

## Rollins College Rollins Scholarship Online

---

Faculty Handbooks

College and Faculty Governance

---

7-2015

# Faculty Handbook Section I - General Information - Updated 7/31/15

All Faculty  
Rollins College

Follow this and additional works at: <http://scholarship.rollins.edu/handbooks>

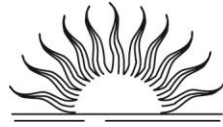
---

### Recommended Citation

All Faculty, "Faculty Handbook Section I - General Information - Updated 7/31/15" (2015). *Faculty Handbooks*. Paper 11.  
<http://scholarship.rollins.edu/handbooks/11>

This Article is brought to you for free and open access by the College and Faculty Governance at Rollins Scholarship Online. It has been accepted for inclusion in Faculty Handbooks by an authorized administrator of Rollins Scholarship Online. For more information, please contact [rwalton@rollins.edu](mailto:rwalton@rollins.edu).

**ALL  
FACULTY**



# ROLLINS

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

**TABLE OF CONTENTS**

- A. INTRODUCTION TO ROLLINS COLLEGE**
  - Description of Rollins College
  - Accreditation
  - Mission
  
- B. ADMINISTRATION OF ROLLINS COLLEGE**
  - Board of Trustees
  - Office of the President
  - Office of the Vice President for Academic Affairs and Provost
  - Office of the Vice President for Business and Finance and Treasurer
  - Office of the Vice President for Institutional Advancement
  - Office of the Vice President for Student Affairs
  - Dean of Knowles Memorial Chapel and Chaplain to the College
  
- C. PROGRAMS, SERVICES AND RESOURCES**
  - Academic Regalia
  - Alumni Association
  - Arts at Rollins College
  - Archives, Special Collections and Records Management
  - Athletics and Athletic Facilities
  - Background Check
  - Bookstore
  - Bursar
  - Campus Safety
  - Center for Career and Life Planning
  - Center for Inclusion & Campus Involvement
  - Center for Leadership and Community Engagement
  - Classroom Technology
  - College Directory
  - Community
  - Community Standards and Responsibility
  - Dean of Students/Student Care
  - Dining Service and Catering
  - Disability Services
  - Duplication Services

Facilities Management  
Fraternity and Sorority Life  
Information Technology  
Institutional Advancement  
International Programs  
International Student and Scholar Services  
Library Facilities  
Lost and Found  
Lucy Cross Center for Women and Their Allies  
Mail Services  
Marketing and Communications  
Meeting Rooms and Campus Facilities (Scheduling)  
Notaries  
Parking and Traffic Regulations  
Payroll  
Philanthropy & Nonprofit Leadership Center  
Pre-Collegiate Programs  
Publications  
Purchasing  
Religious Life  
Residential Life and Explorations  
Student Media  
Student Care and Family Support  
Thomas P. Johnson Student Resource Center  
Title IX  
Wellness Center  
WPRK-FM

## **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 over 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, teaching, behavior and analysis and clinical science, health services and public health

The Roy E. Crummer Graduate School of Business offers MBA graduate degrees for both full-time and part-time students, and an Executive Doctorate in Business Administration (EDBA). Information on these associated divisions may be found in their respective catalogues.

A brief history about Rollins may be found on the Rollins website <http://www.rollins.edu/about-rollins/at-a-glance/index.html>

### **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. Rollins MBA and EDBA degree programs are accredited by AACSB International–The Association to Advance Collegiate Schools of Business. The College 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 may serve as a Trustee as well.

Trustees are elected by 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	Risk Committee
Education Committee	Student Life 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 Chairmen. 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 documents.

### **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, the Director of the Social Entrepreneurship and Sustainability Initiative, the Director of the Office of External and Competitive Scholarships, the Director of Grants and Contracts, 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, real estate activities and investment matters. Reporting to the Vice President and Treasurer are: the Associate Vice President of Human Resources and Risk Management, Associate Vice President of Finance and Assistant Treasurer, Assistant Vice President of Business Services and Chief Information Officer, the Director of Facilities Management, Assistant Vice President of Campus Safety, and the Commercial and Residential 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 Alumni Relations, the Assistant Vice President for Major Gifts, the Associate Vice President for Senior Philanthropy and Senior Philanthropic Advisor, and the Associate Vice President for Marketing and Communications.

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

The Vice President for Student Affairs is the Chief Student Affairs Officer at Rollins and provides broad leadership for student learning and student success in both traditional areas in student affairs areas and academic support services. The Vice President provides direction in moving the College to a more integrated approach supporting the mission of educating students for global citizenship and responsible leadership. The Vice President for Student Affairs (VPSA) along with three Assistant Vice Presidents lead staff within three aligned areas of Dean of Students/Care, Career and Life Planning and Community. In addition, the Wellness Center, Title IX, and Office of International Programs also report to the VPSA.

#### **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.

## **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 in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned. Faculty may also purchase regalia through the Rice Family Bookstore.

### **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 and Fred Stone Theatres - 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 located at Osceola Lodge, 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 (CFAM) - 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, Jeb Bush, 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/index.html>, and print finding aids.

## **ATHLETICS AND ATHLETIC FACILITIES**

Rollins participates in NCAA Division II in many sports. The Intercollegiate Athletic Program features over 22 sports programs with 450 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 Rollins' programs have participated in national championships.

Intramural sports are an important part of 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 all current students, faculty, and staff use only. 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 the facilities, such as the Alford Sports Center and Alford Swimming Pool are the coordinated responsibilities of the athletic department as well as the Scheduling and Events Service office. Information of current policies

concerning the use of athletic facilities can be obtained from the office of the Department of Physical Education and 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.

The office also provides 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. The office is 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's Office of Campus Safety is located on the first floor of the Facilities Management Building. Service is provided 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 Office of Campus Safety is organized as an office of 25 full and part-time safety 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 State of Florida certified safety officers. The office provides a full range of safety services. These include, but are not limited to, investigating all crimes committed on campus, enforcing college policies and procedures, providing crime prevention/ community services programs, enforcing parking policies, and overseeing the CCTV system operations. The office has a good working relationship with and liaises with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement agencies on campus.

Officers patrol campus on foot, by bicycle, and in vehicles. Officers have jurisdiction over any Rollins College on campus and non-campus property. Several officers and a supervisor are on duty each shift. The Office of Campus Safety is staffed 24-hours a day with trained dispatch officers and operators who answer calls for service, direct staff, and dispatch emergency services to incidents and fire alarms. You can reach a member of the staff at either 407-646-2999 or [security@listserv.rollins.edu](mailto:security@listserv.rollins.edu).

The Office of Campus Safety 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.

### **CENTER FOR CAREER AND LIFE PLANNING (CLP)**

The Center for Career and Life Planning offers a variety of services and resources designed to reinforce the personal, social, and intellectual development fostered by a liberal arts education. Career Development, Experiential Learning (internships, student employment), and Career Integration Initiatives (R-Compass & Rollins Foundations) are housed in this alignment offering combined resources and services to Rollins students, alumni, staff, faculty, parents and employers.

As CLP developed, the specific pinpoint topic of Rollins' QEP, R-Compass, emerged. R-Compass is focused on the faculty-student advising relationship as a vehicle for a student's career preparation.

### **CENTER FOR INCLUSION AND CAMPUS INVOLVEMENT (CICI)**

The Center for Inclusion & Campus Involvement strives to uphold the Rollins College and Division of Student Affairs mission of educating students for global citizenship and

responsible leadership, empowering graduates to pursue meaningful lives and productive careers.

We create and foster learning environments for students to gain awareness of self and others, discover leadership as an action and value the responsibility to contribute positively to the campus and greater community.

CICI works collaboratively with faculty, staff, and students for diversity and inclusion initiatives, student organizations, and large-scale campus programming. CICI is located on the first floor of Chase Hall and can be reached at 407-646-2624.

### **CENTER FOR LEADERSHIP AND COMMUNITY ENGAGEMENT (CLCE)**

CLCE inspires action and cultivates positive social change through leadership development and community engagement. CLCE utilizes service-learning courses, leadership development, community service, innovative immersion programs, and academic resources to foster a community committed to educating and empowering global citizens, responsible leaders, and lifelong learners. CLCE is currently located in the Mills Bldg., third floor. Students are encouraged to stop by or call the center at 407-691-1250. Detailed information further describing the center's services and resources available, including upcoming programs, workshops, and opportunities can be found on the Center's website.

### **CLASSROOM TECHNOLOGY**

Classroom Technology is responsible for scheduling, delivery, maintenance, updating and instruction regarding the equipment that is installed in the classrooms. This equipment includes TVs, DVD players, LCD Data/Video projectors, document cameras, and video cameras. The group also coordinates the design and installation of all campus presentations systems.

### **COLLEGE DIRECTORY**

Faculty and staff members are listed in the Rollins College Campus Directory. The directory is accessed from the bottom of the Rollins homepage.

### **COMMUNITY**

Through service opportunities, diversity programs, student organizations, student media initiatives, and leadership development, the Community alignment works to develop a solid groundwork of opportunities where the content students learn in and outside of the classroom is enriched through applied experiences.

The Community alignment is comprised of the Center for Inclusion and Campus Involvement (CICI) and the Center for Leadership and Community Engagement (CLCE). In addition to the two centers, Pre-Collegiate Programs-the Rollins Educational Talent Search and Rollins Upward Bound Programs along with the combined area of Student Media (WPRK FM, The Sandspur and Brushing), are part of the Community alignment.

You may want to go back to Trish and let her know that you are staying with the alphabetical format and does she want to provide information about each of these programs separately

## **COMMUNITY STANDARDS AND RESPONSIBILITY**

The Office of Community Standards & Responsibility (CRS) promotes a fair and just community by supporting student responsibility, accountability, and ethical decision making. This office facilitates individual awareness and assist students in actively engaging as responsible members of their various communities.

## **DEAN OF STUDENTS/CARE**

This department operates as part of the College's student success and retention agenda. The Dean of Students/Care alignment strives to help students in the resolution of problems or concerns, and promote initiatives that address students care, needs, and wellbeing. The intention of the Care alignment is to build a "one-stop shop" for student and family support by serving as a resource for families, faculty, and staff in supporting student success at Rollins. The Dean of Students/Care team is comprised of the offices' of **Community Standards and Responsibility, Disability Services, International Student and Scholar Services, Residential Life/Explorations.**

## **DINING SERVICE AND CATERING**

[Convenient facilities](#) offer diverse dining options on campus. Note that summer hours differ from times when class is in session.

**Faculty/Staff R-Card Discount.** All deposits onto an R-Card Meal Plan account receive 20% added value from the College. Meal plan can be used for food purchases at all dining locations. Deposits to meal plans can be added online through Foxlink.

**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.

**Dave's Boathouse**, on the lower level of the Cornell Campus Center, is open from 11am-2pm and includes a pub serving beer and wine from 5pm. Options include made-to-order sandwiches, charbroiled burgers and chicken sandwiches, fries, wings, milk shakes, and smoothies.

**The C-Store**, located next to Dave's Boathouse is filled with snacks, groceries, and sundries. Open from morning to evening, the C-Store is a complete convenience store.

**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 made-to-order burritos and salads, coffee, cold drinks, 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 Services:** Space must be reserved/scheduled online prior to placing a catering order. Rollins Dining provides 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 Rollins events and to working within a department's budget. Rollins Catering has the "right of first refusal" for all catered events held on campus. Contact the [Catering Office](#) at 407-646-2567. To insure a successful event:

- A. Please make arrangements in advance and use the catering request forms that are available from special events and online.
- 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 three 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 occasions. 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. Learn more at <https://rollinscollege.sodexomyway.com/gifts/index.html>.

## **DISABILITY SERVICES**

The Office of Disabilities Services works to provide quality equal access and inclusion to all students and patrons who disclose disability and accessibility needs at Rollins. In an effort to provide equal access to all students who have been admitted to Rollins College, the Disabilities Services Office will work to ensure that students with disabilities are availed the necessary services and support to maintain a level playing field. Faculty should be reminded that all students requesting academic accommodations must first see the Coordinator of Disability Services to verify documentation and discuss appropriate classroom accommodations. Documentation provided by students remains confidential. The office's number is 407-646-2354.

## **DUPLICATION SERVICES**

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. Large jobs or ones that require special services, can be handled economically through [Print Services](#), 407-646-2332.

## **FACILITIES MANAGEMENT**

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. Facilities has 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. Facilities 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).

## **FRATERNITY AND SORORITY LIFE**

Fraternity and sorority life at Rollins promotes academic excellence, leadership development, service and philanthropy endeavors, self-exploration, and sister/brotherhood. There are currently seven chartered sororities and six chartered fraternities on Rollins' campus.

## **INFORMATION TECHNOLOGY**

Our campus has an excellent wired and wireless network infrastructure. Every member of the campus community is provided with an email address, and alumni may keep their address for life. Over 95% of last year's first-year students brought a laptop to campus and most students have a smartphone. Loaner laptops, iPads, videocameras and other equipment is available for check-out at the Library Circulation Desk. The computer labs in the Library provide students with access to all needed software and are available 24/7. Information Technology policies concerning use of e-mail, the Web, and computer labs are posted on the [IT Web site](#). The Help Desk may be reached at 407-628-6363. Information Technology encourages faculty to use this number to report all problems and to make requests for service.

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 technology purchases must be made through IT. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to technology, so faculty should begin the process well in advance. General computer labs are located in Olin, Cornell, and Bush, with Mac labs in Olin and Bush. Faculty needing special software are asked to contact IT at least one month before the term begins. The Mac lab in the Olin Library is designated as the Center for Creativity and contains additional hardware and software, including a 3-D printer. During the academic year, a staff member is available Sunday-Thursday from 7-11pm to assist students working on special projects. Computer labs may be reserved through Scheduling & Event Services.

Information Technology makes available a variety of software in the computer labs. General use software, such as Microsoft 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 through the appropriate Dean.

Foxlink provides students and faculty access to student and teaching records and

employment information. Accounts for Foxlink as well as for the Campus Network are created for new faculty when their employment paperwork is processed through Human Resources.

Computers for faculty use are provided by Information Technology. Computers are replaced when the machine has become technically obsolete, generally after 4 or 5 years. Requests for non-standard software are routed to the appropriate Dean's office for funding.

### **Instructional Design and Technology (IDT)**

Our Instructional Technologists are available to partner with faculty who are integrating technology into the curriculum. The IDT staff work with faculty on special projects, including assisting faculty in evaluating software to determine the best method for delivering instruction. Many opportunities are provided every semester for faculty to learn about new technologies through Professor-to-Professor lunches, Afternoon Workshops and the Digital Dinner series. Twice per year, three-day Course Redesign Initiatives are run in conjunction with the Johnson Center for Teaching Effectiveness. As needed, training is also provided to help faculty move their teaching to a blended learning modality.

## **INSTITUTIONAL ADVANCEMENT**

The Division of Institutional Advancement is responsible for all fund-raising efforts at Rollins College. The office includes Vice President for Institutional Advancement, the Assistant Vice President for Alumni Relations, the Assistant Vice President for Major Gifts, the Associate Vice President for Senior Philanthropy and Senior Philanthropic Advisor, and the Associate Vice President for Marketing and Communications.

## **INTERNATIONAL PROGRAMS**

The Office of International Programs oversees and coordinates all off-campus international programs and all domestic off-campus, credit-bearing programs for all Rollins students. This includes the College's approved semester programs, faculty-led summer programs, and faculty-led short-term field studies courses with international travel components. International Programs has seen a 20% increase in student participation during the past five years. Rollins Approved Semester Programs includes 24 different partners with an extensive range of program options. Additionally, Rollins is a member of the IPBS consortium for business dual-degree programs.

## **INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

The Office of International Student and Scholar Services is committed to the values and principles of international education by supporting and encouraging the enrollment of international students and engagement with international scholars at Rollins. International Student and Scholar Services provides programs and services that support student and

scholar's successful adjustment to life in the U.S. and at Rollins, as well as their compliance with immigration responsibilities.

## **LIBRARY FACILITIES**

The Olin Library, dedicated on April 17, 1985, houses books, articles, resources, special collections and archives, electronic resources, and TJ's Tutoring and Writing Consulting. The library offers several computer labs. The second, or main, floor is open 24 hours a day. The rest of the library is open 24/7 for most of the week before and of exams. There are numerous group study rooms available on a first-come, first-served basis.

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 an online catalog; numerous 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.

The major portion of book collection development is via faculty requests. 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/library>.

## **LOST AND FOUND**

The Campus Safety Office operates a lost and found service.

## **THE LUCY CROSS CENTER FOR WOMEN AND THEIR ALLIES**

Named after one of Rollins' first graduates, the Lucy Cross Center was established in 2010 to forward the interests of women and their allies. The Center provides an open door to women, allies, the LGBTQ+ community, and others seeking a place to talk, solve problems, or study. Located on the first floor of the Chase Building, Lucy's "doors are always open."

## **MAIL SERVICES**

The Campus Post Office (407-646-2535) is located in the lower level of Mills Memorial Center with window service available Monday-Friday. Outgoing U.S. mail is picked up at 3:00 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 requires only a name and box number. Mail without a department box number may 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 unless the department chooses to have its own designated mail delivery person.

Incoming FedEx and UPS deliveries will be delivered to your department. A FedEx drop-off box (including FedEx mailing supplies) is located next to the warehouse (across from the Art Building). Pickup is Monday – Friday.

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

## **MARKETING & COMMUNICATIONS**

The Office of Marketing & Communications 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 office has also taken a lead role in creating more formal ways to respond to public inquiries.

### **Internal and External Communications**

The Office of Marketing & Communications is the primary communications office for the Rollins College campus. The office 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.

### **Community Relations**

Rollins is committed to contributing to the social and economic wellbeing of our community. From board presence to community outreach, the Office assesses and identifies opportunities to enhance Rollins' visibility in the local community. The Office has developed and will manage the strategic community outreach plan for the College that has a focused approach aligned with our core business of education. Newly-launched Community Campus Tours enhance relationships and teach community leaders more about our academic home.

### **News Media Relations**

Good news requires planning, research and hard work. Working from a public relations planning calendar and strategic publicity plan, the office pitches stories and photo opportunities to the media on campus events, and student or faculty achievements, interesting research, and offers subject experts to the media on timely topics. The office works directly with local, regional and national media representatives, monitors services,

and collaborates with higher education associations to achieve placements. These efforts have resulted in outstanding visibility via countless placements in key local and regional outlets and in such notable national publications as the *Washington Post*, *USA Today*, the *New York Times*, *U.S. News & World Report*, *The Chronicle of Higher Education* and more. The office also provides media training to prepare subject experts for radio, television and print interviews. During an average week, the office responds to at least five media requests for subject experts, fielding approximately 250 annual media inquiries. The staff makes suggestions for op-ed (short opinion pieces) on timely topics and assists with the final editing and/or placement of the editorials. The office may prepare and distribute “hometown” news releases to promote student academic achievements.

### **Digital communications and social media initiatives**

The shrinking of traditional media and the growth of social and new have created the need for maintaining an engaging and up-to-date online newsroom. Digital communication tools are invaluable. The office provides strategic oversight and updates of news and information on the Rollins’ website and manages the College's online news room and the Student News Bureau. The office heads up the Social Media Advisory Group, is charged with maximizing and organizing the College’s online presence, and implements additional online and new media initiatives.

### **Public Inquiries**

The Office of Marketing & 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 office 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*.

### **Web Updates**

The Office of Marketing & 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/>.

## **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, other facilities, and outdoor spaces on campus – outside of specified courses – is coordinated by [Scheduling & Event Services](#).

## NOTARIES

Public notaries on campus of September 2013 include:

Paula Armstrong  
Educational Talent Search  
407-646-1558  
[parmstrong@rollins.edu](mailto:parmstrong@rollins.edu)

Cory Baden  
Financial Aid Office  
407-646-2264  
[cbaden@rollins.edu](mailto:cbaden@rollins.edu)

Pam Clark  
Crummer Graduate School  
407-646-2249  
[preclark@rollins.edu](mailto:preclark@rollins.edu)

Nereida Giraldo  
Student Records Office  
407-646-2149  
[ngiraldo@rollins.edu](mailto:ngiraldo@rollins.edu)

Marguerite Jacobs  
Financial Aid Office  
407-646-2395  
[mjacobs@rollins.edu](mailto:mjacobs@rollins.edu)

Heidi Limongi  
Student Care Life Coordinator  
407-646-2345  
[hlimongi@rollins.edu](mailto:hlimongi@rollins.edu)

Udeth Lugo  
Institutional Research

407-646-2573  
[ulugo@rollins.edu](mailto:ulugo@rollins.edu)

Teasa Mays  
Office of Admission  
407-975-6405  
[tmays@rollins.edu](mailto:tmays@rollins.edu)

Dr. Jill Norburn  
Hamilton Holt School  
407-691-1251  
[jnorburn@rollins.edu](mailto:jnorburn@rollins.edu)

Donata Nutter  
Math & Computer Science Department  
407-646-2432  
[dnutter@rollins.edu](mailto:dnutter@rollins.edu)

Karen Riegert  
Facilities Management  
407-646-2153  
[kriegert@rollins.edu](mailto:kriegert@rollins.edu)

Carrie Schulz  
Information Technology  
407-975-6459  
[cschulz@rollins.edu](mailto:cschulz@rollins.edu)

Susan Throm-White  
Music Department  
407-646-2233  
[sthrom@rollins.edu](mailto:sthrom@rollins.edu)

## **PARKING AND TRAFFIC REGULATIONS**

Rules and regulations concerning the use of motor vehicles on the Rollins College campus are administered by the Campus Safety Department. All students, staff, and faculty, 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. Rollins' traffic regulations, revised as necessary, are available online at <http://www.rollins.edu/safety/parking/>. These regulations include information on where parking is allowed and set forth the fines for failure to obey traffic rules.



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

Bike racks are located throughout campus.

## **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's 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 and exempt (salaried) staff may request 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—This name has changed to Edyth Bush Institute for Philanthropy and Nonprofit Leadership**

The Edyth Bush Institute for Philanthropy and Nonprofit Leadership strengthens nonprofit and philanthropic organizations through education and management support designed to strengthen board governance, enhance the business practices of nonprofit organizations, and expand the influence of the nonprofit sector. Each year the Philanthropy Center offers certificate programs for nonprofit professionals in Nonprofit Management, Leadership Practice, Volunteer Management, Proposal Writing, Fundraising and Development, and more than 100 workshops and events.

## **PRE-COLLEGIATE PROGRAMS**

Rollins Educational Talent Search and Rollins Upward Bound are federally-funded programs based out of TRIO. Upward Bound has been a program at Rollins since 1980, and Educational Talent Search since 1991. These programs serve historically underserved students from middle and high schools across Orange and Osceola counties with the goal of increasing college access and awareness.

## **PUBLICATIONS**

Student publications include the student newspaper, the Sandspur; the Tomokan yearbook; Brushings, the student literary magazine; and The Independent, an independent publication.

## **PURCHASING**

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's decentralized purchasing environment means that departments must ensure that sound fiscal management practices are followed and that the purchase of goods or services needed to conduct their activities is 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 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. There is an online process whereby direct pays are submitted and approved. Complete the Direct Pay/Check Request within Foxlink under the Employee tab and upload your supporting documentation. Once approved, it will be automatically routed 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 MasterCard, either in-store, by phone, mail, fax or on-line. Using the card will provide quicker turnaround time on 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. Requisitions should be prepared far enough in advance to permit the Purchasing Department 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.

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) or [purchasing@listserv.rollins.edu](mailto:purchasing@listserv.rollins.edu) 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.*

### **Purchases with Special Requirements**

**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.

**Computers, Computer Equipment, and Audio-Visual Equipment:** Please contact IT for purchases of all hardware, software and peripherals.

**Furniture:** All furniture purchases for the campus must be processed through the Purchasing Department.

**Office Supplies:** Contact Purchasing at 407-646-1506 for details.

### **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 Print Services

**Travel Services:** Contact the Accounts Payable 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**

All contracts above \$3,000 must be signed by the VP for Business & Finance. Prior to signature, they must be reviewed by the AVP for Risk Management for provisions including liability, default, indemnification, and insurance. Contract form is in Foxlink under the Employee Tab, Contract Approval

**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. 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 that 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. In addition, several student organizations foster religious life.

## **RESIDENTIAL LIFE AND EXPLORATIONS**

The Office of Residential Life & Explorations is committed to creating inclusive, secure and well-maintained learning environments that are conducive to, and focused on holistic student development, student learning, and success. This office also oversees new student orientation, peer educators (resident assistants, peer mentors), living learning communities, and is support to the Rollins College Conference (RCC) program.

In support of the Rollins mission, the Office of Residential Life & Explorations is committed to creating inclusive, secure and well-maintained learning environments that are conducive to, and focused on, holistic student development, student learning, and student success. More than 75 percent of Rollins students live on campus in our 19 distinct residential facilities, which range from residence halls to suites and apartments. With a few exceptions, all full-time Arts & Science and College of Professional Studies students with less than 60 semester hours must live on campus.

Additionally, a variety of programs and resources are offered to assist students with their transition to college and help them engage in a lifelong pursuit of scholarship. Residential Life & Explorations focuses on synthesizing the liberal arts academic curriculum, student development, leadership development, and community engagement to help students become responsible leaders and global citizens. In order to accomplish this mission and support the College, Residential Life & Explorations recognizes that the work that needs to be done is bigger than the department alone. As such, intentional collaboration with students, faculty and staff is critical to the Office's success.

## **STUDENT CARE AND FAMILY SUPPORT**

A resource and solution office team that provides problem-solving and care management services for student and family issues, concerns, or challenges.

## **STUDENT MEDIA**

Consists of the combined areas of WPRK FM, the oldest continuous radio station in Florida; The Sandspur, the oldest college newspaper in Florida; and Brushing literary magazine.

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

The Thomas P. Johnson Student Resource 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 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 and helps them plan their improvement strategies, and monitors their progress.

## **TITLE IX**

As Rollins continues to strengthen our commitment to preventing and addressing all forms of sex and gender based discrimination (sexual harassment, sexual violence, stalking, and intimate partner violence) the College has established a dedicated position of Title IX coordinator and part-time investigator on our campus. The Office of the Title IX Coordinator serves as the primary point of contact and education and resource center

for all sexual assault prevention, reporting, bystander training, and outreach activities on campus. Collaborating closely with the Wellness Center, the Title IX office works to help promote a more effective and coordinated response for victims of sexual assault and harassment.

## **WELLNESS CENTER**

The Wellness Center is located at 118 W. Fairbanks Avenue. The Center provides both Health Services and Counseling Services for all Arts & Sciences / College of Professional Studies day students, and for Holt and Crummer students. Emergency sessions are always accepted, however, appointments are strongly encouraged. After regular business hours, (Monday-Friday 8:30 – 5:00), call 911 or visit an urgent care facility or emergency room. Health and counseling appointments are offered free of charge to all currently enrolled undergraduate and graduate students.

Counseling Services include individual counseling; group counseling, victim advocacy, and referral to off-campus professional resources and consultation. Faculty can consult confidentially with the counseling staff about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any college record.

Health Services include well woman/GYN exams, pap smears, contraceptive counseling, cold, flu, mono and strep throat testing, and STI screening. For all Wellness Center appointments, please call 407-628-6340.

## **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 covers 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*

*Rev. 6-24-14*

*Rev. 7.31.15*