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## Faculty Handbook Section I - General Information - Updated 10/18/2010

All Faculty  
*Rollins College*

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**ALL FACULTY OF ROLLINS COLLEGE  
SECTION I-GENERAL INFORMATION**

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## **A. INTRODUCTION TO ROLLINS COLLEGE**

### **DESCRIPTION OF ROLLINS COLLEGE**

Rollins College is among the nation's finest comprehensive liberal arts colleges. Founded in 1885 by New England Congregationalists who sought to bring education to the Florida frontier, Rollins is the oldest recognized college in Florida. Throughout its history, the College has been an independent, four-year, non-sectarian, coeducational institution. It is supported through tuition; gifts from alumni, friends, foundations, and corporations; and income from investments.

Rollins has 200 full-time faculty, more than 90 percent of whom hold the Ph.D. or appropriate terminal degrees. As of 2014, the College's endowment totals over \$350 million.

The College is located in Winter Park, an attractive residential community adjacent to the city of Orlando. Fifty miles from the Atlantic Ocean and 70 miles from the Gulf of Mexico, the 70-acre campus is bounded by Lake Virginia to the east and south. A traditional Spanish-Mediterranean architecture characterizes the College's facilities.

The Artium Baccalaureus and Artium Baccalaureus Honoris degrees are offered by Arts and Sciences and the College of Professional Studies. The Hamilton Holt School offers late-afternoon and evening courses leading to baccalaureate degrees and master's degrees in counseling, education, human resources, liberal studies, and teaching. The Roy E. Crummer Graduate School of Business offers graduate degrees for both full-time and part-time students. Information on these associated divisions may be found in their respective catalogues.

A brief summary about Rollins may be found on the Rollins website.

### **ACCREDITATION**

Rollins College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award bachelor's, master's, and doctoral degrees, and by AACSB—The Association to Advance Collegiate Schools of Business. It has been a full member of the National Association of Schools of Music since 1931, and its program in chemistry has been approved by the American Chemical Society since 1974. Its programs in education are approved by the Department of Education of the State of Florida, and its counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs. The College's George D. and Harriet W. Cornell Fine Arts Museum has been accredited since 1981 by the American Association of Museums.

Rollins holds institutional memberships in the Association of American Colleges and Universities, the American Council on Education, the National Association of

Independent Colleges and Universities, the Council of Independent Colleges, the Associated Colleges of the South, the College Entrance Examination Board, the Florida Association of Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and Independent Colleges and Universities of Florida, Inc.

## **MISSION STATEMENT**

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate and selected graduate programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

## **B. ADMINISTRATION OF ROLLINS COLLEGE**

### **BOARD OF TRUSTEES**

Rollins College is governed by a Board of Trustees consisting of 19 to 35 members, including the President ex officio. Three Trustees are nominated by the Alumni Association of the College, and currently a representative of Rollins parents is a Trustee as well.

Trustees are elected by an affirmative vote of three-quarters of the Board, and serve for a three-year term. The Parent Trustee's term is one year. Trustees, except for the Alumni Trustees, are eligible for immediate re-election.

There are nine standing committees of the Board. They are:

Audit Committee	Executive Committee
Committee on Trustees (Nominating Committee)	Finance Committee
Compensation Committee	Investment Committee
Development & Alumni Relations Committee	Student Life Committee
Education Committee	

The Board meets three times a year, in the fall, February and May. The Executive Committee, which is elected by the Board, plus the Chairman of the Board and the President as ex officio members, meets between meetings of the Board.

The President, Vice Presidents, Secretary, and Treasurer are elected by the Board. In addition, the Board elects its own Chairman and Vice Chairman. Assistant secretaries and assistant treasurers may be elected as needed.

The authority of the Board of Trustees is defined by the Charter and Bylaws of Rollins College. Under the Bylaws, the Board delegates certain powers and authority to the faculty, including the power to govern itself. The faculty bylaws of Rollins College represent the faculty's self-governance document.

## **OFFICE OF THE PRESIDENT**

The President is the chief executive officer of the College, serving at the pleasure of the Board of Trustees. The President is responsible for the welfare of the College and the orderly and prudent conduct of its affairs. The authority of the President is set forth in the Charter and Bylaws of the College. The Bylaws require that the President be a member of the faculty with the rank of Professor.

## **OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST**

The Provost is the chief academic officer and a Vice President, responsible for administering the educational program, for making faculty appointments, for coordinating all academic activities of the College, for overseeing institutional and faculty research, for facilitating budgetary and institutional planning, and for maintaining the academic standards of the College. The Provost may be charged by the President with other related duties. Reporting to the Provost include: the Director of Institutional Research, the Dean of Arts & Sciences, the Dean of the College of Professional Studies, the Dean of the Hamilton Holt School, the Dean of the Crummer Graduate School of Business, the Director of the Olin Library, the Director of the George D. and Harriet W. Cornell Fine Arts Museum, the Executive Director of the India and South Asia Center, the Executive Director of the China Center, the Executive Director of the Winter Park Institute, and the Director of the Student-Faculty Collaborative Scholarship Program.

## **OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE AND TREASURER**

The Vice President for Business and Finance also serves as Treasurer of the College. The Vice President and Treasurer is the chief financial and business officer whose responsibilities include: the development of policy and strategy for, and oversight of, the College's financial systems, business operations, audit, and employee relations. Other areas of responsibility are operating and capital budget preparation and oversight, financial planning, asset management, new construction, risk management, human resources, information technology, accounting, investment management, treasury

functions, facilities management operations, purchasing, and auxiliary enterprises. This position serves as institutional liaison to the local business community and governmental officials; coordinates all activities of the Board of Trustees, with direct support to Board committees concerned with finance, business, audit and investment matters. Reporting to the Vice President and Treasurer are: the Assistant Vice President of Human Resources and Risk Management, Assistant Treasurer and Director of Budget and Investments, the Director of Facilities Management, Chief Information Officer, Director of Campus Safety, Director of Environmental Health and Safety, Director of Auxiliary Business Services, and Property Manager.

## **OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President for Institutional Advancement is responsible for the external affairs of the College including fund-raising, public relations, donor and external relations, and alumni affairs. Reporting to the Vice President are: the Assistant Vice President for Development, Assistant Vice President for Alumni Programs, the Executive Director of Donor and External Relations, Director of Advancement Services, Director of Major Gifts, Director of Planned Giving, Director of Annual Giving, and the Director of Foundation and Corporate Relations.

## **DEAN OF KNOWLES MEMORIAL CHAPEL AND CHAPLAIN TO THE COLLEGE**

The Dean of the Knowles Memorial Chapel and Chaplain to the College reports to the President and is responsible for all activities of the non-denominational Chapel, activities of United Campus Ministries, and the spiritual welfare of the Rollins Community.

## **OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS (VPSA)**

The Office of the Vice President for Student Affairs (VPSA) advances the mission of the College by collaborating with the faculty in creating and maintaining an environment that fosters intellectual, social, and personal learning and growth for students.

Reporting to the VPSA are the Directors of Academic Internships, Career Services, Community Engagement, Wellness, Disability Services, International Programs, International Student and Scholar Services, Multicultural Affairs, Student Involvement and Leadership, Residential Life, Student Employment, Student Success, and the Dean of Students.

## **C. PROGRAMS, SERVICES AND RESOURCES**

### **ACADEMIC REGALIA**

Faculty play an important role at Convocation and Commencement and are urged to participate, wearing full academic regalia. For these occasions the College will arrange to rent caps and gowns for faculty without charge, provided the request is made two months in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned.

## **ALUMNI ASSOCIATION**

The purpose of the Rollins College Alumni Association is to stimulate the interest of alumni and engage them in support of the Rollins College family. The mission of the Alumni Association is to keep alumni “Connected for Life.” The vision of the Alumni Association is Alumni connected to Alumni, Alumni connected to the College, and Alumni connected to the Association.

The goals of the organization are:

1. Develop the Alumni Association into a dynamic organization that is responsive to, and knowledgeable of, alumni needs as measured by alumni feedback.
2. Promote stimulating communication and creative programming to encourage alumni commitment to, and involvement in, both the College and the Alumni Association.
3. Increase alumni participation in alumni programs, reunion, volunteer activities, and financial support of the College.

## **ARTS AT ROLLINS COLLEGE**

Rollins has long been a major contributor to the cultural life of Winter Park and the larger Central Florida community. In addition to several fine lecture series, the College offers the following cultural opportunities, including:

Annie Russell Theatre - The historic Annie Russell Theatre presents an annual season of dramatic productions and an evening of dance. Productions include popular musicals, classic drama and comedy, contemporary plays, and lively dance. The more intimate Fred Stone Theater offers student-produced plays, generally more experimental than Mainstage productions. Faculty/Staff and students are eligible for free admissions to selective performances and discounts for season tickets. All productions in the Fred Stone Theater are free, with general seating.

Bach Festival - The Bach Festival Society, a separate 501(c)(3), whose offices are on the Rollins campus, performs in Tiedtke Concert Hall and Knowles Memorial Chapel and offers various annual series including the Winter Park Bach Festival, Visiting Artist Concert Series, Choral Masterworks Concert Series featuring the Bach Festival Choir, and a variety of educational and community outreach programs to encourage youth participation in music at all levels. Founded in 1935, the Bach Festival Society of Winter

Park is the third-oldest continuously operating Bach Festival in the United States, as well as Central Florida's oldest operating performing arts organization.

Rollins College Director of Music John V. Sinclair has led the Bach Festival Choir and Orchestra as artistic director and conductor since 1990.

The George D. and Harriet W. Cornell Fine Arts Museum - One of the southeast's most innovative college museums, CFAM offers originally conceived and traveling exhibitions of outstanding works of art for all tastes and from all cultures. Exhibitions from the collection's broad range of drawings, paintings, prints, and sculpture have included works by contemporary masters. Public talks, films, and special programming complement the exhibitions and integrate the Museum with the Rollins curriculum. CFAM also collaborates with individual faculty across the curriculum to enhance their course instruction through art. At present, the public is admitted free of charge; Rollins faculty and staff receive a discount at the CFAM Gift Shop.

Music at Rollins - Concerts and recitals sponsored by the Department of Music give area residents opportunities to hear faculty, students, and College ensembles, as well as performers of national and international prominence. Concerts are held in Tiedtke Concert Hall, with the exception of the popular annual Christmas Vespers service, which takes place in the Knowles Memorial Chapel. All performances are free to Rollins faculty, staff, students, and the public.

The Winter Park Institute – Each year, the Winter Park Institute sponsors several eminent presenters, who may meet with student groups and address the general public. Events are typically held in Tiedtke Auditorium or in the Warden Arena of the Alford Gymnasium. Recently, the WPI has hosted speakers who include Gloria Steinem, Ken Burns, Michio Kaku, and Itzhak Perlman. All events are free and open to the public.

Winter with the Writers, a Festival of the Literary Arts - Over the years, this venerable community series has hosted eminent, award-winning writers as well as emerging, promising voices for readings, interviews, and master classes presented on four consecutive Thursdays in late January and February. Winter with the Writers is sponsored by the Department of English and the Thomas P. Johnson Visiting Artists and Scholars Fund.

The Alford Inn – Described as “an art gallery where you can stay the night,” the Alford Inn opened to the public in August, 2013, and houses over \$3 million worth of original contemporary art. Proceeds from the Inn support scholarships for Rollins students.

## **ARCHIVES, SPECIAL COLLECTIONS AND RECORDS MANAGEMENT**

The College Archives is the official depository for all College records and publications having permanent value. Use of some items is restricted for legal or internal reasons.

The Special Collections reflect the liberal arts traditions of the College. These include the Meade horticulture bequest, the Floridiana Collection, the William Sloane Kennedy Collection of Whitmaniana, the Jesse Rittenhouse poetry library, and the M. P. Shiel Collection donated by Reynolds A. Morse. The Rollins Collection contains research, publications, and writings produced by members of the Rollins community, including faculty, students, and alumni.

The College Archives and Special Collections Department is housed on the first floor of the Olin Library. Access to the collections is provided through the Olin online catalog, the Digital Collections at <http://www.rollins.edu/library/archives/digitalarchives.html>, and print finding aids.

## **ATHLETICS AND ATHLETIC FACILITIES**

Rollins participated in NCAA Division II in many sports. The Intercollegiate Athletic Program features over 20 sports programs and 300 student-athletes participating annually. The teams include Baseball (M), Basketball (M&W), , Cross Country (M&W), Golf (M&W), Lacrosse (M&W), Rowing (M&W) Sailing (M&W), Soccer (M&W), Softball (W), Swimming (M&W), Tennis (M&W), Volleyball (W), and Waterskiing (M&W). Student athletes from over half of our programs have participated in national championships.

Intramural sports have been an important part of the Rollins student experience. The program offers men's, women's, and co-ed events. Additionally, group exercise classes are offered weekly. Intramural recreation at Rollins College is intended to provide a healthy and competitive outlet for students, faculty and staff alike.

All of the athletic facilities of the College are available for faculty and staff use. Because it is the philosophy of the College that physical education programs required by the curriculum should have priority over other uses of athletic facilities, it is necessary that use of the facilities be carefully and fairly scheduled. The schedules and regulations for the use of facilities, such as the Sports Center and swimming pool, are the coordinate responsibilities of the Department of Physical Education and Athletics. Information on current policies concerning the use of athletic facilities can be obtained from the office of the Director of Athletics.

## **BACKGROUND CHECK**

All new faculty must authorize a criminal background check. This authorization takes place electronically via True Screen, Rollins' background check partner.

## **BOOKSTORE**

Located on Holt Avenue, the Rollins College Rice Family Bookstore features not only textbooks, but also an expanded trade book section featuring faculty author titles, discounted reference books, bestsellers, and magazines. Look for a complete line of Rollins merchandise, such as t-shirts, sweatshirts, polos, desk accessories, and car decals. Discounted software is available to all students and faculty members. The bookstore also has convenient special ordering for titles not in stock.

The bookstore also facilitates special events featuring faculty, staff, students, and other members of the Rollins Community. Please contact the store manager if interested in hosting an event or fundraiser in the store.

## **BURSAR**

The Bursar's Office provides student account and billing information; receives payments for tuition, fees and miscellaneous campus charges; provides collection of delinquent accounts; delivers refunds and financial aid residuals after disbursement.

We also provide deposit, merchant and cashiering services for departments of Rollins College. Faculty and staff may cash a check with the Bursar Cashier for up to \$100 a day. We are located in the Warren Administration Building on the 2nd floor. The Bursar's Office is a unit of the Rollins College Finance Office.

## **CAMPUS SAFETY**

The Rollins College Campus Safety Department is located on the first floor of the Facilities Management Building. Campus Safety provides service 24 hours a day, and is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many departments and community organizations.

The Campus Safety Department is organized as a department of full- and part-time security personnel under the auspices of the Office of the Vice President and Treasurer. It is not a law enforcement agency and, therefore, its members do not have the authority to make arrests.

All officers are professionally trained and are certified by the state of Florida. The department provides a full range of security services, including, but not limited to, investigating all crimes committed on campus, providing crime prevention/community services programs, enforcing parking policies, and maintaining crowd control for campus special events. The department maintains a close liaison with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement operations.

The department understands the overall academic mission of the College and strives to play a vital role in enhancing that mission. Concern for the community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent in the department's daily operations and policies.

You may contact Campus Safety at either 407-646-2999 or [campusafety@rollins.edu](mailto:campusafety@rollins.edu).

## **CAREER SERVICES**

The Office of Career Services assists students and alumni in the career development process, focusing on self-assessment, career exploration, and career decision-making. In support of these objectives, the center provides a variety of services and resources including career counseling and planning, career information programs, experiential education options, and assistance in identifying employment opportunities. These resources are delivered in ways designed to reinforce the personal, social and intellectual development fostered by a liberal arts education. The Office of Career Services is currently located in the 170 W. Fairbanks Bldg., first floor. Students are encouraged to call the office at ext. 2195 or stop by to schedule an individual appointment. Detailed information further describing the office services and resources available, including upcoming programs, workshops, deadlines and employment opportunities can be found on the Office of Career Services' website.

## **CLASSROOM TECHNOLOGY**

Classroom Technology provides the following services:

- Scheduling equipment for classroom and special event use
- Assistance with the use of classroom technology
- Maintenance of existing classroom technology
- Upgrading classroom technology

The Classroom Technology staff is available to consult with faculty regarding the integration of technology into the curriculum and demonstrate the various types of equipment available. Classroom technology is also responsible for the maintaining and upgrading the technology found in the classrooms.

## **COLLEGE DIRECTORY**

Faculty and staff members are listed in the Rollins College Campus Directory. The directory can be found on Foxlink.

## **COMMUNITY ENGAGEMENT**

The Office of Community Engagement fosters, encourages, and promotes student, faculty, and staff involvement within local and global communities. Through service-learning courses, community-based learning, leadership development, community service, and innovative programs and resources, OCE is deeply committed to social justice, civic engagement, and social responsibility for every member of the Rollins Community.

## **COMMUNITY STANDARDS AND RESPONSIBILITY**

The Office of Community Standards and Responsibility supports the mission of the College to educate for responsible leadership and global citizenship. The office promotes the development of a healthy, safe, inclusive community that is grounded in the values of integrity, character, respect, leadership, and citizenship. Our programs, initiatives, resources, and advocacy efforts are designed to promote student learning and personal responsibility, encouraging students to act as engaged and responsible members of their communities - on campus and beyond. The Office of Community Standards and Responsibility is located in Suite 206 of the Warren Administration Building – x1773.

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

Counseling and Psychological Services (CAPS) is located in the Rollins Wellness Center. All currently enrolled students can drop in, call for appointments, or be referred by faculty and staff. All services are free for “day” students and others with appropriate health insurance. Counseling services include: individual counseling, Myers-Briggs Type Indicator testing for learning styles and academic adjustments; other assessments; group counseling; programming for mental health and academic issues; and referral to off-campus professional resources and consultation. Faculty can consult confidentially with the professional counseling staff about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any college record. Students find counseling helpful for a wide range of personal and academic issues: adjustment to college, family concerns, eating disorders, diversity issues, alcohol and drug abuse, etc.

## **DINING SERVICE AND CATERING**

Convenient facilities offer diverse dining options on campus:

**The Skillman Marketplace**, located on the upper level of the Cornell Campus Center, features specialty stations and is open for breakfast, lunch, and dinner. Each station offers fresh, tasty selections, exhibition cooking, plus a “meal deal” combo at a great price every day. From freshly prepared omelet and deli sandwiches to the bountiful soup and salad bar, carved meats, fresh veggies, sushi, smoothies, gluten-free choices, and

gourmet pizzas and pastas, the campus community can always find variety and value at the Marketplace.

**The Grille**, located in Dave's DownUnder on the lower level of the Cornell Campus Center, serves snacks from the evening until 2:00 a.m. Fast food options include charbroiled burgers and chicken sandwiches, pizza, wings, and cheese sticks, plus old fashioned ice cream parlor favorites such as milk shakes, ice cream cones, sundaes, and banana splits.

**The C-Store**, located next to The Grille in Dave's DownUnder, is filled with snacks, groceries, sundries, fresh flowers, and gift ideas. Open from morning to evening, the C-Store is a complete convenience store that also features a deli counter specializing in sub sandwiches on freshly baked rolls.

**The Bookmark Café**, located in the Olin Library, features coffee, espresso, and other study aids such as juice, water and snacks.

**Cornell Courtyard Café**, located in the Cornell Social Sciences Building Courtyard, features grab and go sandwiches and salads, prepared subs and wraps, bagels, homemade soups, beverages, cookies and chips.

**Dianne's Café**, located in the Rice Family Bookstore on Holt Avenue, features the full line of Starbuck's coffee and espresso drinks, plus panini sandwiches, healthy choice wraps, gourmet salads and soups, bagels, specialty pastries, fudge, and candies.

**Bush Café**, in the Bush Science Center, features smoothies, coffee, sandwiches, salads, and beverages.

**College Catering**: Space must be reserved/scheduled online prior to placing a catering order. Our dining services partner, Sodexo, provides excellent catering for events large and small. From coffee breaks, luncheons, parties, and picnics to receptions and banquets, the catering staff is committed to the success of your events and to working within your budget. Rollins' agreement with Sodexo gives College Catering the "right of first refusal" or the right to bid on all catered events using College funds. Place catering requests through the Special Events Office at ext. 2567 to insure a successful event:

- A. Please make arrangements nine days in advance, except in emergencies, and use the catering request forms that are available from special events and on-line.
- B. Estimate attendance as accurately as possible, and provide a guaranteed number three days in advance. Food is prepared for the guaranteed number plus 5%, so billing is based on the guaranteed or actual attendance number, whichever is higher.
- C. Advise catering of cancellations at least five days prior to the scheduled event to avoid being billed because food and staffing are ordered in advance.

- D. When a catered service is provided outside the Cornell Campus Center, a minimum order and delivery charge applies.

**Catering Gift Packages.** Freshly-baked, hand-decorated birthday cakes, giant cookies, gourmet cheese, and imported candy baskets are available for every holiday and special occasion. These can be personalized with stuffed animals, ribbons and bows, plants, etc., by request, and are beautiful gifts at very reasonable prices. R-Card discount applies (see below). Through Gift University, powered by 1-800-FLOWERS.COM, you can send or receive gifts for special occasions. Learn more at [www.rollinsdining.com/gifts.html](http://www.rollinsdining.com/gifts.html).

**Faculty/Staff R-Card Discount.** Deposit a minimum of \$50 to your R-Card Meal Plan Account and receive 20% added value on food purchases at the Cornell Campus Center Marketplace, the Grille, C-Store, Dianne's Café, and Cornell Café.

Obtain your R-Card at the R-Card Office. Make deposits at the Bursar's Office with cash, check, or credit card, or use the Value Transfer Station in the lower level of the Cornell Campus Center, which accepts \$1, \$5, \$10, and \$20 bills.

## **DUPLICATION SERVICES**

### **Convenience Copiers**

Photocopiers are located in administrative and academic buildings across campus. These machines are intended for small jobs (under 100 total copies), and have a variety of features including collators, document feeders, duplexing and variable reduction and enlargement. Coin or card-operated copiers are located in Olin Library. Jobs over 100 total copies, or that require special services, can be handled economically through the Digital Print Center, often with same day turn around.

### **Print Services**

The Digital Print Center provides a wide range of professional duplication services at modest prices. The Center is located on the ground floor of the Facilities & Services building and is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Services include:

**Black & White Copying:** Copies can be made on a wide variety of paper weights, colors, sizes, and textures. Hundreds of papers are stocked, and thousands of others are available within 24 hours. Publishing Center equipment can copy onto paper up to 11" x 17", and up to 67 pound basis weight. Single or double sided copying is available on all sizes and weights. Multi-part carbonless forms ("NCR"-type) can be produced in 2, 3, 4, and 5 part sets. A variety of envelope sizes (both standard business and invitation) are stocked. Additionally, the installation of a RISO duplicator allows economical printing with a single color (blue, gold, red and black inks).

**Color Copying:** Color enlargements (up to 11" x 17"), reductions, and a variety of special effects can be produced with the center's state-of-the-art, full-color, digital copier.

**Desktop Publishing:** The Center offers design and typesetting services at a fraction of the cost of freelancers.

**Finishing:** Collating, stapling, saddle stitching (booklet-style), and spiral binding (up to 125 sheets) are available "on-line" from the Publishing Center. Padding, drilling, cutting, and laminating are also offered.

**Special Services:** Large format posters, foam board mounting, banners, and CD/DVD duplication are offered at prices that are less expensive than outside services.

**Other Outside Services:** (competitive bids are obtained from several sources on all printing jobs that are not produced in-house)

- Embossing and Engraving  
(15 working days turn around)
- Die Cutting
- Printing to Film (stats/slicks)
- Mail Preparation

### **Course Packets & Anthologies**

The Center provides complete custom academic publishing services including securing copyright clearance, preparing machine-ready master copies, and duplicating course materials for resale at the bookstore.

Original materials may be dropped off at the Print Center or the bookstore. We **must** secure permission to copy **all** copyrighted materials in order to comply with Federal Copyright Law. To grant permission to make copies, the Digital Copy Center **must** right holders require complete information on each excerpt, including:

- Publication title
- Article title
- Author
- Publisher
- Publication date
- Page numbers
- ISBN # (if available)

Course title, number, starting date, and instructor's name are also necessary as separate permission must be obtained for the copies used for each course each semester. To ensure accuracy, faculty are encouraged to provide necessary information on the copyright clearance application (available at the Rice Family Bookstore or the Digital Print Center).

Copyright clearance can take from one day to three months depending on the right-holder's response time; please allow at least eight weeks. Copyright royalties (which add to the students' price) range from a half cent per page to several dollars per page. Faculty

will be notified of permission denials or unusually high royalties as they arise. Information on copyright law is available at the bookstore and the Digital Print Center.

## **FACILITIES MANAGEMENT**

The Director of Facilities Management is responsible for the administration and supervision of the Facilities Management Division and reports to the Vice President for Business and Finance and Treasurer. Four managers report to the Director and have responsibility for grounds, maintenance, housekeeping, and construction management. Responsibilities of Facilities Management include:

1. Provide essential services for the successful operation of the campus including Housekeeping, Grounds (with athletic fields), Transport Services, Events Support, Collection of Trash and Recyclables, and General Maintenance.
2. Coordinate and administer capital renewal projects in order to support the changing needs of the campus. These are referred to as alteration and improvement projects (A&I)'s.
3. Lead and manage large construction projects.

The annual budget for the department provides funds for the maintenance and operation of existing facilities only. Funding for new facilities, capital improvement, renovations, or alterations must be sought through the capital funding approval process. The Director will assist in furnishing cost estimates for capital improvements so that departments may include projected costs in their annual budget requests. Details as to how to obtain services are available on the facilities website [www.rollins.edu/facilities](http://www.rollins.edu/facilities).

## **HEALTH SERVICES – (former Panera Restaurant, corner of Aloma and Park)**

Health Services for full-time Arts & Sciences day students is located at the corner of Park Avenue and Aloma. The philosophy of care is proactive - focused on education, prevention, and wellness. Services are provided by two full-time Board certified family nurse practitioners and one part-time board certified physician.

## **INFORMATION TECHNOLOGY**

The entire campus, including every residence hall room, office, and classroom has been wired for campus network. The dorms and academic buildings have wireless access as well. The computer network provides network-capable computers, unlimited access to the Rollins Web pages, e-mail, and other features of the Internet with new functions continually upgraded. The Cornell Campus Center has wireless network connectivity throughout the building as well as an E-bar that facilitates e-mail and Web access on the run. Laptops can be plugged in throughout the building, and on the patio overlooking the

pool and Lake Virginia. The “DownUnder” snack bar/performance space is wired as a Cyber Café with network and power cables available for connections to laptop computers.

Over 90% of last year’s freshmen brought computers to campus. Network connection is simple and requires a one time online registration of the computer. Computers are available for sale and rental through the College. Several computer labs are available at Rollins, providing adequate access to facilities for students without computers. With extensive hours, one lab is open 24 hours from noon Sunday through 5 p.m. Friday. Computers are not required at Rollins, but students who have computers make good use of them. Our laptop rental program provides a low-cost option for students to try an in-room computer before buying one. Rentals average \$550 per year for a Windows laptop. Students who rent computers for three years own the computer after the third year.

Information Technology offers both credit and non-credit seminars for students on computer software and hardware use. Non-credit software classes include Microsoft Word, Excel, Power Point, Photoshop and more. Credit-bearing courses (one quarter of regular course credit) include: “Using World Wide Web for Research”, “Using Microsoft Word for Publication Design and Layout”, “Creating Home Pages on the World Wide Web”, “Using Power Point and Computer Graphics for Presentations”, “Using Excel Spreadsheets Effectively”, and “Digital Video”. All students receive Internet e-mail addresses, available at check-in during the fall.

### **Services**

The Information Technology Department of Rollins College provides software and hardware support for both academic and administrative computational requirements. The instructional computing resources at Rollins are accessible for faculty research, publication, and teaching endeavors. All faculty members are invited and encouraged to include and coordinate their computational needs through the department. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to computers, so it is recommended to begin the process well in advance.

General computer labs are located in Olin and Cornell with a Mac lab in Bush. All computers in the labs are connected to the campus network, Internet, and shared printers. Student assistants are available in each of the labs. Faculty needing special software are asked to contact IT at least one month before the term begins.

The Help Desk may be reached at (628-6363).

Information Technology makes available a variety of software in the computer labs. General use software, such as Microsoft and Office are fully supported by the IT staff. Faculty may also request course software to be purchased and made available in the labs; this specialty software is generally not supported by IT staff and is funded by the Dean of the Faculty.

Computer labs may be reserved by phone or via form on the Web under the Information Technology Web site.

Foxlink provides students and faculty access to student and teaching records and employment information as well as course chat rooms and bulletin boards. Accounts for Foxlink as well as the Campus Network are normally created for new faculty in August for distribution at orientation. Those starting at other times of the year can fill out the account request form located on the IT Web site.

Computers for faculty use are provided by Information Technology. Requests are solicited in the spring, but computers may be requested any time of the year. Requests will be filled based on budget availability. Requests for non-standard software are routed to the appropriate Dean's office for funding.

Computers for general use, student labs, interns, etc. are funded through the regular budget process, and need to be requested when the Finance Office budget call is made in the fall. Information Technology policies concerning use of e-mail, the Web, computer labs, etc., are posted on the IT Web site.

#### Instructional Technology

Our Instructional Technologists are available to assist faculty who are integrating technology into the curricula. The I.T. staff can work with faculty, set up training classes, and help evaluate software or anything else that helps a faculty member determine the best method for delivering instruction.

## **INSTITUTIONAL ADVANCEMENT**

The Division of Institutional Advancement is responsible for all fund-raising efforts at Rollins College. The Division includes the offices of Foundation and Corporate Relations, Major Gifts, Alumni Relations, Donor and External Relations, Planned Giving, Research, Advancement Services, and the Rollins Fund, which manages the College's annual giving program. The five-year fund-raising initiative, *The Campaign for Rollins*, launched in 1996, raised \$160.2 million in new resources by its conclusion in October of 2001.

## **LIBRARY FACILITIES**

The Olin Library, dedicated on April 17, 1985, houses a collection of over 321,506 volumes, 48,983 full-text online periodicals, 1,095 print and microform periodicals, and 360 serial subscriptions, select collections in microformats, and a variety of non-print materials. The Rollins College library has been a selective Federal Depository since 1909 and as such maintains public access to U.S. government documents. The Olin Electronic Research Information Center contains the Information Technology Help Desk, numerous computing labs, and a 24-hour computer lab and study area.

The Olin Library Director reports to the Provost and is responsible for the administration of the library. The staff is composed of library faculty, professionals, technical specialists, and student assistants.

Library services include over 100 hours per week of access; an online catalog; numerous fulltext databases and indexes; reference service and research consultation; interlibrary loan; and a variety of information literacy instruction services.

Cooperative agreements with local libraries include borrowing privileges at the University of Central Florida Library for Rollins faculty, students, and staff who are in good standing at Olin. Guest borrowing privileges are extended for up to one year and must be renewed after May 15th. Application forms may be completed and pre-approved at the Olin circulation desk, or may be completed and approved at UCF with proper Rollins ID.

Special services for faculty include one year check-out (all materials subject to recall and due for return or renewal by May 15th); reserve service to make library or personal materials readily available to students; customized information literacy instruction to meet the needs of specific classes; and a limited number of faculty carrels (applications available in Director's office).

The major portion of book collection development is via faculty requests through their respective departments. Requests are accepted throughout the year. Journal and digital resource collections are developed by the library faculty in close consultation with faculty.

For details concerning library holdings, services or policies please consult the library's web site at <http://www.rollins.edu/olin/index.htm>

## **LIBRARY CARREL POLICY FOR FACULTY**

1. Study carrels in the Olin Library are assigned to requesting faculty members engaged in research and based on availability. Applications for study carrels may be submitted at the beginning of each academic term.
2. To maintain an accurate record of library collections, all library materials kept in study carrels must be checked through the appropriate circulation process. The library staff regularly monitors carrels and returns to the collection any materials not properly charged out.

## **LOST AND FOUND**

The Campus Security Office operates a lost and found service.

## **MAIL SERVICES**

The Campus Post Office (extension 2535) is located in the lower level of Mills Memorial Center with window service available from 11 a.m. to 4:00 p.m., Monday-Friday. Personal and inter-department mail may be mailed through the Campus Post Office; however, individuals are responsible for postage on their personal mail.

All faculty and staff within a department have the same four digit box number. It is imperative that incoming mail be addressed as follows:

Your Name  
Department  
Rollins College  
1000 Holt Avenue- ##### (your box number)  
Winter Park, FL 32789

Campus mail only requires a name and box number. Mail without a department box number provided will be delayed. Department mail going to the USPS must have a Postage Request Form listing your name, department, and postage code on it.

Each department has a drop off/pick up point that is serviced by the campus mail courier once a day unless the department chooses to have their own designated mail delivery person. Incoming FedEx and UPS deliveries are dropped at the Warehouse/Facilities building and will be delivered to your department. A FedEx drop off box (including FedEx mailing supplies) is located on Holt Avenue next to the Soccer Field for outgoing mail. Pickup is Monday – Friday. The USPS picks up outgoing mail from the Campus Post Office every afternoon.

### **SERVICES OFFERED AT THE CAMPUS POST OFFICE INCLUDE:**

First Class Mail	Express (Overnight)	Priority (2-3 day)
International	Parcel Post	Media Mail
Certified Mail Ret/Receipt	Delivery Confirmation	Signature Confirmation
UPS	FedEx	Insured Mail
Stamps Purchases		

## **MEETING ROOMS AND CAMPUS FACILITIES**

The primary purpose of Rollins College facilities – e.g. classrooms, meeting rooms, common space, residence halls, grounds, etc., is to serve the College’s academic and operational activities.

The scheduling of classrooms, labs, and meeting rooms for specified courses is handled by the Office of Student Records, the Hamilton Holt School, and the Crummer Graduate School. The scheduling of classrooms and other facilities – outside of specified courses – is coordinated by the Office of Events Scheduling. For additional information and

guidelines on scheduling facilities, conference and campus events, please visit the web site of the Office of Events Scheduling (<http://www.rollins.edu/sps/events>).

## **MULTICULTURAL AFFAIRS**

The Office of Multicultural Affairs (OMA) is committed to building and promoting programs, services, and resources that serve to create and sustain a diverse community. A diverse community is one that is inclusive, welcoming, and respectful in which each citizen values differences in race, ethnicity, gender, gender identity/expression, sexual orientation, national origin, economic background, ability, age, and religion. At the same time, this diverse community affirms the central importance of our common humanity. In support of Rollins' commitment to a pluralistic and equitable community for learning, OMA works collaboratively with faculty, staff, and students to create an experience rich in perspectives and opportunities to learn from each other and encourages each member to engage in positive social change to transform and sustain the local and global communities in which we live. The Office of Multicultural Affairs is located in Chase Hall. The phone number for OMA is 407-691-1240.

## **NOTARIES**

Faculty who need documents notarized by a Florida Notary Public should contact either the Cashier's Office or the Office of Student Records.

## **PARKING AND TRAFFIC REGULATIONS**

Rules and regulations concerning the use of motor vehicles on the Rollins College campus are administered by the Director of Campus Security. All students, staff, faculty, and support personnel are requested to comply with Rollins traffic policies in order to provide for safety and maximum use of existing facilities, and to preserve harmony in the communal life of the campus. Copies of the traffic regulations, revised as necessary, are given each year to all members of the Rollins community who apply for a permit. These regulations include information on where parking is allowed and sets forth the fines for failure to obey traffic rules.

It is important that all motor vehicles of Rollins College students, faculty, staff, and support personnel be registered with the College and identified with a current parking decal. For further information contact Campus Security at ext. 2999.

## **PAYROLL**

Payroll is disbursed via direct deposit on the scheduled pay date. A pay advice will be e-mailed to employees 2-3 days prior to the deposit and may be accessed using the last 4-digits of the employee social security number. Faculty will receive annual salary in nine

equal payments from September-May of the academic year. Pursuant to IRS Section 409A regulations, Rollins College allows faculty a choice to defer pay over 12 equal payments instead of 9 payments. Faculty may request to receive their salary in twelve equal payments by submitting the request in writing to Human Resources before the first day of the academic year in which they will be paid (ie: by no later than August 31st of the year prior). The election to defer pay over 12 months is irrevocable during the academic year and will remain in place in future years unless the employee requests a change in writing. If the employee does not make a deferral election by the August 31st deadline, pay will be disbursed over the 9 months of the academic year.

## **PHILANTHROPY AND NONPROFIT LEADERSHIP CENTER**

The mission of the Philanthropy & Nonprofit Leadership Center is to strengthen the effectiveness of nonprofit and philanthropic organizations through training and management support. The Center offers approximately 100 workshops and events per year in fundraising, board governance, volunteer management and organizational development. Students, staff and faculty are welcome to attend workshops. The Center also hosts the Donors Forum of Central Florida and has a special focus on executive transition.

Students utilize the Philanthropy Center's nonprofit library and seek nonprofit career counseling and volunteer and internship opportunities. For more information, go to [www.pnlc.rollins.edu](http://www.pnlc.rollins.edu).

## **PUBLIC RELATIONS & COMMUNICATIONS**

The Office of Public Relations & Communications (OPRC) actively supports the College's efforts to recruit qualified students and to attract financial support for academic programs and financial aid, while meeting Rollins' other communications needs. The Office works to protect and enhance the image of Rollins College through strategic communications with the College's stakeholders: potential students and donors, current students and donors, faculty and staff, alumni, trustees, community and business leaders, and the media.

Six primary areas encompass the services offered by the department: internal and external communications, issues and crisis management, news media relations, public relations planning and counseling, publications and photographic services, and Web updates. The OPRC has also taken a lead role in creating more formal ways to respond to public inquiries.

### **Internal and External Communications**

The Office of Public Relations & Communications is the primary communications office for the Rollins College campus. The College's award-winning electronic newsletter for faculty and staff, *R-Town*, is planned, written and managed by the OPRC and provides

news of interest to the campus community. To submit news or suggest story ideas for *R-Town*, please e-mail [rtown@rollins.edu](mailto:rtown@rollins.edu).

The OPRC takes a lead role in the messaging included in print and electronic communications for external audiences, such as community newsletters, the College's alumni magazine, the Rollins College Web site, e-newsletters for parents and alumni, and much more.

### **Issues and Crisis Management**

Effective issues management anticipates and plans ahead for problems, crises or trends that may negatively impact an organization. This is as important, if not more important, to achieving sound and productive relations between Rollins and its stakeholders as maximizing publicity opportunities. The Office tracks and manages issues to avoid—or at least minimize—negative impact. The Office also manages crisis communications ranging from weather emergencies to world events that may impact the College.

### **News Media Relations**

The OPRC proactively pitches stories and photo opportunities to the media on campus events, and student or faculty achievements, and offers subject experts to the media on timely topics. News releases cover a variety of topics, including announcing new programs or innovative research, publicizing visiting scholars and artists, celebrating significant gifts, and more.

The Office works directly with local, regional and national media representatives, monitors services such as ProfNet (an electronic service that distributes journalists' queries for subject experts), and collaborates with higher education associations to achieve placements. Media training is offered to faculty and staff annually and upon request. Faculty do not need to clear personal media inquiries with the Office, but are encouraged to utilize the resources found at <http://www.rollins.edu/news/campusclients.shtml>.

### **Public Inquiries**

The Office of Public Relations & Communications maintains a referral directory for requests for information and services (located at [www.rollins.edu/pr/campusclients/rollinsrequests.shtml](http://www.rollins.edu/pr/campusclients/rollinsrequests.shtml)). All public inquiries received by the Office are directed to the appropriate college office for response and/or fulfillment. Inquiries may be received by phone at the main number at (407) 646-2202 or via e-mail at [contact@rollins.edu](mailto:contact@rollins.edu). The Office fulfills an estimated 300 public inquiries annually.

**Publications and Photographic Services** – The OPRC researches, writes, assists with editorial planning and/or production of a variety of printed materials, ranging from announcement cards, fliers, brochures and posters to *R-Community News*, a community newsletter distributed twice a year to the Central Florida community and friends of the College, to the College's alumni magazine, the *Rollins Alumni Record*.

While the College does not have a professional photographer on staff, the OPRC has two digital cameras or may retain a professional photographer for coverage of larger campus events. OPR coordinates faculty head shots on a bi-annual basis, maintains an extensive electronic library of campus photography and fulfills hundreds of photography requests annually.

### **Public Relations Planning and Counseling**

The Office of Public Relations & Communications provides public relations counseling and services to internal clients.

### **Web Updates**

The Office of Public Relations & Communications provides frequent updates to the Latest News portion of Rollins' home page. The Office also maintains its own Web pages and assists with maintenance of the President's Web pages. For more information please visit <http://www.rollins.edu/news/>.

## **PUBLICATIONS**

Student publications include the student newspaper, the Sandspur; the Tomokan yearbook; Brushings, the student literary magazine; and RURJ, the Rollins Undergraduate Research Journal.

The following Rollins publications are compiled and edited by administrative offices. Faculty should send announcements, changes or corrections to the appropriate office.

**Admission Handbook** - A prospectus distributed to candidates for admission to Rollins. *Admission Office.*

**Rollins Alumni Record** - A magazine featuring news of the College and alumni distributed to approx. 14,000 alumni, parents, and friends of Rollins. *Office of Public Relations.* (mwismar@rollins.edu)

**Holt News** - A quarterly newsletter for students and prospective students of the Hamilton Holt School. *Hamilton Holt.*

**The Cornell Fine Arts Museum Bulletin** - *Cornell Fine Arts Museum.*

**Rollins College Catalogue** - *Office of Student Records.*

**TarTalk** - A newsletter which reports on sports activities. *Athletic Department.*

**Crummer Graduate School Catalogue** - *Office of the Dean of the Crummer Graduate School.*

**Hamilton Holt School Catalogue** - *Office of the Dean of the Hamilton Holt School.*

**The Marjorie Kinnan Rawlings Journal of Florida Literature** – is dedicated to promoting literature about Florida. The journal invites submissions of articles, reviews, short fiction, creative non-fiction, and poetry whose focus, locale, or subject is Florida. The journal was founded by the Marjorie Kinnan Rawlings Society.

## **PURCHASING**

The Purchasing Department's mission is to provide efficient and timely procurement services and programs that will support the teaching, research, and service efforts of Rollins College. We will provide high quality products and services at the lowest cost available and at the time needed. We will continuously strive to seek innovative and effective processes that do not impede, but rather facilitate the acquisition process. We will accomplish this through exceptional customer service, innovative processes, and sound business practices.

At Rollins College most purchasing actions are conducted by academic and administrative department employees. Purchasing activities include obligations for ethical behavior, compliance with government regulations, proper transaction documentation and fiscal responsibility.

The College's interests are generally best served when individual departments choose the specific products and services to be used. Rollins College maintains a decentralized purchasing environment. This means that departments must ensure sound fiscal management practices are followed and that the purchase of goods or services needed to conduct their activities should be made from the best source considering price, quality, and service.

The Purchasing Department is typically responsible for soliciting written quotes and proposals based on requests provided by individual departments. In the event that the departments have secured, or secure, the necessary quotes, this supporting documentation should be attached to the Purchasing Requisition form and forwarded to the Purchasing Department for review. The Purchasing Department may secure additional quotes if deemed to be in the best interest of the College.

In selecting the vendor, the department's product quality and delivery time requirements will be considered, in conjunction with the total price.

There are several methods that may be used to request items or services. They include: direct check requests, purchasing credit card (P-Card), and purchase requisitions and orders.

Direct Pay/Check Request: Used to request payment for purchases not covered by a purchase order or P-Card. Forward the Direct Pay/Check Request form and supporting original documentation (invoice, receipts or other evidence of charge) to Accounts Payable for processing.

Purchasing Card: The Rollins College Purchasing Card is intended to provide an efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The program is designed to replace a variety of purchasing options such as; small-dollar purchase orders and direct payment vouchers, and reduce the need for expense reimbursement requests, departmental cash advances and petty cash reimbursements. The card may be used with any merchant who accepts VISA, either in-store, by phone, mail, fax or on-line. Using the card will provide quicker turn-around time on your orders, greater flexibility in ordering goods and reduce paper work processing.

Purchase Requisitions and Orders: A purchase requisition may be submitted to Purchasing requesting product/service for which cost is in excess of the department's maximum purchasing card transaction limit. Purchasing will determine if bidding is required and award a purchase order accordingly.

\* Within limits, it is at the discretion of the department as to which method to use when purchasing items or services. The Purchasing Department personnel will work with departments to determine an appropriate method to purchase items or services.

Requisitions should be prepared far enough in advance to permit the department or Purchasing to obtain competitive prices and to allow sufficient time for deliveries to be made. The duration of time required for delivery of the item(s) after receipt of the requisition and correct and complete specifications by the Purchasing Department is dependent on availability of materials and whether the quotation or formal bid process must be used.

Allow 3 - 5 working days on purchases not requiring quotations or sealed bids. The quotation and formal bid process may take a minimum of 4 weeks.

Information on the purchase requisition includes:

1. Name of the purchase requisition creator.
2. Creation date.
3. Delivery information to include date needed.
4. A complete description of the material or service desired. If an equivalent substitute is allowable, specify (i.e., or equal) after applicable commodity description. Care should be taken that each requisition lists only items that can be furnished by one supplier. (e.g. Do not request chemical supplies and furniture on the same requisition). Should the department (requisitioner) require additional product and/or vendor information or assistance in requisition preparation, please contact the Purchasing Department.

5. Where possible, the department should furnish suggested sources of supply, giving the name and address of each vendor.
6. An appropriate account code or a capital number.
7. The Budget Manager's approval of all purchase requisitions. The term "Budget Manager" is exclusively defined as an employee who has either restricted or unrestricted signature authority to expend institutional funds.

NOTE: Those persons authorized to approve requisitions are certifying that adequate funds are budgeted and available.

Each Rollins College department will determine the specific type of service, equipment and/or supplies required for normal operation within its given budget allocation. The Purchasing Department can assist the department in identifying the appropriate item(s). Once all items are identified, the department will forward a completed Purchasing Requisition form to the Purchasing Department (Box 2714) for prompt processing.

Advance planning is a critical success factor in the procurement process. Sufficient advance notice must be given to allow the Purchasing Department to obtain the necessary quotes and to plan for the anticipated delivery lead-time. Purchases made in a rush often result in a combination of poor quality, higher prices, and higher freight costs. *Departments are encouraged to contact the Purchasing Department well in advance for major projects or technically complex needs to plan for the acquisition of equipment and supplies.*

#### Sole Source Items

In instances where required items are highly specialized or of a technical nature, and therefore not available from multiple sources, the requesting department will mark "Sole Source" in the special instructions of the "Type of Order" section.

#### Emergency Purchases

The Purchasing Department will authorize emergency purchases during circumstances that are beyond the control of the College involving health, public safety, imminent loss or injury, or where an immediate action would reduce more extensive repairs later.

Depending on the urgency or complexity of the issue, the Purchasing Department will either assign a Purchase Order number or place the order directly with the vendor using their Rollins College Purchasing Card. Other cardholders across campus have the authority to use their College issued purchasing cards to purchase items required in an emergency as described above.

#### Purchases with Special Requirements

**Computers, Computer Equipment, and Audio-Visual Equipment-** The Office of Information Technology must approve all purchases for desktops computers, servers,

workstations, printers, peripherals, and software. Purchasing will not place a purchase order for these items unless they have written email quotes generated by a vendor that was inquired by an IT staff member.

**Furniture-** All furniture purchases for the campus must be processed through the Purchasing Department. The Purchasing Department is required to obtain three quotes for all furniture purchases. Only the Purchasing Department can make exceptions to this directive.

**Office Supplies-** Contact Purchasing at ext. 2112 for details.

#### Repair and Service (Equipment and Vending Machines)

Service for vending machines, snack and drink machines, and washers and dryers across campus is coordinated through Purchasing. Call ext. 2112 if a machine is not properly stocked, shows signs of vandalism, or doesn't function properly.

#### Goods and Services not subject to review from the Purchasing Department

The following commodities and professional services may require the review and approval from specific College departments other than or in addition to the Purchasing Department:

**Architectural and Engineering Services-** Contact Facilities Management

**Audit or Tax Services-** Contact Finance Department

**Construction Contracts-**Contact Facilities Management

**Employment Services-** Contact Human Resources Department

**Insurance-** Contact Risk Management in Human Resources

**Legal Services-** Contact the Office of the Vice President of Business & Finance and Administration

**Printed Materials-** Contact the Print Shop

**Travel Services-** Contact the Finance Department

#### Purchases of Goods and Service for Private Use

The Purchasing Department does not assist or become involved in any transaction for purchases of a personal nature. The Purchasing (or Finance) Department may also question transactions that seem to be of a personal nature or an inappropriate use of College funds.

#### Unauthorized Purchases

Regardless of the dollar amount or method, all purchases must be appropriate and necessary for college purposes. Purchases that are not appropriate or necessary will **not** be approved/reimbursed.

#### Contracts to be reviewed by the Offices of Business Services and Risk Management

Leases, contracts, and agreements for facilities, goods, and services must be forwarded to the Director of Business Services for review. The Director of Business Services and Assistant Vice President, Human Resources & Risk Management, will review all provisions including liability, default, indemnification, and insurance.

### Conflict of Interest and Gratuities

Rollins College does not purchase goods and services from companies or individuals where there is a recognized potential for conflict of interest.

Faculty and staff members who would benefit financially from a given potential supplier selling goods and services to the College may not participate in the vendor selection process.

College employees may not personally solicit, demand, or receive any kind of gratuity from a vendor or individual in connection with any decision affecting a College purchase.

## **RELIGIOUS LIFE**

The nurture of the religious life in the Rollins community is the mission of the Knowles Memorial Chapel and the United Campus Ministries, the work of both being coordinated by the Dean of the Chapel and Chaplain to the College. The building, designed by Ralph Adams Cram and given by Mrs. Frances Knowles Warren in memory of her father, one of the founding trustees of the College, was dedicated in 1932. Its character and program are interdenominational in seeking both to serve and support persons in a variety of faith-traditions and to emphasize convictions and commitments they share with one another. The chapel is also designed to be the place for the observance of special days which commemorate the College's history and purpose, such as convocations, anniversaries, and baccalaureates. An interdenominational service is held each Sunday during the academic year. Gatherings for spiritual responses to special crises or celebrations, memorial services, and weddings are also held. During the Christmas season, services of Lessons and Carols have long been a tradition for the community as well as the College. As a liturgical center the Chapel is the home for Sunday evening Catholic Masses, a variety of musical events, weddings, baptisms, funeral and memorial services. As a place of quiet and retreat the Chapel offers a daily place for meditation, prayer and peace.

## **STRATEGIC MARKETING**

In 2005, Rollins College embarked on a major pre-marketing study focusing on institutional identity, image, and marketing opportunities. This research took over a year to complete and the process touched literally thousands of members of Rollins' external and internal community. Many of the voices heard through this effort indicated that we, as a community, can do a better job of communicating the elements that comprise the core values and capabilities that make Rollins great. The findings emphasized that, although many diverse areas contribute to a comprehensive institutional image, there was no singular point of internal administrative focus and responsibility for enabling the

strategic marketing of the institution. A gratifying takeaway from the project was the clear expression by external and internal constituents of their affection for Rollins and their high aspirations for even greater success for the College in the future.

From this pre-marketing study, in January 2007 Rollins' Strategic Marketing Initiative was formalized to establish the first-ever, institution-wide marketing focus for the College. Working under the auspices of the Rollins Board of Trustees Strategic Marketing Task Force, the initiative's charge includes communicating a consistent message and image and increasing visibility of the College. Areas of focus include the Rollins Web site, publication and image continuity, the arts at Rollins College, and working with the College's creative agency on image enhancing messaging. The strategic marketing team also stands ready to assist internal departments with their unique marketing needs including producing marketing materials, Web site management, and media buying.

## **STUDENT INVOLVEMENT AND LEADERSHIP**

The Office of Student Involvement and Leadership supports the mission of Rollins College by providing intentional learning opportunities that prepare students for responsible leadership in a global, diverse society. The office promotes citizenship, multiculturalism, and community involvement through leadership education (credit-bearing and co-curricular), peer education and outreach, experiential/outdoor learning opportunities, student organization involvement, fraternity and sorority life, media laboratories, and campus activities/programming. Our programs are aimed at creating innovative learning environments within and outside of the classroom, aiding the transition to college and beyond, and facilitating holistic development. Our staff, students, and faculty fellows draw from an eclectic, interdisciplinary pool of theories and models to augment our leadership and involvement curriculum. We believe students "learn" leadership and citizenship through hands-on experiences, service-learning, participatory action research, mentoring, peer education, simulations, retreats, case studies, and workshops.

## **RESIDENTIAL LIFE**

The Office of Residential Life is located in McKean Hall. In support of the college, our mission is to be locally, regionally and nationally known and recognized for our commitment to students and student learning, in safe, secure and well-maintained residence halls, offering outstanding living learning community opportunities. We are committed to creating learning environments that are conducive to and focused on holistic student development, student learning, and student success through learning, social justice, responsibilities, collaboration and leadership. These environments are aimed at assisting students in finding their purpose and passion. The phone number for Residential Life is 407-646-2649. Our e-mail address is: [reslife@rollins.edu](mailto:reslife@rollins.edu).

Our facilities allow us to house up to twelve hundred and fifty students. We have five traditional residential halls, eleven small residential organization houses (including Greek

houses) and one apartment complex for upper class students. All students with sixty hours or less are required to live on campus.

## **R-TV**

R-TV is a closed circuit television network that is broadcasted throughout campus and the residence halls. The studio is located on the fourth floor of the Mills Memorial Center. R-TV broadcasts Rollins events, student submissions, and provides educational opportunities for faculty and students. News, entertainment, variety shows, educational programming, and student submissions make up most of the day time programming with evening programming being devoted to student films.

## **THE THOMAS P. JOHNSON STUDENT RESOURCE CENTER**

The Thomas P. Johnson Student Resource Center, located on the second floor of Mills Memorial Center, is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and provide them with the tools and feedback to develop learning strategies to achieve academic success.

The Writing Center, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from trying out their work on an audience. Through one-on-one conversations and occasional group sessions, consultants serve A&S, Holt, and MLS students, sharing strategies, questioning rhetorical choices, and then summarizing their discussions on a form given to clients and copied to professors.

The Peer Tutoring Program trains peer tutors nominated by faculty to work with students in most academic departments. Since peer tutors have recently succeeded in these courses, they can guide student clients in trying more effective reading, learning, and problem-solving techniques and can give feedback on students' understanding of course concepts, in preparing for class, for tests and in the early stages of writing papers. Tutors can monitor students' strategic use of these skills in later sessions, both individual and group. Professors and student clients receive copies of the tutoring notes made during each session.

Academic Advising Support assists faculty advisers in helping students improve their effectiveness and self-discipline as students and supports them in reaching their academic goals. Professional staff conducts first-year student registration and transfer student registration, and coordinate academic appeals, the Academic Warning System and faculty adviser assignments. The Academic Probation Program for students struggling academically assesses students' study behaviors, helps them plan their improvement strategies, and monitors their progress.

Disability Services assists students with disabilities by providing appropriate accommodations as they become independent and successful learners within the academically competitive curriculum of the College. Faculty should be reminded that all

students requesting academic accommodations must first see the Coordinator of Disability Services in the Thomas P. Johnson Student Resource Center to verify documentation and discuss appropriate classroom accommodations.

### **WPRK - FM**

WPRK is an FM radio station owned by Rollins and licensed by the FCC to broadcast at 91.5 megahertz. The studio is located in the basement of the Mills Memorial Center and broadcasts with 1300 kilowatts, covering the Winter Park/Orlando/Maitland area. WPRK broadcasts Rollins events and provides educational opportunities for faculty and students. Classical music, news, and sports dominate daytime programming, with evening hours and weekends devoted to progressive music and specialty shows.

*Rev. 5-21-08*

*Rev. 7-17-09*

*Rev. 10-18-10*