

ADMINISTRATION AND FINANCE POLICIES AND SERVICES OF INTEREST TO FACULTY

13.1 Bookstore

As a contracted enterprise, the Bookstore provides an on-campus source for merchandise consistent with student, faculty and staff needs. A comprehensive array of merchandise is offered including discounted software, collegiate apparel, emblematic merchandise, cards, and gift items as well as school and office supplies. A variety of customer services are provided which include check cashing, special book and supply orders, graduation regalia, class rings, and a book buy-back service. In addition to daytime operation hours, the Bookstore Marketplace is open evenings for the convenience of night students, and the bookstore is open extended hours during the first two weeks of class. Faculty members are encouraged to submit their textbook adoptions online, via the web page, at www.efollett.com.

13.2 Information Technology Services

Information Technology Services, located in the John E. Mathews, Jr. Computer and Information Sciences Building, provides computer, networking, information systems, and telecommunication to the academic and administrative communities of UNF. The department offers students and faculty technical assistance in the use of computing and telecommunication equipment and systems, local and long distance services, and cable services.

There is a large general-purpose computer lab available to all students and faculty, which is located on the second floor of the Mathews Building. Software available on these computers is extensive and sufficiently diverse to serve the complex needs of a university environment.

The ITS Support Center provides students, faculty, and staff with a centralized point of contact for all supported products and services. The Support Center is committed to quality service through teamwork and a proactive approach to problem identification and solution. The ITS Support Center provides faculty with service and support of university classroom technology. These services are accessible in a variety of ways: walk-up (15/2106), email (its-support@unf.edu), and phone (620-HELP or 620-4357).

ITS manages and supports email, web, and file storage systems for students, faculty, and staff. OspreyNet is high speed Internet and email service for students living in the Residence Halls.

13.3 Telephone Services

Telephone service to the University community is available via an on-campus PBX system which provides digital service with such features as voice mail, call forwarding, conference calling, 6-way conference calling, speed dial calling, last number redialing, and other optional features. The primary long distance carrier is the Suncom Network. BellSouth provides long distance service when there is overflow from the Suncom Network and international calls. Additionally all Residence Halls enjoy analog service, which includes call waiting, caller ID, and access to the web based campus directory (via internet services).

Emergency Telephones (Code Blue). The 88 blue-topped emergency telephones sprinkled across campus are a direct link to immediate help. On Code Blue phones, press the red button to reach the University Police Department. The phone will automatically identify your location. Calls are answered 24 hours a day, seven days a week. Visit www.unf.edu/dept/its/telephone/ephone.pdf to see a map of Code Blue phone locations.

Courtesy Phones can be found at 23 locations throughout the campus. They may be used to call on-campus numbers (four digits) or off-campus numbers (dial 9 and the seven-digit number). Long distance calls (calling card (9+1+800), collect and third party billing may also be made on Courtesy phones. In case of a campus emergency the University Police department can be reached on a Courtesy phone by dialing 911. Visit www.unf.edu/dept/its/telephone/courtesy.pdf to see a map of Courtesy phone locations.

TDD Phones (touch tone devices for the deaf) are located at the front desks of The Disability Resource Center (Building 10), Arena (Building 34), and the University Center (Building 43).

13.4 Duplicating

Printing requests should be routed through the departmental and divisional offices. The campus service department is Duplicating Services, located in Building 818 behind the Arena. Services offered include photocopying (color and black/white), on-line digital printing, offset printing and a variety of paper stock upon request. For additional information concerning the facilities and services available, contact Duplicating Services at ext. 2517.

13.5 The University Center

The University Center is a 95,000 square foot conference and academic support facility, one of the largest university-based conference centers in the country. The University Center offers the latest technology and equipment; furnishings designed for maximum participant comfort; outstanding food and beverage services; and a friendly, service-oriented staff. The mission of the University Center is to provide quality meeting facilities and services to UNF and the community, while maintaining self-sufficiency.

13.6 Travel

All official University travel, whether funded by the University of North Florida or not, must be recorded on a Travel Authorization Request (TAR) form. TAR forms and complete instructions concerning travel are available in departmental and college offices or may be obtained by calling the Travel section of the Controller's office at extension 2950. Frequent travelers may obtain a UNF Purchasing Card for use in paying conference registration fees, paying for rental cars, paying hotel bills, and paying for airline tickets. An application for the UNF Purchasing Card can be obtained at a UNF Purchasing Card training session. Frequent travelers may obtain an American Express Corporate card for their use while on official business. An application for the corporate card may be obtained from the Controller's Office extension 2920. The University has contracts with one travel agency to assist travelers in making travel arrangements: BCD Travel at 470-0316. For rental cars AVIS is on State contract (AWD #A113400) at 1-800-331-1212.

13.7 University Parking and Traffic

The Parking Service Office of Auxiliary Services issues a pamphlet that outlines Campus Traffic and Parking Regulations. This pamphlet may be obtained at the Cashier's Office or the University Police Department Building (Building 41). In order to be parked on campus, vehicles must display a parking decal or a parking permit. Decals may be purchased in Auxiliary Services located in J. J. Daniel Hall, room 1600. Affixed decals are issued for a specific vehicle and operator and are not transferable. Hanging decals are issued to an individual and may be transferred from one vehicle to another.

Vehicles must be parked in spaces specifically marked for parking. Motor vehicles must be parked within the pavement markers. Parking on grass, sidewalk, cross-walks, loading zones, or on the streets, except those specifically marked for parking, is prohibited.

When driving an unregistered vehicle on campus, a daily parking permit must be obtained from either the 9A or Kernan Boulevard Information Booths. The Information Booths are open Monday – Thursday from 6:30 a.m. to 9:00 p.m. and Friday from 6:30 a.m. to 7:00 p.m. Services include issuance of daily parking permits (Cost \$3.00) parking information and instructions, and directions to offices and other campus locations. The Information Booths attendants are not authorized to distribute specialized literature or to hold and deliver property to other parties. For further information, contact Parking Services, extension 2815.

UNAUTHORIZED PERSONS PARKING VEHICLES IN HANDICAPPED SPACES ARE SUBJECT TO FINE AND HAVING VEHICLES TOWED AWAY AT OWNER'S EXPENSE.

All persons receiving UNF citations for non-moving violations may pay such charges in person or by mail to the Division of Finance and Accounting, Cashier's Office, University of North Florida. Such payment must be made within fourteen (14) days from the date of issuance to avoid a late charge. After fourteen (14) days, administrative action will be taken.

Florida Uniform Traffic Citations issued for moving violations are referred to any Duval County Tax Collector's Office.

13.8 Postal Services

Mail is picked up from and delivered to departmental and divisional offices once a day (mid-morning). There is a postal substation with limited services located in Building 6, next to the Purchasing Department where different denominations of stamps may be purchased. An alternate source of stamps is the vending machine on the first floor of Schultz Hall (Building 9). Mail drop boxes for on-campus and off-campus mail are located adjacent to the Bookstore and near the vending machines at Founders Hall (Building 2). Outgoing mail must be received at the Campus Mail Center by 4:15 p.m. daily. Mail Center hours: 8:00 a.m. to 5:00 p.m. Monday through Friday. Service window hours: 9:00 a.m. to 4:45 p.m. Monday through Friday. Please call extension 2935 for additional information.

13.9 Physical Facilities Services

Floor care, window and glass cleaning, rest room maintenance and supplies, waste basket cleanliness, trash removal, wall surface cleanliness, furniture cleaning (excluding desk tops, laboratory apparatus, and table tops), chalk board maintenance, chalk supply, and eraser supply and maintenance problems are handled by Physical Facilities. For problems with heating, lighting, air conditioning, water, sewage system, electrical, plumbing, and elevators, contact Physical Facilities.

Physical Facilities has a regular schedule for pickup and disposal of recyclable materials including all types of paper, cardboard, aluminum cans, scrap metal, etc. They can also be contacted for special pickup and disposal of recyclable materials or to request packing or moving boxes.

To contact Physical Facilities, for any of the above services, call extension 2483 or e-mail PFWORK.

13.10 Smoking

The University of North Florida is designated as a Smoke Free Campus. Therefore, all tobacco users will be restricted to outside areas generally located at least twenty-five (25) feet away from building and heavily traveled walkways.

13.11 Cart Policy

Operation of gas and electric carts on campus is restricted to the perimeter of the campus core. A Red Zone@ permits are available from the Vice Presidents for temporary access. All cart drivers must review the Cart Policy and Map prior to operation and annually thereafter.

13.12 Environmental Health, Safety, Insurance & Risk Management

Environmental Health & Safety provides a variety of services to faculty and staff. These include:

Safety & Health Programs:

- Employee Right-To-Know
- Chemical Hygiene
- Biological Safety
- Blood-Borne Pathogens
- Respiratory Protection
- Confined Space Entry
- Shop Safety
- Hazardous Materials Management
- Indoor Air Quality
- Asbestos Containing Materials Management
- Lead Based Paint Management
- Ergonomics
- Crisis Management and Emergency Planning
- Fire Safety and Construction Management
- Nuisance Animals
- Accident Investigation and Reporting
- Safety and health training Sessions
- Insurance and Risk Management Services

For more information on any of these policies or topics, please see the EH&S webpage at www.unf.edu/dept/ehs.

13.13 Training and Services Institute (TSI)

The Training and Services Institute was incorporated by the State of Florida as a public non-profit organization in 1979. Its purpose is to provide a vehicle through which the University serves specialized research and training needs of Northeast Florida. The primary activity of TSI has been the Institute of Police Technology and Management (IPTM) and Public Safety Institute (PSI). Through the success of its programs, TSI has grown into a viable entity which has provided support for university programs and faculty development.