a year with the final meeting of the year coinciding with the annual reunion. That meeting shall serve as the annual business meeting of the Board. If deemed necessary, the Board may move any meeting into executive session. Additional Board meetings may be scheduled as needed.

#### **2.18.7.2.7.2 Special Student Representatives**

The president of the Student Government Association and the presidents of the current individual undergraduate classes are invited to attend Board meetings. They are entitled to the privilege of the floor; however, they may not vote or hold office.

#### **2.18.7.2.7.3 Director of Alumni Affairs**

The director of alumni affairs acts as a liaison between the Board and GCU, serves as administrator of Association records, and assists the Association in its activities. The director is entitled to the privilege of the floor but may not vote or hold office.

#### **2.18.7.2.7.4 Voting**

Issues addressed at Board meetings will pass by majority vote of voting members in attendance at said meeting.

### ***2.18.7.2.8 Article VIII – Amendments to the Constitution***

The constitution and/or bylaws may be amended by a simple majority of voting members at a regularly scheduled Board meeting, provided written proposal is presented to the Board for discussion and vote. The addendum will include all approved amendments. The constitution committee will periodically review these documents.

### **2.18.7.3 Policy on Library Services for Alumni**

Access to most library services and resources is restricted to currently enrolled students, staff and faculty. However, alumni are welcome to visit the library in person to access on-site resources.

Information about the library, its resources and hours of operation can be found at: <http://www.georgian.edu/library/index.htm>. An alumni card, obtained from the office of Alumni Relations, ext. 2244, Kingscote, must be presented at the Circulation Desk. At the Circulation Desk you may:



- Register for a library card
- Use reserve and audiovisual materials in the library
- Check out circulating books for four weeks (excluding IMC materials)
- Get a one (1) day user name/password to use library computers

#### ***2.18.7.3.1 Databases***

The library's contracts with database vendors do not include remote access for alumni; however, one-day on-site access is permitted if you identify yourself to the librarian at the reference desk. As a New Jersey resident your local public library may provide access to electronic resources within your residential area. Check with your local public library.

#### ***2.18.7.3.2 GCU Alumni***

Your alumni ID card will enable you to obtain a GCU library card at no charge. It must be activated at the Circulation Desk before use and must be presented to borrow materials. Your card may only be used by the person to whom it was issued. For additional information, please contact the Access Services Coordinator at ext. 2434.

Remember, you are responsible for all materials borrowed on your card. Borrowed materials should not be loaned to other individuals. Materials may be renewed once if not needed by another patron. Materials may be either renewed at the Circulation Desk or renewed on line under User Services: Renew Materials. Library borrowing privileges for alumni expire one year from date of issuance but may be renewed at no charge.

#### ***2.18.7.3.3 Overdue and Lost Book Fines***

The library strives to provide its patrons with equal access to its resources. However, it is a disservice to others when books are overdue or lost. Alumni can check the status of their account by calling the Circulation Desk. You can view the titles of your books checked out and dates due in the online catalog under User Services: User Status Inquiry. Alumni are liable for fines for overdue, damaged and lost items whether or not a notice is received.

#### ***2.18.7.3.4 Interlibrary Loans***

Interlibrary loan services are not available to alumni. Please contact your local public library to utilize this service.

### **Appendix 2.7.3.1: Emergency Procedure Manual**

This manual is intended to assist employees and students when they confront emergency situations on campus.

It outlines actions you should take in an emergency situation before emergency personnel arrive on the scene. Once university, local, county, state, or federal agency emergency personnel arrive, they will provide further instructions. The safety of everyone is our primary concern. This manual should be kept, at all times, in a readily recognizable and convenient location. It should be reviewed regularly and kept accessible to you.

Knowing the first action you should take in an emergency increases your chances of survival. Also, good first response hastens the return to serving students after a disruption.

Georgian Court University has been blessed and graced with an undisturbed history and a safe record. May God continue to bless us and our collective efforts to maintain this record.

Rosemary E. Jeffries, RSM, Ph.D.  
President

## **EMERGENCY RESPONSE PRIORITIES**

1. Protect Human Life
2. Prevent/Minimize Human Injury and Hardship
3. Safeguard the Assets of the University
4. Maintain/Restore Normal University Functions
5. Environment

## **POSSIBLE CAMPUS EMERGENCIES, ACTIVITIES, AND BEST RESPONSES**

1. Active Shooter
2. Acts of Terrorism
3. After Action Reports
4. Bomb Threat or Possible Explosive Device
5. Campus Community Training
6. Civil Disturbances
7. Communicable Disease
8. Continuity of Operations
9. Criminal or Violent Behavior
10. Disorderly Conduct
11. Emergency Response and Evacuation
12. Escaped Animals
13. Fire Safety
14. Floods
15. Food-Borne Illness
16. Hostage Situation
17. Hurricane Preparedness
18. Incident Command Structure
19. Lockdown
20. Medical Emergencies
21. Natural Disasters
22. Other Catastrophic Occurrences
23. Pandemic Occurrence
24. Psychological Crisis

25. Public Information / Emergency Notification Plans
26. Serious Crime
27. Shelter-In-Place
28. Threat and Vulnerability Assessment
29. Threatening Messages
30. Trapped in Elevator
31. Utility Failure
32. Weather Emergency

**Senior Staff**

<b>Name / Title</b>	<b>Campus Extension</b>
<b>Rosemary E. Jeffries, RSM, Ph.D</b> President	<b>2252</b>
<b>Evelyn Quinn</b> Provost	<b>2318</b>
<b>Suzanne Elliott, RSM</b> Vice President for Mission and Business Affairs	<b>2262</b>
<b>Ruth Ann Burns</b> Vice President for Marketing and External Affairs	<b>2256</b>

**Campus Emergency Response Team**

<b>Name / Title</b>	<b>Campus Extension</b>
<b>To Be Determined</b> Assistant Vice President for Operations	<b>2416</b>
<b>Karen Goff</b> Dean of Students	<b>2601</b>
<b>Patricia Dority, RN</b> Director of Health Services	<b>2757/2756</b>
<b>Jeff Gamblin</b> Chief Information Officer	<b>2327</b>
<b>Thomas Zambrano</b> Chief of Security/Incident Commander	<b>2613/2616</b>

<b>Mark Bianchi</b> Director of Facilities	<b>2678/2652</b>
<b>Carol Kontos-Cohen, Ed.D.</b> Director of Human Resources	<b>2287/2286</b>
<b>Kathryn Smith</b> Administrative Secretary, Office of the President	<b>2252</b>

### **Campus Crisis Intervention Team**

The Campus Crisis Intervention Team is activated to investigate and respond to any concern relating to a psychological issue.

<b>Name / Title</b>	<b>Campus Extension</b>
<b>Karen Goff</b> Dean of Students	<b>2601</b>
<b>Dr. Robin Solbach</b> Director of Counseling	<b>2681</b>
<b>Thomas Zambrano</b> Chief of Security/Incident Commander	<b>2613/2616</b>
<b>Maureen Rossi</b> Captain of Security	<b>2612</b>
<b>Crystal Lopez</b> Coordinator of Residence Life	<b>2533</b>

It is understood that should an emergency situation be declared, all university and contracted services employees will be on call as deemed to assist. Should you be called, you should report to the established command post.

For a direct line, dial 732-987 +extension.

### **Reporting Emergency Conditions**

If you observe an emergency condition of any kind, call Security at extension 2611 or 732-987-2611. Security will summon the appropriate support systems, including police, fire, ambulance services and Haz-Mat, as needed.

Dial 911 only if you observe a situation that is life threatening or the potential for severe injury to occur. Then notify Security at extension 2611 or 732-987-2611 (all campus red phones

connect directly to Security). There are 18 blue light emergency phones and 72 red in-building emergency phones on campus.

In the case of a residence hall emergency, you must also contact a member of the Residence Life staff at extension 2533 or 732-987-2533 (day) or 732-616-2499 (evening).

### **First Responses to Emergencies**

#### 1. University-Wide Messages about Emergencies

You will be notified via the following methods:

- a. Connect-Ed Mass Notification System
- b. Building Marshal notification
- c. Security Officer notification
- d. Voice message
- e. E-mail message

#### 2. Equipment and Facilities Protection/Shutdown

In the event of a serious emergency, you should shut off any machines with which you are working. The Facilities Department personnel will order a shutdown of the university's main utilities if a major emergency situation is declared or one is imminent. In all cases, the preservation of life and safety takes precedence over the protection of facilities and equipment.

#### 3. Evacuation Assembly Areas

Once outside, you must report to one of the building marshals in the assembly area for the building.

If the university is declared closed, after logging in with your building marshal, evacuate the university via routes designated by security officers or by police officers.

#### 4. Temporary Emergency Shelters/Casualty Stations

The Casino, Raymond Hall Dining Room, Gavan Student Lounge, Community Chapel

#### 5. Communications to Students, Employees and the Public

- a. Connect-Ed Mass Notification System
- b. WOBN 92.7
- c. News 12 New Jersey
- d. Web Page – Discussion Group
- e. Campus Telephone Message (732-987-2200)

### **Emergency Command Post Locations**

The university's primary command post is located in Maria Hall, 1<sup>st</sup> Floor Lounge. This building has an emergency generator. Also, there are ten emergency telephone lines in place, as well as a computer with wireless internet access and a fax line.

Telephone numbers to be used in an emergency when the command center is activated:

#1	732-364-2650
#2	732-364-1851
#3	732-364-0978
#4	732-364-1769
#5	732-364-1966
#6	732-364-2028
#7	732-364-3035
#8	732-364-3213
#9	732-364-3543
#10	732-364-3586

### **Inquiries from the Media**

Refer all media inquiries to the Office of Public Information and University Communications (extension 2266, 2269, 2270, or 2291; or 732-987-2266). It is imperative that all university communications are made through the Office of Public Information and University Communications to ensure accuracy.

### **Possible Campus Emergencies, Activities, and Best Responses**

#### **1. Active Shooter**

The following guidelines are intended to reduce your personal risk in the unlikely event that an active shooter incident should occur on campus.

If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

If you are inside a building when an event occurs, you should:

##### **a. Secure immediate area:**

- 1) Lock and barricade doors.
- 2) Do not stand by doors or windows.
- 3) Turn off lights.
- 4) Close blinds.
- 5) Block windows.
- 6) Turn off radios and computer monitors.
- 7) Keep yourself out of sight, and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from bullets). Separate; do not huddle in groups.
- 8) Put cell phones on vibrate.

##### **b. Un-securing an area:**

- 1) Consider risks before un-securing rooms.
  - 2) Remember, the shooter will not stop until he/she is engaged by an outside force.
  - 3) Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
  - 4) Consider the safety of masses versus the safety of a few.
  - 5) If doubt exists for the safety of the individuals inside the room, the area should remain secured.
  - 6) Know all alternate exits in your building.
- c. Contacting authorities:
- 1) Use Emergency 911.
  - 2) Dial Security at extension 2611 or 732-987-2611.
  - 3) Be aware that the Security number may be overwhelmed. E-mail may also be an option if, under the circumstances, you are unable to speak. Security personnel to e-mail are: Chief Thomas Zambrano ([zambrano@georgian.edu](mailto:zambrano@georgian.edu)), Captain Maureen Rossi ([rossim@georgian.edu](mailto:rossim@georgian.edu)), and Patricia Sweeney ([sweeneyp@georgian.edu](mailto:sweeneyp@georgian.edu)).
- d. What to report:
- 1) Your specific location: building name and office/room number.
  - 2) Number of people at your specific location.
  - 3) Injuries: number injured, types of injuries.
  - 4) Assailant(s): location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identify if known, separate explosions from gunfire, etc.
- e. Lakewood Township Police response:
- 1) Objective is to engage assailant(s) immediately.
  - 2) Evacuate victims.
  - 3) Facilitate follow-up medical care, interviews, counseling.
  - 4) Investigation.
- f. You will be notified via the following methods:
- 1) ConnectEd notification.
  - 2) Building Marshal notification.
  - 3) Security Officer notification.
  - 4) Voice message.
  - 5) E-mail message.
2. Acts of Terrorism
-



Georgian Court University works cooperatively with the Lakewood Township Police Department, Ocean County Prosecutor's Office (Homeland Security Unit), state law enforcement, federal law enforcement (F.B.I.), and Joint Terrorism Task Force (JTTF) sharing any pertinent information in a timely manner. Georgian Court University Security Department will monitor data through the Office of Homeland Security and will evaluate all data which poses a threat and will communicate this information to the above agencies. Georgian Court University Security will continue to provide vulnerability assessment(s) throughout the campus and locality. Security will view its CCTV monitoring system and report all suspicious behavior to proper law enforcement authorities. Whenever there is an increased alert, Security will increase patrols and physical checks of the campus and communicate any suspicious activity to proper law enforcement sources.

### 3. After Action Reports

Georgian Court University will conduct after action debriefings of all incidents as appropriate with members of the Emergency Response Team, university officials, and members of campus Security. A detailed reporting of the debriefing will be documented and used for future training and future improvements.

### 4. Bomb Threat or Possible Explosive Device

If you receive a phone call, verbal or physical threat, suspicious mail or package, remain calm, call GCU Security at extension 2611 or 732-987-2611, and contact your immediate department head as well.

Obtain the following information:

- a. If you have caller ID display, copy the numbers and/or letters. Do not hang up the phone. Immediately have someone call Security at extension 2611 or 732-987-2611 from another phone. Do not use a cell phone or radio. Give the name, phone number, and room number where the bomb threat is received so we can reach you.
- b. Listen, be calm and courteous, do not interrupt the caller, and obtain as much information as you can.
- c. Take notes on exact phrases or statements. Note the time the call is received, the sex of the caller, if the caller has an accent, his or her attitude, if there are any background noises that can help identify where the caller may be located (bells, traffic, etc.). Try to keep the caller on the line as long as possible.
- d. The most crucial information is to obtain from the caller when the bomb will explode, where it is located, and what the bomb looks like. Ask the caller his or her name, if they placed the bomb, and where they placed the bomb.
- e. **DO NOT USE** cell phones or two-way radios because radio signals have the potential to detonate a bomb. If at all possible, use a landline phone.
- f. Follow instructions of security/police on the scene.
- g. Do not touch or move a suspicious package. Common characteristics of suspicious packages are an unexpected delivery, the lack of a return address, excessive postage, stains, and strange odors or sounds.

If the threat is received in writing, the letter or note should be turned over to the Security Department who will relay the information to the proper authorities. The letter or note should be handled as little as possible as it may be useful in an investigation.

If the threat was left on a voicemail, notify the Security Department at extension 2611 or 732-987-2611 immediately.

If you receive a bomb threat, the following questions should be asked of the caller:

- a. When is the bomb going to explode?
- b. Where is it right now?
- c. What does it look like?
- d. What kind of bomb is it?
- e. What will cause it to explode?
- f. Did you place the bomb? Why? Are there additional devices?
- g. What is your name? What is your address?

#### 5. Campus Community Training

Georgian Court University will follow the recommendations of the Campus Security Task Force, the Office of Homeland Security and Preparedness, and the Mental Health Subcommittee on “Campus Community Training” on mental health awareness training to students and key campus personnel and will continue this training through the 2010-2011 academic year.

#### 6. Civil Disturbances

Civil disturbances can occur without warning or notice and paramount concern is for officer/civilian safety. Georgian Court University has an unarmed security force and will immediately notify local law enforcement (Lakewood Police Department) in the event of a civil disturbance. Georgian Court University officers will assist with intelligence and monitor and report CCTV activity to Lakewood Police Department. Lakewood Police Department will be the lead agency and work with their local law enforcement agencies. Lakewood Chief of Police or designee will coordinate mutual aid and work with county, state, and federal agencies. The Chief of Security/designee (GCU) will report the situation to Georgian Court University administrators. The use of Connect-Ed, phone system, computer and other external sources will be used to notify the campus community of information.

#### 7. Communicable Disease

Serious communicable diseases (i.e. measles, meningitis, etc.) can erupt on campus and spread rapidly, given the close proximity of large numbers of persons. New Jersey State immunization regulations for students have helped to limit, but not eradicate, such illnesses.

In the event physical symptoms appear that seem to indicate that a serious communicable disease may be present on campus, Health Services will report that information to the State Department of Health. The Department of Health will then advise the university concerning

the specific measures it should take given the likely identity of the disease and recommended public health protocols.

#### 8. Continuity of Operations

Georgian Court University will work with all local, county, state, and federal agencies during any emergency situation. Discussions and contacts have been established.

Georgian Court University has established business continuity plans:

- a. The University has six (6) generators on campus, one of which is portable. All residence facilities are equipped with same. Operations can continue with power in residence halls. There are other generators on campus for the Gatehouse, Arts and Science Building, and Mansion, which would allow for operations to continue.
- b. The university has a three (3)-day supply of food on campus. All buildings are equipped with Shelter-In-Place supplies (water, first aid supplies, flashlights, radios, etc.).
- c. Information Technology has an established plan for preserving computer data.

The university has several other considerations under review in the event of an emergency or catastrophic occurrence.

#### 9. Criminal or Violent Behavior

If you observe a crime in progress or observe behavior that you suspect is criminal or violent, immediately notify Security at extension 2611 or 732-987-2611. Security will notify Lakewood Police Department immediately. If you call 911 first, please call Security at extension 2611 or 732-987-2611 immediately after. Please stay on the line and report as much information as possible including:

- a. What the person(s) is/are doing.
- b. Where it is happening.
- c. Physical and clothing description of those involved.
- d. Weapons involved and, if so, what type.
- e. Vehicle description and license plate number if appropriate.
- f. Last seen direction of travel.

Do not approach or attempt to apprehend the person(s) involved. Stay on the phone (if possible) and provide additional information as changes occur in the situation until the first officer arrives at your location.

Say calm.

#### 10. Disorderly Conduct

If a fight or some other type of disorderly conduct erupts in which injury to persons or property occurs or appears imminent, notify Security at extension 2611 or 732-987-2611 of the situation. If necessary, Security will contact the Lakewood Police.

## 11. Emergency Response and Evacuation

If you observe an emergency condition of any kind, call Security at extension 2611 or 732-987-2611. Security will summon the appropriate support systems, including police, fire, ambulance, and Haz-Mat services as needed.

Dial 911 only if you observe a situation that is life threatening or has the potential for severe injury to occur; then notify Security at extension 2611 or 732-987-2611 (all campus red phones connect directly to Security). There are 18 blue light emergency phones and 72 red in-building emergency phones on campus.

In the case of a Residence Hall emergency, you must also contact a member of the Residence Life staff at extension 2533 or 732-987-2533 (day) or 732-616-2499 (evening).

The university uses “Connect-Ed” to notify members of the campus community via phone, text messaging, etc. of emergency situations.

The designated building marshal will direct evacuation procedures.

- a. When a fire alarm sounds, the building marshal will assist persons in their assigned area to evacuate the building using the nearest exit.
- b. Instructors should collect their class list and escort students out of the building following the instructions of the building marshal.
- c. Once outside, you must report to one of the building marshals in the assembly area for the building.
- d. If a person with a disability is present, assist the individual in finding a safe refuge (e.g., balcony, lower floor, etc.). Immediately notify the building marshal, Security, police or fire official of that location so that they can act on the situation.
- e. When the marshal determines that everyone has evacuated his or her assigned area, he/she will leave the building.
- f. When outside the building, the building marshal will assist the Security officers in keeping all unauthorized persons from blocking fire lanes or from re-entering buildings. No one may re-enter the building until permission is received from the building marshal, Security, police or fire officials (even if the alarm stops ringing).
- g. If the university is declared closed, after logging in with your building marshal, evacuate the university via routes designated by Security officers or police officers.

## 12. Escaped Animals

Report of an animal (wild or domesticated) on campus is investigated by the Georgian Court University Security Department. If Security determines that the animal is at large, sick or injured, and/or a threat to humans or other wildlife, the township animal control officer is called at 732-905-3405 (after hours 732-363-0200). Georgian Court University Security will set up a perimeter, if possible, to keep humans a safe distance from the animal until the animal control officer arrives.

## 13. Fire Safety

Fire is by far the most likely large-scale emergency condition that any university could face. The following is the basic survival information adapted from Federal Government publications:

- a. If you see the fire or smoke condition, immediately call 911 or Security at extension 2611 or 732-987-2611. Give clear and exact information concerning the fire's location. Sound the fire alarm.
- b. If a fire alarm sounds in one of the university's buildings, remain calm. Leave immediately by the nearest fire exit, closing all doors behind you. Do not run. Use the stairs. Do not use the elevators. Follow the directions of the building marshal.
- c. Stay low to the ground in a burning building. Heat and smoke will rise. Hot air can scorch your lungs, and smoke may contain toxic fumes. Take short breaths and, if possible, cover your face with a cloth (preferably damp), and breathe through your nose.
- d. Be certain of the nearest escape route and proceed to exit the building. Do not enter an area where there is evidence of smoke or fire.
- e. Check doors with back of hand before opening them. If a door or a doorknob is hot, do not open it. If it is cool, open it carefully, keeping your head to one side to avoid a blast of hot air.
- f. If your clothing catches fire: Stop, Drop and Roll.
- g. Once you safely escape the building fire, do not go back inside the building.

### **Evacuation Procedures**

The designated building marshal will direct evacuation procedures.

- a. When a fire alarm sounds, the building marshal will assist persons in their assigned area to evacuate the building using the nearest exit.
- b. Instructors should collect their class list and escort students out of the building following the instructions of the building marshal.
- c. Once outside, you must report to one of the building marshals in the assembly area for the building.
- d. If a person with a disability is present, assist the individual in finding a safe refuge (e.g., balcony, lower floor, etc.). Immediately notify the building marshal, security, police, or fire official of that location so that they can act on the situation.
- e. When the marshal determines that everyone has evacuated his or her assigned area, he/she will leave the building.
- f. When outside the building, the building marshal will assist the Security Officers in keeping all unauthorized persons from blocking fire lanes or from re-entering buildings. No one may re-enter the building until permission is received from the building marshal, security, police or fire officials (even if the alarm stops ringing).

- g. If the university is declared closed after logging in with your building marshal, evacuate the university via routes designed by Security officers or police officers.

#### 14. Floods

In the event of torrential rain and weather conditions which results in campus flooding or by a water main break or other natural disaster, Georgian Court University Security Officers will make notification utilizing the proper security notification(s). Security will then notify the Director of Facilities/designee, as well as the Assistant Vice President for Operations. The Facilities Department will be the lead department to assist with clean up. The Director of Facilities will coordinate all off-campus vendor assistance.

#### 15. Food-Borne Illness

Nausea, vomiting, cramps, and diarrhea often characterize a food-borne illness. It is sometimes accompanied by fever. A food-borne illness is suspected when more than one complaint is received from persons having similar symptoms. Any suspected food-borne illness that is believed to have occurred as a result of eating at the university should be reported to the Director of Health Services immediately. After hours, call Security at extension 2611 or 732-987-2611.

#### 16. Hostage Situation

A hostage situation is an immensely terrifying situation and the following are recommendations to follow:

- a. **Stay calm** – you can build internal courage by remaining calm. You will also think more clearly.
- b. **Think rationally** – measure realistic and unrealistic moves before you act. Stay focused and create a survival mindset.
- c. **Observe details** – be aware of your surroundings with as much detail as possible. This may help you plan your escape, understand the captor's motives and aid law enforcement to apprehend suspects later.
- d. **Stay strong** – don't cry or beg. Don't challenge an abductor.
- e. **Cooperate and build rapport** if given the opportunity.
- f. **Follow instructions** in a rescue operation.

#### 17. Hurricane Preparedness

The following are suggested actions to be taken prior to the arrival of a storm:

- a. Check battery-powered equipment such as radios and flashlights. Buy extra batteries.
- b. Secure outdoor objects.
- c. Keep your vehicle fueled should evacuation become necessary.
- d. Be aware of where evacuation routes are located.

During a hurricane, you should stay indoors and away from glass doors and windows. If possible you should take refuge in a small interior room, closet or hallway. In a multiple

story building, go to the first or second floor (including basements) and stay in interior rooms away from windows. Lastly, you should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck.

#### 18. Incident Command Structure

Georgian Court University will follow the National Incident Management System (NIMS) and the Incident Command System (ICS) in responding to emergency situations on the campus. The Chief of Security is the Incident Commander; in his/her absence the Captain of Security; in his/her absence the highest ranking Security officer assumes the role of Incident Commander. In the absence of a Security Incident Commander, the Assistant Vice President for Operations will become the Incident Commander. The university has a non-sworn Security Department; and in the case of an incident wherein other outside agencies are called in, a dual incident command structure would be implemented. (Note: this system has been practiced with Lakewood Police during previous drills.)

#### 19. Lockdown

The following guidelines are intended to reduce your personal risk in the unlikely event of an emergency situation occurring on campus which would require us to go into a lockdown.

If you are outside you should stay in this position until you hear directions to move and continue normal activities. You will be notified via the following methods:

- a. ConnectEd notification.
- b. Building Marshal notification.
- c. Security Officer notification.
- d. Voice message.
- e. E-mail message.

If you are in a building when an event occurs, you will be notified via the following methods:

- a. ConnectEd notification
- b. Building Marshal notification.
- c. Security Officer notification.
- d. Voice message.
- e. E-mail message.

You should immediately:

- a. Secure immediate area.
- b. Lock and barricade doors
- c. Put cell phones on vibrate.

Contacting authorities:

- a. Use Emergency 911.

- b. Dial Security at extension 2611 or 732-987-2611.
- c. Be aware that the Security number may be overwhelmed. E-mail may also be an option if, under the circumstances, you are unable to speak. Security personnel to e-mail are: Chief Thomas Zambrano ([zambrano@georgian.edu](mailto:zambrano@georgian.edu)), Captain Maureen Rossi ([rossim@georgian.edu](mailto:rossim@georgian.edu)), and Patricia Sweeney ([sweeneyp@georgian.edu](mailto:sweeneyp@georgian.edu)).

## 20. Medical Emergencies

Should you witness an individual who appears to be injured or experiencing medical difficulties that are not life threatening, contact the University Health Center located on the second floor of the Casino at extension 2756 or 2758 or 732-987-2756. Then contact Security at extension 2611 or 732-987-2611.

If the emergency occurs after hours, contact Security immediately at extension 2611 or 732-987-2611 to let them know the specific location of the victim (building and room number), so that they can direct the ambulance to that site when it arrives on campus.

Try to give the nurse or emergency personnel as detailed a description of the problem as possible. It may be helpful to clear the area of spectators. Remain with the victim until help has arrived. If medical transport to an area hospital is not deemed necessary by medical personnel, assist the victim in securing a safe means of transportation home if she/he is unable to drive. Phoning friends or relatives of the individual, whom she/he has given you permission to contact, may accomplish this.

## 21. Natural Disasters

Electrical Storms/Lightning: Although electrical storms are common occurrences, you should be aware of the following:

- a. Seek shelter indoors or in a vehicle immediately.
- b. Avoid showering/bathing as plumbing/bathroom fixtures conduct electricity.
- c. Avoid using a corded phone except for emergencies. Cordless and cell phones are safe to use.
- d. Power surges from lightning can cause serious damage to electrical items such as computers; therefore, unplug appliances.

Tornado: Once spotters and/or radar have identified an actual tornado in the area, you should immediately go to an underground room, if possible, or take refuge in a small interior room, closet or hallway. In a multiple-story building, go to the lowest floor and stay in interior rooms away from windows and doors. Go to the center of the room and avoid corners (they attract debris). You should lie on the floor under a table or other sturdy object. Use your arms to protect your head and neck. You should avoid sheltering in places with a wide span roof, such as the Casino, auditoriums, or the gym. Lastly, you should not seek shelter in a vehicle.

## 22. Other Catastrophic Occurrences



Call Security at extension 2611 or 732-987-2611, then Lakewood Police will be contacted immediately. If you call 911 first, **PLEASE** call Security at extension 2611 or 732-987-2611 immediately thereafter.

### 23. Pandemic Occurrence

H1N1/Swine Flu, Avian Flu, or any other occurrence should be reported immediately to the Director of Health Services at extension 2757 or 732-987-2757. After hours, call Security at extension 2611 or 732-987-2611. A Campus Emergency Response Plan is on file at the Health Services office.

### 24. Psychological Crisis

A psychological crisis is a sudden, severe emotional disturbance, which may be characterized by the following symptoms or warning signs: risk (or threat of risk) of harm to self, other or property; bizarre behavior; extreme confusion; nervousness or sadness; uncontrollable behavior; and/or drug or alcohol overdose.

Concern for the physical well being of the individual is the top priority in addressing this type of emergency. Should you witness a psychological emergency, clear the area of spectators, and contact the University Counseling Center immediately at extension 2680 or 732-987-2680. If after hours, contact Security at extension 2611 or 732-987-2611 immediately. There is a Psychological Emergency Manual located in our Counseling Center.

### 25. Public Information / Emergency Notification Plans

Georgian Court University will contact its students, staff, and the community via the following methods in the event of an emergency:

- a. ConnectEd mass notification.
- b. Campus voice mail.
- c. Campus e-mail.
- d. Security PA announcements.
- e. Building Marshal / RA notification via hand talkie radios.
- f. Web page – Discussion Group.
- g. Campus telephone message – 732-364-2200.
- h. Radio stations
  - 1) WOBFM-FM 92.7
  - 2) WJLK-FM 94.3
- i. News 12 New Jersey

Refer all media inquiries to the Office of Public Information and University Communications (extension 2266, 2269, 2270 or 2291 or 732-987-2266). It is imperative that all university communications are made through the Office of Public Information and University Communications to ensure accuracy.

## 26. Serious Crime

If you observe a crime being committed against persons or property, do not try to personally intervene. Call Security at extension 2611 or 732-987-2611 to assist you. If possible, immediately obtain a detailed description of the criminal.

## 27. Shelter-In-Place

In the event of an emergency, for example, where hazardous materials may have been released into the atmosphere, all members of the university community will be asked to Shelter-In-Place and remain in the building. All buildings have designated Building Marshals and Shelter-In-Place areas that contain emergency supplies. Please follow the instructions of Security and your Building Marshals, as they will be the key persons to receive and distribute information on site.

Shelter-In-Place areas are:

- a. Arts and Science Building: 2<sup>nd</sup> floor main hallway and Art Gallery; Science wing – 2<sup>nd</sup> floor main hallway.
- b. Casino: Health Center – 2<sup>nd</sup> floor; EOF – 2<sup>nd</sup> floor; Gym area – 1<sup>st</sup> floor; Student Support Services – 2<sup>nd</sup> floor.
- c. Community Chapel: Chapel area.
- d. Facilities: Office area.
- e. Farley Center: 1<sup>st</sup> floor lobby and both corridors.
- f. Gatekeeper's Lodge: Kitchen area.
- g. Gatehouse: Main Entrance.
- h. Hamilton Hall: 3<sup>rd</sup> floor.
- i. Kingscote: President's Office; 3<sup>rd</sup> floor.
- j. Lake House: 2<sup>nd</sup> floor.
- k. Library: 2<sup>nd</sup> floor.
- l. Mansion: 2<sup>nd</sup> floor.
- m. Maria Hall: 3<sup>rd</sup> floor hallway, north and west.
- n. Mercedes Hall: Room 102 and hallway.
- o. Mercy Center: One Stop area.
- p. Mercy Hall: 2<sup>nd</sup> floor.
- q. Music Center: 2<sup>nd</sup> floor hallway.
- r. Raymond Hall, East: 2<sup>nd</sup> floor hallway; School of Education, 2<sup>nd</sup> floor hallway; Room 201/staff lounge; West: Community Learning Center, 2<sup>nd</sup> floor.
- s. St. Joseph Hall: 2<sup>nd</sup> and 3<sup>rd</sup> floors; north hallways.

- t. St. Catherine's Hall: 3<sup>rd</sup> floor.
- u. Wellness Center: Gym floor; Athletics office corridor; dance studio; and locker rooms.
- v. 801 Lakewood Avenue: Hallway and kitchen area.
- w. 851 Lakewood Avenue: Conference room, foyer, and Operations office area.

## 28. Threat and Vulnerability Assessment

Georgian Court University is following the International Association of Campus Law Enforcement Administrators (IACLEA) Threat and Risk Assessment Tool to prevent and deter threats on our campus. Further, officers have been trained in the Homeland Security Surveillance Detection course.

## 29. Threatening Messages

Threatening messages received via e-mail or print mail should not be destroyed, altered, or deleted. Notify Security at extension 2611 or 732-987-2611.

## 30. Trapped in Elevator

Use the emergency phone located within the elevator to call Security. Remain calm and wait for assistance.

## 31. Utility Failure

Whether an emergency condition exists alone or in conjunction with another emergency situation, one or more campus utilities may cease to function. These include water, heat/air-conditioning, electricity, sewage removal, telephone service, gas, etc. The loss of an essential utility should be reported immediately to the Director of Facilities at extension 2652 or 732-987-2652. After hours, call Security at extension 2611 or 732-987-2611.

Generally, the loss of one or more such utilities for a brief period of time can be tolerated. The university will continue to function, perhaps at a reduced level of effectiveness and efficiency. Longer delays in service restoration, either locally on the campus or in the broader community surrounding the university, may result in a decision to temporarily close the university operations. You will be notified through available means if that is the case. It may also be that a particular utility (especially gas or electricity) could experience a condition that leads to immediate threats to life or safety. In those instances, a quick evacuation of affected areas will take place supervised by the building marshal.

## 32. Weather Emergency

The most likely weather emergencies the university will face are hurricanes or blizzards. In each case, given current technologies, adequate warning is likely to be available to the campus community. The university's closing procedure will be invoked when it appears health and safety could be dangerously compromised. Weather emergencies will be communicated through radio stations and on the university's information line. If high winds occur while you are at the university, you should move away from the windows, taking refuge in interior offices or hallways. In all instances, everyone should use care and good judgment in making a decision about traveling to/from campus.



### Appendix 2.7.5.4.5.1: Employee Request for Material Safety Data

This form shall be used by employees when requesting a copy of a Material Safety Data Sheet. Employees are entitled to MSDS's only on substances to which they are exposed, expect to be exposed, have been exposed, or may be exposed in a foreseeable emergency.

#### INSTRUCTIONS

1. Obtain a copy of this form from your Department Supervisor or the OSHA HCS Administrator.
2. Fill out the form as completely as possible, sign, date, and return it to the manager from whom the MSDS was requested.
3. You will receive a copy of the MSDS within 15 working days along with a copy of your request. Upon receipt, sign and date the bottom of the request form certifying that you have received the desired material and return it to the manager who supplied the copy of the MSDS.

---

(Please Print) Temp. Agency \_\_\_\_\_

Name \_\_\_\_\_ Employee # \_\_\_\_\_

Division/Department No. \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

#### Description of Substance:

Chemical/Trade/Brand Name \_\_\_\_\_

Product/Catalog Number \_\_\_\_\_

Manufacturer (Name & Address) \_\_\_\_\_

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

I certify that I received the above requested information

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Appendix 2.7.5.4.5.2: Hazardous Chemical Communication Plan**

If you have any questions, concerns or suggestions about chemical use and exposure in your Department, please discuss them with your supervisor or any member of the safety committee identified below.

If you have questions about the OSHA Hazard Communication Standard contact:

The Director of Human Resources/OSHA HCS Administrator

The following written material is available to you at all times during each work shift either from your Department Supervisor, or the OSHA HCS Administrator and will also be located in the building Environmental Services closets.

- OSHA Hazard Communication Standard
- Georgian Court Hazardous Chemical Communication Program
- Material Safety Data Sheets (MSDS's)
- Georgian Court Hazardous Chemical List

If you would like a copy of an MSDS for a particular chemical you use or may be exposed to, you may obtain a request form from your Department Supervisor or the OSHA HCS Administrator.

If a chemical or sample is requisitioned, notify the designated buyers or the HCS Administrator before the substance is brought into the Company. MSDS's are required.

The Environmental Safety Committee is charged with auditing compliance with OSHA's Hazard Communication Standard. (See Volume I, paragraph 1.7.4.9)

**Appendix 2.7.5.5.1: Employee Training Verification Form/Chemical Hazard Communication Program**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Date Hired: \_\_\_\_\_ End of Employment: \_\_\_\_\_

Section A - To be completed by the Supervisor or lead person and signed by the new employee.

Copy to: \_\_\_\_\_ (HCS Administrator), copy to Supervisor,  
copy to: \_\_\_\_\_

(Check applicable)

\_\_\_\_\_ OSHA Hazard Communication Standard Overview

\_\_\_\_\_ Instruction on Access to Written Materials and Internal Resources

Instructor \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

SECTION B - To be filled out by Department Supervisor/Trainer and signed by employee.

Copy to \_\_\_\_\_ (HCS Administrator), copy to Supervisor, copy to Office of Human Resources

(Check applicable boxes; indicate if N/A)

Appendix 2.7.5.5.1: Employee Training Verification Form/Chemical Hazard Communication Program

\_\_\_\_\_ New Employee

\_\_\_\_\_ New Chemical

\_\_\_\_\_ Hazard Update

Name of Chemical \_\_\_\_\_

\_\_\_\_\_ Chemical Locations

\_\_\_\_\_ Label Location

\_\_\_\_\_ Detection Methods

\_\_\_\_\_ Eye Wash

\_\_\_\_\_ Physical/Health Hazards

\_\_\_\_\_ Fire Blanket

\_\_\_\_\_ Safe Handling/Safety Equipment

\_\_\_\_\_ First Aid Kit

\_\_\_\_\_ Material Safety Data Sheet Instruction

\_\_\_\_\_ HMIS Poster

\_\_\_\_\_ Labeling Instruction

\_\_\_\_\_ Emergency Numbers

\_\_\_\_\_ Evacuation Routes

\_\_\_\_\_ Other

Employee \_\_\_\_\_

Position hired for \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Hazard Comm. Admin. \_\_\_\_\_

Date \_\_\_\_\_



## **Appendix 2.7.6: Response Procedure for Exposure to Blood Borne Pathogens**

Any direct exposure to blood or body fluids occurring at Georgian Court must be reported to the Director of Human Resources who is the infection control coordinator.

1. High risk employees with cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc. must wear appropriate protective equipment (i.e., occlusive bandages, gloves, gowns, masks, etc.) when performing tasks that may involve exposure to another person's blood or body fluids.
2. All human blood or body fluids should be considered potentially infectious at all times.
3. Should a person be known to be infected with a contagious or infectious disease, employees must wear protective clothing when providing treatment to that person.
4. Should a skin exposure to blood or body fluids occur, the employee should:
  - a. Cease the procedure as soon as it is safe and/or practical to do so;
  - b. Wash the exposed area thoroughly with soap and running water;
  - c. Report the incident to the accident investigator; and
  - d. Fill out and complete an exposure report form.
5. If the skin exposure involves large amounts of blood or prolonged contact with blood, especially if the exposed skin is chapped or otherwise broken, use alcohol or peroxide as an antiseptic after thorough hand washing, if desired.
6. Should exposure to blood or body fluids occur to the eyes or mouth, the employee should:
  - a. Flush the exposed area immediately with water;
  - b. If desired, rinse the mouth with peroxide;
  - c. Report the incident to the accident investigator; and
  - d. Fill out and complete an exposure report form.
7. Should an exposure to blood/body fluids occur from a needle stick, cut from a sharp instrument, or contamination of an open wound or broken skin, the employee should:
  - a. Allow the wound to bleed freely;
  - b. Wash the exposed area with soap and water;
  - c. Apply antiseptic as desired:
    - 1) Isopropyl alcohol 70% or
    - 2) Hydrogen peroxide 3%.
  - d. Report the incident to the accident investigator; and
  - e. Fill out and complete an exposure report form.
8. Cleaning Up Spills or Splashes of Blood or Body Fluids
  - a. Gloves
  - b. Bleach or other approved cleaning solution
  - c. Spray bottle
  - d. Water
  - e. Cloth or paper towels
  - f. Red plastic bag

**Appendix 2.7.6.2.6: Hepatitis B Vaccine**

All employees who are at substantial risk of an exposure to blood or body fluids during the performance of their job will be afforded the opportunity to receive the Hepatitis B Vaccination series, following these guidelines:

1. Georgian Court will provide, at no cost to employees, immunization against Hepatitis B to those high-risk employees who have not previously received the vaccine series or who are not known to be immune to the Hepatitis B Virus (HBV).
2. Unless specifically requested by the employee's personal physician, employees who have a history of immunosuppressive disorders, receive hemodialysis, or are infected with HIV will not be administered immunization in accordance with this policy.
3. Should an employee's personal physician request that immunization be administered, the employee's physician will be required to monitor the employee and provide Georgian Court with appropriate medical information within 15 days of the completion of the employee's evaluation.
4. Employees who are pregnant at the time of immunization must provide the infection control coordinator with written authorization from their obstetrician before the vaccine may be administered.
5. Lactating mothers must provide the infection control coordinator with written authorization from their pediatrician before the vaccine may be administered.
6. All employees will be provided with a fact sheet concerning the Hepatitis B Vaccine and will be required to sign an affidavit that the employee understands such information and whether or not consent is given to administer the Hepatitis B Vaccine series. A copy of the signed affidavit will be placed in the employee's medical record.
7. Since the Hepatitis B Vaccine series will be administered by Georgian Court, the infection control coordinator will be responsible for taking these measures:
  - a. Screening employees who suspect they may be immune for anti-HBV prior to initiating the vaccine series;
  - b. Providing the employee counseling if the test returns positive and referring the employee to a personal physician for follow-up;
  - c. Providing the employee with Hepatitis B information and explaining the hepatitis B vaccine doses by taking these steps:
    - 1) Asking if the employee is hypersensitive to yeast. (Deferring if yes);
    - 2) Asking female employees if they are pregnant or lactating;
    - 3) Explaining concerns regarding:
      - a) Immunosuppressed persons;
      - b) Persons receiving hemodialysis; and
      - c) Persons with HIV infection.

- d. Informing employees that, by accepting the vaccine they are free from infections and/or conditions outlined above;
  - e. Taking each employee's temperature and asking if the employee had an infection before administering the vaccine. (Note: If the employee's temperature is greater than 100 or if the employee has an infection, immunization will be postponed until the condition has cleared.);
  - f. Obtaining informed consent from the employee using the form set forth at the end of this Appendix;
  - g. Administering the first Hepatitis B Vaccination (1.0 ml) in the right deltoid muscle as soon as possible before potential exposure to blood;
  - h. Making an appointment for the employee to return in 30 days for the second vaccination;
  - i. Asking about any reactions from the initial dose when the employee returns for the second vaccination;
  - j. Administering the second Hepatitis B Vaccination (1.0 ml) in the left deltoid muscle if no or minimal side effects occurred from the initial dose;
  - k. Making an appointment for the employee to return in five months for the third vaccine; and
  - l. Administering the third Hepatitis B Vaccination (1.0 ml) in the right deltoid muscle if no or minimal side effects occurred from the second dose.
8. Should the vaccine series be interrupted, it will be resumed when convenient for the employee.
- (Note: The second and third doses of vaccine must be separated by at least three to five months.)
9. Should the employee receive an immunization from the employee's personal physician, the employee will be responsible for providing the infection control coordinator with proof of immunization. A copy of the immunization record must be filed in the employee's personnel records.
10. Should a newly hired employee be receiving the Hepatitis B immunization series, the immunization will continue until the series is completed.
11. Should an employee initially decline the vaccination and later decide to accept the vaccination, a vaccination will be provided at that time in accordance with the procedures set forth in this policy.
12. Booster vaccinations will be provided as recommended by current CDC and OSHA guidelines.
13. The Hepatitis B vaccination series will be made available to employees after the employee has received information concerning Hepatitis B, and within ten days of the employee's initial job assignment which may include a potential occupational exposure.
14. Inquiries concerning Hepatitis B immunization should be referred to the infection control coordinator.

**INFORMED CONSENT  
HEPATITIS B VACCINATION**

*Please answer the following questions:*

1. Have you ever had a severe allergic reaction to baker’s yeast or a previous dose Hepatitis B vaccine? \_\_\_\_\_
2. Do you have a chronic medical condition: \_\_\_\_\_
3. Do you have any illness with fever now? \_\_\_\_\_
4. Are you pregnant or breastfeeding now? \_\_\_\_\_
5. Date of last menstrual period: \_\_\_\_\_

**INFORMED CONSENT**

“I have read or have had explained to me the information about Hepatitis B vaccine. I have had a chance to ask questions that were answered to my satisfaction. I believe I understand the benefits and risks of the Hepatitis B vaccine and ask that the vaccine be given to me.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

-----  
-----  
**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Vaccine Type

\_\_\_\_\_  
Manufacturer

\_\_\_\_\_  
Site of Injection

\_\_\_\_\_  
Lot # / Expiration

\_\_\_\_\_  
Date Vaccine Administered

\_\_\_\_\_  
Signature of Vaccine Administrator

**HEPATITIS B VACCINE DECLINATION**

I have received Hepatitis B vaccine prior to my employment at Georgian Court

Year Vaccination Received: \_\_\_\_\_

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I understand that I can receive the vaccination series at no charge to me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 2.7.8: Health Insurance Privacy and Portability Act Acknowledgement Form**

**ACKNOWLEDGEMENT FORM**

I have received the Notice of Privacy Practices and I have been provided an opportunity to review it.

\_\_\_\_\_  
Name of Patient (please print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Legal Representative, Relationship to Patient



2. Give details of procedures that relate to subjects' participation.

(a) How are subjects recruited? What inducement is offered?

(Append copy of letter or advertisement or poster, if any.)

(b) Number and salient characteristics of subjects – age range, sex, institutional affiliation, other special criteria

(c) Describe how permission has been obtained from cooperating institution(s) – school, hospital, prison, or other relevant organization. (Append letters.) Is the approval of another Institutional Review Board required?



(d) What do subjects do, or what is done to them, or what information is gathered? (Append copies of any instructions or tests or questionnaires.) How many times will observations, tests, etc., be conducted?

3. List any assistant(s) who will be working with you. Cite your and their experience with this kind of research. (If no one but yourself will be collecting data, state that fact.)

4. How do you explain the research to subjects and obtain their informed consent to participate? (If in writing, append a copy of the consent form.) How is it made clear to the subjects that they can quit the study at any time? Do you make provision for subjects to obtain a copy of the results of the study?

Some subjects (e.g., minors, mentally infirm) are not legally able to give consent. If you are using these populations, you must get agreement both from the subject and from someone who is legally able to give “proxy consent” on behalf of the subject (e.g., a minor’s parent). In this case, please explain how you will get consent both from the subject and from the proxy.

5. Do subjects risk any harm – physical , psychological, legal, social – by participating in the research? Are the risks necessary? What safeguards do you take to minimize the risks?

6. Are subjects deliberately deceived in any way? If so, what is the nature of the deception? Why is it essential to the research? What explanation do you give to subjects following their participation?
7. How are confidentiality and/or anonymity assured? Is identifying information removed from the data? At what stage?

9. Will research data (written or otherwise recorded) be destroyed at the end of this study? If not, where and in what format and for how long will they be stored? To what uses – research demonstration, public performance, archiving – might they be put in the future? How will subjects' permission for further use of their data be obtained? (n.b. It is usually required that data be archived for at least five years.)

APPLICANT'S SIGNATURE \_\_\_\_\_

SIGNATURE OF FACULTY SPONSOR \_\_\_\_\_

DATE \_\_\_\_\_

(for non-faculty applicants)

**RETURN THE COMPLETED FORM TO YOUR DEPARTMENTAL REPRESENTATIVE ON THE RESEARCH STANDARDS COMMITTEE AND INSTITUTIONAL RESEARCH REVIEW BOARD, OR IF YOU HAVE NO SUCH REPRESENTATIVE, TO THE CHAIR OF THAT COMMITTEE.**

**EXPEDITED REVIEW IS POSSIBLE IF THE SUBJECTS ARE COMPETENT TO GIVE CONSENT (E.G., NOT MINORS). IN THIS CASE, THE REPRESENTATIVE CAN TELL YOU WHEN TO EXPECT A REPLY. OTHERWISE, THE PROPOSAL MUST BE REVIEWED BY THE COMMITTEE MEMBERS, WHICH MIGHT TAKE AS LONG AS TWO OR THREE WEEKS.**

Appendix 2.8.1B: Georgian Court Request for Approval of Human Subjects Research Guidelines

**GEORGIAN COURT REQUEST FOR APPROVAL OF HUMAN SUBJECTS RESEARCH GUIDELINES**

Please organize your proposal in the following format, numbering each section according to the list below.

1. Identifying information
  - a. Your name
  - b. Your address and telephone number
  - c. Project title
  - d. Faculty Sponsor, or applicable department and extension (for non faculty applicants)
  - e. Duration for project: from \_\_\_\_\_ to \_\_\_\_\_.
2. Give a brief summary of the purpose of the research in non-technical terms.
3. Give details of procedures that relate to subjects' participation:
  - a. How are subjects recruited? What inducement is offered? (Append copy of letter or advertisement or poster, if any)
  - b. Number and salient characteristics of subjects – age range, sex, institutional affiliation, other special criteria
  - c. Describe how permission has been obtained from cooperating institution(s) – school, hospital, prison, or other relevant organization. (Append letters.) Is the approval of another Institutional Review Board required?
  - d. What do subjects do, or what is done to them, or what information is gathered? (Append copies of any instructions or tests or questionnaires.) How many times will observations, tests, etc., be conducted?
4. List any assistant(s) who will be working with you. Cite your and their experience with this kind of research. (If no one but you will be collecting data, state that fact.)
5. How do you explain the research to subjects and obtain their informed consent to participate? (If in writing, append a copy of the consent form.) How is it made clear to the subjects that they can quit the study at any time? Do you make provision for subjects to obtain a copy of the results of the study?

Some subjects (e.g., minors, mentally infirm) are not legally able to give consent. If you are using these populations, you must get agreement both from the subject and from someone who is legally able to give “proxy consent” on behalf of the subject (e.g., a minor’s parent). In this case, please explain how you will get consent both from the subject and from the proxy.
6. Do subjects risk any harm – physical, psychological, legal, social – by participating in the research? Are the risks necessary? What safeguards do you take to minimize the risks?
7. Are subjects deliberately deceived in any way? If so, what is the nature of the deception? Why is it essential to the research? What explanation do you give to subjects following their participation?
8. How are confidentiality and/or anonymity assured? Is identifying information removed from the data? At what stage?
9. Will research data (written or otherwise recorded) be destroyed at the end of this study? If not, where and in what format and for how long will they be stored? To what uses – research demonstration, public

performance, archiving – might they be put in the future? How will subjects' permission for further use of their data be obtained? (N.B. It is usually required that data be archived for at least five years.)

10. Please sign and date the application and have your faculty sponsor (if any) sign it.

RETURN THE COMPLETED FORM TO YOUR DEPARTMENTAL REPRESENTATIVE ON THE RESEARCH STANDARDS COMMITTEE AND INSTITUTIONAL RESEARCH REVIEW BOARD, OR IF YOU HAVE NO SUCH REPRESENTATIVE, TO THE CHAIR OF THAT COMMITTEE.

Expedited review is possible if the subjects are competent to give consent (e.g., not minors). In this case, the representative can tell you when to expect a reply. Otherwise, the proposal must be reviewed by the committee members, which might take as much as two or three weeks.

Appendix 2.8.1C: Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Subjects) Form

**GEORGIAN COURT RESEARCH STANDARDS COMMITTEE AND INSTITUTIONAL RESEARCH REVIEW BOARD RESPONSE TO REQUEST FOR REVIEW (HUMAN SUBJECTS)**

1. Title of Project \_\_\_\_\_

2. Applicant \_\_\_\_\_

3. Responsible Faculty Member \_\_\_\_\_

4. Date of initial request \_\_\_\_\_

5. Type of request:      Expedited Review      Full Review

6. \_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of human subjects is consistent with the scientific and academic goals of Georgian Court and that the use is consistent with Georgian Court principles on the care and welfare of human subjects.

\_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of human subjects is NOT consistent with the scientific and academic goals of Georgian Court and/or that the use is NOT consistent with Georgian Court principles on the care and welfare of humans (See #12, below).

7. Department Committee Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

8. Committee Member \_\_\_\_\_



Signature \_\_\_\_\_

Date \_\_\_\_\_

9. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

10. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

11. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

12. Your request for review of your project involving human subjects was denied by the Research Standards Committee and Institutional Research Review Board of Georgian Court. The following problems must be addressed before resubmission of your request:

Appendix 2.8.2A: Georgian Court Request for Expedited Approval of Research Involving Animal Subjects Form

**GEORGIAN COURT REQUEST FOR EXPEDITED APPROVAL OF RESEARCH INVOLVING ANIMAL SUBJECTS**

This form is to be used to request an expedited review of a new project before it is initiated or review of a previously approved project involving significant procedural changes in the use of live animals. Full details must be given and all necessary documentation submitted. Please type or print legibly with a black pen. Attach additional pages, if necessary.

1. Applicant \_\_\_\_\_
2. Department \_\_\_\_\_
3. Mailing Address \_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Title of Project \_\_\_\_\_
6. Responsible Faculty Member \_\_\_\_\_
7. Department \_\_\_\_\_
8. Telephone \_\_\_\_\_
9. Co-Investigators \_\_\_\_\_
10. Project Identifying number (if any) \_\_\_\_\_
11. Project Duration: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

12. Does the project involve live vertebrate animals at any time either at Georgian Court or at any other performance site?

Yes      No

13. Will any aspects of live vertebrate animal experimentation be performed at another institution?

Yes      No

If yes, the other institution must approve your protocol. Attach copy of approval.

14. Attach a description of your protocol, including descriptions of what is done to your subjects, your provisions for housing them, and your provisions for disposal of the subjects after the experiment is concluded.

15. I certify that the statements made in this request are accurate and complete. If I receive approval for this project, I agree to inform the Research Standards Committee and Institutional Research Review Board of Georgian Court in writing of any emergent problems or significant procedural changes. I further agree not to proceed with the project until the problems have been resolved or the Research Standards Committee and Institutional Research Review Board of Georgian Court has reviewed and approved the changes.

16. Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

17. Signature of Responsible Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2.8.2B: Georgian Court Request for Approval of Instructional Protocols Involving Animal Subjects Form

**GEORGIAN COURT REQUEST FOR APPROVAL OF INSTRUCTIONAL PROTOCOLS INVOLVING ANIMAL SUBJECTS**

Please provide the following information and append this form to the Expedited or Full Review Request Form.

1. Course Number \_\_\_\_\_
2. Semester/Year \_\_\_\_\_
3. How often is this course given? \_\_\_\_\_
4. Faculty/Instructor \_\_\_\_\_
5. Department \_\_\_\_\_
6. Telephone \_\_\_\_\_
7. List all others involved in the course who will be handling live animals for instruction or demonstration purposes:

Name	Training (Y/N)
7a. _____	_____
7b. _____	_____
7c. _____	_____
7d. _____	_____
7e. _____	_____

8. Please include as part of your request the following:
  - 8a. A full course syllabus
  - 8b. The Catalog course description.
9. Instructors are strongly urged to inform students at the beginning of the course of the way live animals will be used and whether alternative arrangements to their use can be made to fulfill course requirements.
10. I have read the foregoing Request for Review and certify that the use of animals is consistent with the scientific and academic goals of the course and that the use is consistent with Georgian Court principles on the care and welfare of live animals.
11. Signature of Faculty/Instructor \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2.8.2C: Georgian Court Request for Approval of Research Involving Animal Subjects Form

**GEORGIAN COURT REQUEST FOR APPROVAL OF INSTRUCTIONAL PROTOCOLS INVOLVING ANIMAL SUBJECTS**

Please provide the following information and append this form to the Expedited or Full Review Request Form.

- 1. Course Number \_\_\_\_\_
- 2. Semester/Year \_\_\_\_\_
- 3. How often is this course given? \_\_\_\_\_
- 4. Faculty/Instructor \_\_\_\_\_
- 5. Department \_\_\_\_\_
- 6. Telephone \_\_\_\_\_

7. List all others involved in the course who will be handling live animals for instruction or demonstration purposes:

Name	Training (Y/N)
7a. _____	_____
7b. _____	_____
7c. _____	_____
7d. _____	_____
7e. _____	_____

- 8. Please include as part of your request the following:
  - 8a. A full course syllabus
  - 8b. The Catalog course description.
- 9. Instructors are strongly urged to inform students at the beginning of the course of the way live animals will be used and whether alternative arrangements to their use can be made to fulfill course requirements.
- 10. I have read the foregoing Request for Review and certify that the use of animals is consistent with the scientific and academic goals of the course and that the use is consistent with Georgian Court principles on the care and welfare of live animals.
- 11. Signature of Faculty/Instructor \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2.8.2D: Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Animal Subjects) Form

**GEORGIAN COURT RESEARCH STANDARDS COMMITTEE AND INSTITUTIONAL RESEARCH REVIEW BOARD RESPONSE TO REQUEST FOR REVIEW (ANIMAL SUBJECTS)**

- 1. Title of Project \_\_\_\_\_
- 2. Applicant \_\_\_\_\_
- 3. Responsible Faculty Member \_\_\_\_\_
- 4. Date of initial request \_\_\_\_\_

5. Type of request:      Expedited Review      Full Review

6.      \_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of animals is consistent with the scientific and academic goals of Georgian Court and that the use is consistent with Georgian Court principles on the care and welfare of animals and humans.

        \_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of animals is NOT consistent with the scientific and academic goals of Georgian Court and/or that the use is NOT consistent with Georgian Court principles on the care and welfare of animals (See #12, below).

7. Department Committee Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

8. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

9. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

10. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

11. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

12. Your request for review of your project involving animals was denied by the Research Standards Committee and Institutional Research Review Board of Georgian Court. The following problems must be addressed before resubmission of your request:

Appendix 2.8.3A: Georgian Court Request for Expedited Approval of Research Involving Human Organs, Tissues, or Body Fluids Form

**GEORGIAN COURT REQUEST FOR EXPEDITED APPROVAL OF RESEARCH INVOLVING HUMAN ORGANS, TISSUES OR BODY FLUIDS**

This form is to be used to request expedited review of a new project before it is initiated or review of a previously approved project involving significant procedural changes in the use of human organs, tissues and body fluids. Full details must be given and all necessary documentation submitted. Please type or print legibly with a black pen. Attach additional pages, if necessary.

1. Applicant \_\_\_\_\_
  
2. Department \_\_\_\_\_
  
3. Mailing Address \_\_\_\_\_
  
4. Telephone \_\_\_\_\_
  
5. Title of Project \_\_\_\_\_
  
6. Responsible Faculty Member \_\_\_\_\_
  
7. Department \_\_\_\_\_
  
8. Telephone \_\_\_\_\_
  
9. Co-Investigators \_\_\_\_\_
  
10. Project Identifying number (if any) \_\_\_\_\_
  
11. Project Duration: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_



12. Will any aspects of experimentation be performed at another institution?

Yes      No

If yes, the other institution must approve your protocol. Attach copy of approval.

13. Attach a description of your protocol, including descriptions of how you obtain your samples, what is done to your samples, your provisions for storing them, and your provisions for disposal of the samples after the experiment is concluded.

14. I certify that the statements made in this request are accurate and complete. If I receive approval for this project, I agree to inform the Research Standards Committee and Institutional Research Review Board of Georgian Court in writing of any emergent problems or significant procedural changes. I further agree not to proceed with the project until the problems have been resolved or the Research Standards Committee and Institutional Research Review Board of Georgian Court has reviewed and approved the changes.

15. Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

16. Signature of Responsible Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2.8.3B: Georgian Court Request for Approval of Instructional Protocols Involving Human Organs, Tissues, or Body Fluids Form

**GEORGIAN COURT REQUEST FOR APPROVAL OF INSTRUCTIONAL PROTOCOLS INVOLVING HUMAN ORGANS, TISSUES, OR BODY FLUIDS**

Please provide the following information and append this form to the Expedited or Full Review Request Form.

1. Course Number \_\_\_\_\_

2. Semester/Year \_\_\_\_\_

3. How often is this course given? \_\_\_\_\_

4. Faculty/Instructor \_\_\_\_\_

5. Department \_\_\_\_\_

6. Telephone \_\_\_\_\_

7. List all others involved in the course who will be handling human organs, tissues, or body fluids for instruction or demonstration purposes:

Name	Training (Y/N)
7a. _____	_____
7b. _____	_____
7c. _____	_____
7d. _____	_____
7e. _____	_____

8. Please include as part of your request the following:

- 8a. A full course syllabus
  - 8b. The Catalog course description.
9. Instructors are strongly urged to inform students at the beginning of the course of the way human organs, tissues, and body fluids will be used and whether alternative arrangements to their use can be made to fulfill course requirements.
10. I have read the foregoing Request for Review and certify that the use of human organs, tissues, and body fluids is consistent with the scientific and academic goals of the course and that the use is consistent with Georgian Court principles on the care and welfare of humans.
11. Signature of Faculty/Instructor\_\_\_\_\_
- Date\_\_\_\_\_

Appendix 2.8.3C: Georgian Court Request for Approval of Research Involving Human Organs, Tissues, or Body Fluids Form

**GEORGIAN COURT  
REQUEST FOR APPROVAL OF RESEARCH INVOLVING  
HUMAN ORGANS, TISSUES, OR BODY FLUIDS**

This form is used to request a Committee Review of a new project before it is initiated or review of a previously approved project involving significant procedural changes in the use of human organs, tissues or body fluids. Full details must be given and all necessary documents submitted. A completed request for expedited review must also be signed and submitted with this request. Please type or print legibly with a black pen. Attach additional pages, if necessary.

**I. HUMAN ORGANS, TISSUES OR BODY FLUIDS**

1. Gender:     Male     Female     Both

Age Range \_\_\_\_\_

Numbers \_\_\_\_\_

2. Vendor/Source \_\_\_\_\_

3. Storage Conditions \_\_\_\_\_

Room Number \_\_\_\_\_

Building \_\_\_\_\_

**II. PROCEDURES**

4. How are the subjects recruited? Attach copy of letter, advertisement or poster, if any.

5. Is there an inducement offered to subjects?

Yes      No

If no, then proceed to 6a.

5a. Describe the procedures by which subjects are offered inducements.

5b. Provide scientific justification for inducement of subjects.

6a. Do the subjects have an institutional affiliation?

Yes      No

If no, then proceed to 7a.

6b. Describe how permission has been obtained from this institution.

7a. Are organs, tissues or body fluids donated by live individuals?

Yes      No

If no, then proceed to 8a.

7b. Attach a copy of the informed consent form used in the project.

7c. How is it made clear to the subjects that they can quit at any time?

7d. Does this project make provisions for subjects to obtain a copy of the results of the study?

Yes      No

Explain.

7e. Does this project require the use of anesthesia or analgesic?

Yes      No

If no, then proceed to 8a.

7f. Procedures which require the use of anesthesia or analgesics may be required to be performed at an approved facility. If such a facility is being used, please provide the name of this facility

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

7g. Describe the use of anesthesia or analgesic. Include type of drug(s), dose(s) and route(s) of administration.

7h. Provide scientific justification for the use of anesthesia or analgesic.

8a. Do subjects risk any harm – physical, psychological, legal or social – by participating in the research?

Yes      No

If no, then proceed to 9a.

8b. Describe the risk to subjects.

8c. What safeguards are taken to minimize these risks?

9a. Are subjects deliberately deceived in any way?

Yes      No

If no, then proceed to 10a.

9b. Describe the nature of this deception.

9c. Provide scientific justification for deception.

9d. What explanation is given to the subjects following their participation?

10a. How are confidentiality and/or anonymity assured?

10b. Is identifying information removed from the data? Explain.

11a. Will research data be destroyed at the end of this study?

Yes    No

If yes, then proceed to 12a.

It is usually required that data be archived for at least five years.

11b. Where, in what format and for how long will the data be stored?

11c. What uses - research demonstration, public performance, archiving - might these data be used for in the future?

12a. Does this project require the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens?

Yes    No

If no, then proceed to 13a.

12b. What is the source of these data, documents, records or specimens?



12c. How are confidentiality and/or anonymity assured?

13a. Does this project involve taste and/or food quality evaluation or consumer acceptance studies?

Yes      No

If no, then proceed to 14a.

13b. Describe the procedure for taste and/or food quality evaluation.

13c. Provide scientific justification for this procedure.

13d. Does the food consumed contain ingredients at or below the level and for a use found to be safe?

Yes      No

If yes, then proceed to 13g.

13e. Describe the food ingredient and the levels at which it will be consumed.

13f. Provide scientific justification for this procedure.

13g. Does the food consumed contain an agricultural chemical or environmental contaminant at or below the level found to be safe?

Yes No

If yes, then proceed to 14.

13h. Describe the agricultural chemical or environmental contaminant used in this project.

13i. Provide scientific justification for this procedure.

14. Does this research involve any of the following: (check all that apply)

fetuses

pregnant women

children

human in vitro fertilization

prisoners

If yes, then additional protections are required for these subjects.

15a. Does this project require the use of human organs, tissue or body fluids which are diseased or have a pathological condition?

Yes No

If no, then proceed to 16a.

15b. Specify the disease or pathological condition.

15c. How long will these conditions be maintained?

15d. Provide scientific justification for these conditions.

15e. Can the natural or experimental disease or pathological condition being studied in this project be transmitted to humans?

Yes    No

If no, then proceed to 16a.

15f. What precautions are taken to protect humans who will come in contact with these specimens?

### III. EXPERIENCE AND TRAINING

16a. Describe your training and experience with the human specimens, procedures, and techniques to be used in this project.

16b. If you are inexperienced, describe how you will obtain the appropriate training to complete this project.

17a. List all other individuals who will be involved in the use of human specimens and describe their experiences.

17b. If these individuals are inexperienced, describe plans to train and supervise these other individuals.

#### IV. PROJECT SUMMARY

18. Give a brief summary of the purpose of the research in non-technical language.

19. State what considerations you have given to the reduction of the number of specimens used and the replacement of the proposed specimen with lower species or non-human models or alternatives.

20. The Responsible Faculty Member must provide a written assurance that the activities proposed are not unnecessarily duplicative of previous experiments. Please attach this signed statement.

**GEORGIAN COURT  
RESPONSIBLE FACULTY MEMBER  
WRITTEN ASSURANCE**

1. What is the rationale for using human specimens in this study? Check all that apply.

\_\_\_ This research requires biological measurements of tissue samples from humans.

\_\_\_ Computer or other models cannot be used to replace human specimens in this research.

\_\_\_ Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Explain why the human specimens to be used is the most appropriate for your research. Check all that apply.

\_\_\_ This research is a direct extension of previous work on human specimens.

\_\_\_ This research seeks to extend previous findings from other species specifically to this species.

\_\_\_ Nothing is known about the physiological phenomena of interest in human specimens.

\_\_\_ More is known about related aspects of the physiological phenomena of interest in human specimens than any other.

\_\_\_ This specimen is the most cost-effective for the proposed research.

\_\_\_ Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Justify the appropriateness of the number of specimens to be used. Check all that apply.

\_\_\_\_\_ This number represents the lowest number needed for statistically significant tests of the hypothesis.

\_\_\_\_\_ A large number of physiological parameters need to be measured in parametric fashion.

\_\_\_\_\_ The physiological parameters to be measured exhibit great variability, thus requiring larger numbers of specimens for statistically significant analyses.

\_\_\_\_\_ Meaningful data cannot be obtained from every specimen used due to technical reasons, thus requiring larger numbers of specimens.

\_\_\_\_\_ Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If the proposed procedures might cause more than momentary pain or distress, list the sources that were used to determine that non-painful alternatives are not available. Check all that apply.

\_\_\_ Not Applicable

\_\_\_ The Index Medicus was searched.

\_\_\_ The Protection of Human Subjects from the Office for Protection from Research Risks was consulted.

\_\_\_ Recognized experts in the field were consulted (give name and affiliation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other (explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. I understand that this protocol cannot be approved unless it is accompanied by a written narrative precisely describing all procedures involving the use of human organs, tissues or body fluids.
6. I certify that the statements above are accurate and complete and that the usage of human organs, tissues or body fluids in this protocol does not unnecessarily duplicate previous experiments.

7. Responsible Faculty Member's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2.8.3D: Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Human Organs, Tissues, and Body Fluids) Form

**GEORGIAN COURT  
RESEARCH STANDARDS COMMITTEE AND INSTITUTIONAL RESEARCH REVIEW  
BOARD RESPONSE TO  
REQUEST FOR REVIEW  
(HUMAN ORGANS, TISSUES, OR BODY FLUIDS)**

1. Title of Project \_\_\_\_\_

2. Applicant \_\_\_\_\_

3. Responsible Faculty Member \_\_\_\_\_

4. Date of initial request \_\_\_\_\_

5. Type of request:      Expedited Review      Full Review

6. \_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of human organs, tissues, and/or body fluids is consistent with the scientific and academic goals of Georgian Court and that the use is consistent with Georgian Court principles on the care and welfare of humans.

\_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of human organs, tissues, and/or body fluids is NOT consistent with the scientific and academic goals of Georgian Court and/or that the use is NOT consistent with Georgian Court principles on the care and welfare of humans (See #12, below).

7. Department Committee Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



8. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

9. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

10. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

11. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

12. Your request for review of your project involving human organs, tissues, and/or body fluids was denied by the Research Standards Committee and Institutional Research Review Board of Georgian Court. The following problems must be addressed before resubmission of your request:

Appendix 2.8.4A: Georgian Court Request for Approval of Instructional Protocols Involving Recombinant DNA Form

**GEORGIAN COURT  
REQUEST FOR REVIEW OF INSTRUCTIONAL PROTOCOLS  
INVOLVING RECOMBINANT DNA**

Please provide the following information and append this form to the Expedited or Full Review Request Form.

1. Course Number \_\_\_\_\_

2. Semester/Year \_\_\_\_\_

3. How often is this course given? \_\_\_\_\_

4. Faculty/Instructor \_\_\_\_\_

5. Department \_\_\_\_\_

6. Telephone \_\_\_\_\_

7. Please include as part of your request the following:

7a. A full course syllabus

7b. The Catalog course description.

8. Please indicate on the Recombinant DNA Experiments Questionnaire the class of experiment which you are conducting.

9. I have read the foregoing Request for Review and certify that the use of recombinant DNA is consistent with the scientific and academic goals of the course and that the use is consistent with Georgian Court policy on the use of Recombinant DNA in research.

11. Signature of Faculty/Instructor \_\_\_\_\_

Date \_\_\_\_\_

Appendix 2.8.4B: Georgian Court Request for Approval of Research Involving Recombinant DNA Form

**GEORGIAN COURT  
REQUEST FOR FULL REVIEW OF PROJECTS INVOLVING  
RECOMBINANT DNA**

This form is used to request a full review of a new project before it is initiated or a review of a previously approved project involving significant procedural changes in the use of Recombinant DNA in research. Full details must be given and all necessary documents submitted. A completed Request for Expedited Review must also be signed and submitted with this request. Please type or print legibly with a black pen. Attach additional pages, if necessary.

1. Applicant \_\_\_\_\_
2. Department \_\_\_\_\_
3. Mailing Address \_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Title of Project \_\_\_\_\_
6. Responsible Faculty Member \_\_\_\_\_
7. Department \_\_\_\_\_
8. Telephone \_\_\_\_\_
9. Co-Investigators \_\_\_\_\_

10. Project Identifying number (if any) \_\_\_\_\_
  
11. Project Duration: From / / to / /
  
12. Please indicate on the Recombinant DNA Experiments Questionnaire the class of experiment which you are conducting.
  
13. Attach a brief summary of the purpose of the research in non-technical language.
  
14. I certify that the statements made in this request are accurate and complete. If I receive approval for this project, I agree to inform the Research Standards Committee and Institutional Research Review Board of Georgian Court in writing of any emergent problems or significant procedural changes. I further agree not to proceed with the project until the problems have been resolved or the Research Standards Committee and Institutional Research Review Board of Georgian Court has reviewed and approved the changes.
  
14. Signature of Applicant \_\_\_\_\_  
Date \_\_\_\_\_
  
15. Signature of Responsible Faculty Member \_\_\_\_\_  
Date \_\_\_\_\_

Appendix 2.8.4C: Georgian Court Recombinant DNA Experiments Questionnaire

**GEORGIAN COURT  
RECOMBINANT DNA EXPERIMENTS QUESTIONNAIRE**

Please check the appropriate YES box if the National Institutes of Health (NIH) category accurately describes your experiment.

**CLASS III-A**

Experiments that require Research Standards Committee and Institutional Research Review Board (IRRB) approval, Recombinant DNA Advisory Committee (RAC) review, and NIH approval before initiation of the experiment.

Yes

III-A-1 Deliberate transfer of a drug resistance trait to microorganisms that are known to acquire it naturally, if such acquisition could compromise the use of the drug to control disease agents in human or veterinary medicine or agriculture.

III-A-2 Certain experiments involving the deliberate transfer of recombinant DNA or DNA or RNA derived from recombinant DNA into one or more human subjects.

**CLASS III-B**

Experiments that require NIH and IRRB approval before the initiation of the experiment.

Yes

III-B-1 Deliberate formation of recombinant DNA containing genes for the biosynthesis of toxin molecules lethal at an LD50 of less than 100 nanograms per kilogram body weight (e.g., microbial toxins such as tetanus toxin).

III-B-2 Accelerated Review of Human Gene Transfer Experiments.

III-B-3 Minor Modifications to Human Gene Transfer Experiments.

### CLASS III-C

Experiments that require IRRB approval before initiation of experiments.

Yes

III-C-1 Experiments using human or animal pathogens (Class 2, Class 3, Class 4, or Class 5 Agents) as host vector systems.

III-C-1a Experiments involving the introduction of recombinant DNA into Class 2 agents carried out at biosafety level 2 containment.

III-C-1b Experiments involving the introduction of recombinant DNA into Class 3 agents carried out at biosafety level 3 containment.

III-C-2 Experiments in which DNA from human or animal pathogens (Class 2, Class 3, Class 4, or Class 5 Agents) is cloned in nonpathogenic prokaryotic or lower eukaryotic host-vector systems.

III-C-2a Experiments in which DNA from Class 2 or Class 3 Agents is transferred into nonpathogenic prokaryotes or lower eukaryotes carried out at biosafety level 2 containment.

III-C-3 Experiments involving the use of infectious animal or plant DNA or RNA viruses in the presence helper virus in tissue culture systems.

III-C-3a Experiments involving the use of infectious Class 2 animal viruses in the presence of helper virus performed at biosafety level 2 containment.

- III-C-3b Experiments involving the use of infectious Class 3 animal viruses or defective Class 3 animal viruses in the presence of helper virus carried out at the biosafety level containment.
- III-C-3c Experiments involving the use of infectious animal or plant viruses or defective animal or plant viruses in the presence of helper virus not covered by the above sections carried out at the biosafety level 1 containment.
- III-C-4 Experiments involving whole animals in which the animal's genome has been altered by stable introduction of recombinant DNA, or RNA derived therefrom, into the germ-line (transgenic animals) and experiments involving viable recombinant DNA-modified microorganisms tested on whole animals.
- III-C-4a Recombinant DNA, or DNA or RNA molecules derived therefrom, from any source except for greater than two-thirds of eukaryotic viral genome transferred to any non-human vertebrate or any invertebrate organism and propagated under conditions of physical containment comparable to BL1 or BL1-N and appropriate to the organism under study.
- III-C-4b Experiments involving recombinant DNA, or DNA or RNA derived therefrom, involving whole animals, including transgenic animals, and not covered by Sections III- C-1 or III-C-4a, carried out at the appropriate containment determined by the IRRB.
- III-C-5 Experiments to genetically engineer plants by recombinant DNA methods, to use such plants for other experimental purposes (e.g., response to stress), to propagate such plants, or to use plants together with microorganisms or insects containing recombinant DNA, conducted under the containment conditions described in Sections III-C-5a through III-C-5e.
- III-C-5a BL3-P(plants) or BL2-P + biological containment is recommended for experiments involving most exotic infectious agents with recognized potential for serious detrimental impact on managed or natural ecosystems when recombinant DNA techniques are associated with whole plants.



- III-C-5b BL3-P or BL2-P + biological containment is recommended for experiments involving plants containing cloned genomes of readily transmissible exotic infectious agents with recognized potential for serious detrimental effects on managed or natural ecosystems in which there exists the possibility of reconstituting complete and functional genome of the infectious agent by genomic complementation in plants.
- III-C-5d BL3-P containment is recommended for experiments involving sequences encoding potent vertebrate toxins introduced into plants or associated organisms.
- III-C-5e BL3-P or BL2-P + biological containment is recommended for experiments with microbial pathogens of insects or small animals associated with plants if the recombinant DNA-modified organism has a recognized potential for serious detrimental impact on managed or natural ecosystems.
- III-C-6 Experiments involving more than 10 liters of culture. The appropriate containment will be decided by the IRRB. Where appropriate, Appendix K, Physical containment for Large Scale Uses of Organisms Containing Recombinant DNA Molecules, shall be used. Appendix K describes containment conditions Good Large Scale Practice through BL3-Large Scale.
- III-C-7 Human Gene Transfer Experiments not covered by Sections III-A-2, III-B-2, or III-B-3.

#### CLASS III-D

Experiments that require IRRB notice simultaneously with initiation.

Yes

- III-D-1 Experiments involving the formation of recombinant DNA molecules containing no more than two-thirds of the genome of any eukaryotic virus.

- III-D-2 Experiments involving whole plants which are not covered under any other section of the Guidelines.
- III-D-2a BL1-P is recommended for all experiments with recombinant DNA-containing plants and plant-associated microorganisms not covered in Section III-D-2-b or other sections of the NIH Guidelines. Examples of such experiments are those involving recombinant DNA-modified plants that are not noxious weeds or that cannot interbreed with noxious weeds in the immediate geographic area, and experiments involving whole plants and recombinant DNA-modified non-exotic (see Section V-W) microorganisms that have no recognized potential for rapid and widespread dissemination or for serious detrimental impact on managed or natural ecosystems (e.g., *Rhizobium* spp. and *Agrobacterium* spp.).
- III-D-2b(1) Plants modified by recombinant DNA that are noxious weeds or can interbreed with noxious weeds in the immediate geographic area.
- III-D-2b(2) Plants in which the introduced DNA represents the complete genome of a non-exotic infectious agent (see Section V-W).
- III-D-2b(3) Plants associated with recombinant DNA-modified non-exotic microorganisms that have a recognized potential for serious detrimental impact on managed or natural ecosystems (see Section V-W).
- III-D-2b(4) Plants associated with recombinant DNA-modified exotic microorganisms that have no recognized potential for serious detrimental impact on natural ecosystems (see Section V-W).
- III-D-2b(5) Experiments with recombinant DNA-modified arthropods or small animals associated with plants, or with arthropods or small animals with recombinant DNA-modified microorganisms associated with them if the recombinant DNA-modified microorganisms have no recognized potential for serious detrimental impact on managed or natural ecosystems (see Section V-W).

CLASS III-E

Experiments that are exempt from NIH Guidelines. Full committee review by the IRRB is not necessary. However, the IRRB must be informed of all Class III-E experiments by way of an Expedited Review Proposal.

Yes

- III-E-1 Recombinant DNA molecules that are not in organisms or viruses.
- III-E-2 Recombinant DNA molecules that consist entirely of DNA segments from a single non-chromosomal or viral DNA source though one or more of the segments may be a synthetic equivalent.
- III-E-3 Recombinant DNA molecules that consist entirely of DNA from a prokaryotic host including its indigenous plasmids or viruses when propagated only in that host (or a closely related strain of the same species) or when transferred to another host cell by well established physiological means.
- III-E-4 Recombinant DNA molecules that consist entirely of DNA from a eukaryotic host including its chloroplasts, mitochondria, or plasmids (but excluding viruses) when propagated only in that host (or closely related strain of the same species).
- III-E-5 Recombinant DNA molecules that consist entirely of DNA segments from different species that exchange DNA by known physiological processes though one or more of the segments may be a synthetic equivalent.
- III-E-6 Recombinant DNA molecules which do not present a significant risk to health or the environment, as determined by the NIH.

Appendix 2.8.4D: Georgian Court Request for Expedited Approval of Research involving Recombinant DNA Form

**GEORGIAN COURT  
REQUEST FOR EXPEDITED REVIEW OF  
PROJECTS INVOLVING RECOMBINANT DNA**

This form is to be used to request an expedited review of a new project before it is initiated or review of a previously approved project involving significant procedural changes in the use of recombinant DNA. Full details must be given and all necessary documentation submitted. Please type or print legibly with a black pen. Attach additional pages, if necessary.

1. Applicant \_\_\_\_\_
2. Department \_\_\_\_\_
3. Mailing Address \_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Title of Project \_\_\_\_\_
6. Responsible Faculty Member \_\_\_\_\_
7. Department \_\_\_\_\_
8. Telephone \_\_\_\_\_
9. Co-Investigators \_\_\_\_\_
10. Project Identifying number (if any) \_\_\_\_\_

11. Project Duration: From / / to / /
  
12. Please indicate on the Recombinant DNA Experiments Questionnaire the class of experiment which you are conducting.
  
13. I certify that the statements made in this request are accurate and complete. If I receive approval for this project, I agree to inform the Research Standards Committee and Institutional Research Review Board of Georgian Court in writing of any emergent problems or significant procedural changes. I further agree not to proceed with the project until the problems have been resolved or the Research Standards Committee and Institutional Research Review Board of Georgian Court has reviewed and approved the changes.
  
14. Signature of Applicant \_\_\_\_\_  
Date \_\_\_\_\_
  
15. Signature of Responsible Faculty Member \_\_\_\_\_  
Date \_\_\_\_\_

Appendix 2.8.4E: Georgian Court Research Standards Committee and Institutional Research Review Board Response to Proposal (Recombinant DNA) Form

**GEORGIAN COURT  
RESEARCH STANDARDS COMMITTEE AND INSTITUTIONAL RESEARCH REVIEW  
BOARD RESPONSE TO  
REQUEST FOR REVIEW  
(Recombinant DNA)**

1. Title of Project \_\_\_\_\_

2. Applicant \_\_\_\_\_

3. Responsible Faculty Member \_\_\_\_\_

4. Date of initial request \_\_\_\_\_

5. Type of request:      Expedited Review      Full Review

6. \_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of animals is consistent with the scientific and academic goals of Georgian Court and that the use is consistent with Georgian Court principles on the care and welfare of animals and humans.

\_\_\_\_\_ We (I) have read the foregoing request for review and certify that the use of animals is NOT consistent with the scientific and academic goals of Georgian Court and/or that the use is NOT consistent with Georgian Court principles on the care and welfare of animals (See #12, below).

7. Department Committee Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

8. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

9. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

10. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

11. Committee Member \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

12. Your request for review of your project involving animals was denied by the Research Standards Committee and Institutional Research Review Board of Georgian Court. The following problems must be addressed before resubmission of your request:

**Appendix 2.16.1: Purchasing Manual**

# **GEORGIAN COURT UNIVERSITY**

## **PURCHASING MANUAL**





## PURCHASING PROCEDURES

### PART 1

- A. **Authority For Procurement** – The Purchasing Department is a division of Georgian Court University. The President of the university through the Office of Finance and Administration has delegated all procurement contract activities to the Purchasing Director.
- B. **Responsibility and Objectives** – The functions of the Purchasing Department are the organization and administration of centralized purchasing services for all departments of the university. In providing these services in accordance with sound business practice, the office seeks to realize for the university the maximum value for every dollar expended.

To achieve this goal, the Purchasing Department has been charged by the President of the university with responsibility for the following:

1. Securing competitive bids as required to obtain maximum value for expenditure of university funds.
  2. Handling mechanical operations in procurement, obtaining quotations, and expediting deliveries.
  3. Maintaining liaison with the vendors that service the university.
  4. Coordinating the procurement of goods and services for the academic, administrative, and research departments of the university.
  5. Developing sources of supply to assure that all university departments have an adequate number of vendors from which to obtain supplies, equipment and services.
- C. **All Purchases Require a Requisition** – This can be either paper, email or requisition thru business portal. Anyone may create a requisition but it must be approved by Director or Department Head before Purchasing can act on it except in the event of an emergency in which case the requisition must be submitted as soon as possible. Approval authority may be delegated in the absence of the normal approver. “Delegation of Approval” form must be submitted to Purchasing in advance. Requisitions for purchases over \$225,000 must be approved in writing by the CFO.

All requests must contain the following required information:

1. Full description of item or service required
2. Enter general ledger and department account codes
3. Enter name of vendor if known
4. Authorization at Director level or above

#### Business Portal and Great Plains Purchasing System

The business portal is part of our GP automated purchasing system. It allows the user to create requisitions online. The requisitions are then forwarded via the system to an authorized approver. When the req. is approved, it is sent to purchasing for purchase order creation. The requisitioner is then notified that the req. has been converted into a PO. This is all done on our computers with out the need to exchange paper work. If you have access to the Business Portal, it must be used for requisitioning. Our goal is to phase out paper requisitions and utilize the benefits of our automated system.

Purchasing will change account codes if requisitions contain obviously incorrect codes. Codes must be accurate based on the guidelines established by the Georgian Court University Office of Finance. Charging particular line item accounts based solely on the availability of funds is not permitted. Funds can be transferred between general ledger accounts via procedures implemented by the Georgian Court University Office of Finance.

- D. **For Purchases Not Exceeding \$1,000** – Purchases less than \$1,000 may be processed directly by the using department. Purchase order forms may be obtained from the Purchasing Department using the following procedures:
1. After order is placed, send copy of purchase order and requisitions to Purchasing Department.
  2. Sole source purchasing is allowed.
  3. Georgian Court University is sales tax exempt. If vendor requires tax exempt certificate, contact purchasing.
  4. When item is delivered, a copy of packing slip should be retained as proof of delivery.
  5. This procedure may not be used if Purchasing has established blanket orders or contracts in order to group purchases for price and service improvement, i.e., office supplies. If in doubt, call purchasing.
- E. **For Purchases \$1,000 - \$10,000** – Purchasing will process all orders in this range unless authority is delegated to another person or department. In those instances where emergency orders must be placed, the requester must notify Purchasing Department as soon as possible.

Pricing will be determined according to the following criteria:

1. Competitive quotations solicited at discretion of Purchasing

2. Discount from price lists
3. Conformance with previous pricing offered within the last year
4. State, Board of Education or GSA contracts offered
5. Sole source

**F. Purchases Over \$10,000**

1. Competitive quotations are required.
2. Sole sourcing without competition is allowed. Requesting department must submit in writing, an acceptable reason for waiving competition.
3. All orders will be placed by the Purchasing Department.

**G. Purchases Over \$225,000**

1. Competitive quotations are required.
2. Purchase must be approved, in writing, by a Vice President, Provost, or President.
3. Sole sourcing without competition is discouraged. Requesting department must submit in writing, an acceptable reason for waiving competition. Sole source justification must be approved by Vice President of Finance and Administration.
4. All orders will be placed by the Purchasing Department.
5. Formal contracts are encouraged at this purchase level.

**H. Purchases Over \$499,999**

1. Purchasing or designated department will prepare and submit a board resolution in accordance with Georgian Court University Board of Trustees meeting schedule.
2. Three (3) written formal bids must be presented to the Board along with all applicable paperwork.
3. Upon completion of bid process and review, contract will be awarded to the lowest responsible bidder.

**I. Vendor Selection**

1. Vendors will be selected based on fairness of price and ability to furnish required quality and delivery. You are encouraged to indicate a suggested vendor. Purchasing will make the final vendor selection.
2. Furnishing detailed specifications and descriptions to allow vendors to provide accurate pricing for the required product or service are the responsibility of the requesting department.
3. Vendors will be qualified using “Supplier Information Forms” as appropriate.
4. Our goal is to foster long term relationships with qualified suppliers who can bring maximum value and benefit to GCU

- J. **Emergency Purchases** – An “emergency” is defined as an instance or situation where a threat to health, safety, life, limb exists, or where a necessary service is threatened with material damage or suspension or where University buildings or property are threatened. If this situation occurs, the following steps must be taken:
1. A Declaration of Emergency shall be declared if any of the above criteria is met. The declaration shall include a brief description of the nature of the problem and reason why it must be dealt with as an emergency.
  2. The Purchasing Dept. is contacted and every effort is made to obtain at least three competitive bids or proposals from qualified contractors to undertake the necessary work.
  3. When at least three (3) competitive bids or proposals are not obtained because of urgency or other factors, a designated GCU employee will choose the contractor. Copies of the Declaration of Emergency, competitive bids or proposals obtained are to be forwarded to the Purchasing Department.
  4. For insurance purposes, all damaged equipment, etc. should be kept in its original location, if possible, until it is reviewed by an authorized insurance representative.
- K. **Sole Source Justification** – Sole source purchasing is when a buyer wishes to use one (1) vendor without allowing for competitive pricing. The following is required to justify such sole vendor purchases:
1. An explanation as to why only one source is available.
  2. A determination of the reasonableness of the total amount to be paid for goods and or services.
  3. The basis for estimating the quantitative aspects of the proposal (e.g., labor hours, number of trips, reproduction costs, hourly pay rates, etc.).
- L. **Split Ordering** – Splitting purchases at any threshold to circumvent procedures is prohibited. If one department or several departments are purchasing the same or similar items within a reasonable period of time, the Purchasing Department shall make every effort to combine purchases to maximize savings. Knowingly treating purchases of similar goods/services as separate orders shall be considered a violation of policy.
- M. **Printing**
1. All requests for printed materials, other than Georgian Court University stationery, should be directed to the Georgian Court University Marketing and External Affairs Division for processing.
  2. Requests for stationery items that include letterhead, envelopes, business cards, etc. should be directed to the Purchasing Department.
  3. All printing must be in conformance with the Georgian Court University “Branding & Visual Identity Manual”. Copies are available online or from the Marketing and External Affairs Division.

- N. **Travel** – All University related travel must be approved in advance by an immediate supervisor. Employees whose travel plans have been approved are responsible for making their own travel arrangements. When travel is completed, employees should submit a completed Travel Expense Form within thirty (30) days.
- O. **Computer Technology** – Purchases of computer technology for campus use must be coordinated through the Office of Information Technology Services. This policy applies to all computing- and network-related resources, telecommunications devices, audio/visual equipment and services, and technology consulting, whether located on the campus or in remote locations or facilities, including fiscal budget items and grant-based items.

Georgian Court University gains benefits from the practice of purchasing equipment according to agreed-upon standards. Standard configurations achieves the benefits ca of better pricing for components and supplies, less administrative overhead; better support, less costly maintenance, and a better ability to train and provide assistance with computer technology. In addition, this standardization provides for the implementation and management of a total cost of ownership program ensuring state-of-the-art technology throughout the campus and provides for the establishment of strategic technology partnerships between Georgian Court University and vendors.

1. A department or individual in need of technology equipment or services will contact a representative of the Office of Information Technology Services (OITS) to discuss their technology needs. In most cases the requisition will be created by OITS. Purchasing will act on the requirement only after OITS has approved the purchase.
- P. **Gifts and Gratuities** – It is the policy of the Purchasing Department as well as other related personnel of the university to decline personal gifts or gratuities in connection with the purchasing function. Purchasing Department staff may not accept personal gifts or gratuities from any current or potential supplier of goods or services to the university.
- Q. **Conflict of Interest** – The University as a general rule does not enter into purchasing contracts with students, faculty and staff or members of their immediate families. Acquisitions from a business in which an employee has an interest is prohibited unless full disclosure of the background facts are presented in writing to the Purchasing Department. Interest is deemed present if the employee and/or his or her spouse, non-emancipated minor children own ten percent or more of the assets of a business.
- R. **Invoice Processing** – All invoices should go directly to the Accounting office for payment. In the event that a department feels a vendor has not successfully met the terms and conditions of the purchase order and consequently does not feel payment should be made, they should notify the Purchasing Department immediately, in writing, of the details.
- S. **End of Fiscal Year Purchases** – The cutoff date for requisitions is June 5. This means that if you wish to have this year's budget charged, requisitions should be placed as early as possible. Based on our past experience, if you place a requisition by June 1, it is likely but

not guaranteed that this year's budget will be charged. Because of processing time, requisitions received after June 5 will generally result in a charge to next year's budget.

#### T. **Damaged Deliveries, Mistakes and Returns**

1. **Damage:** In cases of damage of shipment, a written report should be submitted immediately to the Purchasing Department, including the following details:
  - a. Purchase order number
  - b. Date
  - c. Vendor
  - d. Extent of damage.

Government regulations require the University to file claims within a specific number of days. Failure to comply with these regulations could result in disallowance of the claim.

2. **Mistakes:** Mistakes in shipping should be reported promptly in writing to the Purchasing Department referring to the purchase order number and vendor involved. Departments should give sufficient detail concerning the mistake so that we may take steps to correct the error with the vendor.
3. **Returns:** When a vendor has shipped items as specified on a purchase order, they have legally complied with their part of the contract and are under no obligation to accept for credit any of those items delivered as specified. Acceptance of a return by a vendor is by no means automatic, and a restocking charge may be incurred. This charge will be assessed to the requisitioning department.

Requests for permission to return supplies or equipment to the vendor for adjustment or credit must be cleared through the Purchasing Department. Credit memos received by a department should be processed through the Purchasing Department via a Change Order Notice.

#### U. **Minority Suppliers**

1. Georgian Court University is committed to the principles of Affirmative Action and will endeavor to apply these principles in its purchasing to foster greater participation by disadvantaged and women-owned enterprises.

#### V. **Errors in Quotations**

1. Vendors are responsible for the accuracy of their bids. Simple math errors may be corrected without disqualifying the proposal. More serious errors and/or omissions may result in rejection of the quote. If the vendor changes or withdraws the quote, after the issuance of a purchase order, the purchase order may be cancelled if this is deemed in the best interests of GCU. Any quotes which are tendered past the bid deadline may be rejected.

2. Price quotations are confidential documents and are not to be shared with any other vendor or unauthorized person.

**W. Demonstration or Sample Items**

1. If you wish to test samples or have equipment demonstrated, contact purchasing with your requirements. Purchasing will make suitable arrangements with a qualified vendor. It is essential that the vendor understand Georgian Court University is not making a commitment to purchase by evaluating its equipment.

**X. Insurance and Safety Requirements**

1. Prior to the start of any work or service on our site, the vendor must provide evidence of suitable insurance coverage. Purchasing will request Certificate of Insurance. Lack of required coverage will disqualify the vendor from performing work for Georgian Court University. Purchasing will also provide the vendor with a copy of our “Contractor Safety Guidelines”.

**Y. Service Contracts**

1. Some equipment needs to be covered by service contracts in order to assure continuing efficient operation. Any forms required by the vendor must be signed by Purchasing and forwarded to the vendor with a purchase order.

**Z. Code of Ethics – National Association of Educational Procurement**

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, and advertisement, or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders equal consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practice.
7. To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To be willing to submit to arbitration any major controversies.
9. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. To counsel and cooperate with NAEB members and to promote a spirit of
11. Unity among them.

## PROPERTY CONTROL

### PART 2

#### A. Introduction

The management and control of University and Sponsor owned equipment and furniture is the responsibility of every individual involved in the acquisition, use and disposition of same. Georgian Court University is accountable for the proper use and security of this equipment.

Most problems can be averted by complying with the guidelines as follows:

1. Property Security
  - a. Store materials in a locked area when applicable
  - b. Utilize all factory & university installed security devices
2. Proper maintenance and handling of all equipment and furniture.
3. Mandated physical inventories.
4. Prompt reporting of transfers to other locations, departments..

The useful life of equipment can be increased by adhering to these guidelines and will facilitate the inventory process.

#### B. Definitions

1. Accountable Property (taggable equipment)
  - a. Capital Assets - A piece of equipment or furniture costing \$1,000.00 or more and having a useful life of two or more years. Example of this type of equipment are: office equipment, copiers, furniture, audio visual equipment, grounds equipment, athletic equipment etc.
  - b. Electronic Data Processing Equipment – This included all computer equipment and all computer equipment related components. Examples in this category include main frames, printer, disk drives, personal computers, modems, etc.
  - c. Donated furniture or equipment that is valued at \$1,000.00 or more.
2. **Non-Taggable Equipment**
  - a. Equipment or furniture costing \$100.00 but less than \$1,000.00. Telephones, calculators and miscellaneous office equipment are examples.
  - b. Artwork, books and antiques are handled in separate inventories.



- c. Draperies, shades, carpet and similar items should be considered part of a building's inventory.

### C. **Accountability and Responsibility**

This section covers the general responsibilities for the management of property.

1. **Property in use** – General responsibility and accountability for all property in use rests with the Deans, Department Chairpersons, and Directors of organizational units of the University. This is an administrative responsibility which is inherent in the position of any budget unit. All responsible administrators must ensure compliance with the inventory procedures in order for the University to document the equipment acquired as being properly utilized, maintained or disposed of.
2. **Property Control Records** – The maintenance of the University Property Management records is the responsibility of the Purchasing Department Property records must be maintained in a current and accurate status based upon the input received from acquisition, inventory, and disposition processes as well as status changes received from individual departments.
3. **Audit Responsibility** – An internal auditing committee will be established to determine the effectiveness of the property procedures and the compliance with them by Georgian Court University departments. This committee will be made up of members of the Finance Department and Purchasing.

### D. **Identification and Tagging**

An identification number will be assigned to all current University property to serve as the control for the property throughout its useful life. This identification system allows an analysis of all the equipment available within a given classification such as personal computers, printers etc. The analysis can be broken down by departments, buildings, types of equipment or by the University in its entirety.

**Tagging** – In general tags will be affixed to the equipment adjacent to the manufacturer's nameplate or in a position for easy sighting. All tags must remain affixed as long as the property is in possession or in the control of the University. Inventory personnel will be responsible for affixing the tag after the equipment has been delivered to the final location. Departments are requested to assist by providing access to the equipment and helping with technical identification. At the time when the property identification tags are affixed, personnel will validate the following information: responsible department, equipment type, serial number, model, location, building and room number.

### E. **Updating the Property Inventory Control Files**

The property inventory control file must be updated when one of the following occurs:

1. Receipt of equipment-add the item to the active file
2. Transfer between departments
3. Transfer to new location
4. Disposition of items
  - a. junk of salvage
  - b. trade in on new equipment
  - c. cannibalization
5. Missing or stolen-stolen items must be reported to security. Copies of such reports must be forwarded to the Purchasing Department.

No updating to the inventory file may occur without a source document (e.g., purchase order, change of property status form).

Under no circumstances shall equipment be traded, exchanged, sold, removed to an off campus location or disposed of prior to obtaining approval from a Dean, Chairperson, or Supervisor to do so.

#### **F. Policy on off-campus use**

1. As a general policy, GCU property can not be removed from authorized locations. However, situations may arise beneficial to the University, where members may remove property to an off-campus property.
2. Property that is owned by Georgian Court University, or for which the University is responsible, is to be used for University purposes only.
3. When a member of the University community has need to remove such property from authorized university locations, the following requirements must be met:
  - a. Property to be removed to an off-campus location must be solely used for University purposes.
  - b. If an individual removes such property from an authorized location, they assume the responsibility for the proper care, transportation, security and ensure they the property will be returned in satisfactory working condition on completion of requirements.
  - c. Approval to remove property from authorized locations must be secured authorization shall be maintained in the office of the approving authority and a copy submitted to and maintained in the Purchasing Department.
  - d. Such property shall be returned to the original University location as soon as possible, unless an extended period is specifically approved. Approvals shall be limited to the current fiscal year, and must be renewed at the beginning of each fiscal year. In addition, the time of any University wide inventories, all properties will be returned to the authorized location so that it can be accounted for by the physical inventory.

- e. In the event of an extended absence, change of status or separation from the University of an individual who has property off-campus, the property must be returned to the authorized location prior to separation.
- f. All property removed from University locations shall be subject to immediate recall by the University at any time.

**Appendix 2.17.2.1: Fixed Asset Control Form for Additions**

Georgian Court  
**Fixed Asset Control Form for Additions**

<b>ADDITIONS</b>			
	Asset #1	Asset #2	Asset #3
Date of Addition			
Description			
Manufacturer			
Model # (optional)			
Tag# (xxx-yyy) (for self-tagging)			
Location (Building & Room)			
Vendor			
Invoice # & PO# (if available)			
\$ Cost (if available)			
<b>Additional Comments</b>			
		Department#	
Prepared by:	Ext#	Date:	