

Handbook

HONORARY NAMING OF A PORTION OF A GVSU FACILITY POLICY

PC 2.1

Date of Last Update:

June 30, 2014

Approved By:

- President's Cabinet

Responsible Office:

Office of the President

POLICY STATEMENT

Only in exceptional circumstances where a former member of the Grand Valley State University community has made an extraordinary, significant, positive, contribution will a portion of a facility be named for such a person. A portion of a facility may be a classroom, laboratory, conference room or similar space.

PROCEDURES

- Nominations must be made in writing to the appropriate Vice President. With the support of the Vice President, the nomination will be forwarded to the Executive Associate to the President. The Executive Associate to the President will bring the nomination to the President's Cabinet who will review and give input to the President of the University. The President of the University will make the final determination on the naming of portions of facilities.
- A nominee will typically have been employed by Grand Valley State University for a minimum of 20 years. In special circumstances the 20-year minimum may be waived.
- The nominee must not be employed by the University at the time of the nomination. Nominations will be accepted only after a one-year waiting period following the end of the person's service.
- The nomination must include specific examples of the nominee's contributions to the University.
- The names of portions of facilities honoring former members of the University community

shall be considered permanent as long as that portion of the facility exists or its purpose has not changed or the President subsequently determines otherwise.

- It is generally understood that entire University buildings or facilities will not be named in honor of a former member of the University community. (Please see Grand Valley State University Board of Trustees' Policies BOT 6.13.3, Naming of Buildings.)
- Consideration for the naming of academic programs, centers, etc. will follow the same procedure as outlined above.

The President of the University will consider nominations in consultation with others at the university as appropriate. The final decision on the naming of a portion of a University facility will rest with the President of the University. The Executive Associate to the President will communicate the President's decision to the requesting party and the appropriate Vice President.

POLICY ON POLICIES

PC 2.2

Date of Last Update:

March 25, 2008

Approved By:

- President's Cabinet

Responsible Office:

Office of the President

POLICY STATEMENT

The Grand Valley State University community will have access to clearly stated university-wide administrative policies, to be published as Grand Valley State University Policies on the University Web site. These policies will be:

- Formally approved and kept current
- Accessible to all parties in a centralized Grand Valley State University Policies website
- Communicated to operating units in a timely manner

PROCEDURES

A Policy is characterized by the following criteria:

- It is a governing principle that provides specific rules and provisions for implementing Board policies and setting expectations for the administrative operation of the University.
- It has institution-wide application.
- It enhances the University's mission and connects it to individual conduct.
- It helps ensure compliance with applicable laws and regulations and Grand Valley State University Board of Trustees policies, promotes operational efficiencies and reduces institutional risk.
- It may change infrequently and sets a course for the foreseeable future.
- It is approved by the President and/or the President's Cabinet.

There are many department-level policies that apply only to those within a department and do not meet all of the above criteria. Therefore, they are not considered to be Grand Valley State University Board of Trustees' Policies, and are not governed by this document. However, these policies may not conflict with the Board of Trustees' Policies or President Cabinet (PC) Policies.

The Grand Valley State University Board of Trustees' Policies will not include: curricular requirements for degrees, the basic terms and conditions of employment subject to collective bargaining, Academic & Student Affairs Policies as published in the Faculty Handbook and Student Code, Catalog, or division-wide policies (approved by a Vice President in consultation with the President).

Additional Policy Criteria for Vice Presidential Review

A Vice President or the Provost may use the following criteria in addition to the above policy definition when determining whether a proposed policy is suitable for consideration as a Grand Valley State University Policy:

I. People

- a. Does it impact inclusion or equity?
- b. Who will be affected; how many will be affected?
 - i. Students
 - ii. Faculty
 - iii. Staff
 - iv. External or internal audience
 - v. More than one department/division
 - vi. More than one campus

II. Money

- a. Is there a source of funding?
- b. Does it involve an expense or provide revenue?

- i. One-time expense
- ii. On-going expense
- iii. Fee or refund involved

III. Space

- a. Does it affect or commit a use of space?
- b. Does it involve the use of University communication systems?

[Policy Impact Statement and Policy Form](#)

[See Policy Flow Chart, PC 2.3](#)

COLLEGIALITY POLICY

PC 3.3

Date of Last Update:

June 06, 2014

Approved By:

- President's Cabinet

Responsible Office:

Provost Office

POLICY STATEMENT

Grand Valley State University has a tradition of collegiality and shared governance and strives to maintain these standards as a mainstay of its institutional culture. As a value stated in the Board of Trustees' policies as adopted by the Board of Trustees BOT 1.3:

A range of thoughtful perspectives is necessary for open inquiry, liberal education, and a healthy community. Recognizing this, we seek and welcome a diverse group of students, faculty and staff. We value a multiplicity of opinions and backgrounds and seek ways to incorporate the voices and experiences of all into our University. We value our local community and embrace the participation of individuals and groups from Michigan, the nation and the world. We also encourage participation in educational opportunities abroad.

In order to foster a healthy and diverse environment, we will act with integrity, communicate respectfully, and accept responsibility for our words and actions. This University is a community

whose varied functions, responsibilities, and contributions are supportive of the instructional, research, and service mission of the institution. Collegial interactions as referenced throughout this policy are those interactions that occur among and between colleagues, subordinates, supervisors, administrators and students. Collegial interactions are essential to support that mission in an effective, efficient, and ethical manner.

PROCEDURES

FACULTY AND STAFF MEMBER

If a faculty or staff member believes that she or he has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person and/or the appropriate unit head or supervisor. If circumstances make this too difficult or if this does not resolve the matter, the faculty or staff member may seek assistance from the Work Life Consultant in Human Resources. In addition to providing help in resolving the matter, the Work Life Consultant can suggest other available resources. If using this process does not resolve the matter or the faculty or staff member so chooses, she or he may file a complaint using the appropriate Complaint Process identified for each staff group as listed below.

Complaint Process:

Faculty members – [Chapter 4, Section 2.18 of the Faculty Handbook](#)

Executive, Administrative and Professional Staff – [Board of Trustees' Policies 4.4.7](#)

Professional Support Staff – Section 3.2.4 of the Agreement

Confidential Professional Support Staff – Section 9 of the Confidential PSS Handbook

Maintenance, Grounds and Service Staff – Section 5.2 of the Agreement

Department of Public Safety Staff – Section 5.2 of the Agreement

Security Staff – Personnel Policies in the Security Staff Handbook

STUDENT

If a student believes that she or he has been subjected to act(s) of non-collegiality, ideally, the individual should first try to discuss the matter with the offending person. If circumstances make this too difficult or if this does not resolve the matter, the student may seek assistance from the Dean of Students Office. In addition to providing help in resolving the matter, the Dean of Students Office representative can suggest other available resources. If using this process does

not resolve the matter or the student so chooses, she or he may file a complaint using the appropriate process in the Student Code.

NOTE: The GVSU Collegiality Policy was modeled after policy from Northern Illinois University (www.niu.edu)

DEFINITIONS

“Collegiality” defined:

Collegiality represents an expectation of a professional relationship among and between faculty, staff, and students with a commitment to sustaining a positive and productive environment as critical for the progress and success of the University community. It consists of collaboration and a shared decision-making process that incorporates mutual respect for similarities and for differences - in background, expertise, judgments, and points of views, in addition to mutual trust. Central to collegiality is the expectation that members of the University community will be individually accountable to conduct themselves in a manner that contributes to the University's academic mission and high reputation. Collegiality among faculty, staff, and students involves a similar professional expectation concerning constructive cooperation, civility in discourse, and engagement in academic and administrative tasks within the respective units and in relation to the institutional life of the University as a whole. Collegiality is not necessarily congeniality nor is it conformity nor excessive deference to the judgments of faculty, staff, and students; these are flatly oppositional to the free and open development of ideas. Evidence of collegiality is demonstrated by the protection of academic freedom, the capacity of faculty, staff, and students to carry out their professional and learning functions without obstruction, and the ability of a community of scholars to thrive in a vigorous and collaborative intellectual climate.

Non-collegial Behavior(s):

Allegations or complaints of repeated and unreasonable activity, or a severe non-collegial act, that clearly interferes with the professional working, learning, or other University environment, if verified, will constitute a violation of this policy. Such allegations will be examined in a reasonable, objective, and expedient manner, and in accordance with applicable federal and state laws and university due process procedures. It is crucial for the University to ensure the right of all faculty, staff, and students to perform their individual and collaborative roles in a workplace, learning or other University environment that is free from incivility, misuse of authority, intimidation, humiliation, retaliation, and infringement upon personal and academic freedoms. Non-collegial behaviors constitute bullying.

COPYRIGHT POLICY

PC 3.5

Date of Last Update:

May 06, 2015

Approved By:

- President's Cabinet

Responsible Office:

University Libraries

POLICY STATEMENT

The Grand Valley State University Libraries are committed to following all applicable laws regarding copyright and other intellectual property. This includes not only preserving the rights of creators and owners of copyright, but also supporting the rights of users of copyrighted material, including fair use and other exemptions from copyright. This policy outlines the role of the University Libraries in providing education, information, and support regarding copyright, in order to fulfill our mission of advancing intellectual growth and discovery at GVSU.

PROCEDURES

The University Libraries work to educate and support our students, faculty, and staff by serving as an information resource on copyright law as well as the rights of creators, owners, and users of copyrighted materials. We provide detailed resources for understanding and working with copyright through our copyright guide: <http://www.gvsu.edu/library/copyright>

We also offer educational programming, individual consultations, and other services related to copyright issues. For more information on the copyright services we provide, or for support with a copyright issue, please contact a librarian <https://www.gvsu.edu/library/librarians>

The University Libraries offer education and information, but we do not enforce others' compliance with copyright law, nor do we provide legal advice. We can help faculty, students, and staff understand how copyright law works in general, and provide information on specific issues, but the final responsibility for ethical and legal use of copyrighted materials rests with the user. This responsibility extends to the use of technology provided by the Libraries, such as scanners and photocopiers.

The University Libraries do take responsibility for adhering to copyright law when using copyrighted materials in our mediated services, including course reserves and Document Delivery, and we make internal decisions accordingly. However, we cannot make decisions for other users; we can only provide information and education. For legal advice pertaining to copyright and other intellectual property issues, we recommend that you contact the Division of Legal, Compliance & Risk Management.

EXPORT CONTROL POLICY

PC 3.6

Date of Last Update:

December 06, 2016

Approved By:

- President's Cabinet

Responsible Office:

Center for Scholarly and Creative Excellence

POLICY STATEMENT

All personnel at Grand Valley State University, including faculty at all levels, staff, students, visiting scholars, and all other persons herein referred to as “GVSU Personnel” retained by or working at the University must comply with all U.S. export control laws and regulations while teaching, conducting research, or providing service activities at or on behalf of the University. No GVSU Personnel may engage in any export activity that is prohibited by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Department of Treasury’s Office of Foreign Assets Control, or any other government agency that enforces export laws/regulations. Similarly, GVSU Personnel may not transfer any controlled item, including technology and technical data, to any foreign nationals inside or outside the United States territory without approved documentation.

Compliance with export control laws and regulations must be considered and if necessary achieved *before* engaging in science or technology-based research, executing contracts or other agreements, purchasing high-technology devices or software, or traveling internationally.

It is essential that all GVSU Personnel keep current with information and training provided by the University. The Vice Provost for Research Administration (VPRA) is the University’s Empowered

Official who is responsible for overseeing the University's export compliance program.

The University's Empowered Official is legally empowered to sign license applications or other requests for approval on behalf of the University and has authority to:

- (i) Enquire into any aspect of a proposed export or temporary import by the University,
 - (ii) Verify the legality of the transaction and the accuracy of the information to be submitted, and
 - (iii) Refuse to sign any license application or other request for approval without prejudice or other adverse recourse.
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FACILITIES AND ADMINISTRATIVE COST POLICY

PC 3.7

Date of Last Update:

July 13, 2016

Approved By:

- President's Cabinet

Responsible Office:

Center for Scholarly and Creative Excellence

POLICY STATEMENT

Grand Valley State University's Facilities and Administrative (F&A) rate (also known as the indirect-cost rate) is established in accordance with the Federal Office of Management and Budget under 2 CFR 200 Uniform Guidance (previously A-21). The rate is negotiated between the University and the U.S. Department of Health and Human Services, the cognizant federal agency that oversees the administration of sponsored agreements at the University. The University's F&A rate reflects the cost of real, auditable expenses incurred in the conduct of sponsored research and programs. Included among these costs are depreciation costs of buildings and equipment, maintenance and repairs, janitorial services, utilities, hazardous waste disposal, libraries, and general administrative costs such as sponsored programs administration, departmental administration, and general administration (accounting, purchasing, legal services, personnel, and compliance). These costs are "indirect" because they are not easily identified with a specific project and therefore are not included in the "direct" portion of the budget. Such indirect costs support the conduct of research and other sponsored programs, regardless of the source of

funding, and therefore must be applied to all sponsored projects. For reasons of sound management and equitable stewardship of resources used in support of all sponsored activities, it is expected that all sponsored projects recover full F&A costs.

PROCEDURES

Facilities & Administrative (F&A) Cost Recovery Policy:

It is the University's policy that all proposals and agreements for sponsored research, including subawards and industry contracts, are subject to the recovery of facilities and administrative costs (F&A) at the University's approved and published rate. In some cases, the sponsor has a written policy, uniformly applied, prohibiting F&A costs or restricting the payment of such costs to a lower rate. An exception to the University's F&A cost recovery policy may be warranted if it is clearly in the best interest of the University to accept the award with less than full F&A cost recovery. Any reduction (defined as a waiver of F&A) is strongly discouraged and requires prior approval from the Vice Provost for Research Administration. This exception does not apply to for-profit (industry) sponsors, as such sponsors are expected to provide full F&A when funding a sponsored project. Designation of a sponsored award as a gift will not preclude the recovery of indirect costs if such costs are allowed by the donor.

Facilities & Administrative (F&A) Cost Return and Use Policy:

Each year, the University returns a portion of the recovered F&A costs as appropriate to those generating the grants and contracts. This return of F&A costs generally occurs at the end of each fiscal year and is based upon the F&A costs recovered on sponsored projects during the preceding fiscal year (July 1 - June 30). For sponsored awards originating within academic units with a tenure stream Faculty Principal Investigator, recovered funds are distributed as follows.

- Faculty Principal Investigator – 12.5%*
- Faculty Home Department – 7.5%
- Appointing Officer of unit generating the recovered funds – 20%
- Provost – 20%
- General Fund (Facilities Infrastructure) – 40%

For all other proposals, recovered funds are distributed as follows.

- Appointing Officer of unit generating the recovered funds – 40%
- Provost – 20%
- General Fund (Facilities Infrastructure) – 40%

It is anticipated that, when appropriate, recovered funds will be used strategically for research initiatives, faculty start-ups, bridge funding and required cost share, and to provide the necessary administrative support for research projects. Indirect cost recovery funds cannot be

used to increase the principal investigator's annual compensation.

Indirect cost revenue recovered on Financial Aid expenditures will not be allocated and all proceeds will be returned to the General Fund.

Charter Schools are not considered a sponsored program and therefore not affected by this policy.

*Note: if the recovered funds allocated to the Faculty PI are less than \$500, funds will be deposited into departmental FOAPs rather than individual Faculty PI FOAPS

GENERAL RESPONSIBILITIES OF PRINCIPAL INVESTIGATORS/PROJECT DIRECTORS POLICY

PC 3.8

Date of Last Update:

April 03, 2013

Approved By:

- President's Cabinet

Responsible Office:

Center for Scholarly and Creative Excellence

POLICY STATEMENT

The Principal Investigator/Project Director is responsible for a variety of general responsibilities, which are outlined in the following section.

PROCEDURES

Responsibilities

The following General Responsibilities form shall be provided by OSP to each Principal Investigator at the time of award. The Principal Investigator is responsible for signing and returning the original to OSP within five business days of its receipt. The original shall be retained in the award OSP record file in accordance with record retention guidelines. **The Principal Investigator/Project Manager is responsible for:**

- Compliance with the award terms and conditions. Notifying OSP of potential scope, budget or schedule shifts, and requesting/obtaining Authorizing Official review and approval of

such, if required.

- Obtaining signatures on the (Request to Add a New Fund (RANF) form, and submitting the RANF to the Office of Business & Finance. A copy of the original proposal, notice of award, budget, and other official documents must be attached to the RANF form. The RANF will not be processed without these attachments.
- Ensuring that the Salary Request is prepared and signed by the Unit Head/Dean and other appropriate individuals. Salary Request letters accompany the signed RANF form.
- Management of the grant, contract/subcontract, or cooperative agreement and conducting the project to meet project goals and objectives while adhering to agency guidelines and GVSU policies and procedures.
- Ensuring that all individuals involved in the administrative and financial aspects of the award receive BANNER training.

The Office of Grants Accounting will assist with the invoicing and accounting process. The PI is also responsible for ensuring that all grant expenditures are reviewed on a monthly basis (at a minimum) and ensuring that those expenses incurred are approved in the BANNER system.

- Ensuring that for those items acquired or purchased under the terms of the award and with grant funds that sponsor requirements and GVSU Purchasing Procedures are followed.
- Ensuring that all project expenditures are directly related to the project and necessary to meet project goals and objectives. Knowing the cost sharing requirements that were committed in the budget approved by the agency and GVSU and insuring that these obligations are met.
- Certifying the time/effort of personnel paid by the grant, contract/subcontract, or cooperative agreement, or cost sharing/matching time on the project.
- Completing a Conflict of Interest Financial Disclosure form, and having no conflict of interest that could affect the conduct of the project. Any such possible conflict of interest must be reported to OSP as soon as it is apparent.
- Ensuring that the PI as well as all undergraduate, graduate, or post-doctoral students receive Responsible Conduct of Research training, if required by the sponsor. PIs and students are required to sign a Completion of Training form confirming the date, receipt, and satisfactory completion of this training. The form must be returned to OSP for the record file.
- Ensuring that [GVSU policies and federal regulations governing the protection of human research subjects](#) are followed. Ensuring the adherence to federal governing regulations and [GVSU Animal Care and Use Policy](#) for the use of animals in research.

- Ensuring compliance with the GVSU policy on Political Activity, as well as ensuring compliance with the terms and conditions of an award governing such activity.
 - Submitting required reports and/or documentation in a timely manner.
 - Certifying that s/he, and any subcontractor or sub-recipient on this project, is not debarred, suspended or proposed for debarment by any federal entity. The PI agrees to notify the University (both OSP and Purchasing Dept.) of any change in this status, should one occur, until such time as an award is made under a procurement action. See www.sam.gov.
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NON-AFFILIATE/GUEST USE OF LIBRARY RESOURCES AND COMPUTERS

PC 3.9

Date of Last Update:

May 07, 2015

Approved By:

- President's Cabinet

Responsible Office:

University Libraries

POLICY STATEMENT

Grand Valley has developed this policy in cooperation with its libraries and library staff to outline the policy for non-affiliate and guest usage of written materials, books and documents housed within the library as well as library computer resources.

PROCEDURES

Tours

All requests for tours will be evaluated according to purpose, outcomes and facility availability. Scheduling is based on staff availability, the University academic calendar and activity within the library. Tours may be restricted during mid-term and final exam study periods.

General building tours may be requested by calling 616.331.3500.

Walk-in tours of the Mary Idema Pew Library Learning & Information Commons are offered

throughout the year. No registration is necessary, and these tours are available on a first come, first served basis, and limited to fifteen per session. Inquire at the Service Desk upon arrival. Self-guided tour brochures are available at the Service Desk.

GVSU course specific tours of any of the University Libraries locations may be requested, please contact your subject librarian.

University, school and professional groups interested in specific library programming; building vision and project, technology, architecture, facilities, or LEED information may request an administrative meeting and building tour by contacting University Libraries Administration at 616.331.2606.

Library Resources

Borrowing of GVSU library items requires a valid GVSU ID, GVSU Alumni Card, or Mel Cat Visiting Patron status.

Computer and Wireless Access

Guests must present a valid, government issued ID to library staff. Additionally, guest users will agree to abide by current GVSU computer use policies. Failure to do so will result in computer and wireless access privileges being revoked. Library staff will exercise discretion in limiting guest access in favor of GVSU students, faculty and staff. Accommodations will be made for those in need of accessing our government depository collections.

Room Reservations

The University Libraries is oriented toward the students, faculty and staff of Grand Valley State University. Room reservations are limited to GVSU affiliated individuals and require authentication.

Minor Guests

We cannot guarantee the safety or protection of unescorted children in the library. A child should not be left unattended, and GVPD will be called to assist with the safety of an unattended child. Access to, or use of, the Internet by minor children is the responsibility of the parent or guardian. We do not use filtering software. Minors (under age 18) are not permitted to check out items. Authorized representatives may check out items for minors, and in doing so, assumes responsibility for the material.

EXTERNALLY SPONSORED PROJECTS POLICY

Date of Last Update:

October 15, 2018

Approved By:

- President's Cabinet

Responsible Office:

Center for Scholarly and Creative Excellence

POLICY SCOPE

This document establishes Grand Valley State University's (University) official policy governing the administration of proposals, awards, contracts, and agreements for *all externally sponsored projects*. Externally Sponsored Projects do **not** include Purchasing Agreements or Philanthropic Gifts.

The purpose of this policy is to help ensure that all proposals and awards for externally sponsored projects conform to federal regulations, including the Office of Management and Budget 2 CFR 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a.k.a., the Uniform Guidance)—and are consistent with GVSU's academic and business policies and sound fiscal practices.

POLICY STATEMENT

Only the Vice Provost for Research or their designee (VPR) may submit proposals to fund and/or otherwise support externally sponsored projects on behalf of the University. In order to ensure acceptance of a subsequent award, the VPR must approve all proposals prior to submission.

In addition, the VPR may accept on behalf of the University any Externally Sponsored Project resulting from such proposal submissions or other solicitation processes. The University will not normally accept awards received from outside sources without prior proposal approval as provided in this policy.

DEFINITIONS

Assistance Action: The main purpose of an assistance action is to transfer money, property, services, or anything of value to the recipient in order to accomplish a public purpose of support or stimulation. The agency must have legal authority to award assistance agreements for this purpose. Grants or cooperative agreements are used to award assistance funds.

Externally Sponsored Project: Externally Sponsored Projects include all projects supported by

way of grants and cooperative agreements (direct Assistance Actions); incoming or outgoing sub-recipient agreements or subawards (pass-through Assistance Actions); certain incoming or outgoing contracts (i.e., *externally sponsored* Procurement Actions), including direct contracts, [service agreements, and consulting agreements](#); pass-through subcontracts and service agreements; and certain other agreements, including master collaboration agreements, material transfer agreements, and data-use agreements—whether funded or unfunded. Externally sponsored projects do **not** include Purchasing Agreements or Philanthropic Gifts.

Philanthropic Gift: A philanthropic gift is an instrument by which an outside donor voluntarily transfers money, services, or property from a donor to the University. There is no expectation of direct economic benefit or the provision of goods or services to the donor, although donors can place stipulations on gifts that direct the funds to the donors' areas of interest. The absence of quid pro quo language helps define the charitable nature of this type of giving.

Procurement Action: The main purpose of a procurement action is to acquire property or services by purchase, lease, or barter for the use or direct benefit of the purchaser (whether the purchaser is the university purchasing from an outside entity or an outside entity purchasing services from the university). An agreement or contract is used as the legal instrument to award a Procurement Action.

Purchasing Agreement: An agreement entered into by the University through its Procurement Services Office and an outside vendor or supplier to purchase goods and/or services. Examples of non-sponsored purchasing agreements include software licenses, pricing agreements, equipment maintenance agreements, custodial and facilities services, landscaping services, and office supply-vendor agreements.

TEXTBOOKS AND COURSE MATERIALS POLICY

PC 3.12

Date of Last Update:

October 10, 2016

Approved By:

- President's Cabinet

Responsible Office:

Provost Office

POLICY STATEMENT

Textbooks and related course materials continue to be essential to the delivery of knowledge. For various reasons, the cost of those materials has continued to rise. The goal of the University is to provide the best quality educational resources at the lowest possible cost to the students by minimizing the cost of textbooks and course materials used at the university while maintaining quality of education and academic freedom.

PROCEDURES

The Provost's Office is responsible for overseeing the faculty role in textbook selection. It discharges that responsibility by working closely with the Deans of the colleges. Business and Finance is responsible for overseeing the practices of the GVSU Laker Store.

Responsibilities of the Faculty:

- Faculty members shall submit lists of required textbooks, recommended textbooks and supplemental course materials to the GVSU Laker Store by the specified deadlines.
- Faculty are expected to compare various textbook options and to make the selection by taking into account pedagogical value, price, and availability. If all other considerations are about the same, the less expensive option should be selected. When there are multiple sections of a course taught by different instructors, it is preferable (but not required) that departments order the same textbook for all sections, in order to benefit students who may be adjusting their schedule during drop/add week and to support inventory management for the GVSU Laker Store.
- When faculty wish to require the purchase of any published textbooks or materials for which they have or will receive royalties or revenue, this decision shall be reviewed by the Unit Head, who shall determine whether the selection is appropriate, taking into account the criteria above. The purpose of the review is to disclose and to manage any actual or potential conflict of interest. The Unit Head may authorize that the review be conducted by a designee if certain disciplinary expertise is needed or if the Unit Head cannot provide a neutral review. If the Unit Head cannot identify a designee, then the review shall be conducted by the Dean or designee.

Responsibilities of the GVSU Laker Store:

- The GVSU Laker Store will continue to reduce textbook prices whenever possible.

- The GVSU Laker Store will buy back used textbooks, and the following semester make the used copies available at reduced price and display them next to the new ones.
 - When filling departmental textbook orders, the GVSU Laker Store shall acquire as many used but still up to date copies as possible, make them available at reduced price, and place them next to the new ones.
 - The GVSU Laker Store will display the required texts and materials with the course instructors' names and course section numbers. This will help students make informed decisions when finalizing course schedules.
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TRAINING OF PERSONNEL INVOLVED IN ANIMAL RESEARCH

PC 3.13

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Center for Scholarly and Creative Excellence

POLICY STATEMENT

In conduction of research, all people working with laboratory animals must be qualified to do so in order to ensure the humane treatment of animals. As such, Grand Valley complies with the Animal Welfare Act as described below.

PROCEDURES

The Animal Welfare Act (AWA) Sec. 2.32 (a), (b), and (c) specify:

(a) It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel.

(b) Training and instruction shall be made available, and the qualifications of personnel reviewed, with sufficient frequency to fulfill the research facility's responsibilities under this section and §2.31.

(c) Training and instruction of personnel must include guidance in at least the following areas:

(1) Humane methods of animal maintenance and experimentation, including:

(i) The basic needs of each species of animal;

(ii) Proper handling and care for the various species of animals used by the facility;

(iii) Proper pre-procedural and post-procedural care of animals; and (iv) Aseptic surgical methods and procedures;

(2) The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress;

(3) Proper use of anesthetics, analgesics, and tranquilizers for any species of animals used by the facility;

(4) Methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility. No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act;

(5) Utilization of services (e.g., National Agricultural Library, National Library of Medicine) available to provide information:

(i) On appropriate methods of animal care and use;

(ii) On alternatives to the use of live animals in research;

(iii) The could prevent unintended and unnecessary duplication of research involving animals; and

(iv) Regarding the intent and requirements of the Act.

The *PHS Policy*, Section IV.C.1.f. places the responsibility specifically with the IACUC to ensure that personnel conducting procedures on research animals are appropriately qualified and trained in those procedures. The Institutional Animal Care and Use Committee may require additional training for each individual, depending on their prior training and experience with animals.

UNITED STATES GOVERNMENT DOCUMENTS INTERNET USE

PC 3.14

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

University Libraries

POLICY STATEMENT

Grand Valley State University Libraries will provide the public with free and unrestricted access to online government information provided through the Federal Depository Library Program in accordance with section 1911 of Title 44, *United States Code*.

PROCEDURES

The public is able to access these materials on the Government Documents personal computers in Mary Idema Pew Library Learning & Information Commons and Steelcase libraries. Patrons are not required to provide any form of identification to use these computers, although they will need to see a librarian or staff person at the reference desk to login. Patrons using these computers are expected to adhere to the university's policies regarding the use of electronic resources.

SERVICE AND CONSULTING AGREEMENTS POLICY

PC 3.17

Date of Last Update:

October 15, 2018

Approved By:

- President's Cabinet

Responsible Office:

Center for Scholarly and Creative Excellence

POLICY STATEMENT

This document establishes Grand Valley State University's (University) official policy governing the approval and management of service or consulting agreements that employees through the University, meaning cases in which the University would be the contracting party. These are agreements under which Principal Investigator (PI)-Eligible faculty and/or Administrative/Professional (A/P) staff members are obligated to provide specified services or "deliverables" and that do not fall squarely within the traditional framework of research or teaching activities. While these agreements may have research, scholarly, or other benefits to the University, those benefits are a secondary aspect, not the primary purpose of the activity. The terms "service agreement" or "consulting agreement" are intended to be descriptive; such agreements could have other labels or titles.

In some cases, employees who may consider providing services independently of the University as consultants will do this for their own account, on their own time, and using their own resources and subject to applicable University policies. However, review and approval of all proposed service and consulting agreements under this policy is required to ensure compliance with employment, tax, and intellectual-property law; regulatory requirements governing research and the use of certain kinds of data; and institutional policies regarding student engagement in externally funded activity and the appropriate use of University resources.

The University should be the contracting party only when justified by compelling reasons that meet the General Criteria of this policy. There are occasions, however, when a [PI-Eligible](#) faculty or AP staff member wants to provide a service through the university. For example, the activity may have a strong academic and/or university programmatic component and the faculty or A/P staff member may want to be able to use university facilities, resources, staff, or students to carry out the proposed contractual activity. In those circumstances, **this policy allows for the University to act as the contracting party, but only if the activity in question meets the General Criteria of this policy.**

By way of illustration, but without limitation, services that PI-Eligible faculty and A/P staff members may seek to provide through this policy may include:

- Performing an evaluation or assessment of an external program, such as an educational program or public-health initiative;
- Establishing rating criteria, such as standards for measuring health or safety outcomes;
- Providing technical assistance to a foreign government in areas such as social, health or economic services;
- Delivering professional-development services;

- Partnering with industry to engage students in technical projects the delivery of which will contribute to the educational goals of the students involved; and/or
- Assisting a city government in its urban planning.

PROCEDURES

This policy designates authority to the Vice Provost for Research Administration or their designee to establish such operational procedures as deemed necessary to implement the policy, and ensure operational efficiency, proper oversight of compliance and financial management, and ensure the success of externally sponsored projects at the University.

DEFINITIONS

Authorized Organizational Representative (AOR): The official to whom the Provost delegates authority to submit proposals to fund and/or otherwise support externally sponsored projects on behalf of the University and to accept on behalf of the University any awards, contracts, or agreements resulting from such proposal submissions or other solicitation processes.

PI-Eligible: University faculty and AP staff members who are documented as eligible to serve as a Principal Investigator as defined in the University's Principal Investigator Eligibility Policy.

Benefits and Risks

Often, participating in service agreements involves high-profile and challenging projects that may benefit members of the university community by, for example:

- Adding significantly to faculty, staff, and student expertise;
- Demonstrable connections to curricular and co-curricular development, new teaching cases, program development in executive education, and professional development;
- Engaging faculty in domestic and international matters that are highly relevant to their teaching and scholarship, or employees in their administrative responsibilities; and/or
- Initiating or reinforcing strong institutional relationships that can serve long-term University interests.

Though there may be much to recommend the pursuit of these opportunities, especially where there is substantial potential to advance scholarship, education, and service, these arrangements may also pose risks that need to be managed. **Service and Consulting Agreements are more complicated for the University to manage than routine sponsored-project agreements because of the expectations of the external entities, who perceive themselves as clients or**

customers rather than sponsors.

The following potential risk factors will be considered in the evaluation of Service and Consulting Agreements:

- The University, as the contracting party in these agreements, bears the risk of liability or reputational harm for non-performance or poor performance of agreed-upon tasks and for unsatisfactory contract “deliverables.” Potential risks reach beyond the payments to the University and could include monetary damages from the downstream effects of contested performance.
- Unlike in sponsored-project arrangements (i.e., assistance awards, such as grants or cooperative agreements), in which the sponsor may be presumed to be committed to the principles of objective science or the enhancement of the public welfare, “clients” or “customers” in service arrangements may be more focused on obtaining specific results and will likely be more involved in directing performance of the services. Institutional integrity and impartiality may be called into question if expectations are not properly managed at the outset.
- **The use of the University’s students and staff to assist in these projects also raises unique policy issues.** The University has a duty to students in particular. They should not be made to work on projects unless the work advances their educational goals. The interests of employees, students, and the institution must be safeguarded in the negotiation of such arrangements to assure them that they may generate and publish works of scholarship, receive proper credit for their work, obtain appropriate intellectual property or other proprietary rights in the work product, and avoid confidentiality or other obligations that may compromise transparency and injure reputations.
- Special attention must be paid to assure that these arrangements comply with the university’s obligations as a tax-exempt organization (e.g., IRS regulations regarding Unrelated Business Income).

General Criteria

The proposed Service and Consulting Agreement must:

1. Advance the core mission of the academic or non-academic organizational units that will carry it out;
2. Provide a significant institutional and/or public benefit; and,
3. If students are to participate in the activity, provide both a learning experience that

advances student educational goals and that students will be free to use and disclose details of the experience in their academic and career pursuits, unless a Non-disclosure Agreement has been approved by the Office of the Vice Provost for Research Administration.

The determination as to whether a proposed Service and Consulting Agreement meets these criteria shall be the responsibility of the employee's Appointing Officer. Such determinations shall be documented using University procedures for sponsored activity.

In addition, the proposed Service and Consulting Agreement must:

1. Present manageable and limited risks;
2. Be accurately budgeted to generate sufficient revenue to pay for full performance that includes both the direct charges associated with the activity and the university's full federal negotiated facilities & administrative cost rate;
3. Be properly accounted for from a tax perspective;
4. Be reviewed and processed by the Technology Commercialization Office and the Office of Sponsored Programs (which may include the execution of a non-disclosure agreement to protect the intellectual property of the parties to the agreement; and
5. Receive approval from the employee's Appointing Officer.
6. Be approved and submitted by the Vice Provost of Research Administration and/or designee.

And finally, once the Service and Consulting Agreement is fully executed, and throughout the performance of the contractual scope of work, the PI and responsible organizational unit must ensure that the activity complies with:

1. The contracted scope of work, timeline, and all agreed deliverables;
2. All applicable federal and state laws and regulations (e.g., export controls, use of human or animal subjects, intellectual property rights, disclosure and mitigation of financial and other conflicts of interest); and
3. All relevant University policies, such as invoicing for payment via the central accounting office of the University, and the use of the University's name, facilities, equipment, supplies, and other resources.

IDENTIFICATION CARD POLICY

PC 4.4

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Human Resources

POLICY STATEMENT

Grand Valley State University issues a photo identification card to all active faculty and staff members who have a full-time, part-time or temporary appointment. This card is to be used for purposes of identification at all Grand Valley campuses. Lost or stolen ID cards should be reported to Human Resources. In the event of a name change, a new card will be issued.

ID cards for faculty and staff members can be obtained by visiting Human Resources at 1090 James H. Zumberge Hall on the Allendale campus or at the Student Assistance Center in the DeVos Center in downtown Grand Rapids. Retirees may also obtain an ID card at these locations.

Upon separating from the University, faculty and staff members will turn in their ID cards to Human Resources. ID cards belong to Grand Valley State University and are not transferable nor can they be used by anyone other than the person to whom it was issued.

MILITARY LEAVE OF ABSENCE POLICY FOR FACULTY STAFF

PC 4.5

Date of Last Update:

April 25, 2013

Approved By:

- President's Cabinet

Responsible Office:

Human Resources

POLICY STATEMENT

Grand Valley State University faculty and staff members in the Armed Forces, Reserves, National Guard, or other “uniformed services” who are called to active duty will be granted an unpaid leave of absence and reinstatement privileges as prescribed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

“Uniformed services” includes: active duty, active duty for training, active duty for special work, weekend or weekday drill, funeral honors, or fitness for duty examination (whether voluntary or involuntary).

PROCEDURES

Military leave is available to all full and part-time faculty and staff of the University, including probationary staff members.

A. Military Duty Pay

A regular faculty or staff member who loses time from work during his/her regular schedule of hours because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four (4) weeks per year, shall be paid the difference between his/her base military pay and his/her regular pay. Adjunct faculty and temporary staff members are not eligible for military duty pay.

B. Benefits

The University will continue to provide health insurance for benefit eligible faculty and staff members, as well as their enrolled dependents, who are on duty less than thirty (30) days. Faculty and staff members serving for more than thirty 30 days may elect to continue health insurance coverage for themselves and any enrolled dependents through COBRA.

C. Leave Period

Faculty and staff members are entitled to an unpaid military leave of absence, with reemployment rights, for a period up to five years. The five years is a cumulative total and includes both past and present military service. Military leave for adjunct faculty and temporary staff will not extend beyond the appointment end date.

D. Reinstatement Requirements

Regular faculty and staff members have the right to be reemployed at the University following a military leave of absence as long they meet the following reinstatement requirements.

1. The faculty or staff member ensures that Human Resources or the applicable appointing officer receives advance written or verbal notice of your service.
2. The faculty or staff member has five (5) years or less of cumulative service in the uniformed services while employed at the University.
3. The faculty or staff member returns to work or applies for reemployment in a timely manner after conclusion of service, and

4. The faculty or staff member has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Military leaves of absences for temporary staff and adjunct faculty will not extend beyond the appointment end date.

If eligible to be reemployed, a faculty or staff member has the right to be restored to the job and benefits he/she would have attained if he/she had not been absent due to military service or, in some cases, a comparable job. The faculty or staff member's seniority would also be restored to the level they would have attained if they have been on duty at the University continuously.

Questions and Policy Interpretation

The Human Resources Office is responsible for implementing and coordinating the provisions of the Military Leave of Absence Policy for the University. Questions may be directed to the Human Resources Office at (616) 331-2215.

If there are any conflicts between the University policy and provisions of the Federal Act, the provisions of the Federal Act will supersede, with the exception of situations where the University policy, handbooks or bargaining agreements provide benefits greater than the act. The Federal Act and the Federal regulations will be used to resolve issues that arise.

SMOKING (AND VAPING) POLICY

PC 4.6

Date of Last Update:

March 02, 2014

Approved By:

- President's Cabinet

Responsible Office:

Human Resources

POLICY STATEMENT

The United States Department of Health and Human Services Surgeon General Report of 2006 indicates that secondhand smoke is an avoidable cause of disease and death. Exposure to second hand smoke, even for a short time, results in adverse affects to the cardiovascular system and can

cause coronary heart disease and lung cancer. The report concludes that second hand smoke can cause disease and premature death in individuals who do not smoke. Reducing and eliminating opportunities for exposure to second hand smoke protects the overall health of non-smokers. By enacting this policy, Grand Valley State University is taking action to minimize the harmful effects and discomfort which smoking produces for the benefit of all members of the University Community. During the interim until further study and review can be concluded, for purposes of this policy, the use of electronic cigarettes (vaping) shall follow this policy to the same extent as smoking a tobacco product.

PROCEDURES

All buildings at all GVSU locations are designated as smoke free. Smoking is prohibited in **all** indoor spaces; including, but not limited to, educational, housing and dining locations.

Smoking is prohibited within twenty-five (25) feet of any GVSU building, within twenty-five feet of any GVSU bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus.

Smoking is prohibited in all University owned, leased or rented vehicles.

At all Intercollegiate Athletic facilities and at The Meadows Golf Club smoking is permitted in designated outdoor smoking areas only.

Smokers must cease smoking prior to entering any prohibited smoking area; twenty-five feet from any building, bus stop and bridge.

While GVSU permits smoking in areas not designated to be smoke free, it is the responsibility of smokers to be respectful of non-smokers in choosing a location in which to smoke so as to minimize non-smokers' contact with second-hand smoke.

Smokers are responsible for properly disposing of all smoking related litter, which includes cigarette and cigar butts, tobacco, etc. Disposal of any smoking litter is not permitted on University grounds except in the provided ash receptacles.

If University facilities are rented by non-University individuals or groups, they shall be notified of and required to comply with this policy.

As the University acquires space or constructs new buildings or additions, smoking shall not be permitted in these buildings or areas. The above twenty-five foot distance from any building will be maintained at all new facilities.

GVSU recognizes that smoking is highly addictive. Smokers interested in assistance with quitting smoking should contact the appropriate office to learn about smoking cessation options and

support. Students should contact the Campus Recreation Fitness and Wellness Office and faculty and staff members should contact the Wellness Coordinator in the Human Resources Office.

Policy Enforcement

This policy assumes that with notice to our community individuals will voluntarily adhere to these regulations and enforcement will not be needed. If smoking is observed in violation of this policy the appropriate action to take is to:

- Politely ask the person who is smoking either to stop smoking or to move to a designated smoking area, outside of the twenty-five foot perimeter of the building, bus stop or bridge.
 - Should the problem persist, ask the person for his/her name and whether he/she is a student, faculty, staff member or visitor. If the person refuses to identify himself/herself, on the Allendale campus contact the Department of Public Safety Services at (616) 331-3255 or on the Pew Campus or other campuses contact Pew Campus Security at (616) 331-6677 for assistance.
 - If the person violating this policy is a student, a complaint may be filed with the Dean of Students' Office, (616) 331-3585, which shall take appropriate action.
 - If the person is a faculty or staff member, a complaint may be filed with that person's dean, unit head or supervisor who shall act pursuant to the appropriate personnel policies.
 - If the person is a visitor, a complaint may be filed with the Department of Public Safety on the Allendale campus or with Pew Campus Security for the Pew Campus and regional campuses who will take appropriate action.
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ALCOHOL AND OTHER DRUGS POLICY

PC 5.1

Date of Last Update:

October 30, 2018

Approved By:

- President's Cabinet

Responsible Office:

Alcohol and Other Drugs Campus Education and Services Office (ACES)

POLICY SCOPE

Grand Valley State University strives to provide a healthy University community free of the abuse

of alcohol or other drugs and illegal or unauthorized use of alcohol and controlled substances.

This commitment to students, faculty, and staff is evidenced by the:

- Publication of standards of conduct and University policies
- Provision of alcohol and other drug abuse prevention programs
- Availability of counseling, treatment, and rehabilitation resources
- Enforcement of applicable University policies
- Enforcement of federal and state laws and local ordinances that govern alcohol and other drug use (including underage drinking, hosting, and furnishing laws)
- Promotion of an environment that supports healthy choices

The unlawful manufacture, possession, use, distribution or dispensation of illicit or prescription drugs and the unlawful possession, use, or distribution of alcohol by faculty, staff, and students on University-controlled property or as part of University activities is prohibited. This prohibition includes Marijuana as federal law bans it from University owned and controlled property and workplaces. All University employees will, as a condition of employment, abide by the terms of this policy. Faculty, staff, and students are responsible for making decisions within the context of University policies and federal, state, and local laws related to alcohol and other drugs.

The [Alcohol and Other Drugs Policy Handbook \(www.gvsu.edu/aces\)](http://www.gvsu.edu/aces) includes information about University drug and alcohol abuse prevention programs; health risks; counseling, treatment and rehabilitation resources; legal sanctions and summary of laws; University employee and student sanctions for violations of alcohol and other drug policies; employee notification obligations; requirements for Federal grant recipients; and links to additional University policies, procedures, and resources.

POLICY STATEMENT

This policy and the Alcohol and Other Drugs Policy Handbook will be electronically distributed annually to all faculty, staff, and students. The coordinator of the ACES (Alcohol & Other Drugs Campus Education and Services) Office will conduct the required review, no less than biennially, in even-numbered years.

HOUSING CONTRACT RELEASE POLICY

PC 5.2

Date of Last Update:

May 15, 2015

Approved By:

- President's Cabinet

Responsible Office:

Housing and Residence Life

POLICY STATEMENT

The Office of Housing and Residence Life is committed to the concept of university life as a learning experience for our students. We expect that students have full knowledge of commitments to which they obligate themselves and an appropriate understanding and acceptance of consequences when they cannot fulfill their responsibilities. The contract for housing is a legal document that encompasses the entire academic year.

PROCEDURES

Students are contracted from the day they sign the contract until the end of the Winter Semester in April. If extraordinary circumstances or unexpected difficulties occur, the Office of Housing and Residence Life may consider a contract release. A student interested in canceling their contract must contact their Living Center Director to obtain a [Contract Release Request Form](#). Upon completion of the form the student should return it to their Living Center Director for an exit interview and signature. Students leaving GVSU should also contact the Registrar's Office to drop their courses.

If a student requests to cancel their contract prior to the end of Winter Semester they will be charged a cancellation fee, a daily room charge, and forfeit their \$150.00 Housing deposit. The calculation of the applicable fees is based on the date the student notifies Housing and/or properly checks out of their room and returns their room key. The cancellation fees are charged whether a student is enrolled at GVSU or not enrolled. Under the contract, the student may also still be held responsible for other charges and damages such as room and public area damage charges. Meal Plan credits due to contract cancellations will be calculated based on the date of departure from campus and prior usage. Contract cancellations for Spring/Summer adhere to this process also.

Under the following circumstances, with appropriate documentation, a student may cancel their Housing and avoid the cancellation fees: change in medical status; military draft; graduation; and academic release (overseas study, practicum or internship outside the Kent/Ottawa counties and academic suspension). Under the above circumstances the student will still be charged a daily fee for any time they resided in campus housing during the semester. Students removed from

campus housing due to disciplinary reasons may be held responsible for all cancellation fees.

ANIMALS ON PROPERTY OWNED OR CONTROLLED BY THE UNIVERSITY

PC 6.1

Date of Last Update:

February 02, 2015

Approved By:

- President's Cabinet

Responsible Office:

Public Safety

POLICY STATEMENT

This policy is intended to enhance the safety and health of students, faculty, staff, contractors, vendors and other visitors, and to supplement the existing GVSU policies, by providing rules and regulations regarding the presence of animals in GVSU facilities.

No person shall bring any animal(s) onto University owned or controlled property unless otherwise permitted by this or other University policy as listed below:

A. Service Animals as defined in 28 CFR § 36.104 as amended. Service animals include any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items while they are assisting individuals with a disability, unless the service animal poses a direct threat to the health or safety of others, or the presence of the service animal will result in a fundamental alteration of the services, programs or activities normally carried out within a facility. Individuals with a disability who wish to bring a service animal into a University facility must first contact the University's Office of Disability Support Resources.

<http://www.gvsu.edu/housing/students/policies-a-z-36.htm>

B. Service animals in training. Service animals in training are dogs being individually trained to do work or perform tasks for people with disabilities, are at all times accompanied by a certified trainer and, are outfitted with a vest or harness that communicates clearly to others that they are

in training.

C. Animals under the control of a law enforcement officer acting in the course of his or her duties.

D. Animals kept in residence halls as approved by the Department of Housing and Residence Life including animals kept by housing staff in residence.

<http://www.gvsu.edu/housing/students/policies-a-z-36.htm>

E. Animals approved by the University for use in research or for instructional purposes.

<http://www.gvsu.edu/iacuc/>

F. Animals brought on campus for a special event sponsored by the University or a student organization provided that the event has been pre approved in writing by the Dean for the sponsoring college or department or by the Office of Student Life.

G. Members of the University community and visitors from surrounding areas may exercise their animals by walking them on sidewalks upon the University grounds or on University walkways. This activity does not require prior approval but animals must be leashed at all times and may not enter areas where signs are posted restricting animals.

For Purpose of this Policy, "University Facility or Facilities" means any building, facility, structure or improvement, open or enclosed that is owned, licensed, leased by, or under the control of the University.

Any animal brought into a University owned or controlled property pursuant to this Policy will be properly licensed, vaccinated and tagged as required by applicable law.

Persons bringing animals onto University owned or controlled property as permitted by this Policy are solely responsible for: (a) the full control, supervision and care of the animal; (b) ensuring that animal droppings or other waste are picked up, thoroughly cleaned up and properly disposed of; (c) reimbursing the University for the costs associated with the repair of any real and/or personal property and/or University facility damaged directly or indirectly by the animal or the animal's presence in the facility; (d) assuming full responsibility for any harm caused to others by their animal including medical expenses.

In addition, individuals bringing animals on campus must comply with all other applicable University ordinances, policies, practices and procedures and any applicable local, state or federal ordinance, statute and/or regulation.

Enforcement of Complaints:

If you are aware of a violation of this policy, you are encouraged to attempt informal methods of resolution. For example, if you recognize the person violating this policy, you might contact them or their supervisor to make them aware of the problem. If that is not successful and/or you are not comfortable approaching the person violating the policy or their supervisor, then the Office of Public Safety Services should be notified. The Office of Public Safety Services will pick up the animal and hold it for 48 hours at the Central Utilities building. Animals not claimed during that time will be turned over to the county animal warden and the owner of the animal will be responsible for any associated fees. In addition, a \$30.00 fine will be imposed for each violation of this policy.

COOK-DEVOS CENTER STUDENT ACCESS CARDS POLICY

PC 6.2

Date of Last Update:

September 10, 2014

Approved By:

- President's Cabinet

Responsible Office:

Pew Campus Operations

POLICY STATEMENT

Undergraduate and graduate students at CHS may be granted access to specific offices, University classrooms, and laboratories for authorized purposes under the conditions outlined below. The students requesting access are required to certify that they will abide by all the appropriate GVSU safety and security rules. Failure to do so will result in revocation of their Access Card.

PROCEDURES

The completion of the Facilities Services/Pew Campus Operations [GVSU CHS STUDENT ACCESS REQUEST FORM & POLICY](#) requires the approval of the responsible faculty/staff. The request must identify specific room numbers.

All requests will be filled for building hours only as posted on the [Operations website](#). Any special requests other than normal building hours must be approved by the appropriate Dean and Pew

Campus Operations.

Completed [CHS STUDENT ACCESS REQUEST FORMS](#) must be submitted to Operations at the CHS front desk (instructors may send via intercampus mail or email) before programming can be added to a student access card. Each card will be programmed for one semester only and must be returned to the professor that issued the card or the CHS front desk on the last day of the semester. Note: Spring and Summer terms are considered one semester for this purpose. Old access cards will be deactivated at the end of each semester. A new card will not be issued until the old card is returned or the replacement fee has been paid.

During those hours outside of scheduled class time, students are advised to use the “buddy system”, i.e., to enter and work in groups of two or more. Exceptions to this policy will only be granted on a case-by-case, limited basis upon the written recommendation of the responsible faculty/staff member and appropriate dean.

In matters that involve training and special room reservations, the responsible faculty/staff member must certify in writing that she/he has instructed the student(s) in the necessary safety practices pertaining to their work and provide a brief written outline of the work identifying any hazardous materials and equipment to the CHS Facilities designate.

CANCELLATION/CLOSURE POLICY

PC 6.3

Date of Last Update:

September 06, 2017

Approved By:

- President's Cabinet

Responsible Office:

Public Safety

POLICY STATEMENT

Grand Valley State University will close or cancel all or part of its operations in cases of emergency, utility disruptions, or for weather related reasons.

TYPES OF OPERATIONAL CHANGE:

- **Cancellation:** Classes will not be held. All staff are to report to work at their regular time.

- **Closure/Closed:** Classes and campus events will not be held. Only ESSENTIAL staff are to report to work.

When GVSU is **closed**, only **essential staff** are to report. Designated personnel in the following departments are deemed essential and are expected to report:

- **Department of Public Safety**
- **Facilities Services**
- **Athletic & Recreation Facilities**
- **Food Service**
- **Housing**
- **Information Technology**
- **Library**
- **Pew Campus Operations**
- **WGVU Television and Radio**

Appointing officers have discretion to call in non-essential staff as circumstances may require.

Students, faculty and staff should assume the university is open unless they are advised otherwise through GVSUAlert!, the university's emergency notification system, or on the radio or television. In the event of closure or class cancellation, every effort will be made to make the announcement no later than 6:30 AM for daytime classes and 3:00 PM for evening classes.

University Criteria for Weather-related Cancellations or Closures

In evaluating whether to close for weather-related reasons, the following criteria are used: 1) the ability of the university's road crews to keep campus roads and parking lots cleared; 2) the conditions of primary and secondary roads in the area as reported by the Michigan Department of State Police as well as by central dispatch authorities in Kent and Ottawa counties; and, 3) weather reports regarding the track of the storm and other conditions.

Because commuting students, faculty and staff come from such a broad geographic area, it is extremely difficult to arrive at a decision that is appropriate for each vicinity. Weather conditions rarely are uniform throughout this large area. There is no one decision that will satisfy everyone; however, a diligent effort is made to arrive at a reasonable decision that considers the safety of students as well as their right to receive instruction. Under no circumstances does GVSU ask students, faculty or staff to assume undue risk in traveling to the University in inclement weather.

When GVSU Allendale is closed because of weather-related conditions, the Pew Grand Rapids Campus and the Meijer Holland Campus will also close.

When Muskegon Community College is closed, GVSU's classes in Muskegon are canceled and the office in the Stevenson Center for Higher Education will close.

When Northwestern Michigan College in Traverse City is closed, GVSU's classes in Traverse City are canceled and the office in the NMC University Center will close.

Decisions to close or cancel activities at the Annis Water Resources Institute (AWRI), the Muskegon Innovation Hub and the Detroit Center will be made separately, as these facilities host tenants, business events, and research functions not affiliated with university operations.

Announcements of closing and cancellation will be made through GVSUAlert!, on the Grand Valley web home page www.gvsu.edu, and on GVNOW at www.gvsu.edu/gvnow. Notifications may also be heard on area radio and television stations. For a more detailed update on campus conditions and area roads, tune to the Grand Valley State television and radio stations, WGVU-FM 88.5, WGVU-AM 1480, WGVS-AM 850, WGVS-FM 95.3, WGVU-TV 35, and WGVK-TV52. Please do not call the university switchboard to seek closing or cancellation information.

Rescheduling Final Exams Affected by Cancellation or Closure

In the event of a cancellation or closure on a specified exam day, any classroom-based exams affected would be held on the next available day after the exam week has concluded. For example, if a Tuesday exam day were affected, the next available day after the conclusion of the exam week would be Saturday. If two exam days were affected, i.e. Wednesday and Thursday, Wednesday's exam would take place on Saturday and Thursday's exam would be the following Monday. Faculty and students are advised to be aware of this contingency when making travel plans.

In the event of a cancellation or closure during exam week, faculty who are able to modify their exams to allow for online, take-home, or similar formats may do so for all students who agree. Faculty have an obligation to provide the option to students to be examined in the manner described in the syllabus, and for those students, exams will be scheduled as described above.

EQUIPMENT ACQUISITION AND DISPOSAL POLICY

PC 6.5

Date of Last Update:

January 04, 2013

Approved By:

- President's Cabinet

Responsible Office:

Business and Finance

POLICY STATEMENT

The GVSU Purchasing Office (331-2280) is responsible for the acquisition and disposal of University-owned equipment, as outlined below.

PROCEDURES

1. ACQUISITIONS

A. New Equipment with a Value Greater Than \$ 5,000.00

If your department has received new equipment and its cost is greater than \$ 5,000.00, it needs to be tagged for inventory purposes. This process involves the placement of an inventory tag on the equipment plus recording of pertinent information – serial number, model number, location of equipment and the department, which purchased the equipment.

B. New Equipment with a Value Less Than/Equal to \$ 5,000.00

If your department has received new equipment and its cost is less than or equal; to \$ 5,000.00, tagging is optional. To have equipment tagged contact the Accounting Office at 331-2233.

2. DISPOSAL

Purchasing is responsible for the disposal of surplus, obsolete and worn out equipment. They will coordinate making the appropriate journal entries to update the equipment inventory, removal of University ID tags, and settlement of proceeds. Contact 331-2280 for requests to dispose of property and for appropriate disposal advice.

EVENT SIGNS AND BANNERS POLICY - ALLENDALE CAMPUS

PC 6.7

Date of Last Update:

November 05, 2013

Approved By:

- President's Cabinet

Responsible Office:

Facilities Services

POLICY STATEMENT

Grand Valley State University event sign and banner policy is intended to establish a uniform system used across campus. The primary function of a sign or banner is to provide information. The effectiveness of distributing this information will be based on consistent design and standards. Implementation and maintenance of the event sign system will be the responsibility of the GVSU Facilities Services Department.

PROCEDURES

Event signs are made by Facilities Services. Banners are provided by the customer. When making a request, please follow the steps listed below:

1. Call Facilities Customer Service at 331-3000 to place your sign or banner request approximately two weeks prior to the event.
2. All banners are to be provided by the customer. There are two (2) locations on campus where they can be hung. One is in front of Lake Huron Hall in the Academic Mall area. The other is at the Northwest side of the Student Services Building facing Campus Dr. The banner(s) will be tied to metal posts that are secured into the ground. Banners may not hang from sculptures, the roof or inside any building, or be placed in the ground at a different location other than the two indicated unless approval has been given by the Associate Vice-President of Facilities Services. Also, approval must be given for any light pole banners. Light pole banner design must conform to Facilities size and construction standards and will be provided upon request.
3. Facilities Services will make and install three (3) real estate style signs for any GVSU sanctioned event on campus. They are 18" x 24", white with navy blue lettering. Any additional signs ordered will be at a cost of \$15.00 each and you must provide a FOAP number. There is a maximum of 15 signs that may be ordered.
4. If you are ordering a real estate sign then please indicate the event name, the location and which parking lot to use. We are able to place quotes or statements on the signs but it is a good idea to keep the letters to a minimum so they can be made large enough to read. Please give a date/time to have these installed and a date/time for removal.
5. Facilities Services will install the real estate signs at the locations the customer indicates. Usually this is at the campus entrances or along Campus Drive. No signs may be installed in

front of the arch at the north main entrance or in front of any welcome sign at the campus entrances.

6. Handwritten signage is not allowed and any professional signage brought on campus must have approval by the Associate Vice-President of Facilities Services.

If you have any questions about your signage or need approval please call 331-3000.

HEATING AND COOLING SET POINTS

PC 6.8

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Facilities Services

POLICY STATEMENT

The University established standard set-points for heating and cooling on all campuses in order to conserve resources and control energy costs. These standards are described below.

PROCEDURES

During the winter season the heating controls are set at a maximum of 70°F. During the summer season the minimum cooling temperature will be 76°F. Facilities Services will respond to hot/cold calls to ensure that systems are running properly, but will not adjust the temperatures to levels outside of the standards.

Facilities Services also discourages the use of space heaters and fans in areas that are at the accepted standard temperature levels above. If there is a special need please contact Facilities Services at 331-3000.

IDENTITY THEFT DETECTION POLICY

PC 6.9

Date of Last Update:

May 05, 2009

Approved By:

- President's Cabinet

Responsible Office:

Business and Finance

POLICY STATEMENT

Grand Valley State University (GVSU) will comply with the applicable requirements of 16 C.F.R. 681, a federal regulation issued by the Federal Trade Commission (FTC) as part of the implementation of the Fair and Accurate Credit Transaction (FACT) Act of 2003 requiring that financial institutions and creditors (which include higher education institutions) implement written programs that provide for the detection of and response to specific activities ("Red Flag") that could be related to identity theft.

Grand Valley State University is required to adopt policies and procedures to mitigate identity theft. Activities that cause GVSU to be considered a "creditor" under the Red Flags Rule include:

1. Participating in the Federal Perkins Loan program
2. Participating in alternative or private educational loans
3. Offering institutional loans to students, faculty, or staff.
4. Offering a plan for payment of tuition throughout the semester rather than requiring full payment at the beginning of the semester.
5. Stored Value Cards

PROCEDURES**Identification of Red Flags**

In order to identify relevant Red Flags, GVSU considers the type of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experience with identity theft. GVSU identifies the following Red Flags in each of the listed categories:

1. Notification and Warnings from Credit Reporting Agencies

- a. Report of fraud accompanying a credit report
- b. Notice or report from a credit agency of a credit freeze on an applicant
- c. Notice or report from a credit agency of an active duty alert for an applicant

- d. Receipt of a notice of address discrepancy in response to a credit report request
- e. Indication from a credit report of activity that is inconsistent with an applicant's usual pattern or activity

2. Suspicious Documents

- a. Identification document or card that appears to be forged, altered or inauthentic
- b. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document
- c. Other document with information that is not consistent with existing student information
- d. Application for services that appears to have been altered or forged

3. Suspicious Personal Identifying Information

- a. Identifying information presented that is inconsistent with other information the student provides (example: inconsistent birth dates)
- b. Identifying information presented that is inconsistent with other sources of information (example: an address not matching an address on a loan application)
- c. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent
- d. Identifying information presented that is consistent with fraudulent activity (example: an invalid phone number or fictitious billing address)
- e. Social security number presented identical to one given by another student
- f. Address or phone number presented that is the same as that of another person
- g. A person fails to provide complete personal identifying information on an application when reminded to do so
- h. A person's identifying information is not consistent with the information that is on file for the student

4. Suspicious Covered Account Activity or Unusual Use of Account

- a. Change of address for an account followed by a request to change the student's name
- b. Payments stop on an otherwise consistently up-to-date account
- c. Account used in a way that is not consistent with prior use
- d. Mail sent to the student is repeatedly returned as undeliverable
- e. Notice to University that a student is not receiving mail sent by the University
- f. Notice to GVSU that an account has unauthorized activity
- g. Breach in GVSU's computer system security
- h. Unauthorized access to or use of student account information

5. Alerts from Others

Notice to GVSU from a student, identity theft victim, law enforcement or other person that the University has opened or is maintaining a fraudulent account for a person engaged in identity theft

Red Flag Detections

Student Enrollment

To detect any of the Red Flags identified above associated with the enrollment of a student, GVSU personnel will take the following steps to obtain and verify the identity of the person opening the account:

- a. Require certain identifying information such as name, date of birth, academic records, home address or other identification
- b. Verify the student's identity at time of issuance of student identification card (review driver's license or other government-issued photo identification)

Existing Accounts

To detect any of the Red Flags identified about for an existing covered account, GVSU personnel will take the following steps to monitor transactions on accounts:

- a. Verify the identification of students if they request information (in person, via telephone, facsimile or email)
- b. Verify the validity of requests to change billing address by mail or email and provide the student a reasonable means of promptly reporting incorrect billing address changes
- c. Verify changes in banking information given for billing and payment purposes

Consumer ("Credit") Report Requests

To detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, GVSU personnel will take the following steps to assist in identifying address discrepancies.

- a. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report was made to consumer reporting agency
- b. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the applicant for whom the requested report was made and report to the consumer reporting agency an address for the applicant that GVSU has reasonably confirmed is accurate

Preventing and Mitigating Identity Theft

In the event that GVSU personnel detect any identified Red Flags, such personnel shall take one or

more of the following steps, depending on the degree of risk posed by the Red Flag:

- a. Continue to monitor a covered account for evidence of identity theft
- b. Contact the student or applicant for which the credit report was requested
- c. Change any passwords or other security devices that permit access to covered accounts
- d. Not open a new covered account
- e. Provide the student with a new student identification number
- f. Notify the Program Administrator for determination of the appropriate step(s) to take
- g. Notify law enforcement
- h. Determine that no response is warranted under the particular circumstances
- i. Take appropriate steps to modify the applicable process to prevent similar activity in the future

Protecting Student Identifying Information

To further prevent the likelihood of identity theft occurring with respect to covered accounts, GVSU will take the following steps as they relate to internal operating procedures:

- a. Ensure that the GVSU website is secure or provide clear notice that the website is not secure
- b. Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information
- c. Ensure that office computers with access to covered account information are password protected.
- d. Avoid use of social security numbers
- e. Ensure computer virus protection is up to date
- f. Require and keep only the kinds of student information that are necessary for GVSU purposes

Oversight

Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee (Committee) for GVSU. This Committee is headed by a Program Administrator appointed by the President. Two or more individuals appointed by the Program Administrator comprise the remainder of the committee.

The Program Administrator is responsible for ensuring appropriate training of GVSU personnel review of staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identify theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

Staff Training and Reports

GVSU staff responsible for implementing the Program shall be trained either by, or under the direction of, the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. GVSU staff shall be trained, as necessary, to effectively implement the Program. GVSU employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or of GVSU's failure to comply with this Program. At least annually or as otherwise requested by the Program Administrator, GVSU staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this Program. The report should address such issues as effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, and significant incidents involving identity theft and management response, and recommendations for changes to the Program.

Service Provider Arrangements

When the GVSU engages a service provider to perform an activity in connection with one or more covered accounts, GVSU will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft:

- a. Require, by contract, that service providers have such policies and procedures in place
- b. Require, by contract, that service providers review GVSU's Program and report any Red Flags to the Program Administrator or GVSU employee with primary oversight of the service provider relationship

Program Updates

The Committee will periodically review and update this Program to reflect changes in risks to students and soundness of GVSU's policies, procedures, protocols and practices from identity theft. In doing so, the Committee will consider GVSU's experience with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in GVSU's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program, subject to approval by the President's Cabinet.

DEFINITIONS

Account- a continuing relationship established by a person with a financial institution or creditor to obtain a product or service for personal, family, household or business purpose.

Account includes:

- a. an extension of credit, such as the purchase of property or services involving a deferred payment; and
- b. a deposit account

Card Issuer- a financial institution or creditor that issues a debit or credit card.

Consumer Reports- any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for:

- a. Credit or insurance to be used primarily for personal, family, or household purposes;
- b. Employment purposes; or
- c. Any other purpose authorized under U.S. Code: Title 13k, 1681b

Covered Accounts- an account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions, such as a credit card account, mortgage loan, automobile loan, margin account, cell phone account, utility account, checking account, or savings account. Any account that the financial institution or creditor offers or maintains for which there is a reasonable foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation. This includes all student accounts or loans that are administered by GVSU.

Debit Card- any card issued by a financial institution to a consumer for use in initiating an electronic funds transfer from the account of the consumer at such financial institution, for the purpose of transferring money between accounts or obtaining money.

Identifying Information- is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:

- a. Name
- b. Date of birth
- c. Address
- d. Government issued driver's license
- e. Telephone number
- f. Alien registration number
- g. Social security number
- h. Government passport number

- i. Employer or taxpayer ID number
- j. Student identification number
- k. Computer Internet address
- l. Routing code

Identity Theft- a fraud committed or attempted using the identifying information of another person without authority.

Program Administrator- the individual designated by the President with primary responsibility for oversight of the Program.

Red Flag- a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Service Provider- a person that provides a service directly to the financial institution or creditor.

INTERIOR SIGNAGE STANDARDS POLICY

PC 6.10

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Facilities Planning

POLICY STATEMENT

Grand Valley State University has developed and maintains standards that govern the design, content, appearance, installation and use of interior signage through the institution. These standards are published on the [Facilities Planning Web site](#).

PROCEDURES

Requests for additional signage, revisions in existing signage and/or removal of signage should be handled by submitting a work order through the [Facilities Services Web site](#) or by contacting the Facilities Planning office at 331-2962.

KEY POLICY - ALLENDALE CAMPUS

PC 6.12

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Facilities Services

POLICY STATEMENT

The objective of this procedure is to define the system of key control at the University. Issuance of keys is a part of maintenance operations. Deans and administrators are urged to maintain a list of keys, which persons in their units possess for security and accountability. Issuance and usage of keys is to be in accordance with principles of reasonable security.

PROCEDURES

Responsibilities

A. Facilities Services is responsible for:

1. Identification codes on keys.
2. Issuing and maintaining key records.
3. Maintenance, repair, and replacement of University key and lock hardware.
4. Duplication of keys.

B. Deans, Department Chairs, and Administrators are responsible for:

1. Approving keys for facility and/or staff members in their unit.

Key Request Procedures

A. Access to locked areas of the University is based upon need. Whenever possible, employees will be issued the minimum number of keys at the lowest level that will allow access to their areas of assignment only.

B. All key requests must be submitted on the [Key Request Form](#), which is available on the

[Facilities Services Web site.](#)

C. Information on the [KEY REQUEST FORM](#) must be complete with proper signatures/approvals (including your supervisor). The form is then forwarded to Facilities Services. Incomplete forms will be returned. Proper justification must be provided for anything other than keys to specific doors.

D. Upon approval, keys can be delivered to a designated office or picked up at the Central Utilities building. The Key Inventory form must be signed by the individual who will use the key at that time for return to Facilities Services for record keeping. No keys will be issued without these signatures.

E. Under normal circumstances, students and temporary employees will not be issued keys.

Level of Keys and Issuance

A system of keys ranging from the Great Grand Master Keys down to the lowest level of change key is used to satisfy user needs. Facilities Services aims to issue the smallest number of keys possible.

A. Great Grand Master (GGM) key is the highest level of key on the campus. The key covers all of the keyways within an entire key system. There are (5) key systems currently on campus. Great Grand Masters are issued to the Executive Officers, the Assistant Vice President for Facilities Services, the Assistant Vice President of Facilities Planning, the Director of Public Safety Services, Facilities Services Supervisors and Public Safety Officers. Other Facilities Services staff and some University personnel may be approved but only after administrative and executive officer authorization. All GGM key requests must receive the approval of the appropriate division heads as well as approval of the Assistant Vice President for Facilities Services.

B. X-KEYS are issued to Facilities Services, Public Safety, and Technology Services personnel only. This key allows access to key boxes that are located in designated buildings and contain a master key for that building. X-KEYS are issued to designated individuals within these departments based on proof of need. These key requests must be approved by the Assistant Vice President for Facilities Services.

C. BUILDING MASTER keys will allow entry into all areas of a building including mechanical spaces and designated to restricted spaces. These are keys placed in key boxes for access and use by service staff.

D. MASTER keys will operate all keyways in a building except mechanical rooms and designated restricted areas. These keys are issued to Deans or Administrative Officers with the responsibility for all building and department activities. Custodial staff will also be issued MASTER keys for the building to which they are assigned. Issuance of these keys must be approved by the Assistant

Vice President for Facilities Services.

E. SUB-MASTER keys operate a sub-group of locks within a master key system such as a department. These are issued by the Assistant Vice President for Facilities Services.

F. ACCESS keys allow entry to individual offices or rooms. These are the primary keys issued to faculty and staff. Approval is from the Assistant Vice President of Facilities Services.

G. ENTRANCE keys operate entrance doors to buildings, departments or suites. Approval is from the Assistant Vice President of Facilities Services.

H. FILE keys are issued as requested to allow access to department files or personal office files, desks, and cabinets.

Key Lock Boxes

A. A KEY LOCK BOX is located in the Central Utilities Building (CUB) for temporary checkout of X-KEYS, MASTER OR GRAND MASTER keys for access to a building. Identification of the individual checking out the key as well as verification of need will be necessary. An ID is required (driver's license and a Facilities Services ID card) and will be held in CUB pending return of these keys.

Employee Responsibilities

A. The employee is responsible for the security of keys assigned. Lost or stolen keys must be reported immediately to department administration, Facilities Services, and Public Safety. A replacement charge of \$10.00 will be assessed for each lost or stolen key before a duplicate can be issued. The replacement fee of a lost or stolen sub master, master, x-key, or grand master will be \$100.00 and must be paid before a duplicate is made. Request for keys lost due to theft must be accompanied by a police report. The employee's department will be responsible for costs to re-key due to a lost or stolen key. Disciplinary action – if needed – will be left to the supervisor.

B. Employees who change offices will be issued new keys at the time old keys are returned. A Key Request Form needs to be completed for the new keys. EMPLOYEES MUST NOT TRANSFER KEYS TO EMPLOYEES REPLACING THEM. KEYS MUST BE RETURNED TO FACILITIES SERVICES.

C. Broken keys should be returned at the time the new key is issued.

D. Requests for desk and file cabinet keys will be supplied if they are in stock. If not, the department is responsible for supplying the key to be duplicated.

E. UNDER NO CIRCUMSTANCES ARE GVSU KEYS TO BE DUPLICATED OR GIVEN TO OTHER EMPLOYEES. THE PERSON WHO SIGNED FOR THE KEY WILL BE HELD RESPONSIBLE. Any requests for additional access are to be made through the normal procedures. Appropriate disciplinary action will be pursued for unauthorized duplication.

F. All keys are to be turned in to Facilities Services at the time of termination of employment. EMPLOYEES MUST NOT TRANSFER KEYS TO EMPLOYEES REPLACING THEM. All terminating or retiring employees are encouraged to check with Facilities Services well in advance of their last day to determine what keys have been issued to them.

G. Under normal circumstances, students and temporary employees will not be issued keys. Employees should NOT sign out keys for these employees.

Key History Assignment Cards

A Key History Assignment card is maintained for each employee possessing a GVSU key. The information on the card includes the employee's name, job title, department, phone number and office location. Also the card lists the date a key is issued, the key numbers, access location, room numbers, employee's signature, and date of key return.

Return of Keys

A. When a key is returned from an employee because the need for the key no longer exists, the Key History Assignment Card is pulled from the employee file and the return date is noted.

B. Upon termination of GVSU employment, Facilities Services will be notified by Human Resources. The employee's supervisor should follow up and direct the proper return of keys to Facilities Services.

C. These key changes are reflected on the Key History Assignment Card and the file is removed from ongoing records.

D. UNDER NO CIRCUMSTANCES ARE KEYS TO BE RETAINED BY THE DEPARTMENT AND GIVEN TO A NEW EMPLOYEE.

Special Key Issuance – Facilities Services

A. Contractors are issued temporary access cards the Central Utilities Building (CUB). Cards are to be returned immediately upon completion of the contract service.

B. Temporary Employees will be allowed to check out the required keys / access cards from CUB using the same basis as student's checkout.

C. Temporary Job Assignments – employees receiving temporary job assignments may checkout the appropriate building key / access card from CUB to work in the assigned area. A Facilities Services ID must be presented and will be held pending return of these keys. (Example: custodians or maintenance personnel temporarily assigned to a different routine.) These keys may be held for the duration of the temporary assignment and do not have to be returned daily.

D. Restricted keyways – no future building re-keying will allow for spaces off the GGM system.

Areas or departments may be off the building master but not off the GGM.

KEYS AND CARD ACCESS POLICY - PEW CAMPUS

PC 6.13

Date of Last Update:

September 08, 2014

Approved By:

- President's Cabinet

Responsible Office:

Pew Campus Operations

POLICY STATEMENT

The objective of this key procedure is to define the system of key control at the Robert C. Pew Campus and Regional Centers. Issuance of keys for the Pew Campus is the responsibility of Pew Campus Operations. Deans and administrators are urged to maintain a list of which keys persons in their units possess for security and accountability purposes. Issuance and usage of keys is to be in accordance with principles of reasonable security.

PROCEDURES

Responsibilities

Pew Campus Operations is responsible for:

- Identification codes on keys.
- Issuing and maintaining records of keys.
- Maintenance, repair, and replacement of Pew Campus key and lock hardware.
- Duplication of keys.

Deans, Department Chairs, and Administrators are responsible for:

- Approving keys for faculty and/or staff members in their unit.

Key Request Procedures

Access to locked areas of the Pew Campus is based upon need.

Whenever possible, employees will be issued the minimum number of keys at the lowest level

that will allow access to their areas of assignment only.

All key requests must be submitted on the [KEY REQUEST FORM](#), which is available on the Pew Campus Operations website.

Information on the [KEY REQUEST FORM](#) must be complete with proper supervisor or department approval. The form is then electronically submitted to the Pew Campus Operations. Incomplete forms will be denied. Proper justification must be provided for anything other than keys to specific doors. Upon approval, the requestor will receive an email letting them know that the key/card(s) are ready to be picked up at the Pew Campus Operations Office at the Bicycle Factory, suite 350. The key inventory form must be signed by the individual who will use the key. The form is then filed at that time by Pew Campus Operations for record keeping. No keys will be issued without these signatures or to anyone other than the requesting employee.

Under normal circumstances, students and temporary employees will not be issued keys.

Levels of Keys and Issuance

A system of keys ranging from Great Grand Master Keys down to the lowest level of change key is used to satisfy user needs. Pew Campus Operations aims to issue the smallest number of keys possible. Keys will not be issued where card access is available.

GREAT GRAND MASTER KEY is the highest-level key on campus. This key covers all of the keyways within an entire key system. There are five (5) key systems currently on campus. All GGM key requests must receive the approval of the appropriate division heads as well as approval of the Assistant Vice President for Facilities Services and Planning and the Vice President for Finance and Administration.

GRAND MASTER KEY is the second highest-level key on campus. This covers all of the keyways of the Pew Campus OR of the Allendale Campus. These key(s) are issued to the Assistant Vice President for Facilities, Director or Assistant Director of Pew Campus Operations, the Director or Assistant Director of Plant Services, the Director of Facilities Planning, the Director of Public Safety Services, Plant Services Supervisors and Public Safety Officers. Other Plant Services staff and some University personnel may be approved but only after administrative and executive officer authorization. All GGM key requests must receive the approval of the appropriate division heads as well as approval of the Assistant Vice President for Facilities Services and Planning and the Vice President for Finance and Administration.

LOCK BOX KEYS are issued to Plant Services, Public Safety, Technology Services, Pew Campus Operations and designated contractors only. This key allows access to key boxes that are located in designated buildings and contain a master key for that building. Lock Box keys are issued to designated individuals within these departments based on proof of need. These key requests

must be approved by the Assistant Vice President for Pew Campus & Regional Centers.

MASTER KEYS operate all keyways except mechanical rooms and designated restricted areas. These keys are issued to Deans or Administrative Officers with responsibility for all building and department activities. Custodial Staff will also be issued master keys for the building to which they are assigned. Issuance of these keys must be approved by the Assistant Vice President for Pew Campus & Regional Centers.

SUB-MASTER keys operate a sub-group of locks within a master key system such as a department. These are issued based on proof of need and require approval of the Assistant Vice President for Pew Campus & Regional Centers.

OPERATOR keys allow entry to individual offices or rooms. These are the primary keys issued to faculty and staff. Approval is from the Assistant Vice President for Pew Campus & Regional Centers.

ENTRANCE keys operate entrance doors to buildings, departments, or suites. Approval is from the Assistant Vice President for Pew Campus & Regional Centers.

FILE keys are issued as requested to allow access to department files or personal office files, desks, cabinets.

Lock Box

A LOCK BOX is located in the loading dock of EC, DEV, SCB, BIK, DET and CHS buildings. These are for temporary checkout of X MASTER keys for access to a building.

Vendor Sign Out

Temporary keys for the Pew Campus may be signed out to vendors on a daily basis. Identification of the individual checking out the key as well as verification of need will be necessary. The keys are signed out from the Pew Campus Operations Office at the Bicycle Factory, suite 350.

Employee Responsibilities

The employee is responsible for the security of keys assigned. Lost or stolen keys must be reported immediately to department administration and Pew Campus Operations. A replacement charge of \$10 will be assessed for each lost or stolen key before a duplicate key can be issued. The replacement fee for a lost or stolen sub-master, master, lock box key or grand master will be \$100 and must be paid before a duplicate is made. Request for keys lost due to theft must be accompanied by a police report. The employee's department will be responsible for costs to rekey due to lost or stolen key.

Employees who change offices will be issued new keys at the time the old keys are returned. A

Key Request Form needs to be completed for the new keys. EMPLOYEES MUST NOT TRANSFER KEYS TO EMPLOYEES REPLACING THEM. KEYS MUST BE RETURNED TO THE PEW CAMPUS OPERATIONS OFFICE.

Broken keys should be returned at the time the new key is issued.

UNDER NO CIRCUMSTANCES ARE GVSU KEYS TO BE DUPLICATED OR GIVEN TO OTHER EMPLOYEES. THE PERSON WHO SIGNED FOR THE KEY WILL BE HELD RESPONSIBLE. Any requests for additional access are to be made through the normal request procedures. Appropriate disciplinary action will be pursued for unauthorized duplication.

All keys are to be turned into the Pew Campus Operations Office at the time of termination of employment. EMPLOYEES MUST NOT TRANSFER KEYS TO EMPLOYEES REPLACING THEM. All terminated or retiring employees are encouraged to check with Pew Campus Operations well in advance of their last day to determine what keys have been issued to them.

Under normal circumstances, students and temporary employees will not be issued keys. Employees that sign out keys for these people WILL be held responsible for the keys.

Key History Assignment Cards

A Key History Assignment card is maintained for each employee possessing a GVSU key. The information on the card includes the employee's name, job title, department and phone number. The card also lists the date the key is issued, the key numbers, access location, room numbers, employee's signature, and dates of key return.

Return of Keys

When a key is returned from an employee because the need for the key no longer exists, the Key History Assignment card is pulled from the employee file and the return date is noted.

Upon termination of GVSU employment, Pew Campus Operations will be notified by Human Resources. The employee's supervisor should follow up and direct the proper return of Pew Campus keys to Pew Campus Operations.

These key changes are reflected on the Key History Assignment card and the file is removed from ongoing records.

UNDER NO CIRCUMSTANCES ARE KEYS TO BE RETAINED BY THE DEPARTMENT AND GIVEN TO A NEW EMPLOYEE.

Special Key Issuance

Vendors are issued temporary keys through the Pew Campus Operations Office. Such keys are to be returned immediately upon completion of the contract service or by 5:00 p.m. each day. Keys

may be kept overnight with operations manager approval.

Students and Temporary Employees may have keys temporarily assigned to them for the duration of their daily shift only and then must be returned daily. These are to be checked out through the Pew Campus Operations Office and require supervisor's permission. A driver's license must also be presented and information will be recorded in the Pew Campus Operations Office.

Temporary Job Assignments – Employees receiving temporary job assignments may check out the appropriate building key from the Pew Campus Operations Office to work in the assigned area. (Example: custodians or maintenance personnel temporarily assigned to a different routine). These keys may be held for the duration of the temporary assignment and do not have to be returned daily.

LIGHTNING/SEVERE WEATHER POLICY - ATHLETICS

PC 6.14

Date of Last Update:

August 22, 2014

Approved By:

- President's Cabinet

Responsible Office:

Athletics

POLICY STATEMENT

The safety of all participants and observers of athletic events is extremely important. Therefore, the Athletics Department has developed the following policy and chain of command in order to ensure the safety of both athletes and onlookers in the case of severe weather during an athletic event.

PROCEDURES

Chain of Command

The athletic trainer(s) present (most practices) in coordination with the game administrator and game officials are responsible for terminating an athletic activity in the event of lightning or other severe weather. During outdoor activities, a primary responsibility of the athletic trainer(s) is to

have the ability to make sound decisions on environmental factors effecting the safety and well being of the athletes as well as others involved with the activity.

The certified athletic trainer will communicate with the game administrator, the head coach, and game official(s)/umpire(s) of the potential for lightning or severe weather and will make the recommendation that all activities stop or be suspended.

If the head coach is not present, the senior most member of the coaching staff will assume responsibility.

If an athlete proceeds with their outside activity against the recommendation of the individual in charge to seek a safe shelter, the athlete assumes all personal liability with regard to their safety and health.

If a coach and/or game official(s)/umpires(s) make the decision to continue to practice and/or continue with a game or other activity despite a Telvent weather warning, the cancellation of classes, and/or the verbal instruction by a certified athletic trainer or game administrator, they will be doing so against the recommendations of the Grand Valley State University Athletic Department and will be personally liable for any and all injuries.

Severe Weather

In the event of severe weather, the following measures will be taken by Grand Valley:

The athletic training staff will check the weather daily prior to the practice or competition. Up-to-date weather reports will be obtained by using Telvent services.

During outdoor practices and games, an early warning text message system from Telvent may be used to help determine the occurrence of and/or distance of lightning in the area. The weather reports and systems will be monitored for storms that may develop during practices and games.

When an early warning text message system from Telvent has detected lightning or thunder has been heard, the athletic trainer in charge will monitor the distance on the early warning system. When the lightning is within an 8-mile radius of the venue, the activity will be ceased and a warning message with recommended safe structure will be given.

Anytime the Meadows sirens are used to close the golf course, all athletic outdoor activities will be suspended.

The certified athletic trainer will be responsible for notifying the head coach, official(s)/umpire(s) and game administrator (if present) of the lightning or severe weather. The certified athletic trainer will recommend play to be suspended at this time and shelter should be taken.

Any person who feels they are in danger of any lightning activity will have the right to leave the

field or event site to seek safe shelter without fear of penalty or repercussion.

If play is suspended due to severe weather, everyone (including observers) should seek shelter in the designated “safe structures” (listed in Table A). A “safe structure” is defined as “any building normally occupied or frequently used by people, i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure.” This structure does not include: shower facilities, baseball/softball dugouts, outside storage sheds, and canopies/awnings/tents. When in a “safe structure,” stay away from corded telephones, electrical appliances, lighting fixtures, ham radio microphones, electric sockets, and plumbing.

In the absence of a “sturdy, frequently inhabited building,” one may seek shelter in fully enclosed hardtop vehicles but should not touch the sides of the vehicle.

If no “safe structure” is available within reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch and assume a lightning safe position. A lightning safe position is one in which one is crouched on the ground with only the balls of the feet touching the ground, with their arms wrapped around the knees and head lowered. Do not lie flat on the ground. Stay away from the tallest trees or objects (i.e. light poles or flag poles), metal objects (i.e. fences or bleachers), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field.

Any person who feels his/her hairs stand on end or skin tingle should immediately assume a lightning safe position.

Avoid using a landline telephone. Cellular phones may be used in an emergency situation.

Resumption of Activity

Play will resume thirty minutes following the last flash of lightning per the Telvent warning system. The certified athletic trainer will make this recommendation to the official(s) during an official game.

Blue skies and absence of rain are not protection from lightning. Lightning can strike up to ten miles from the rain shaft and it does not have to be raining for lightning to strike.

Care of a Lightning-Strike Victim

A lightning strike does not stay attached to the source therefore they do not carry an electrical charge. It is safe to touch the victim to move him/her to a safe location and to render medical treatment. Medical personnel should consider their own personal safety before venturing into a dangerous situation to render care.

Lightning-strike victims who show signs of cardiac or respiratory arrest need emergency help quickly. CPR and AED use should begin immediately, if necessary. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Victims should be assessed and treated for apnea, asystole, hypothermia, shock, fractures and burns.

Refer to the [Safe Structures table](#).

References

NCAA Guideline 1D: Lightning Safety. **NCAA Sports Medicine Handbook** (2004).

Walsh, K.M.; et al. (2000). National Athletic Trainers' Association Position Statement: Lightning Safety for Athletics and Recreation. **Journal of Athletic Training**; 35(4): 471-7.

SPACE HEATERS AND PERSONAL APPLIANCE POLICY

PC 6.16

Date of Last Update:

January 12, 2015

Approved By:

- President's Cabinet

Responsible Office:

Pew Campus Operations/ Allendale Facilities Services

POLICY STATEMENT

The following policy language is intended to promote the safety of the campus community, improve the comfort of faculty/staff, prevent physical damage to university facilities and conserve energy at Grand Valley State University.

PROCEDURES

Space Heaters:

The use of electric space heaters (or those fueled by other means) is strictly prohibited in any GVSU facility. Electric space heaters pose a safety risk and fire hazard by overloading building electrical circuits. They are also a very inefficient means of providing heat and often result in the discomfort of occupants in nearby offices or work areas.

Individuals who believe their work area is too cold (or hot) may contact Facilities Services (Allendale Campus) at extension 1-3000, or Operations at extension 1-6700 (Pew Campus &

Regional Centers). A work order may also be submitted online at webtma.plant.gvsu.edu to request that their space be evaluated for temperature adjustments.

Other Personal Appliances:

The following appliances are also prohibited from being used in offices or other non-designated common areas at GVSU:

- Air conditioners
- Grills
- Coffee makers
- Crock-Pots
- Toaster ovens
- Toasters
- Mini Refrigerators
- Other small kitchen appliances
- Microwaves
- Other appliances that do not meet the intent of this policy

Many of these appliances are available to faculty/staff in designated break kitchens and lounge areas. If your department wishes to add an additional shared item to a break/lounge area, please contact the Operations Manager or Facilities Supervisor for your designated building to discuss its placement.

Exceptions:

Operations and Facilities Services will work to accommodate medical necessities, departmental events or other special conditions that may warrant an exception to this policy.

Responsibility:

Enforcement of this policy is the responsibility of departmental supervisors. Facilities Services and Operations staff will report unauthorized space heaters and other appliances discovered in the course of their work. The supervisor, chair, dean or director that is responsible for the area will be notified.

TRAVEL POLICY AND PROCEDURES

PC 6.18

Date of Last Update:

February 27, 2012

Approved By:

- President's Cabinet

Responsible Office:

Business and Finance

POLICY STATEMENT

This document is designed to provide guidance to faculty and staff on University travel policies, regulations and procedures. These guidelines are in general terms and are not expected to cover every situation. For questions regarding policies, procedures or travel arrangements, call Procurement Services at 616-331-2280. For questions regarding travel and expense reimbursement, call the Accounting Office at 616-331-2203.

PROCEDURES**AUTHORIZATION**

It is the responsibility of each prospective traveler to secure the appropriate approval for University travel from his/her supervisor, department head, dean, director or executive officer. Additional regulations may apply for travel associated with grant funding, especially for international travel. The following individuals would be eligible for reimbursement of reasonable expenses while traveling for University-related purposes:

- University Board of Trustees, faculty and staff employees.
- Non-employee guests invited to the University for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement.

ARRANGEMENTS

Employees: Each traveler is responsible for arranging his/her own travel schedule, booking reservations, and payment of expenses. Please contact the Procurement Services Department for information pertaining to the University's preferred travel agency. Call 616-331-2280 or email purchasing@gvsu.edu.

University Guests/Groups: The host department is responsible for coordinating travel arrangements for University guests and non-employee groups. Please contact the Procurement Services Department for information pertaining to the University's preferred travel agency. Call 616-331-2280 or email purchasing@gvsu.edu for assistance in booking air and/or ground

transportation, hotel accommodations, car/van rentals or bus charters.

To request charges direct billed to the University, the following information must be given to the travel agency: guest name, dates of travel, hotel reservation, car rental, University host/arranger's name, department name, account number, and phone number. Upon receipt of invoices from the travel/hotel/car rental agency, the Accounting Office will send a copy to the department for verification of the direct-billed charges and authorized signature for payment approval. The approved invoice copy must be returned to the Accounting Department promptly.

CHARGING TRAVEL EXPENSES

University faculty and staff may charge all business travel and entertainment expenses to an existing personal credit card or they may obtain a Fifth Third MasterCard through the Human Resources office. This is a personal credit card, and there is no annual fee to participate in this program. Call the Human Resources office at 616-331-2215 for an application or for additional information.

It is important to note that individual cardholders are personally liable for all charges on their Fifth Third MasterCard charge card. A monthly statement of charges will be sent to the cardholder, who is solely responsible for full and timely payment of all charges. Requests for eligible travel reimbursement should be made soon after completion of the trip and need not wait for receipt of the credit card statement. Refer to the expense reimbursements section for reimbursement of airline tickets purchased far in advance of trip.

EXPENSE REIMBURSEMENTS

The following individuals are eligible for reimbursement of reasonable expenses while traveling for University-related purposes:

- University Board of Trustees, faculty and staff employees.
- Non-employee guests invited to the University for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the University as specified in a contractual arrangement or approved by the appropriate executive officer.

Refer to the [Travel & Expense Guidelines](#) for the current reimbursement schedule.

TRANSPORTATION

A. Commercial Airlines

1. Airfare must be booked at lowest economy or coach class unless the traveler certifies on the travel and expense form that such classes were not available. The passenger's ticket coupon/receipt or e-ticket itinerary must be submitted when reconciling expenses. If a

credit card statement for airfare is due before the trip has been completed, the University will reimburse that expense to the traveler when requested on the travel and expense form.

2. The University will permit the benefits of airline frequent flyer programs derived from travel paid for by the University to accrue to the traveler. However, travelers are encouraged to apply these benefits toward future University travel.

B. Charter Air Service – Charter air service may be authorized when it is to the advantage of the University measured by comparative travel costs and the time constraints of the travelers.

C. Personal Aircraft – Air travel for University business on an aircraft owned/leased by employees is prohibited. All University air travel must be booked on regularly scheduled commercial airlines or a University chartered aircraft.

D. Public Transportation – Taxis, buses, subways, limousines, etc. are reimbursable at full fare for University business.

E. Rental Vehicles – The use of rental vehicles is limited to situations where commercial transportation is either not available or is impractical. Renting vehicles for use at out-of-state destinations is permitted if necessary to the purpose of the trip. The University will reimburse expenses for economy or midsize vehicles. Contact either the facilities services office or the University's preferred travel agency for assistance with rental vehicles.

1. A major credit card is required as security at time the vehicle is picked up. The rental agreement form and receipt must accompany the Travel and Expense Form for reimbursement.
2. The University has discount agreements with several major rental agencies. Discount cards are available from the travel agency or the Procurement Services Office. Request the applicable discounted rate when reserving a vehicle. Some promotional specials may be more economical than the discounted rate; request the best rate available.
3. Refer to the insurance section regarding appropriate coverage.

F. Personal Vehicles

1. If an employee works primarily on campus and has a GVSU principal office assigned or principal place of business, the mileage reimbursement allowed will be calculated from their principal GVSU office or place of business. Employees involved in work or temporary assignments off campus (i.e. field supervision, teaching, TV broadcasting, etc.) will be allowed mileage reimbursement based on their distance from their GVSU campus principal office/place of business or from their home to the place of the work or temporary assignment, whichever is less. Mileage for travel between home and campus is personal commuting and is not reimbursable.

2. If an employee works primarily in the field off-campus, the mileage reimbursement allowed will be from either their home or an alternative location that is approved by the appointing officer. This approved location will be considered the point that mileage reimbursement will be calculated from.
3. Mileage within a campus location (Pew or Allendale, for example) is generally not reimbursable unless the employee is required to transport special equipment or tools to perform their duties and /or receives appointing officer approval.
4. Mileage between all campuses is permissible for reimbursement. Employees are encouraged to utilize the bus service between the Grand Rapids and Allendale campuses whenever possible rather than to request reimbursement.
5. Personal vehicles may be used in lieu of commercial airline travel. Mileage will be reimbursed at the established current rate but should cost the University no more than the commercial coach/economy airline fare. Similarly, transportation by bus, train, or other means will be reimbursed for actual cost but no more than the commercial coach/economy airline fare.
6. Expenses for gasoline, repairs, towing, etc. are included in mileage allowance. Expenses for parking, storage, tolls and ferries are reimbursable and limited to the actual amount paid. Parking fines and fees at University facilities are not reimbursable expenses. Any fine or charge for a violation of public policy (such as a speeding ticket, etc.) is not a reimbursable expense.
7. Refer to the Table of Standard Mileage for the current schedule and eligible reimbursements.
8. Any exception to the policies in F. Personal Vehicles requires approval by the Vice President of the respective division.

Meals

- A. Reimbursement for individual meals will not exceed the maximum per diem allowance. Reimbursement for meals included in a conference or meeting fee is not allowed. Meals for employees involved in assignments off campus are allowable when deemed appropriate by their supervisor.
- B. Meals including University guests are allowable at the actual cost, not to exceed the maximum per diem allowance. Reimbursement requests must include a receipt with the guest's name, company name, and business purpose of the meeting.
- C. Meals for University employee groups are reimbursable only with appropriate executive officer approval and documentation.

Lodging

Actual lodging expenses, as evidenced by an original receipt, are reimbursable. The maximum single room rate will be reimbursed when a University traveler shares lodging with a non-University person. Room service expenses are reimbursable in accordance with the per diem

allowance. Reasonable expenses incurred for tips are reimbursable without receipt. The University's travel agency has discount agreements with several properties. Contact the travel agency for assistance with lodging accommodations.

Conference Fees

Actual registration fees for conferences, seminars, etc. will be reimbursed as evidenced by a registration confirmation or paid receipt. Fees for non-business and/or spousal activities associated with the conference, such as golf or tour events, are not reimbursable. It is preferred that the conference registration be paid with the University's purchasing card. Conference registrations may also be processed for payment by submitting an online Purchasing Requisition through Banner. A copy of the completed registration form (with the requisition number written on it) can then be sent to the Procurement Services Office in 201 LMH.

Miscellaneous Expenses

A. Telephone calls and telegrams made for business purposes are allowable and must be listed separately on the Travel and Expense Form. Dates, company names and names of persons called must be identified.

B. Reasonable expenses incurred for handling, storage and checking of baggage are allowed.

C. Personal expenses incurred for valet service, entertainment, personal phone calls, etc. will not be reimbursed.

D. Parking fees at University facilities are not reimbursable expenses.

Out-Of-Pocket Expenses

The Travel and Expense Form may also be used for reimbursement of non-travel related, out-of-pocket expenses up to \$100. The form must include a description of the items to be reimbursed, FOAP, appropriate signatures, and the original receipt(s) must be included. Copies of personal checks are not acceptable as documentation for reimbursement.

EXPENSE RECONCILIATION

Travel and Expense Form

A. All reimbursement requests for travel expenses must be submitted on a Travel & Expense Form. The purpose and dates of the trip must be clearly stated. Submit the completed form and required receipts to the Accounting Office. Any unused travel advance funds must be returned with the completed Travel and Expense Form and required receipts to the Accounting Office or Cashier's Office. Do not send cash in the mail.

B. University guests and other approved non-University employees should also use the Travel and Expense Form to request reimbursement of travel expenses. The completed form with "G"

number (or for non-GVSU employees the Social Security number) must be approved by appropriate executive officer or as specified in a contractual arrangement.

Settlement Date

The Travel and Expense Form should be submitted at the earliest practical date after return from the trip, but within thirty (30) calendar days (fifteen for travel advances).

Required Receipts

Only actual business expenses incurred, supported by the required original receipts must be submitted for reimbursement. Any extenuating circumstances resulting in altered travel plans or unusual expenses must be clearly explained on the Travel and Expense Form. Any questionable claims, non-compliant requests, or alterations of receipts may result in the form being returned to the traveler for explanation, deductions from the requested reimbursement amount, and/or approval by the appropriate executive officer.

Foreign Currency

Expenses must be expressed in U.S. dollars with the foreign exchange rates applied or currency difference identified where necessary. The Travel and Expense Form total must be stated in U.S. dollars. Refer to the [Universal Currency Converter](#) for assistance.

CANCELLED TRIP

A. If an approved trip is cancelled and a Travel Advance was issued, the original check or a personal check must be returned promptly to the Accounting Office for deposit.

B. Airline tickets already received are subject to airline/travel agency return regulations. When applicable, the credit will be issued to the party having made payment. Cancellation fees charged by the airline/travel agency are eligible for reimbursement. When reimbursement has already been received for the cancelled trip, the traveler must reconcile this credit promptly with the Accounting Office.

INSURANCE

University Vehicles

All University vehicles are insured for vehicle liability (including the statutory Michigan No Fault coverage) while being driven anywhere in the U.S. or Canada. Coverage is extended to anyone driving these vehicles with University permission.

Personal Vehicles

Employee personal vehicles are insured for vehicle liability while being driven on University business. This coverage is secondary to employee's personal automobile insurance and is subject to specific deductibles.

Rental Vehicles

Rental vehicles are covered under the University's liability policy. All terms and conditions of the vehicle rental agreement should be read and followed, particularly concerning authorized drivers. Violations of the agreement or driving regulations may render the University responsible for any damages. Use the following [guidelines for insurance coverage when renting vehicles](#). Questions concerning insurance coverage should be directed to the [Division of Legal, Compliance and Risk Management](#) at 616-331-2067.

- A. Decline the collision damage waiver insurance. The University provides coverage that eliminates liability for replacement at full retail value due to collision damage.
- B. Decline the personal accident insurance if rental was booked by the University's preferred travel agency and/or paid for using a University P-Card or the Fifth Third MasterCard offered through GVSU. Travel agency and corporate charge card program contracts automatically provide accident/medical and death benefits under personal insurance coverage.
- C. Decline the personal effects insurance for University property. The University is insured for property in the vehicle. Personal property may be covered under your personal insurance; confirm with your insurance agent. Accepting the coverage for personal property is at your expense.
- D. When vehicles are rented for University business travel, all rental contracts should be issued in the University's name to avoid confusion concerning vehicle liability insurance.

ACCIDENTS AND EMERGENCIES

Accident Reports

In addition to those actions normally required in the event of an accident, the driver of any vehicle on University business should:

- A. Report the accident to his/her supervisor. Accidents involving serious personal injury or vehicle damage should be reported to the department of public safety.
- B. If driving a University vehicle, a M.U.S.I.C. Motor Vehicle Loss Report must be submitted. Call the [Division of Legal, Compliance and Risk Management](#) at 616-331-2067 for assistance.
- C. When another vehicle is involved in the accident, obtain that driver's insurance company name and address. Also obtain the names, addresses and license plate numbers of potential witnesses.

Reporting Illness or Emergency

In cases of serious illness, accident or emergency that occur while traveling on University business, the traveler should notify his/her supervisor. If the supervisor cannot be reached, contact the Human Resources Office.

It is the responsibility of traveler to inform his/her supervisor of address and phone number while

traveling on University business. This is important should it become necessary to contact traveler in the event of an emergency

UNMANNED AIRCRAFT SYSTEM / DRONE POLICY

PC 6.20

Date of Last Update:

December 07, 2015

Approved By:

- President's Cabinet

Responsible Office:

Public Safety

POLICY STATEMENT

Operation of an Unmanned Aircraft System (UAS) is prohibited over University Property by students, employees, vendors, contractors and other members of the public except with prior written approval from an Executive Officer of the University. Permission to operate a UAS over University Property will only be granted to University departments needing to operate a UAS for the benefit of the University. Operation of Model Aircraft is not permitted over University Property.

Purchasing of UAS also requires prior written approval from an Executive Officer of the University. Purchasers may be employees, students or departments using University funds being disbursed through a University account, including grant funds.

PROCEDURES

- Consideration will only be given for purchasing and/or operating a UAS if the written request includes the following:

1. exact dates and times of intended operation;
2. the identity of the individual operating the UAS;
3. the University purpose for the use of the UAS; and
4. a current 333 exemption or Certificate of Waiver or Authorization (COA) issued by the Federal

Aviation Administration (FAA) or documentation verifying that the individual operating the UAS is fully authorized by the FAA to do so.

- In operating a UAS for purposes of recording or transmitting visual images, operators must take all reasonable measures to avoid intrusions into areas normally considered private.

- All uses of UAS must comply with the following:
 1. UAS must not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual living center rooms, changing or dressing rooms, health treatment rooms, daycare facilities and classrooms during periods of instruction. UAS may not fly closer than thirty (30) feet outside a window of any university building.
 2. UAS may not be used to monitor or record institutional or personal information, which may be found in an individual's workspace, on computers or on other electronic devices.
 3. UAS may not be used inside of any University building without prior permission given by an Executive Officer of the University.

Process for obtaining a COA

The FAA requires that one office be responsible for communicating with the FAA on behalf of the University and for processing COA applications. The Department of Public Safety is the designated account holder for COA's for the University and will process all applications on a case-by-case basis.

Any University employee or student wishing to operate an unmanned aircraft system (UAS) as part of their university employment or as part of a University program must first obtain a 333 exemption or Certificate of Waiver or Authorization (COA) issued by the FAA.

Enforcement of Complaints

Any violations of this policy will be dealt with in accordance with applicable University procedures which may include disciplinary actions and where appropriate, legal action. All complaints concerning the operation of UAS over University Property should be referred to the Department of Public Safety. Users will also be subject to applicable Federal and State laws.

Any FAA fines incurred by individuals or departments will be the responsibility of the individuals involved.

DEFINITIONS

For purposes of this Policy, these terms should have the following meaning:

University Property – Buildings, grounds and land owned or controlled by the University.

Unmanned Aircraft Systems (UAS) – UAS are also known as or may be characterized as Drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including but not limited to quadcopter and quadrotor, FAA regulation applies to UAS regardless of size or weight. Model aircraft are not considered by the FAA as UAS and have different regulations.

COA – Certificate of Authorization or Waiver. The COA is an authorization issued by the FAA to a public operator for a specific UAS activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

333 Exemption – FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA) which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.

LAKER STORE POLICY

PC 6.21

Date of Last Update:

October 20, 2015

Approved By:

- President's Cabinet

Responsible Office:

GVSU Laker Store

POLICY STATEMENT

GVSU Laker Store is dedicated to serving the students of Grand Valley State University with resources, which enhance the University's mission and image.

PROCEDURES

Textbook Locations

GVSU Laker Store - Allendale carries the textbooks and supplies required for classes taught on the Allendale campus and for those taught in Holland and other “satellite” locations across the state. These are available online at <http://lakerstore.gvsu.edu> or by calling toll free at 866-299-0001.

GVSU Laker Store – Robert C. Pew Grand Rapids Campus carries the textbook and supplies for classes taught in Grand Rapids, including those at the Cook-DeVos Center for Health Sciences.

Other Merchandise

Both store locations offer a selection of GVSU imprinted clothing and gifts, greeting cards, leisure reading books, school supplies, and a full line of computers and accessories, including Apple products. The leisure reading department includes a faculty book section. Faculty who publish are encouraged to notify the GVSU Laker Store staff, and we will add the title to our inventory.

Discounts, Sales and Promotions

GVSU Laker Store attempts to maintain pricing policies that are reasonable, fair and consistent. As a result, the same pricing is made available to students, faculty and staff. Sales and promotions are announced in advance on the GVSU Laker Store website and the University bulletin board, in addition to fliers and posters across campus. The same promotions are made available at both store locations.

Merchandise Returns Policies

Textbooks may be returned for a full refund through the first week of classes with a valid receipt. Specific deadlines are announced each semester. Other merchandise can generally be returned within a reasonable period when accompanied by a valid receipt. Merchandise, other than textbooks, will be accepted for an exchange when no receipt is presented. Refunds for purchases paid with cash or check will be refunded in cash, while returns for credit card purchases will be credited to the card.

Book Sell Back

GVSU Laker Store conducts a daily textbook sell-back at both store locations. Generally, sellback values increase near the end of each semester, and the majority of students sell their books during final exam week. Books that will be used at GVSU in the coming semester are purchased by the bookstore at 50% of the new book retail price until store quotas are met. Books that are not being used at GVSU may be purchased at 5-30% of retail price as long as they are current editions.

Textbook Orders

To insure the arrival of textbooks for the start of classes and to offer students an opportunity to

sell their books at the end of the term, it is requested that faculty submit textbook orders by published deadlines. Textbook orders need to be in the bookstore by October 25 for winter semester, by February 25 for spring-summer semester, and by March 25 for fall semester. Requisitions may be submitted on-line in the faculty access section of the bookstore's website at <http://lakerstore.gvsu.edu/>

For access information, please consult your department coordinator. When submitting a requisition, please provide accurate ISBN information to insure that the correct book is ordered. GVSU Laker Store staff also appreciate notification that "no books are required" for a class when appropriate.

Coursepacks

Faculty may choose to create coursepacks for sale through the bookstore. This may be done by working with a custom publisher, which manages copyright clearances and copying, or through the University's Copy Center. In the latter case, faculty must perform copyright clearances themselves. Letters from publishers authorizing copying of materials, together with a complete and final version of the coursepack, should be forwarded to the appropriate bookstore location well in advance before the start of the semester. The textbook manager will arrange for copying, return the original to the faculty member, and place coursepacks on the shelf in time for the start of the semester.

Desk Copy Loans

Publishers will not honor requests for desk copy loans from bookstore personnel, so such requests should be made directly to the publisher. Faculty requiring a desk copy of an adopted textbook should contact their publisher representative for additional information.

COOK-DEVOS CENTER FOR HEALTH SCIENCES EVENT POLICY

PC 6.22

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Conference Planning & Hospitality Services

POLICY STATEMENT

Located in the "Health Hill" area of Michigan Street, the Center for Health Sciences takes our health education and research initiatives to a higher level. The Meeting and Event Planning office provides support for our internal faculty, staff and student meetings and events, as well as the education and health care community members. The event spaces in the facility accommodate groups as small as 5 and as large as 150 and are available for a variety of uses to community events with a health related focus, and Grand Valley groups. The private meeting rooms, multi-purpose room and formal auditorium lend themselves for a variety of functions.

All events held in the Center for Health Sciences must be academically related or have a health/medical related community focus. Our concentration is that of an academic facility accommodating students and we will use our discretion to determine what event is best suited for the facility. Our staff will assist you in determining the best campus location for your event.

All catering arrangements for meetings and events are handled through our offices by our experienced and knowledgeable staff. From boxed lunches to formal receptions, we are able to accommodate all of your catering needs. The building also houses The Recovery Room Cafe, by Bagel Beanery. The cafe, located in the lobby level, serves specialty coffee beverages, bagels, bagel sandwiches, Paninis, snacks, desserts and various other food and beverage items.

Not only does the Center bring together all of our health-related programs in a state-of-the-art facility, it serves as a catalyst for establishing unique partnerships with area hospitals, research organizations, and health care professionals. Students will enjoy the advanced learning opportunities made possible by these joint ventures. The building is home to Grand Valley's health curriculum, including the Kirkhof College of Nursing, and the College of Health Professions. Additional building occupants include the Grand Rapids African American Health Institute, the West Michigan Science and Technology Initiative, and SmartZone tenants.

PROCEDURES

Our team of meeting professionals has determined the following guidelines to assure smooth coordination for every aspect of planning this event.

Function Requirements

All meeting requirements, food and beverage requests, and audiovisual details should be confirmed no later than seven (7) days prior to the function date.

The Cook-DeVos Center for Health Sciences building hours are:

Fall/Winter

Monday-Thursday 7:00 am - 10:00 pm.

Friday 7:00 am - 5:00 pm.

Saturday 8:00 am - 4:00 pm.

Closed Sunday

Spring/Summer

Monday - Thursday 7:00 -10:00pm.

Friday 7:00 - 5:00 pm.

Closed Saturday and Sunday

Room space may be tentatively reserved if there is a need to finalize speaker arrangements, etc. before confirming your reservation. This tentative "hold" will be set for a time period determined by our planning coordinator. The client will be advised as to the time period and its expiration date. At the expiration date, the tentative "hold" will be automatically removed if the client has not called to confirm otherwise. There is no financial commitment for tentative reservations.

Room rent is based on the size of the space required for the event. This cost will be figured in four (4) hour increments of time. If more time is needed, additional costs may be incurred. (Any event booking from 8:00 am - 5:00 pm will be charged for only eight (8) hours in consideration of traditional business and meeting hours.)

We assign function space according to the anticipated number of guests. If the number of guests increases or decreases, it may be necessary for us to reassign the space accordingly. An increase will be accommodated if space is available, and will result in additional rental fees.

The Meeting & Event Planning Office is solely responsible for the shape and environment of the Conference Center. In the event that you may require extraordinary audiovisual or room set-up, the Meeting & Event Planning Office must be informed. We will make every effort to accommodate your needs. Only vendors contracted through the Cook-DeVos Center for Health Sciences will be allowed on premise. Loading dock facilities are available for the transport of all conference materials. Materials and equipment for your event may be shipped directly to the Cook-DeVos Center for Health Sciences. Prior arrangements must be made through the Meeting & Event Planning Office for access. The Cook-DeVos Center for Health Sciences is not responsible for damage to or loss of any materials or equipment displayed or stored in the building. Items will be given the same care and protection as given to GVSU property.

Guidelines for shipment of materials:

1. All shipments must be granted prior approval.
2. Shipments will be accepted within 48 hours of event time, and not outside of this time frame.
3. All shipments must arrive at the Conference Services Department Monday through Friday,

between the hours of 8:00 am and 4:00 pm.

Any shipment not meeting all of these criteria may not be accepted.

Grand Valley State University is pleased to offer conference guests complimentary parking, on a first come, first serve basis, in the Upper Level of our designated University parking structure. Details regarding access to our complimentary parking will be discussed in the planning of your event. Parking maps and directions are available by contacting the CHS Meeting and Event Planning Office at 331-5807.

Guarantee Policy

In order for our caterer and staff to be fully prepared for your event we require a minimum number of guaranteed guests seven (7) working days prior to your event. This number cannot be reduced. The "Final Count" must be given three (3) business days prior to your event. Increases made after this deadline will be accommodated, if possible, and are subject to a 25% late fee based on the number increased. We will charge for the number served, or the number guaranteed, whichever is greater. Food service is prepared based on this guarantee, and if no final number is given, service will be prepared based on the number given at the time of booking.

Cancellation Policy

By signing the contract, you agree to pay a cancellation fee equivalent to the full contracted room rate for the loss of business if your event is cancelled within thirty (30) days of the planned function, as well as any additional costs already incurred. Applicable to executive and specialty spaces and affiliate clients.

Notice of cancellation between thirty-one (31) and ninety (90) days of planned function, all deposit monies are non-refundable. Applicable to executive and specialty spaces, and affiliate clients.

Notice of cancellation from ninety-one (91) days out, client has the option of changing the date (must be done on day of cancellation) and transferring the deposit to the new date. Otherwise, client will be refunded all monies, with the exception of a \$50 administrative.

Space reduction/Event date change: are considered cancellation of space, and will be treated in the same manner.

Should cancellation of your event become necessary less than 10 working days prior to the event, you will be responsible for 50% of the food and beverage costs. Cancellations received less than two (2) working days from the event are responsible for 100% of the contracted food and beverage charges.

Pricing

All room rental, audiovisual, food and beverage are subject to the customary six (6%) percent Michigan State Sales Tax. A service charge of (18%) eighteen percent is applied to all food and beverage service. There is a minimum \$75.00 charge for all conference center caterings. Published food and beverage rates are subject to change without notice.

Conference Room Liability

In the unlikely event that damages to the Center for Health Sciences should occur as a result of your function, liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost.

The Cook-DeVos Center for Health Sciences cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event.

The affixing of anything to walls, floor, ceiling, or plants is strictly prohibited. Glitter and/or confetti are not to be used inside or outside the building. Candles must be contained in a lamp or isolated source. The Conference Services Department will assist you with hanging banners, decorations, displays, and promotional material.

Billing and Deposits

Invoices will be generated at the completion of your event. Invoices are due and payable net 30 days. A late charge of 1.5% per month will be assessed on all unpaid invoices. Sales/use tax will be added to the total billing

We ask that full payment of the balance due be made at the completion of your event unless credit has been established with our accounting office prior to your event. Direct-billed amounts are to be paid in full within thirty (30) days upon receipt of invoice. Final charges may be applied to the following credit cards: MasterCard, Visa, Discover, and American Express. Invoice terms are net 30 days. Any unpaid balance is subject to a finance charge.

Cook-DeVos Center for Health Sciences

Phone: 616-331-5807 Fax: 616-331-5819

Email: chsevents@gvsu.edu

Web – www.gvsu.edu/meetatgvsu

DEVOS CENTER ROOM RENTAL POLICY

PC 6.23

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Conference Planning & Hospitality Services

POLICY STATEMENT

The DeVos facilities are reserved in the order in which requests are received, with consideration being given to the size of the group, type of set up needed, and space available. Meeting & Event Planning Services reserves the right to assign, and if necessary re-assign facilities to assure the maximum and most appropriate utilization of space.

PROCEDURES

A \$50.00 set-up charge applies to any reservation requiring a change in existing set up.

An internal group's charges must be billed to an internal FOAP number

Function Requirements

All meeting requirements, food and beverage requests, and audiovisual details should be confirmed no later than ten (10) days prior to the function date.

Room space may be tentatively reserved if there is a need to finalize speaker arrangements, etc. before confirming your reservation. This tentative "hold" will be set for a time period determined by our planning coordinator. The client will be advised as to the time period and its expiration date. At that expiration date, the tentative "hold" will be automatically removed if the client has not called to confirm otherwise. There is no financial commitment required for tentative reservations.

In the event that you may require extraordinary audiovisual or room set-up, the Meeting and Event Planning Office must be informed. We will make every effort to accommodate your needs. Only vendors contracted through the DeVos Center will be allowed on premise.

Parking

Grand Valley State University is pleased to offer conference guests free parking in our designated University parking lots. Details regarding access to our complimentary parking will be discussed in the planning of your event. [Parking maps and directions are available on our web site.](#)

Guarantee Policy

In order for our caterer and staff to be fully prepared for your event we require a minimum

number of guaranteed guests ten (10) working days prior to your event. This number cannot be reduced. The Final Count must be given three (3) business days prior to your event. We will charge for the number served, or the number guaranteed, and if no final number is given, service will be prepared based on the number given at the time of the booking.

Food & Beverage Contractual Agreement

By contractual agreement between GVSU and select caterers, all requests for food and beverage service will be handled through The Meeting & Event Planning Office at 331-6624. Meeting & Event Planning will coordinate your needs with the preferred caterer. No food or beverages of any kind may be brought on campus. Food Service prepares the quantities of food and beverage based on the guaranteed number of guests, in ample amounts to insure that all guests at the event enjoy an attractive selection of food. Leftover food and beverage may not be taken from the event due to health department licensing and liability.

Room Cancellation Policy

By signing the contract, you agree to pay a cancellation fee equivalent to the full contracted room rate for the loss of business if your event is cancelled within thirty (30) days of the planned function, as well as any additional costs already incurred.

Notice of cancellation between thirty-one (31) and ninety (90) days of planned function, all deposit monies are non-refundable.

Notice of cancellation from ninety-one (91) days out, client has the option of changing the date (must be done on day of cancellation) and transferring the deposit to the new date. Otherwise, client will be refunded all monies, with the exception of a \$50 administrative fee per room reserved.

Space reduction/Event date change: are considered cancellation of space, and will be treated in the same manner.

Should cancellation of your event become necessary less than 10 working days prior to the event, you will be responsible for 50% of the food and beverage costs. Cancellations received less than two (2) working days from the event are responsible for 100% of the contracted food and beverage charges.

EBERHARD CENTER EVENT POLICY

PC 6.24

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Conference Planning & Hospitality Services

POLICY STATEMENT

The team of meeting professionals at the Eberhard Center has determined the following guidelines to assure smooth coordination of every aspect of your event.

PROCEDURES**Function Requirements**

All meeting requirements, food and beverage requests, and audiovisual details should be confirmed no later than ten (10) days prior to the function date.

The Eberhard Center hours are 8:00 am - 11:00 pm Monday through Thursday, 8:00 am - 5:00 pm Friday, and 8:00 am - 1:00 pm Saturday. Any events scheduled outside of these times will be subject to an additional extended hours surcharge.

Room space may be tentatively reserved if there is a need to finalize speaker arrangements, etc. before confirming your reservation. This "tentative hold" will be set for a time period determined by our planning coordinator. The client will be advised as to the time period and its expiration date. At the expiration date, the tentative hold will be automatically removed if the client has not called to confirm otherwise. There is no financial commitment for tentative reservations.

Room rent is based on the size of the space required for the event. This cost will be figured in four (4) hour increments of time. If more time is needed, additional costs may be incurred. (Any event booking from 8:00 am - 5:00 pm will be charged for only eight (8) hours in consideration of traditional business and meeting hours.)

We assign function space according to the anticipated number of guests. If the number of guests increases or decreases, it may be necessary for us to reassign the space accordingly. An increase will be accommodated if space is available, and will result in additional rental fees.

The Conference Services Department is solely responsible for the shape and environment of the Eberhard Center. In the event that you may require extraordinary audiovisual or room set-up, the Conference Services Department must be informed. We will make every effort to accommodate your needs. Only vendors contracted through the Eberhard Center will be allowed

on premise.

Loading dock facilities are available for the transport of all conference materials. Materials and equipment for your event may be shipped directly to the Eberhard Center. Prior arrangements must be made through the Conference Services Department for access. The Eberhard Center is not responsible for damage to or loss of any materials or equipment displayed or stored in the building. Items will be given the same care and protection as given to GVSU property.

Guidelines for shipment of materials:

- 1) All shipments must be granted prior approval.
- 2) Shipments will be accepted within 48 hours of event time, and not outside of this time frame.
- 3) All shipments must arrive at the Conference Services Department Monday through Friday, between the hours of 8:00 am and 4:00 pm. Grand Valley State University is pleased to offer conference guests complimentary parking in our designated University parking lot. Details regarding access to our complimentary parking will be discussed in the planning of your event. Parking maps and directions are available.

Catering Guarantee Policy

In order for our caterer and staff to be fully prepared for your event we require a minimum number of guaranteed guests ten (10) working days prior to your event. This number cannot be reduced. The "final count" must be given three (3) business days prior to your event. Increases made after this deadline will be accommodated, if possible, and are subject to a 25% late fee based on the number increased. We will charge for the number served, or the number guaranteed, whichever is greater. Food service is prepared based on this guarantee, and if no final number is given, service will be prepared based on the number given at the time of booking.

Cancellation Policy

By signing the contract, you agree to pay a cancellation fee equivalent to the full contracted room rate for the loss of business if your event is cancelled within thirty (30) days of the planned function, as well as any additional costs already incurred.

Notice of cancellation between thirty-one (31) and ninety (90) days of planned function, all deposit monies are non-refundable.

Notice of cancellation from ninety-one (91) days out, client has the option of changing the date (must be done on day of cancellation) and transferring the deposit to the new date. Otherwise, client will be refunded all monies, with the exception of a \$50 administrative fee per room reserved.

Space reduction/event date change: are considered cancellation of space, and will be treated in the same manner.

Should cancellation of your event become necessary less than 10 working days prior to the event, you will be responsible for 50% of the food and beverage costs. Cancellations received less than two (2) working days from the event are responsible for 100% of the contracted food and beverage charges.

Pricing

All room rental, audiovisual, food and beverage are subject to the customary six (6%) percent Michigan State Sales Tax. A service charge of (18%) eighteen percent is applied to all food and beverage service. There is a minimum \$50.00 charge for all conference center caterings. Published food and beverage rates are subject to change without notice.

Conference Room Liability

In the unlikely event that damages to the Eberhard Center should occur as a result of your function, liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost.

The Eberhard Center cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event.

The affixing of anything to walls, floor, ceiling, or plants is strictly prohibited. Glitter and/or confetti are not to be used inside or outside the building. Candles must be contained in a lamp or isolated source. The Conference Services Department will assist you with hanging banners, decorations, displays, and promotional material.

Billing and Deposits

A Security deposit will be required upon confirmation of your reservation. The security deposit is based on room rent and will be credited at the conclusion of your event. Invoices will be generated at the completion of your event. Invoices are due and payable net 30 days. A late charge of 1.5% per month will be assessed on all unpaid invoices. Sales/use tax will be added to the total billing.

We ask that full payment of the balance due be made at the completion of your event unless credit has been established with our accounting office prior to your event. Direct-billed amounts are to be paid in full within thirty (30) days upon receipt of invoice. Final charges may be applied to the following credit cards: MasterCard, Visa, American Express, and Discover. Invoice terms are net 30 days. Any unpaid balance is subject to a finance charge.

LAKE MICHIGAN CENTER EVENT POLICY

PC 6.25

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Conference Planning & Hospitality Services

POLICY STATEMENT

The Lake Michigan Center (LMC), home of the Annis Water Resource Institute (AWRI) is available for room reservation and event hosting. However, AWRI reserves the right to deny room usage to any organization or for any purpose that does not meet the following qualifications: Grand Valley State University events, Annis Water Resources Institute donors, or organizations or events related to the mission of the Annis Water Resources Institute. The following guidelines have been established to aid in the success of your event.

PROCEDURES

Function Requirements

All reservations at the LMC are on a first come, first served basis. Block scheduling is not allowed.

Any events scheduled for the purpose of fund raising are prohibited.

All meeting requirements and audiovisual details must be confirmed no later than five business days prior to the function date. Failure to do so can result in the cancellation of the event.

LMC hours are 8:00 am - 5:00 pm Monday through Friday. Any events scheduled outside of these hours will be subject to an extended hour's surcharge. A \$50 set up fee charge applies to any reservation requiring a change in the existing room set-up.

The affixing of anything to walls, floor, ceilings, or plants is strictly prohibited. Glitter and confetti are also prohibited. Candles must be contained in a lamp or isolated source.

Materials and equipment for your event may be shipped directly to the LMC, by prior arrangement only. The LMC does not assume any responsibility for damage or loss to materials and equipment

displayed or stored in the building. Shipments will be accepted within 48 hours of event time, and are accepted between the hours of 8:00 am and 4:00 pm, Monday through Friday.

The LMC is pleased to offer conference guests complimentary parking in our designated parking lots. Details regarding access to our complimentary parking will be discussed in the planning of your event.

Cancellation Policy

By signing the contract, you agree to pay a cancellation fee equivalent to the full contracted room rate for the loss of business if your event is cancelled within ten business days of the planned function, as well as any additional costs already incurred.

Liability

In the unlikely event that damages to the room should occur as a result of your function, liability for damages to the premises will be charged to the representative making the arrangements, based on actual repair or replacement cost. The LMC cannot assume responsibility for the damage to, or loss of, any merchandise or articles left prior to, during, or following an event.

Fees, Billing and Deposits

Room rental is figured in four-hour increments, at a cost of \$100 per four-hour block. Any event booking from 8:00am - 5:00pm will be charged for only eight hours. A security deposit equal to room rental is required, and will be credited at the conclusion of your event.

WINTER HALL MEETING ROOM POLICY

PC 6.26

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Conference Planning & Hospitality Services

POLICY STATEMENT

Winter Hall has meeting space available for reservation with consideration given in the order

requests are received. Conference and Event Planning Services reserves the right to assign, and if necessary re-assign, facilities to ensure the most appropriate utilization of space. The following policy has been developed in order to ensure proper planning for your event or meeting.

PROCEDURES

In the event that a function is to be cancelled, the reserved space must be released by calling the Conference and Event Planning Office at 331-6624. If a group fails to do this twice in one semester they will be denied further space on the Pew Campus.

The organization or department sponsoring the meeting/event is responsible for the actions of all guests & participants. They must insure that all applicable University regulations are observed.

Any organization or department that shows disregard for University facilities and equipment may be charged additional fees and be denied further use of Pew Campus space.

If existing furniture is moved around in the room, it is the responsibility of the group to make sure the tables and chairs are put back to the original set. If this is not done there is a \$50.00 fee for reset of the room.

If the group using the space brings in food or beverage it is their responsibility to leave the room the way it was found. Cleaning supplies can be found at the front desk for sign out. If the room is not left the way it was found the organization or department will be charged a cleaning fee.

WEAPONS POLICY

PC 6.27

Date of Last Update:

May 22, 2017

Approved By:

- President's Cabinet

Responsible Office:

Public Safety

POLICY STATEMENT

The University is committed to maintaining a safe environment in which students, faculty, staff, and visitors are free to learn, live, work and visit the University campus or a facility without fear of

violence. To carry out this mission, the University prohibits the use or possession of firearms, weapons, electrical devices, and explosives on its property, except as provided in this policy.

A person shall not possess any firearm or weapon anywhere upon property governed by the University, except University Police Officers and other legally established law enforcement officers acting in the course of and scope of employment, and except for use in authorized University construction-related activities.

A “weapon” shall include but is not limited to:

1. any firearm,
2. any device from which an electrical current, impulse, wave, or beam may be directed that is designed to incapacitate temporarily, injure or kill,
3. any other instrument or device of any kind that operates based on spring, gas or air, contains explosive materials, or
4. any instrument or device, such as a knife, that has a sharp blade greater than three inches.

A person shall not use any firearm, gun, weapon, chemical, biological, radioactive, or other dangerous substance or compound to injure, molest, or coerce another, anywhere upon property governed by the University, except for a self-defense spray or foam for protection of a person or property under the circumstances that would justify the person’s use of physical force.

Additionally, a person shall not use or possess fireworks (unless approved in advance by a Vice President for use at a University event), explosives, toxic or dangerous chemicals; other lethal weapons, equipment, chemicals or materials are prohibited anywhere upon property governed by the University.

Questions about weapons should be directed to the [University Department of Public Safety](#).

PARKING ORDINANCE

PC 6.28

Date of Last Update:

December 18, 2018

Approved By:

- President's Cabinet

Responsible Office:

Public Safety

PROCEDURES

Section 1: Definitions

1. Campus: Unless otherwise noted in this Ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU) on the Allendale Campus and Grand Rapids Campuses (Robert C. Pew Grand Rapids Campus and Health Campus), and includes the Standale Plaza in the City of Walker.
2. Department of Public Safety: Department of Public Safety shall mean the Grand Valley State University Department of Public Safety which is comprised of Police, Security, Emergency Management, and Parking Services. The Department of Public Safety is responsible for all GVSU properties.
3. Hours of Compliance: Parking is enforced 24/7.
4. Overnight Parking: Overnight parking on campus is considered as between the hours of 3:00 a.m. - 6:00 a.m. and is enforced 24/7, year-round (see Section 2.10).
5. Color-Coded Parking: All parking areas on campus are color-coded. The color of a permit authorizes parking in specific areas and is defined under each permit classification.

Section 2: Parking on Campus

2.1 : *Vehicles on Campus*

2.1.1: *State Requirements:* All vehicles parked on campus must be properly registered and display current registration credentials as prescribed by the state within which they are registered, and be legally operable under the laws set forth by Michigan Legislation.

2.1.1.1: *Disabled Vehicle:* A vehicle that is not legally operable under Michigan law is deemed a *disabled vehicle*. A disabled vehicle must be reported to Parking Services (during business hours) or Police (after hours). The disabled vehicle must be removed from the campus within 24 hours or is subject to citation.

2.1.2: If an area is not posted for parking, parking is prohibited. Parking in coned spaces, in closed parking lots, and at bagged meters is prohibited unless permitted by the Department of Public Safety.

2.1.3: Vehicles occupying or obstructing more than one space are subject to a citation.

2.1.4: By parking on campus, the operator has agreed to abide by the rules and regulations of the Parking Ordinance and is subject to citation and other penalties as outlined in Section 3.

2.2 : Parking Options

2.2.1: Permit Parking: Parking permits are required in the Allendale Campus and Grand Rapids Campuses parking lots and areas with the exception of paid parking meter spaces or pay station lots. Permits are required Monday-Thursday 3:00am – 6:30pm and Friday 3:00am – 5:00pm unless otherwise noted. Parking permits are not required at the Standale Plaza in the City of Walker, Meijer Campus in Holland, Muskegon locations, or the Traverse City Regional Center. There is no University parking lot at the Detroit Center. Campus maps are published at www.gvsu.edu/maps. (See Section 2.3 for detailed permit information.)

2.2.2: Pay-to-Park: Pay-to-Park areas offer short-term parking and require payment. Permits are not valid in Pay-to-Park areas unless specifically designated. Over-payments will not be refunded. **Pay-to-Park areas include metered spaces and pay station lots.**

Meters: Spaces with jammed, broken, failed, or otherwise malfunctioning meters are considered to be no parking zones and should be reported to the Department of Public Safety. Meters accept U.S. coins (quarters, nickels, and dimes only) and ParkMobile (a third-party mobile app) as payment. Housing meters located in residential lots/areas require payment 24/7. Payment at a meter is not required if a valid ADA permit and a valid GVSU cling or temporary are displayed in the vehicle.

Pay Stations: Pay Stations accept coin, bills, credit card, and ParkMobile payments. Pay Station lots require payment Monday through Saturday, 7:00 am-8:00 pm. Payment is required to park in Pay Station lots including those motorcycles and vehicles displaying ADA permits.

2.3: Parking Permit Types

2.3.1: Cling Permits:

2.3.1.1:A current permit must be displayed in the lower corner of the windshield, to the left of the steering wheel from the driver's seat. Cling permits must be completely affixed to the windshield in full display with barcode visible. All expired permits must be removed from the windshield.

2.3.1.2:The permit is the property of GVSU. Permits may not be sold, altered, copied, or modified in any way.

2.3.1.3: Students who choose to purchase a permit are charged per semester (fall and winter semesters). The cost of the permit is charged directly to the student's account. Permits that have not been paid for will be deactivated. The parking permit must be returned to Parking Services to be eligible for a refund. Refund amounts follow the tuition schedule. Students or faculty/staff who are no longer enrolled or employed by the University are not eligible to use the parking permit and must return it to Parking Services.

2.3.1.4: Parking permits are issued for the exclusive use of the person applying for the permit. A G# is authorized one cling permit only. If more than one permit is received, contact Parking Services immediately for its return.

2.3.1.5: Lost or stolen permits must be reported to Parking Services immediately. A claim of a stolen permit must include a police report from the appropriate jurisdiction.

2.3.2: Temporary Permits: Twenty daily permits are available per semester to GVSU students at the cost of \$6.00 per day. Faculty/Staff and day visitors who need a temporary permit may obtain one from Parking Services at no cost. Those choosing to park on campus without a permit must park and pay at a metered space or in a Pay Station lot.

2.3.2.1: In the event a paperless permit is unavailable, a temporary parking permit must be displayed with the effective date(s) in full view on the dashboard to the left of the steering wheel from the driver's seat.

2.4 : Student Parking Classification

2.4.1: Student Commuter: Students who do not reside in University housing facilities are considered commuter students.

2.4.1.1: Student Commuter: Student Commuter permits are valid in Student Commuter parking lots marked by a red "S" on signs throughout campus.

2.4.1.2: Lot J: Lot J permits are offered as a reduced-rate, remote-parking option for commuter students. There is a Lot J on the Allendale Campus and a Lot J on the Pew Campus. This permit is valid on either campus on a first-come, first-serve basis for Lot J ONLY. A Student Commuter permit must be purchased to park in other lots.

2.4.2: Student Resident: Students who reside in University housing are considered residents. There are three types of Student Residents:

2.4.2.1: Allendale Resident: Students who live on the Allendale Campus in University Housing are considered Allendale residents. Allendale Resident parking lots are marked by a yellow "R" throughout the Allendale Campus and a red "S" on the Pew Campus.

2.4.2.2: *Pew Resident:* Students who live on the Pew Campus in University housing are considered Pew residents. Pew Resident parking lots are marked by a brown “P” on the Pew campus and a red “S” on the Allendale Campus. **Pew Resident parking lots and areas on the Pew Campus require a permit year-round.**

2.4.2.3: *Calder Resident:* Students who live on the Allendale Campus in the Calder Residence are considered Calder Residents. Calder Resident parking includes signed Calder Residents Only spaces, as well as lots marked by a yellow "R" on the Allendale Campus and a red "S" on the Pew Campus.

2.5: *Faculty and Staff Parking Classification :* *Unless otherwise specified,* this permit is only valid in lots and spaces designated by a blue “F” and/or a red “S”, with the exception of Winter Lot on the Pew Campus, and is not valid in pay-to-park lots or spaces.

2.5.1: *Active Appointments:* Active GVSU faculty/staff are issued parking permits. Parking permits are only valid for adjunct faculty/staff if they have an active appointment and are either working or teaching during that semester.

2.5.1.1: *Faculty/Staff Reserved:* Faculty/Staff who qualify for a reserved parking permit are afforded additional parking on campuses as marked by “Reserved” signs.

2.5.2: *Lot L/Administration Reserved:* This permit is valid in Lot L on the Allendale Campus, and is not exempt from payment in pay-to-park lots or spaces.

2.5.3: *GVRP:* Faculty and staff who have retired from GVSU are eligible for this permit and may park in the most convenient Faculty/Staff or Student Commuter space available.

2.6: *Special Parking Classifications :* Signed designated spaces require an appropriate permit and are enforced 24/7.

2.6.1: *Service Vehicles:* The Service Vehicle permit is intended for use by persons or companies providing one of the following services: installation, repair, or improvement of University-owned structures and infrastructures (exterior and interior). Service Vehicle permits are not intended for loading or unloading. This permit is valid in Service Vehicle spaces, faculty/staff and student parking lots and areas, and at metered spaces without payment.

2.6.2: *Tenants:* Tenants with lease agreements for spaces in University buildings may be eligible for a tenant permit. This permit offers the same privileges as a faculty/staff permit *except on the Health Campus.*

2.6.3: *Vendors:* Employees of vendor companies that provide services to GVSU on a regular basis

may qualify for a permit. A request must be made to Parking Services by a GVSU department head on behalf of the vendor company.

2.6.4: *Alternative Fuel/Carpool/Hybrid Spaces:* *Alternative Fuel/Carpool/Hybrid* spaces, excluding metered spaces, require a special parking permit designation. Contact Parking Services for additional information regarding this permit designation.

2.6.5: *Electric Vehicle Charging Spaces:* Spaces are provided throughout campus for actively-charging electric vehicles only. Spaces are limited, so a parking and/or charging opportunity is not guaranteed. A valid GVSU permit is required.

2.6.5.1: Electric vehicle charging stations located in the Front Lot on the Pew Campus are for Consumers Energy staff and visitors only.

2.6.6: *Small Car Only Spaces:* Use of small car spaces marked with hashed end lines requires compliance 24/7. Vehicles parking in these spaces must be contained within all sides of the space and not overhang any line.

2.6.7: *Loading Zones:* Loading zones are enforced 24/7. They are provided to accommodate active loading and unloading only unless otherwise signed. All loading and unloading must be done in designated loading docks or from regular parking spaces. Parking on curbs, sidewalks, in fire lanes, or in any other place not designated for parking is strictly prohibited, except under the direction of the Department of Public Safety.

2.6.8: Other designated spaces requiring a special permit include, but are not limited to: Biology Department, Communications Department, Disability Support Resources, Food Service, Information Technology, Reserved, and University Bookstore.

2.7 : *Visitor Parking*

2.7.1: *Daytime Visitors:* Visitors may choose to obtain a parking permit directly from Parking Services office at no cost; from the faculty/staff member he/she is visiting; or utilize pay-to-park areas.

2.7.2: *Overnight Visitors:* Visitors staying on campus overnight (see Section 2.10) must obtain a parking permit in person from Parking Services on the respective campus (Allendale Campus or Pew Campus). Overnight visitors are limited to twenty overnight permits per year excluding weekends.

2.7.3: *Fieldhouse/Recreation Center:* Alumni and outside members can obtain a Fieldhouse

parking permit by providing their current Athletic and Recreation Facilities membership card and driver's license to Parking Services in Allendale. *These parking permits* will be valid for the duration of the membership and will need to be renewed along with the membership. The use of this permit is for non-academic recreational facilities use only. It may not be used for any other purpose, including events or academic classes.

2.7.4: *Campus Recreation Classes:* Long-term parking permits are not available to members of the community taking classes at Athletic and Recreation Facilities.

2.7.5: *Buses:* Buses bringing groups and/or athletes to campus must park in designated lots. Refer to www.gvsu.edu/parking for lots currently designated for this purpose. Bus parking rules on campus are enforced year-round. Time allowed for picking up and dropping off is limited to 15 minutes and is strictly prohibited in pay-to-park locations.

2.8 : *ADA-Compliant Parking* : ADA-compliant parking requires an ADA placard or plate designation and is enforced 24/7. A valid GVSU permit must accompany the ADA placard or plate designation during permit enforcement hours. If ADA-compliant parking spaces are not available, the ADA permit holder may park in a Faculty/Staff or Student space or at a meter without payment. Parking in other spaces is prohibited. Parking in ADA-compliant spaces in pay station lots is limited to two hours and requires payment.

2.8.1: *University-Issued ADA Permits:* Mobility impaired persons shall be issued, without charge, a temporary permit for a period not to exceed three days. ADA Permits must be accompanied by a valid GVSU Faculty/Staff or Student permit. Persons requiring accommodations for a period of 4-30 days will be directed to Disability Support Resources for assistance. Individuals needing ADA-compliant parking privileges beyond thirty days must obtain a permit from the Michigan Secretary of State. If temporary ADA compliant parking accommodations are needed, contact Disability Resource Services or Parking Services.

2.8.2: *Illegal Use of an ADA Parking Placard or License Plate:* Under Michigan law, it is illegal: 1) to use an ADA placard or license plate when the ADA permit holder is not being transported; 2) to use an ADA placard or license plate when the placard or plate is altered; 3) to lend/use a placard/plate from another person; and 4) to use a copy of a placard/plate. Illegally used ADA designations are subject to confiscation by the Department of Public Safety and are returned to the Secretary of State with an explanation of the misuse. Fraudulent use of an ADA parking placard or plate is punishable by up to 30 days in jail and/or up to a \$500 fine.

2.9 : *Motorcycle/Moped Parking* : This section is applicable to all two-wheeled motorized vehicles. Motorcycles and mopeds parking on campus do not require a parking permit. Overnight

parking is only allowed in designated motorcycle parking areas in residential lots. Parking in any blue hashed area is strictly prohibited.

2.9.1: Allendale Campus: Motorcycles and mopeds must be parked in the yellow hashed area at the end of parking rows in faculty/staff and student parking areas, unless otherwise signed (i.e. Commons Area is prohibited).

2.9.2: Pew Campus: Motorcycles and mopeds must be parked in designated motorcycle parking areas designated by signage in the Eberhard Center loading dock, DeVos Lot, Seward Parking Ramp, and Watson Lot. Parking in yellow hashed areas of the Seward Parking Ramp is permitted. Residents may park in the yellow hash marks at the end of parking rows in the Secchia Lot only. Parking in all other areas is restricted.

2.9.3: Health Campus: Motorcycles and mopeds must be parked in designated signed motorcycle parking areas only. All other areas are restricted.

2.9.4 : Pay-to-Park: Payment is required for motorcycle parking in pay-to-park spaces.

2.10: Overnight Parking: Overnight parking on campus is considered as between the hours of 3:00 am - 6:00 am. Overnight parking is permitted in Resident lots only. Overnight parking is prohibited in faculty/staff, student commuter, and pay-to-park areas.

2.10.1: Overnight Employees: Information about specific parking locations designated for GVSU employees whose duties require overnight parking is available at www.gvsu.edu/parking.

2.11 : Trailers : GVSU does not provide accommodations for parking of vehicles pulling trailers during the academic year except for those attached to contractor and service vehicles operated by individuals actively working on campus. Trailers must not be left unattended without the permission of the Department of Public Safety.

2.12: Oversized and Recreation Vehicles: Vehicles larger than one standard parking space must park in designated lots. Refer to www.gvsu.edu/parking for current designated lots. Oversized vehicle parking is enforced year-round and is strictly prohibited in pay-to-park locations on both campuses. Overnight parking of recreation vehicles on campus is prohibited.

2.13 : Bicycles : Bicycles must be stored in the provided bicycle racks. Bicycles improperly stored and locked will be removed at the owner's expense. Bicycles are not allowed inside buildings. Free bicycle registration is available at <http://www.gvsu.edu/dps>.

2.14 : Vehicles Prohibited : The following vehicles are not permitted on campus unless permission is obtained from the Director of Public Safety:

- Snowmobiles
- Off-road motorcycles
- All-terrain vehicles
- Recreational vehicles parked overnight
- Non-traditional vehicles (i.e. golf carts, dune buggies, go-carts, etc.)

2.15 : Sidewalk & Landscape Restriction : Sidewalks and walkways are restricted to pedestrian, bicycle, and motorized wheelchair use only. It is illegal to drive or park a moped, motorcycle or other motor vehicle on a sidewalk or walkway without permission from the Department of Public Safety. Travel in landscaped areas is restricted to pedestrian traffic only.

2.16 : University's Rights & Responsibility

2.16.1: GVSU reserves the right to close, restrict parking and/or driving to, or otherwise make unavailable any and all campus roads and parking areas at any time to any vehicle, whether properly permitted or not.

2.16.2: The University also reserves the right to remove, at the owner's expense, any abandoned, unlawfully parked, or inoperable vehicle on campus.

2.16.3: The University assumes no responsibility for loss or damage to vehicles driven or parked on campus, or for the contents thereof.

Section 3: Parking Fine, Appeals and Penalties

3.1 : Parking Fines

3.1.1 : Payment Options:

3.1.1.1: Online – On the Parking Services website via credit card.

3.1.1.2: Payment Box – At the payment drop box located in front of Parking Services in Allendale via cash or check.

3.1.1.3: Telephone – Over the phone at (616)331-7275 via credit card.

3.1.1.4: In Person – Over the counter at Parking Services in Allendale or at a Student Assistance Center on either campus via credit card, cash, or check.

3.1.1.5: Mail – Through postal mail via check.

A fee will be imposed for any returned checks. Coins will be accepted in-person only if rolled. If

paying by cash, it is recommended that payment be made in person in order to obtain a receipt.

3.1.2: *Returned Checks:* A fee will be imposed for any returned checks.

3.1.3: *Cash Payments:* Coins will be accepted in-person only if rolled. If paying by cash, it is recommended that payment be made in person in order to obtain a receipt.

3.1.4: *Transfer of Fines:* After forty days, fines will be transferred to the student's account. Non-student fines will be referred to collections. Outstanding fines may also be sent to the appropriate District Court for collection. Failure to respond to a citation after it has been sent to court may result in the suspension of the registered owner's driver's license.

3.1.5: *Excessive Citations:* The accumulation of six or more citations within a forty-day period by a single person or vehicle will be deemed excessive. Any person or vehicle accumulating excessive citations is considered a nuisance, and the vehicle is subject to impoundment, immobilization, and/or District Court action.

3.2: ***Appeals:*** Appeals must be submitted within seven business days of the date the citation is written.

3.2.1: *Appeal Options:*

3.2.1.1 Appeals may be submitted online via the Parking Services website. Faculty/Staff and students may submit appeals online or exercise the option to appeal in person.

3.2.1.2 In-person appeals are heard at a Department of Public Safety office. In-person appeals must be submitted on the campus where the citation was received. Judiciary Officers are available weekly at scheduled times for in-person appeals, and are first-come first-serve. The appeal schedule is published at <http://www.gvsu.edu/parking>.

3.2.1.3 Handwritten appeals may be filed in person at a Department of Public Safety office by visitors and vendors of the University only, or under extenuating circumstances.

3.2.1.4 Phone calls will not be accepted.

3.2.2: *Judiciary Decision:* The Parking Judiciary's decision and any penalty imposed shall be sent to the e-mail or mailing address submitted with the appeal. The decision of the Parking Judicial Officer is the final step within the University Parking Judiciary system.

3.3 : Penalties

3.3.1: *Violations:* All violations of provisions of the Parking Ordinance constitute civil infractions. Certain more serious violations are misdemeanors punishable by a fine of not more than \$100 for each violation. Any person who is found to have committed a civil infraction under this Ordinance may be ordered to pay a civil fine and costs in accordance with Public Act 510 of 1978, as

amended. Violations of the Uniform Traffic Code shall be under the jurisdiction of the 58th and/or 61st District Court.

3.3.2: *Misappropriated and Counterfeit Permit Use:* Unauthorized or improper use of any permit, and/or forging, copying, or altering a permit may result in confiscation, criminal charges and/or University sanctions. Permits remain the property of GVSU even after purchase. Fraudulently obtaining goods or services is a crime punishable by up to one year in jail and a fine up to \$2,000.

3.3.3: *Revocation of Parking Privileges:* GVSU reserves the right to restrict the parking and/or driving of any vehicle by any individual at any time.

3.3.4: *Impoundment and Immobilization:* Vehicles parked in violation of these regulations or any local, state, or federal ordinances, laws or statutes are subject to impoundment or immobilization by Grand Valley State University at the vehicle owner's expense. Impounded vehicles will be towed by a wrecker service. The cost of impoundment will constitute a lien against the vehicle, with the owner being liable for costs of towing and storage or release from immobilization devices.

3.3.4.1: Violations subjecting a vehicle to immediate impoundment include:

1. Interfering with or impeding:
 - a. The flow of vehicular or pedestrian traffic;
 - b. The use of facilities, buildings, loading docks, or dumpsters;
 - c. The services of emergency personnel, the operation of emergency vehicles, or an evacuation in the event of a possible emergency;
2. Parking on any surface or in any area not designated for the legal operation or parking of a vehicle;
3. Parking in or blocking the use of an ADA reserved space without displayed authorization;
4. Displaying a counterfeit, altered, stolen, transferred, deactivated, or otherwise misappropriated permit;
5. Vehicles parked in violation of any section of the Parking Ordinance.

3.3.5 : *Violations – Contact Not Required* : If a driving or parking infraction is observed by Department of Public Safety staff and immediate contact is not possible or may jeopardize the safety of the officer or others, a citation may be issued to the registered owner of the vehicle without contact at the time of the violation.

3.3.6: *Owner Responsibility* : Citations and fines will be assigned to the registrant of any valid permit displayed on the vehicle. If a permit is not displayed, the registered owner of the vehicle will be held responsible.

CRISIS COMMUNICATION PLAN

PC 7.1

Date of Last Update:

September 15, 2014

Approved By:

- President's Cabinet

Responsible Office:

University Communications

POLICY SCOPE

The audience for this plan includes all students, faculty, staff, alumni, parents, trustees, the Grand Valley Foundation, and the general public.

POLICY STATEMENT

The purpose of this communication plan is to set guidelines to be followed for sharing information with executive officers, faculty, staff and students, as well as the general public. This includes both emergency and non-emergency communications. The plan is coordinated with the Comprehensive Emergency Management Plan (CEMP) administered by the Emergency Coordinator.

Executive Summary

- The Vice President for University Relations shall serve as the crisis communication director along with another cabinet member. In a physical emergency, that second executive officer will be the Vice President for Finance and Administration. In a public relations issue, the second executive officer will be determined by the issue.
- The Associate Vice President for University Communications, Chief of Police, Dean of Students, Vice President for Enrollment Development, and the Associate Vice President for Facilities shall be the crisis communication coordinators.
- Whenever a situation affecting the campus reaches proportions that cannot be handled by routine measures, the crisis communication coordinators shall notify the Vice President for University Relations.
- The crisis communication director communicates with the other executive officers and Board of Trustees.
- Each university administrator, upon being notified, is to provide applicable information to

those persons under his/her direction as per the crisis notification system.

- Main and field crisis communication posts shall be established as required by the situation and shall be equipped with communications systems required to utilize resources.

Following the crisis, the crisis communication coordinators will gather all appropriate individuals for debriefing and review. Appropriate action will be determined.

PROCEDURES

TYPES OF COMMUNICATION

Emergency Notification:

An emergency is defined as a serious, unexpected, and often dangerous situation requiring immediate action. A university emergency is generally defined as any incident or event causing or potentially causing serious injury to persons, extensive property damage, loss of life, or disruption of university operations.

NOTE: The Comprehensive Emergency Management Plan can be found at

<http://gvsu.edu/s/0pC>

If an **Emergency Notification** should be sent, GVPD or Pew Campus Security will write the initial notification message and send it using Grand Valley's emergency notification system (RAVE). The crisis communication director, and the crisis communication coordinators will determine who else needs to be notified and the appropriate action and follow-up messages as it relates to each campus.

The Vice President for University Relations and the Associate Vice President for University Communications, or their designees, will write any subsequent message(s). A designated representative from University Communications will be responsible for distributing the alert using RAVE. University Communications will post messages on the university home page, GVNow and/or use the university's social media outlets.

NOTE: Evacuation of Buildings procedures should follow instructions found in the Annual Security and Fire Safety Report (www.gvsu.edu/gvpd/securityreport).

If a **Timely Warning** should be considered, GVPD or Pew Security will notify the crisis communication director and/or crisis communication coordinator(s). A Timely Warning is required if GVPD or Pew Security receives a report that a Clery crime has been committed on GVSU Clery geography and considers there to be a serious or continuing threat to students and employees.

The content of a Timely Warning needs to include information that would promote safety and aid in the prevention of similar crimes and information about the crime that triggered the Timely Warning. The Vice President for University Relations and the Associate Vice President for University Communications, or their designees, will write the message(s). A designated representative from University Communications will be responsible for distributing the alert using RAVE. University Communications will post messages on the university home page, GVNow and the university's social media outlets.

SAFETY NOTICE FOR OFF-CAMPUS INCIDENTS

Grand Valley may elect to issue a safety notice to members of the University when it is determined there is a reoccurring series of criminal activity, a disruption to operations, or when the Department of Public Safety determines that there may be a serious continuing or ongoing threat to the health or safety of off-campus students. When deemed necessary, the Department of Public Safety will notify the Vice President for University Relations or Associate Vice President for University Communications for dissemination.

PUBLIC WEATHER INFORMATION

If the weather poses an immediate threat to the campus community the Comprehensive Emergency Management Plan (CEMP) will be followed and communications made accordingly. When there is inclement weather that requires cancellation or closure, the GVSU Cancellation/Closure Policy shall be followed.

REPORTING TO UNIVERSITY COMMUNICATIONS POTENTIAL REPUTATIONAL INCIDENTS OR CRISES

Whenever an event or issue appears to have potential for becoming a controversial news story the Grand Valley staff or faculty member aware of the circumstance should immediately notify the unit head who has responsibility in the situation.

The unit head should immediately communicate all available information to the appropriate appointing officer/dean and/or executive officer, and the Associate Vice President for University Communications. University Communications should be notified regardless of the availability of the appointing officer/dean and/or executive officer.

DEFINITIONS

Crisis Communication Director:

The Vice President for University Relations or designee will be responsible for supervising communications being released during and surrounding a crisis.

Crisis Communication Coordinators:

The Associate Vice President for University Communications, Chief of Police, Dean of Students, Vice President for Enrollment Development, and the Associate Vice President for Facilities shall be the crisis communication coordinators. It is the responsibility of these individuals to communicate with one another about the nature of the incident and then share the information with the appropriate personnel.

IDENTITY STANDARDS POLICY

PC 7.2

Date of Last Update:

December 18, 2012

Approved By:

- President's Cabinet

Responsible Office:

Institutional Marketing

POLICY STATEMENT

To convey clear messages about Grand Valley, it's important that University messaging is consistent in look and tone. In addition, Grand Valley's logos are trademarked so it's very important that they are used correctly. Institutional Marketing has created a standards guide to assist with consistency.

PROCEDURES

The address for the website containing the standards guide and other helpful information is www.gvsu.edu/identity/. From this site, you can find logo dos and don'ts, download logos, determine word usage, read about GVSU's marketing messages, and get help with publication, website, and advertising guidelines. Please contact 331-2525 for more information

MOTION PICTURE/VIDEO/FILM/DIGITAL IMAGING PRODUCTION ON THE CAMPUS

PC 7.3

Date of Last Update:

January 04, 2013

Approved By:

- President's Cabinet

Responsible Office:

University Communications

POLICY STATEMENT

GVSU understands the importance of the film industry to the local economy and the benefit it can provide to our students interested in a career in film and film production. However, film production on campus is permitted only if it does not interfere with normal University business and/or previously scheduled events. A Location Permit is required to film on campus. The Location Permit can be approved only when all of the appropriate procedures and requirements have been met. Use of any location can only be approved with the consent of the impacted University units or buildings and consideration of the impact on surrounding areas and activities. Scheduled University events, regardless of size, take precedence over film shoots in determining location availability.

PROCEDURES

Requests for Permits

Requestors for a Location Permit must complete the appropriate [application](#). This [application](#) and complete script (if applicable) shall be submitted to [University Communications](#). Upon receipt, the completed application and script will be forwarded to a core committee that will include a representation of affected units or buildings for review and project approval.

Fees & Costs

Location fees and operational costs will be charged and are based on a number of variables. The length of the shoot, locations involved, and types of GVSU services needed are all considered in determining the total operational costs. In certain limited instances fees and costs may be waived for uses such as public service announcements. Other forms of media may be subject to this fee and will be handled on a case-by-case basis.

Alterations to Premises

Production companies may not make any alterations to the University Premises (either temporary or permanent), including trimming, cutting or removing natural features such as trees and shrubs, without the express written approval of the University. Production companies will leave the University Premises and all property of any kind located therein in as good order and condition as they were immediately prior to production. Production companies will be responsible for paying for any expenses to restore the University's Premises to its original condition.

Code of Conduct

While filming on our campus production companies and their employees are guests of the University and should treat this location and campus community with respect and courtesy. The production company, cast, crew and all others associated with the project are expected to comply fully with University Policies. They will be expected to adhere to the [Filmmaker's Code of Professional Responsibility](#), which is Attachment A to the Guidelines and Procedures for this policy.

University Identification and Appropriate Use of Campus Images

No identification of GVSU as a location is permitted, except in rare instances and only when the specific use is submitted for prior approval University Communications. The request will only be approved when it is deemed to be in the University's best interests.

Identification includes but is not limited to trademarks, icons, recognizable University landmarks, and the use of merchandise containing trademarked images/logos (i.e. flags, apparel, posters, miscellaneous items containing logo, etc.). Identification also includes verbal references on film.

Filming and Athletics

Under no circumstances is the production company to film or use any information images/names/biographical information pertaining to any current university intercollegiate athlete for any purpose. Appearing in a commercial production that identifies them as university intercollegiate athletes will jeopardize their NCAA eligibility.

Cancellation

If written notice of cancellation for an approved location permit is received before the production begins, then the production is liable for any actual costs incurred by the University as of the receipt of the cancellation notice. University shall have the right of cancellation if the Agreement holder is deemed insolvent or, in the University's sole opinion, shall fail to perform any material term in the Agreement after having received written notice from the University to do so.

Exceptions to Policy

Student projects are subject to School of Communication requirements and procedures and do

not require a permit. Incidental filming that includes uses such as: filming for non-commercial or internal use, class projects, or personal use. This filming requires no special services and does not in any way disrupt the normal functioning of the University. This filming cannot be used for commercial purposes after the fact without written permission from Grand Valley State University.

PUBLICATIONS AND ADVERTISING

PC 7.4

Date of Last Update:

October 18, 2012

Approved By:

- President's Cabinet

Responsible Office:

Institutional Marketing

POLICY STATEMENT

Institutional Marketing manages, designs, and produces a full range of publications and visual materials, including recruitment materials, course catalog, programs, brochures, posters, postcards, banners, and invitations. Advertising is also designed and produced in the Office of Institutional Marketing for the purposes of university image/awareness and recruitment. If not produced by Institutional Marketing, all publications and ads should be approved by Institutional Marketing before publication. Logo, design, and copy standards can be found at

<http://www.gvsu.edu/identity>

PROCEDURES

Because of the high demand for print pieces, the following priorities have been set for pieces to be produced by Institutional Marketing:

1. The Office of the President
2. Publications used by academic services in student recruiting
3. Materials used off campus for development purposes
4. Major publications of the university dealing with the general public or special external audiences
5. Advertising production support for development and student recruiting

6. Other university publications

Requests for forms, applications, etc. are not handled by Institutional Marketing and should be ordered through Procurement Services.

All publications and advertising should be sent to Institutional Marketing for review before they are printed or posted. Please contact 331-2525 for more information.

WEB POLICES FOR ACADEMIC AND ADMINISTRATIVE UNITS

PC 7.5

Date of Last Update:

December 18, 2012

Approved By:

- President's Cabinet

Responsible Office:

Institutional Marketing

POLICY STATEMENT

All GVSU units are required to maintain their webpages on the university's domain www.gvsu.edu and use the university's content management system unless authorized by Institutional Marketing. All GVSU organizations, whether on the gvsu.edu domain or authorized to maintain their own servers and publish pages under domains other than www.gvsu.edu/ are equally responsible for adhering to GVSU Web standards.

The purpose of website design standards is to:

- Reinforce GVSU's identity
- Meet the needs of the constituencies Grand Valley serves
- Provide continuity in website appearance
- Protect and regulate the use of proprietary GVSU names, logo marks, word marks, and graphic devices
- Keep content current
- Faithfully represent GVSU to the public

Web standards can be found at <http://www.gvsu.edu/identity>

FUNDRAISING POLICY

PC 8.3

Date of Last Update:

December 08, 2014

Approved By:

- President's Cabinet

Responsible Office:

University Development

POLICY STATEMENT

University Development helps Grand Valley State University fulfill its mission and realize its aspirations in three ways: (1) securing, stewarding and increasing financial support; (2) building meaningful partnerships with external and internal constituents; and (3) communicating the university's character, quality, priorities and goals.

Accordingly, University Development must strive at all times to ensure that its policies and procedures and those of the university are in compliance with local, state and federal regulations in regard to the solicitation and acceptance of gifts. Any deviation from the Internal Revenue Code could result in fines, public embarrassment and/or the loss of the University's tax-exempt status.

For these and many other reasons, all fundraising requests made in the name of the University must be approved in advance by the Vice President for Development. In addition, only the Vice President for Development or their designee is empowered to issue the University's official receipt that qualifies a donor's charitable contribution as deductible for tax purposes.

Any fundraising activity that employs the name, image or reputation of the University, in an effort to secure financial gifts will be considered fundraising in the name of the University and is subject to this policy. In the area of "sponsored research", University Development may work with the Office of Sponsored Research to determine the most appropriate fit for the project.

Any potential fundraising activities on behalf of an University program or initiative must first be approved by the appropriate dean and/or the divisional vice president before a request for assistance is directed to University Development. In all decisions related to funding, the priorities of the University, as approved by the Board of Trustees, shall guide the decision making process.

University Development will not share lists of donors or other constituents with individuals and

organizations not affiliated with approved university fundraising activities.

This policy shall apply to any and all members of the University community, as well as to any other individuals or organizations who may represent themselves as members of the University community or who claim to be acting on behalf of the University. This policy does not apply to members of the University community when they are engaged in fundraising activities for other organizations and/or when they have explicitly stated that their fundraising activities are unrelated to the university.

Today's donors have more outlets for their philanthropic desires than ever before. As competition for the philanthropic dollar has increased, donors now receive numerous appeals from multiple non-profit organizations. Consequently they are likely to become annoyed by multiple requests from the same organization. To ignore this is to risk reduced support, an outright refusal, or perhaps even permanent discontinuation of support.

Grand Valley State University can be at the forefront of a donor's choice if we are clear in our intent, focused on the university's highest priorities, and present exciting opportunities for support. Coordination of university-wide fundraising activities is imperative.

Prohibited Activities

Members of the University community are prohibited from engaging in the following tactics and activities for purposes of fundraising:

- Use of home addresses from the university telephone directory to compile calling or mailing lists.
 - Use of the Grand Valley State University Alumni Directory to compile calling or mailing lists.
 - Using one's status as a Grand Valley State University employee or student to secure a gift commitment unless specifically authorized to do so.
 - Using "mass e-mails" on the campus intranet system to solicit gifts unless specifically authorized to do so by University Development.
 - Conducting lotteries or similar games of chance, which the State of Michigan defines as gambling. Raffles may be conducted with prior approval from the [Office of Student Life](#). For procedures and protocols implementing this policy please contact the [Development Office](#).
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PRIVACY POLICY

PC 8.5

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

University Development

POLICY STATEMENT

Grand Valley State University maintains a database (Millennium) of biographical and gift/pledge information about alumni and friends in accordance with the general needs and expectation of the university community. The information contained in this database is intended exclusively for purposes related to Grand Valley State University programs.

It is the desire of Development Services to support the ongoing activities of Grand Valley State University by providing assistance for programs, communication and events that bring together the expanding orbit of constituents of the university. In order to provide the best possible service to those with legitimate needs for such information, and at the same time maintain the confidentiality of the information entrusted to us by our constituents, the following policies have been developed. These policies were approved in 2007 by the Vice President for Development and now apply to every request for information and to direct access to the Millennium System.

PROCEDURES**Organizations that may request information**

The following organizations and individuals may request information from the Millennium database:

Grand Valley State University affiliated organizations and constituent groups, in support of approved activities, including:

- Office of Alumni Relations
- Constituent groups approved by the Office of Alumni Relations
- University Development
- Other administrative units
- Academic units
- Athletic programs
- Office of Career Planning

In cases of dispute about whether an organization has a legitimate affiliation with the

University, the final decision will rest with the Vice President for Development or the Director of Development Services as the Vice President's designee.

- Other colleges and universities seeking the location of alumni with degrees from both Grand Valley State University and the requesting institution
- Law enforcement agencies and student loan agencies
- Agencies that assist Development Services in locating Grand Valley State University's alumni

Any other requests will be forwarded to that person whose information is sought so that he/she can decide whether or not to contact the requestor. No information will be released for those records coded "No Contact" indicating the alumnus or alumna has requested no university contact. The same rule will apply to records coded Confidential.

All requests for information from members of the media must be referred to University Communications.

Information that may be released

The following information may be released from the Millennium database:

- "Public information," which is limited to:
 - Full name
 - Degree(s) and date of degree(s) awarded by Grand Valley State University
 - Major field of study
 - Class year

"Public information" will be provided only to those requestors identified above.

Federal law severely restricts the amount of information that may be released on current students. Therefore, no information on students will be released based on data maintained in Millennium. All requests for information on current students should be forwarded to the Registrar's Office.

Information provided to volunteer alumni constituent groups would be limited to those alumni who are affiliated with the requesting group.

In addition to public information, request from the University Development, Alumni Relations, administrative, academic, or athletic units of Grand Valley State University and central administration may be provided the following information:

- Employment
- Student activities
- Alumni activities
- Family members

- Degrees obtained from other institutions
- Miscellaneous comments, awards and text
- Gift and pledge data
- Selected biographical attributes

Acceptable use of information

The following statements specify the acceptable internal uses of information from the alumni database:

1. Development Services will make available information from its database for the support of approved, university-related activities.

2. Approved activities include:

- a. Alumni Relations
- b. Fundraising
- c. Public Relations
- d. Governmental relations
- e. School/department communications to alumni/constituents
- f. University-sanctioned research
- g. Grand Forum
- h. Student recruitment

3. Information maintained in Millennium is not available for release for nonrelated commercial or political purposes.

4. If the information provided will result in the preparation of lists or directories that are to be published in book, magazine, newsletter, electronic media or other forms for general distribution among alumni groups, prior to publication each individual who might be included must be provided the opportunity to indicate in writing whether he/she wishes to be excluded.

5. Requestors of data from Millennium may contract to services of outside vendors (e.g. data processing consultants, direct mail firms, marketing and merchandise firms, etc.) to process and/or distribute information obtained from Millennium. In these cases:

- a. The vendor must agree to use the information only for the purpose intended by the university client. The sale or transfer of the information by the vendor is strictly prohibited.
- b. If the project in question results in the publication of directories or lists as identified above, the procedures outlined must be followed prior to publication.
- c. The vendor must ensure the prompt return of and university-owned computer tapes or electronic software provided in fulfillment of the contract.
- d. The university client or the vendor agrees to pay any costs associated with systems

programming or special data processing that might be required beyond the normal capabilities of the Millennium computer system.

e. In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the Millennium database is the responsibility of the requestor.

6. Formats available for distribution of information: Information may be obtained in the form of lists, labels, computer tapes, diskettes, and downloads by authorized university representatives in support of approved activities as noted above. It is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in this policy statement.

7. Privacy Statement attachment: A privacy statement will be attached to any of the information provided to requestors of data from Millennium stating the following: The enclosed (attached) data is for the sole use of the requestor and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. Responsibility for the absolute confidentiality of the information provided is the responsibility of the requestor.

8. Compliance with these policies: Failure to abide by any of the policies stated within this document may result in denial of access to information contained in the Millennium database. Request for reinstatement to access to this information must be approved by the Vice President for Development or a designee and must include written assurance of future compliance with these policies.

In cases of dispute about what constitutes an approved activity, the final decision will rest with the Vice President for Development or the Director of Development Services as the Vice President's designee.

Statement of database access policies

Direct access to Millennium is restricted by the Millennium Security policies and procedures as well as the university's Conditions of Use Information Technology Services Policy.

DISABILITY ACCOMMODATION POLICY FOR FACULTY AND STAFF

PC 9.5

Date of Last Update:

September 16, 2013

Approved By:

- President's Cabinet

Responsible Office:

Inclusion and Equity

POLICY STATEMENT

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all faculty, staff and students with access to the University's programs, services, events and activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers. University faculty or staff members who are persons with a disability are not required to identify themselves as persons with a disability or to request an accommodation. However, the University cannot accommodate an individual who does not inform the University about his/her disability and his/her need for an accommodation. A faculty or staff member seeking an accommodation must request it by submitting their request to the Disability Support Resources Office following its procedures.

PROCEDURES

The Disability Support Resources Accommodation Process

To request an accommodation, a University faculty or staff member must:

- A. Self-identify as a person with a disability by application to the Disability Support Resources office (DSR). It should be noted that The University conducts a survey of faculty and staff for statistical purposes and this does not constitute a method of self identification consistent with this policy. If a faculty or staff member requests an accommodation, the supervisor/unit administrator should refer the faculty or staff member to the DSR or its web site at <http://www.gvsu.edu/dsr/>
- B. Provide documentation of the disability; and
- C. Indicate in the application to the Disability Support Resources office, his/her need for accommodation and provide supporting medical documentation from an appropriate professional, if requested by the Disability Support Resources office. The medical professional must have first-hand knowledge of the condition and a familiarity with the physical, emotional and cognitive demands of the disability.

Once an application has been submitted to the DSR, a DSR advisor will review the application and may contact the faculty or staff member who submitted the application. The advisor will contact

the supervisor/unit administrator and discuss whether an accommodation is warranted, explore possible accommodations, and assess the effectiveness each would have in enabling the faculty or staff member to perform his/her job including the following:

- A. The essential job functions of the position. The essential functions are the fundamental job duties of the employment position at issue. To be qualified for a position, an individual must be able to perform the essential functions of the job, with or without a reasonable accommodation.
- B. The faculty or staff member's ability to perform essential job functions with or without a reasonable accommodation; and,
- C. Possible types of reasonable accommodations, if any are needed.

Reasonable accommodations vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the individual are considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the University. Nothing in this document shall be construed to waive the University's right to contest whether a faculty or staff member is disabled or is entitled to an accommodation.

Medical documentation, as well as other related materials, will be maintained at DSR. Such documentation is kept confidential, except as necessary to administer the accommodation process or otherwise permitted by law. Such documentation may be shared only with those individuals involved in the accommodation process on an as needed basis.

During the accommodation request process, DSR may:

- A. Request additional documentation;
- B. Consult with Human Resource Office;
- C. Evaluate whether any accommodation is needed and, if it is, whether an accommodation is reasonable and should be made (this evaluation may include preparing cost estimates);
- D. Assess various accommodations;
- E. Identify alternative accommodations or solutions;
- F. Provide information from resources about the capabilities of persons with similar disabilities and the tools/techniques they use;
- G. Determine a reasonable accommodation, if appropriate;
- H. Provide a written determination to the department/unit and faculty or staff member;
- I. Explain the department/unit's responsibility to fund an accepted accommodation or seek

alternative funding, if needed;

DSR makes a determination regarding implementation of accommodations. DSR will consider each request for reasonable accommodation and determine: (1) whether the accommodation is needed, (2) if needed, whether the accommodation would be effective, and (3) if effective, whether providing the reasonable accommodation would impose an undue hardship.

Appeals

If a faculty or staff member or supervisor/unit administrator disagrees with the DSR determination, the decision may be appealed to the Vice President of Inclusion and Equity, in writing to:

Vice President of Inclusion and Equity
4035 James H. Zumberge Hall
Allendale, MI 49401
Office number: (616) 331-3296

Retaliation

Retaliation against a faculty or staff member who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation may contact the [Division of Inclusion and Equity](#)

Refer Questions to:

Disability Support Resources
4015 James H. Zumberge Hall
Allendale, MI 49401
616/331-2490
616/355-3270 (TDD)
616/331-3880 (Fax)
[Website: www.gvsu.edu/dsr](http://www.gvsu.edu/dsr)

RELIGIOUS INCLUSION POLICY

PC 9.6

Date of Last Update:

November 19, 2012

Approved By:

- President's Cabinet

Responsible Office:

Inclusion and Equity/Office of Affirmative Action

POLICY STATEMENT

Possessing and mastering a range of thoughtful perspectives is necessary for open inquiry, a liberal education, and a healthy community. Recognizing this, the University seeks to include, engage, and support a diverse group of students, faculty, and staff. The institution values a multiplicity of opinions and backgrounds, and is dedicated to incorporating multiple voices and experiences into every aspect of its operations. We are committed to building institutional capacity and strengthening our liberal education through providing an inclusive environment for all of our University constituents.

Purpose

Many University students, staff, and faculty observe religious traditions from a variety of religions. This Religious Inclusion Policy (“Policy”) acknowledges the right of students, staff, and faculty to engage in religious observances. The University is committed to accommodate the exercise of that right.

The University acknowledges that conflicts in scheduling mandatory academic requirements and employment obligations with religious observances are inevitable. Although the University does not observe religious holidays, it recognizes that there are a number of religious holidays that affect significant numbers of our students, staff, and faculty. This Policy is intended to provide clarity to students, staff, and faculty who seek accommodation to practice their faith.

PROCEDURES

Accommodations

Grand Valley State University will make a reasonable effort to allow its students, staff, or faculty to be away from work or a class to observe their religious beliefs, except where accommodating the request would result in undue hardship on the University in its mission, operation or in meeting its academic standards. The University provides quiet areas for student, staff, and faculty reflection, meditation, and prayer. A list of these quiet areas may be found on the Inclusion and Equity webpage.

Faculty should be sensitive to the observance of religious holidays so that students who miss classes to practice their faith are not disadvantaged. A list of religious holidays is found on the Inclusion and Equity website. Please note that this list is meant to be inclusive of most major

religious traditions (although certainly not comprehensive), and that religious holidays have no official status at the University.

Faculty should make every effort to avoid scheduling examinations or assigning work that is due on religious holidays. Some religious holidays begin at sundown on the evening before the published date of the holiday. Consequently, faculty should avoid scheduling late afternoon exams on these days.

Faculty shall not penalize any student who has properly notified the faculty member by complying with the Request Accommodation Procedure for his/her absence in classes, examination, or assignments. Faculty should accept a student's claim of a scheduling conflict on religious grounds at face value. If class attendance is required by the faculty member, classes missed to observe a religious holiday may not be counted as an absence.

Faculty must provide a reasonable opportunity for such a student to make up missed assignments and examinations within a reasonable time period before or after the student's absence, provided the student has properly notified the faculty member by submitting a Request Accommodation Form. Faculty must give the student the opportunity to do appropriate make-up work that is no more difficult or time-consuming than the original exam or assignment.

Nothing in this Policy, however, exempts a student from meeting course requirements or completing assignments. The faculty member may respond appropriately if the student fails to satisfactorily complete the make-up assignment or examination.

Further, when scheduling university events and activities, such as Family Weekend, Commencement, Convocation, and University sponsored conferences, planners should consult the list of religious holidays on the Inclusion and Equity website before selecting the date and time to ensure inclusiveness.

Religious Accommodation Procedure

All requests for accommodation for religious observance should be made in the following manner:

Students: Faculty should inform students of all examination dates and assignment deadlines at the start of each semester in the class syllabus. If a conflict with a religious observance exists, students must request a religious accommodation from their faculty within the first two weeks of each semester or as soon as reasonably possible after the instructor announces a particular mandatory class, examination, or assignment so that alternative arrangements can be made for any class, examinations, or assignments missed. If an accommodation is needed within the first two weeks of the semester, the student must provide the faculty member with reasonable advance notice of the need for accommodation. Requests for accommodation must be made

through a Religious Accommodation Form, which may be found at the Dean of Students Office, the Office of Affirmative Action or under “Forms” at www.gvsu.edu/inclusion. It is the student’s responsibility to provide faculty with reasonable notice of the need for accommodation and the timing of the notice may be taken into account in determining whether granting the request would create an undue hardship.

The faculty member and the student should discuss and agree upon what would constitute a reasonable accommodation in each given case. If the student and faculty member agree upon an accommodation, the accommodation must be carried out and disclosed on the Religious Accommodation Form. The completed Religious Accommodation Form shall be filed by the faculty member in the Dean of Students Office.

If the student and faculty member cannot agree on an accommodation, either party may bring the matter to the Unit Head to determine the accommodation. Either party may appeal the Unit Head’s decision to the Dean, who will make a final binding decision.

Where a student has obligations to a placement site (e.g. internships), that student must also work out arrangements with the placement site to make up for missed responsibilities or duties.

Staff: The use of vacation and personal leave is governed by the staff member’s respective Board of Trustees’ Policies, Staff Handbook, or Collective Bargaining Agreement. Vacation days requested for the express purpose of religious observance will not be unreasonably denied by the staff member’s supervisor if the staff member has accrued vacation leave or is eligible for personal leave and the granting of leave or vacation time will not result in undue hardship for GVSU.

Faculty: The use of vacation and personal leave is governed by the Faculty Handbook. Requests by a faculty member for leave for religious accommodation, however, shall be considered under this Policy if the faculty member has made arrangements for any missed classes and the granting of the leave will not result in undue hardship for GVSU. Faculty that miss class time due to a religious observance must make alternate arrangements for that time with his or her Unit Head. If the Unit Head denies the request, the faculty member may appeal to the Dean, who will have final decision authority over the request.

Nothing in this Policy exempts a GVSU faculty or staff member from fulfilling their job responsibilities.

Confidentiality

Although discretion will be exercised, a guarantee of confidentiality or anonymity cannot be made because the determination of a reasonable religious accommodation will involve discussions with other parties. Information about the request for religious accommodation will be revealed only as

the deliberation process requires. Discretion will be observed to the extent permitted by law and that is consistent with protecting the welfare of the students, staff, and faculty and the interests of the University.

Retaliation

Any attempt to retaliate against an individual who files a religious accommodation request or otherwise utilizes this Policy is prohibited.

WEB ACCESSIBILITY POLICY

PC 9.7

Date of Last Update:

November 12, 2018

Approved By:

- President's Cabinet

Responsible Office:

Equity, Planning, and Compliance Unit

POLICY STATEMENT

Grand Valley State University is committed to the fundamental academic principles of equity and accessibility by providing all students and staff with equitable access to the University's programs, services, events and staff development activities. The aim of this policy is to support an inclusive academic environment by incorporating design concepts that reduce or remove barriers to our websites or to provide equally effective alternative access.

This policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the University's goals and ensure compliance with applicable law. The University has assigned web accessibility responsibilities to its Americans with Disabilities Act Coordinator and Web Manager, or their designees.

This policy applies to all official web pages and associated web-based services developed by or for a college, school, department, program, or unit of the University.

The University will ensure that new online content and functionality developed, procured, or used will be fully accessible to individuals with disabilities. This action will include any staff training that may be necessary to ensure full implementation.

All new web pages published by any University college, school, department, program, or unit on or after the effective date of this policy must conform to [WCAG 2.0 Level AA Technologies Accessibility Standards](#) and this policy.

For existing online content, the University has: developed a strategy for identifying inaccessible content and functionality for individuals with disabilities; developed a notice to person with disabilities regarding how to request that the University provide access to online information or functionality; prominently posted this notice on its home page and throughout its website; and developed a process to ensure that, upon request, inaccessible content and functionality will be made accessible in an expedient manner.

Each web site must contain a link to report accessibility issues, or to request an accessible version, should users have trouble accessing content within the site. This would usually be the site administrator or content author.

PROCEDURES

Training

Accessibility training will be provided and required of all faculty, staff and other authorized representatives prior to being given access to manage any online content through the Content Management System (CMS) or through remote access to a web server (FTP, SFTP, SSH, etc.).

This training will help content administrators produce accessible content, and assess and correct content that may be inaccessible. All content administrators will be required to attend Accessibility Training on an annual basis as long as they manage online content.

Enforcement

If necessary, at the discretion of the Web Accessibility Coordinators or their designees, some or all non-compliant portions of the web pages and resources may be taken offline, or brought into compliance by designated staff or contractors.

Purchasing of Outside Content

All web-based content and systems, whether developed internally or obtained from third-parties that the University chooses to make available, is expected to conform to accessibility standards set forth in this policy. Accessibility of these technologies should be verified by University staff with demonstrated ability in accessibility evaluation. This verification process should be accomplished through hands-on evaluation of the product, prior to purchase.

When evaluating third-party products, it is advisable to choose the most accessible product in the space. However, not always will there be accessible choices, or the most accessible choice may

not align with other dominant selection criteria. In cases where a product with limited accessibility has been purchased, interim, equivalent accommodations documented in an approved ADA exception should be in place until the service can be made accessible.

Contact Information

Any concerns with the accessibility of online content should be directed to the Americans with Disabilities Act Coordinator, 4035 James H. Zumberge Hall, 616-331-3296 and/or Web Manager, 2090 James H. Zumberge Hall, 616-331-2525 or their designees who serve as the University's Web Accessibility Coordinators. You may also utilize the Section 504 and Title II grievance procedures found at <http://www.gvsu.edu/accessibility>.

MINORS ON CAMPUS POLICY

PC 9.8

Date of Last Update:

August 20, 2018

Approved By:

- President's Cabinet

Responsible Office:

Human Resources

POLICY SCOPE

“Grand Valley is committed to strengthening our living, learning, and working environment by recognizing and removing the barriers to full participation and providing a safe, inclusive, vibrant community for all.” -- *Inclusiveness* core value section of [the University's Strategic Plan](#).

Grand Valley State University is committed to being a safe and healthy environment for all. This includes students, faculty, staff, and campus visitors, especially those who are minors. As a public university open to everyone, the University welcomes children and teenagers on our campuses for a variety of programs and activities planned by the University or by outside organizations. In all situations, adults are expected to be positive role models for minors, acting in a respectful and responsible manner consistent with the mission and values of the University. To promote this vision, the University publishes and enforces policies, procedures, and guidelines that have the goal of promoting health, safety, and security for [minors on our campuses](#).

“Minors” are persons under the age of eighteen (18), and the term “Minor,” “Minors,” “Child,” and

“Children” are used interchangeably in this policy. Further definitions may be found below. This policy addresses the following situations:

- A Minor will be physically present and participating in a University-sponsored program or activity, either taking place on University property or under the authority and/or direction of the University at other locations (this includes academic and sports camps);
- A Minor child will be physically present and participating in a program or activity at the University that is sponsored by a third party (this includes programs for K-12 students sponsored by a school system);
- A Minor is enrolled in one or more courses on campus, either as a matriculated student, a guest student from another institution of higher education, or a dual-enrolled student; or,
- Other events where Minors are physically present at the University, such as situations when parents/legal guardians are expected to accompany and provide supervision to Minors in their care (this includes Admissions activities and events and performances open to the public).

POLICY STATEMENT

I. Requirements of Programs that Involve Minors

Programs are typically workshops, sports camps, academic camps, conferences, and similar activities. Some activities that are exempt from Section I can be found in Sections III-V.

A Sponsoring Unit offering or approving a [Program](#) that involves Minors or provides University housing for Minors participating in a Program, whether utilizing University housing or not, shall abide by the following:

1. Waiver or release forms: participation, medical treatment, use of photographs and other media: All Minors participating in a University Program must provide a waiver or release form for participation in the program, medical treatment authorization, and use of photographs and other media by the University. This can be one form or several, and all forms must be signed by a [Parent, Legal Guardian, or Foster Parent](#) prior to their participation in a Program.
2. Behavior of Minors on Campus. Minors are to be held to the same standards of behavior expected of enrolled students, as described in [University policies](#).
3. Information maintained by Programs. All Programs shall maintain an up-to-date list of all Program times and dates, locations, attendance information (names, ages and emergency contacts for Program Participants); list of all Authorized Adults, documentation of their training (item #5 below) and background check (item #6 below) for the Program; and a Program contact, so that in the event of an emergency, appropriate measures may be

taken. All Programs must establish a procedure for the notification of a Program Participant's Parent/Legal Guardian/Foster Parent in the case of an emergency, which might include medical or behavioral issues involving the Minor, or changes in the Program due to unforeseen and significant disruptions. Parents/Legal Guardians/Foster Parents must also be given contact information in a manner in which the Program Participant can be contacted while the Program is in session. All information, including release forms, shall be retained by the Sponsoring Unit for five years after the Program ends.

4. Supervision of Minors. All Programs must provide adequate supervision of Minors while they are on Campus. One-on-One Contact with Minors is discouraged, unless in public spaces. In general, it is required that two or more Authorized Adult will be involved in activities where Minors are present. Parents/Legal Guardians/Foster Parents may sign a waiver giving consent for their Child to be alone with an Authorized Adult. (For example, if music lessons are being provided by an adult instructor.) Exceptions in rare circumstances may also be granted (see below).
5. Training of Authorized Adults. Each [Authorized Adult](#), who is not the Minor's Parent, Legal Guardian, Foster Parent or an adult designated by the Parent or Legal Guardian, who will be participating with Minors in a Program, shall complete training in the conduct and reporting requirements of this policy. This training is given to maximize the protection of Minors from abuse of any kind. The appropriate vice president, dean, unit head, or area director may enhance and/or supplement the required training Program to meet specific needs of the particular Program involved. Documentation that the Authorized Adults have been trained should be maintained by a designated and identified member of the Program's Sponsoring Unit for five years.
6. Background checks of Authorized Adults. All Authorized Adults in the Program must complete and submit the Authorization for Release of Information for Background Check form to Human Resources. Background checks must be completed every five years. (See also [PC 10.7 Volunteers Policy](#), for Authorized Adults who are not University employees.)
7. Procedures for release of Minors. All Programs must establish a procedure for the pick-up and drop-off of Program Participants, specifying times and locations. The Authorized Adult(s) overseeing the pick-up and drop-off of Program Participants shall remain at the specified location until all Minors have been released. If a minor is not picked up, the Authorized Adult(s) will contact the parent or guardian, the program director and finally, Grand Valley Department of Public Safety if needed.

In rare circumstances, strict adherence to this policy's requirements may not always be feasible or be the best practice for managing risk. If a Program can justify an exception in consultation with and with approval from Human Resources, or, when appropriate, obtain written consent by the Parent/Legal Guardian/Foster Parent for the parameters applicable to the Program, certain

requirements under this policy may be waived. Such waivers will be considered on a case-by-case basis.

II. Conduct Requirements of Authorized Adults

All Authorized Adults, participating in Programs and activities covered by this policy, should be positive role models and act in a caring, honest, respectful, and responsible manner. They are required to comply with all applicable laws and University policy. In addition, at all times, they shall:

1. In general, avoid One-on-One Contact with Minors, unless in public spaces. Two or more Authorized Adults must be involved in Programs where Minors are present unless a waiver has been signed or an exception has been granted.
2. Have separate accommodations from the Minors. An Authorized Adult should not have One-on-One Contact by entering a Minor's room, bathroom facility, or similar area without another Authorized Adult in attendance.
3. Not take photographs or digital images of Minors other than specified in the waiver for photography (see Section I.1).
4. Not engage in private communication not pertaining to Program matters with a Minor by email, telephone, text message, social media, or any other method at any time, except when there is a clear educational purpose and the communication is consistent with the mission of the University.
5. Not meet with Minors outside of established times for Program activities. Any exceptions require written Parent/Legal Guardian/Foster Parent authorization and must include more than one Authorized Adult from the Program.
6. In the presence of a Minor or during any University Program, not engage in any sexual activity or romantic conversations, or sexually explicit comments.
7. Not possess, have within reach and/or share sexually-oriented printed or computerized or portable materials (magazines, cards, videos, films, clothing, smartphones, etc.) in any form available to Minors participating in Programs or activities covered by this policy or assist them in any way in gaining access to such materials. The one exception would be legitimate sexual education Programs in which the Minor's Parent/Legal Guardian/Foster Parent have given prior written consent.
8. Not engage in abusive conduct of any kind toward, or in the presence of, a Minor. For example, no Authorized Adult shall strike, hit, administer corporal punishment or touch in an abusive or illegal manner any Minor. If necessary, touching should only be in the open, in response to the Minor's immediate physical needs, for a purpose that is consistent with the Program's mission and culture, or for a clear educational, development, safety, or health-related purpose (i.e., treatment of an injury).

9. Not possess fireworks, firearms, knives, or other weapons, unless being used for an officially sanctioned and approved instructional Program. (See also the Weapons policy [[PC 6.27](#)].)
10. Not transport Minors, except as specifically authorized in writing by the Minor's Parent/Legal Guardian/Foster Parent, or in the case of an emergency.
11. Not engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs, during such Programs or activities. (See also the Alcohol and Other Drugs policy [[PC 5.1](#)].)
12. Respect and adhere to any resistance from the Minor unless it is a life- threatening emergency.
13. Not continue to participate in Programs or activities if an allegation of prohibited or illegal conduct has been made against an Authorized Adult covered by this Policy until such allegation has been satisfactorily resolved and future participation in Programs is permitted by the University.
14. Not engage in any activity that violates the policies of the University (www.gvsu.edu/policies). This includes the harassment policies [[PC 9.1](#), [PC 9.3](#)], the Sexual Misconduct policy [[PC 9.4](#)], and the Religious Inclusion policy [[PC 9.6](#)].

Those who do not meet the prescribed standards of behavior may be asked to leave the Campus and/or Program and may be subject to expulsion from the Program, suspension of attendance, being issued a "no-trespass" order by Public Safety, or disciplinary action up to and including termination of employment. (See also Section VII of this policy.)

The behavioral requirements in this policy are not meant to preclude enrolled University students from developing appropriate friendships with Minors who are close in age to the enrolled student; rather, the requirements are meant to protect Minors from abusive or illegal contact and inappropriate relationships.

III. Third Party Programs Held on University Property

Third Parties using University facilities for events that involve Minors shall operate within all policies and requirements to use University facilities. In addition, adults who interact with Minors in these activities shall conform to the conduct requirements in Section II of this policy.

IV. Minors Enrolled in Courses

Minors who are matriculated students of the University, guest students from other institutions, or dual-enrolled students are subject to all [university policies](#). Adults who interact with Minor students (e.g. faculty teaching courses, academic advisors) are also subject to all [university policies](#). and shall conform to the conduct requirements in Section II of this policy. The requirements of Section I of this policy do not apply.

V. Minors at the University Who Are Not Participating in a Program

1. Minors brought to Campus by an employee, student, or visitor, and who are not participating in a Program by a Sponsoring Unit, are the sole responsibility of the employee, student, or visitor. The person bringing the child to Campus is responsible for all aspects of the Minor's behavior including the Minor's safety and is financially responsible for any damages caused by the Minor.
2. Minors are permitted at events and venues open to the public. However, the University reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised Minors.
3. In the event a Minor is on Campus and 1) is unsupervised by an adult, 2) they are not a Participant in a University Program, and 3) they are not a Participant in a Third Party Program (Section III), they may be required to leave the Campus.

Activities for which this Section V of the policy is relevant include:

- Events or performances on Campus that are open to the general public (e.g., athletic competitions, plays, concerts);
- Pre-enrollment visits such as admission, recruiting, and orientation events;
- Services provided by the Campus Health Center or other similar On-Campus clinical services during which a Minor is under the supervision of a Parent/Guardian/Foster Parent or a clinical provider;
- Non-residential field trips to Campus supervised by a Minor's school or organization;
- Private, personal events (e.g., birthday parties, weddings) for which the user has a separate, signed agreement with the University to use space on Campus.

The following activities are exempt from this policy: Off-campus clinical, practicum, internships, student teaching, or similar experiences in which (1) University students (undergraduate or graduate) interact with Minors as part of the experience and (2) are supervised by a third party. This also includes Off-Campus events in which registered student organizations participate with third-party organizations.

VI. Reporting Requirements

Reporting requirements of suspected child abuse or other illegal conduct towards a Minor shall be in accordance with applicable federal, state and local laws. In particular, see:

- [State of Michigan Department of Health and Human Services rules on reporting abuse and neglect](#). (This page includes indicators of child abuse and/or neglect and the State of Michigan's definition of "Mandatory Reporters".)

Individuals who witness or suspect child abuse should not conduct an investigation or delay in

notifying the appropriate authorities **via 911**. Such actions could taint any appropriate criminal or administrative investigation and render evidence inadmissible.

In addition, the University's Police Department/Public Safety site provides up-to-date definitions of unlawful behavior:

<https://www.gvsu.edu/gvdpd/title-ix-and-campus-security-authority-report-141.htm>

VII. Additional Considerations

1. When an Authorized Adult or other person has been alleged to engage in inappropriate conduct with a Minor, that individual must discontinue any further participation in Programs covered by this policy until such allegation has been satisfactorily resolved and he or she has been given written permission by the University to participate again in Programs. Resolution of the allegation will involve appropriate investigatory steps, and any written permission to continue participation (or participate in the future) in a Program covered by this policy must be coordinated with Human Resources.
2. Any person that requires accommodations due to a disability, while visiting campus must inform the Sponsoring Unit of their needs.

VIII. Interaction with Other Standards, Practices, and Requirements

Nothing in this policy is meant to supersede or replace the standards of practice of other entities in responding to child abuse, suspected incidents of child abuse or threats of child abuse. Satisfying the requirements of this policy does not relieve a person from any obligation to follow the protocols of another entity that may apply to the particular incident. Individual University units maintain the discretion to impose safety measures beyond those required by this policy on University Programs they sponsor or oversee. Additionally, all state and federal requirements must be followed.

PROCEDURES

Human Resources may develop forms and [guidelines](#) to assist Programs that wish to work with Minors on Campus. In addition, Human Resources will conduct random audits annually to ensure compliance with this policy.

DEFINITIONS

Definitions

1. "Authorized Adult" is an individual, age 18 and older, paid or unpaid, who supervises, chaperones, or otherwise works with Minors in Program activities, or recreational, and/or residential facilities. This includes but is not limited to faculty, employees, student employees,

staff, [volunteers](#), graduate and undergraduate students, interns, teachers, employees provided by temporary agencies, third-party hosts, and independent contractors/consultants. The role of Authorized Adult may include positions such as counselors, chaperones, coaches, instructors, and other similarly situated persons. Temporary guest speakers, presenters and other individuals who have no direct contact or only incidental contact with Program Participants, other than as short-term activities supervised by Program staff, are not considered Authorized Adults but are still expected to conform to the conduct requirements in Section II of this policy.

2. “Campus” includes all domestic real property owned or leased by the University and can include any of its campuses.

3. “Parent” is the natural Parent or adoptive Parent as recognized under the law, of a Minor child whose parental rights and responsibilities have not been terminated under applicable law. “Legal Guardian” is any person appointed under applicable law to have the care and management of the person, the estate, or both of a Minor. “Foster Parent” is a person appointed by the court to temporarily provide the care and management of the minor child.

4. “One-on-One Contact” is personal, unsupervised interaction between any Authorized Adult and a single Program Participant Minor without at least one other Authorized Adult, Parent or Legal Guardian being present. Unless in public spaces, such contact is to be avoided by all adults on Campus, whether considered an Authorized Adult under this policy or not.

5. “Program” or “Programs” are programs and activities offered by various academic or administrative units of the University, whether on University property or not, that potentially will include Minors as Program Participants. This includes but is not limited to workshops, sports camps, academic camps, conferences, and similar activities.

6. “Program Participants” are Minors who are involved in University-sponsored Programs both on and off Campus.

7. “Sponsoring Unit” is the academic or administrative unit of the University that offers a Program or gives approval for housing or other use of facilities.

CONFLICT OF INTEREST POLICY

PC 10.1

Date of Last Update:

August 13, 2012

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

In the pursuit of its mission, Grand Valley State University through its Board of Trustees, President's Cabinet, faculty, staff and other representatives operates with the highest level of ethical behavior including, but not limited to, acting with integrity, reasonableness and fairness in our dealings, and avoiding bias or undue influence. Consistent with these values, the Board of Trustees has adopted institutional policies for identifying and managing potential, actual and perceived conflict of interest situations:

- Grand Valley State University Board of Trustees' Policies BOT 4.1.6: Conflict of Interest

1. **Employment.** Appointment of any relative of a faculty or staff member must be approved by the president in advance of the appointment in order to insure that no conflicts of interest exist. Each appointing officer must insure that no conflicts of interest exist in matters of appointment, retention, promotion, termination, assignment or other conditions of employment for relatives of faculty or staff members within his or her unit.
2. **Financial.** It shall be the responsibility of the president (or his/her designee) to insure that conflicts of financial interest do not occur, and to take such steps to protect the university as seem to be required. The university respects the rights of its faculty and staff members in their activities outside their employment, which are private in nature and which in no way conflict with or reflect upon the university.
3. **Political Candidates or Office Holder.** The university affirms the rights of its faculty and staff members as citizens to be active in political affairs, which do not conflict with the professional standards and ethics of their employment. It shall be the responsibility of the president (or his/her designee) to ensure that conflicts involving professional standards and ethics do not occur with Grand Valley State University faculty and staff members who are political candidates or office holders, and to take such steps to protect the university as may be required

- Grand Valley State University Board of Trustees' Policies, 6.16: Economic Development

Consistent with its public service mission, the University has a responsibility for supporting the economic development of the state, particularly west Michigan through a variety of initiatives including but not limited to the Van Andel Global Trade Institute, the West Michigan Science and

Technology Initiative through the Grand Rapids SmartZone and the Muskegon SmartZone. These efforts will involve the development and commercialization of intellectual property using University resources, which may result in royalty or ownership interests for the benefit of the University. In compliance with MCL 15.321 et. seq, the President must review any conflict of interest and authorize such activities as may be deemed necessary when the University is an interested party in the joint development or commercialization of intellectual property with any employee of the University or a business in which the University employee has an equity interest. The President shall report his/her approval of such conflicts, including a summary of the issues and the rationale for his/her decision, at the next regularly scheduled board meeting, and shall make an annual report of all such conflicts.

PROCEDURES

In addition to the policy obligations described above, the University requires compliance with procedures to avoid or address conflicts of interest as provided by the following offices:

Refer to the [Procedures for Conflicts of Interest table](#).

LEGAL SERVICES POLICY

PC 10.2

Date of Last Update:

March 03, 2015

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

Pursuant to Grand Valley State University Board of Trustees' Policies BOT 10.2 approved by the Board of Trustees, the President has designated that legal services be coordinated through one administrative office, the Division of Legal, Compliance and Risk Management. All legal services for Grand Valley State University shall be provided through the [Division of Legal, Compliance & Risk Management](#), either by its legal staff, by outside counsel retained by this Division or both. All requests for legal services on behalf of the University must be directed to this Division. The

Division of Legal, Compliance and Risk Management provides legal counsel and assistance exclusively to Grand Valley State University representatives regarding University matters.

Personal legal advice or representation with regard to a personal matter should be privately retained and paid for by other than University funds.

FREEDOM OF INFORMATION ACT POLICY

PC 10.3

Date of Last Update:

October 26, 2015

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

Section 1 of the Michigan Freedom of Information Act ("FOIA" or "the statute") provides, "It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process."⁽¹⁾ To that end, all people, excluding prisoners, are allowed to file FOIA requests with a Grand Valley State University (the "University"). A requester must simply file a request in writing with the University's FOIA Coordinator, and the University will begin processing his or her request.⁽²⁾

The University, in its initial response, will do one of the following within the timeframe permitted by the statute: grant the request, partially grant the request, deny the request, inform the requester that additional time is needed, require a fee deposit prior to further processing, or inform the requester that the requested record has not been sufficiently described.

If a request is denied or partially denied, the University will explain why the documents have not been released and inform the requester of his or her challenge and appeal options.

A fee deposit will be required when processing a request that will require significant University employee time and resources. The University will notify the requester of the estimated cost and

provide a non-binding, best efforts estimate of the time it will take to complete the processing of the request. It is possible that after further processing of the request, the University will determine that the cost of processing the request is significantly less or greater than the estimated cost. If that is the case, the University will notify the requester to allow the requester to determine whether and how he or she wants to proceed with the request.

After the University receives a required deposit, it will make every effort to provide the requested documents within the time estimate provided. Requesters must understand, however, that at any given time, the University is processing multiple requests and cannot devote all of its time to one particular request.

If a requester feels that he or she was wrongly denied responsive documents, he or she may appeal to the Head of the Public Body, which for the purposes of these Procedures and Guidelines is the Vice President and General Counsel, or file a civil action. If a requester believes that the University has required a fee that exceeds the amount permitted under the Procedures and Guidelines, he or she may file a civil action. Requesters are also always free to contact the FOIA Coordinator at 616-331-2067 or foia@gvsu.edu with any questions about the processing of their requests. Detailed Procedures and Guidelines follow.

PROCEDURES

1. How to submit a FOIA request to the University

a. A FOIA request must be submitted in writing to the FOIA Coordinator in the Division of Legal, Compliance & Risk Management. The request may be transmitted in hard copy, by email, or by facsimile.

b. The University's FOIA Coordinator address 4068 James H. Zumberge Hall, Grand Valley State University, Allendale, MI 49401. The email address is foia@gvsu.edu. The fax number is (616) 331-3950.

c. A request should describe the record(s) sought sufficiently to enable the University to find the record(s) and should provide the requester's contact information.

d. Requests should state that they are submitted pursuant to the Michigan Freedom of Information Act.

e. Requests received electronically are deemed received the next business day. A business day is defined as Monday through Friday, exclusive of holidays and institutional closure days.

f. If a request is delivered to the FOIA Coordinator's junk mail folder, the request will be deemed received one business day after the FOIA Coordinator becomes aware of the request. The FOIA

Coordinator will check the junk mail folder at least once per week.

2. Responses to FOIA requests to the University

a. The University will respond to a FOIA request within five (5) business days of the FOIA Coordinator receiving the request.

b. A response will consist of one or more of the following:

i. A granting of the request

ii. A partial granting of the request, and a partial denial because some or a portion of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure

iii. A complete denial of the request because all of the records do not exist, are not in the possession of the University, and/or are exempt from disclosure

iv. A notice that more time is needed to process the request

1. If more time is needed, the University will send out a follow up response within 10 business days of the initial response.

v. A notice that a fee deposit is required prior to further processing

1. If a fee deposit is required, the University will include in its response a non-binding, best efforts estimate regarding the time it will take to provide the records to the requester.

vi. A notice that the record(s) sought has (have) not been sufficiently described to enable the University to locate the record(s).

c. The response will state the FOIA exemptions under which any information and/or documents are withheld, if applicable.

d. If any part of a request for records is denied for any reason, the response will set forth the procedures for appealing the denial.

3. Deposit Requirements

a. A fee deposit will be required when the processing of a request will result in fees equal to or greater than \$50.00.

b. The required deposit will equal up to 50% of the estimated cost of fulfilling the request as calculated at the time of the initial response.

c. If the University requires a deposit, it will not process the FOIA request further until the deposit is paid.

d. If a deposit is not received by the FOIA Coordinator within 90 days of the initial notice, the

request will be considered withdrawn.

e. If, after receipt of the deposit and further processing of the request, the University learns that the processing costs will be significantly different from the estimated costs, the University will so notify the requester. Where the actual effort to search for, review and separate exempt material significantly exceeds the original estimate, the University will notify the requester. The requester may choose to receive a revised fee deposit notice, or limit his/her original request to those records, which may be processed within the time stated in the original fee estimate.

f. A person who makes a FOIA request for which a deposit is required may withdraw that FOIA request without charge instead of paying the required deposit. Failure to pay the deposit will be deemed a withdrawal of the FOIA request.

g. The University will treat multiple concurrent FOIA requests on the same topic(s) and/or regarding the same record keeper(s) and from the same person as one FOIA request for purposes of determining whether the fee is below \$50.00.

h. Where a requester who has not paid the final fee for the processing of an earlier request files a new FOIA request, the University may require a deposit of all (100%) of the estimated fees for processing the subsequent request prior to processing the subsequent request.

4. Calculation and Payment of Fees

a. Fees are calculated by adding together the following costs:

i. The labor costs for searching for, locating, and examining responsive records

ii. The labor costs for review, separation, and deletion of exempt information from non-exempt information

iii. The cost of non-paper physical media, if used

iv. The cost per copy of paper copies, not to exceed \$.05/page for standard 8 ½ x 11 inch paper

v. The labor costs directly associated with duplication or publication, which may include copying to non-paper media

vi. The cost of mailing

b. Final fees for responding to a FOIA request will be billed when the University responds to the FOIA request. A detailed FOIA fee itemization form will be provided by the University with the response. The amount invoiced must be paid within ninety (90) days. The University reserves the right to require payment in full of all fees incurred in processing a FOIA request before delivering the final, responsive documents.

c. The University's decision to deny access to public records sought by a FOIA request because

those records are, in whole or in part, exempt from disclosure does not excuse the person who files that FOIA request from payment of fees for the work undertaken by the University in response to that request.

d. The University may waive or reduce the fees it is authorized to charge if it determines that a waiver or reduction of the fee is in the public interest because responding to the FOIA request can be considered as primarily benefiting the general public.

e. Fee reductions or waivers are required in certain instances involving proven indigence or non-profit organizations. The University will apply these reductions or waivers in accordance with the statute.

5. Procedures for Challenge and Appeal

a. If the University denies a request in whole or in part, the requester may:

i. Submit an appeal to the Head of the Public Body, which for the purpose of these Procedures and Guidelines is the Vice President and General Counsel, in writing, via the FOIA Coordinator, using the contact information listed in Item 1, above. The appeal must specifically use the word “appeal” and identify the reason(s) the requester seeks reversal of the denial. The Head of the Public Body must respond to the appeal within ten (10) business days by doing one of the following:

1. Reversing the FOIA Coordinator’s decision
2. Upholding the FOIA Coordinator’s decision
3. Reversing in part and upholding in part the FOIA Coordinator’s decision
4. Issuing a notice of extension for not more than ten (10) additional business days.

ii. Commence a civil action in the Court of Claims within one hundred eighty (180) days after the University’s final determination to deny a request.

b. If a requester believes that the University has required payment of a fee that exceeds the amount permitted under these Procedures and Guidelines, he or she may commence an action in the Court of Claims for a fee reduction within forty five (45) days after receiving the notice of the required fee.

c. If a requester has questions regarding any FOIA response, including estimated fees or actual fees assessed, the requester should not hesitate to contact the FOIA Coordinator by email foia@gvsu.edu or telephone 616-331-2067.

FOOTNOTES

(1) M.C.L.A. 15.231.

(2) Verbal requests for information are not FOIA requests for purposes of these Procedures and Guidelines. If a verbal request for information is received by a University employee who knows that the information is available on the University's website, the employee, where practicable, will inform the requester about the University's website address

(3) The University has determined, consistent with FOIA, that failure to charge fees in situations where the fees would be equal to or greater than \$50.00 would result in unreasonably high costs to the University.

(4) A copy of the standard form that the University uses for fee itemization, with additional explanatory information, is attached to these Procedures and Guidelines.

(5) Labor costs will be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. The labor is charged at the hourly rate of the lowest paid University employee capable of doing the work, plus fringe benefits, if applicable. If it is not possible for the work to be done by a University employee, the University will contract the work out and charge per the provisions of the statute.

GROUND AND FACILITY USE POLICY

PC 10.4

Date of Last Update:

September 06, 2017

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

I. Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University ("the University") has the responsibility to serve as a public institution of higher education. To carry out this Constitutional mandate, the University owns and/or controls property and facilities. The University has established the following grounds and facility use policy to ensure the University's educational mission is actualized, while allowing for the exchange of ideas.

This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.

For purposes of this policy, the term "Expressive Activity" includes:

1. Meetings and other group activities of students and student organizations;
2. Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
3. Distributions of literature, such as leafleting and pamphleting; and
4. Any other expression protected by the First Amendment to the U.S. Constitution.

University property is primarily dedicated to academic, student life and administrative functions. But it also represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other Expressive Activities. For students and registered student organizations, certain areas of campus are venues for free expression, including speeches, demonstrations, and the distribution of literature, as provided by this policy.

The University shall not consider the content or viewpoint of the Expressive Activity or the possible reaction to that Expressive Activity in applying this policy. The University shall not impose restrictions on students, student organizations, or university employees due to the content or viewpoint of their Expressive Activity or the possible reaction to that Expressive Activity. In the event that other persons react negatively to a student's, registered student organization's, or university employee's Expressive Activity, the University (including representatives from the Department of Public Safety) shall take all necessary steps to ensure public safety while allowing the Expressive Activity to continue, unless the University's operations are materially and substantially disrupted.

No Expressive Activity shall be permitted to violate or hinder the rights of others within the campus community.

The University does not assume any obligation or responsibility for the content of the materials distributed.

PROCEDURES

II.

A. General Rules.

Subject to the additional rules set forth herein, students and student organizations shall be allowed to conduct Expressive Activities on University property within the following parameters:

1. The Expressive Activity does not block access to campus buildings and does not impede

ingress or egress to the University, any University property, parking lot, building, facility, or event (generally a minimum of 25 feet).

2. The Expressive Activity takes place at least 50 feet from academic buildings.
3. The Expressive Activity does not obstruct vehicular or pedestrian traffic.
4. The Expressive Activity does not constitute unlawful activity.
5. The Expressive Activity does not create a clear and present threat to public safety.
6. The Expressive Activity does not take place in a location that has already been reserved by the University, a registered student organization, or an outside organization.
7. The Expressive Activity does not use any amplification devices.
8. The Expressive Activity does not include posting materials on University property, except as provided by the University Posting Guidelines (<http://www.gvsu.edu/posting/>).
9. The Expressive Activity does not include soliciting or accepting donations, except as provided in this policy.
10. The Expressive Activity takes place between the hours of 8 a.m. and 5 p.m., except as otherwise provided in this policy. Gatherings at the Carillon Tower or the Transformational Link may take place until 11 p.m.
11. Distribution of printed materials must be done in person.
12. Individuals and/or groups engaged in Expressive Activity are responsible for picking up any printed materials dropped on the ground around the areas of distribution. The University may charge such individuals and/or groups a reasonable clean up fee if they fail to do so.
13. Parking lots, ramps, and garages are not designated or suitable for Expressive Activities, and windshield flyers are not permitted.
14. Individuals and/or groups engaging in Expressive Activity agree to pay for any damage they cause to University property.
15. For University employees, the Expressive Activity addresses a matter of public concern.
16. The Expressive Activity does not violate the Michigan Campaign Finance Act.

This policy shall not apply to any person or organizations desiring to sell merchandise or services on campus. Any person or organization desiring to sell merchandise or services on campus should contact the Event Services Office at 616-331-2350.

B. Outdoor Locations.

For outdoor University areas, students, registered student organizations, and employees may freely engage in spontaneous Expressive Activities provided that such activities are in compliance with all other provisions of this policy.

Students and registered student organizations may reserve outdoor University facilities to solicit and accept donations for charitable causes or to engage in other Expressive Activities.

C. Indoor Locations.

For indoor University facilities and areas, students, registered student organizations, and University employees may freely engage in spontaneous Expressive Activities subject to the following conditions:

1. Distribution of written or printed materials, such as leafleting or pamphleting, and petitioning for signatures may be conducted at all outdoor locations and the indoor locations specified in this policy.
2. Guests may speak at indoor locations as long as they are invited by a student or a registered student organization.
3. The Expressive Activities are in compliance with all other provisions of this policy.

Students and registered student organizations may use the Kirkhof Center for the following activities:

1. Students and registered student organizations may reserve space in the Kirkhof Center for any proper purpose, including, but not limited to, to promote a cause or event, to promote a student organization, or to solicit and accept donations for charitable causes.
2. Distribution of written or printed materials, such as leafleting or pamphleting, and petitioning for signatures may be conducted inside the Kirkhof Center, as long as the student or registered student organization reserves the space pursuant to this policy.

D. Reserving Campus Facilities:

1. If students, registered student organizations, or University employees wish to reserve indoor or outdoor campus facilities, they shall submit their application for reservation to Event Services at least two business days prior to the reservation date. The University will respond to the reservation application within one business day.
2. If individuals or organizations who are not members of the University community (i.e., not students, student organizations, or University employees) wish to use campus facilities for Expressive Activities on campus, they may use either the area surrounding the Carillon Tower or the plaza surrounding the Transformational Link. Use of this space is free of charge and may be reserved by contacting Event Services at 616-331-2350. A reservation for use of the space will take precedence over a spontaneous Expressive Activity. Expressive Activities must stay within 50 feet of each of these landmarks and are to follow the General Rules provided herein.
3. Students, registered student organizations, University employees, and non University members may reserve facilities for Expressive Activities to take place after 5 p.m., subject to the facility's hours and availability.
4. Reservation requests will be processed and granted on a first-come, first-served basis.

These requests may be denied for the following reasons only:

- a. The requested venue is an indoor facility and the request conflicts with any other provision of this policy;
- b. The venue is already reserved for another event(1) ;
- c. The activity will attract a crowd larger than the venue can safely contain;
- d. The activity is a clear and present threat to public safety, according to the university's police or security department;
- e. The activity will occur during college examination periods; or
- f. The activity is unlawful.

5. During an event, the student, student organization, or University employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

FOOTNOTES

(1) In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official University activities and events; (2) registered student organization activities and events; (3) student activities and events; and (4) all other activities and events.

COMMERCIAL ACTIVITY POLICY

PC 10.4.1

Date of Last Update:

August 31, 2017

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

Pursuant to Article VIII of the Michigan Constitution of 1963, Grand Valley State University (“the University”) has the responsibility to serve as a public institution of higher education. To carry out this constitutional mandate, the University owns and/or controls property and facilities. The University has established the following policy to ensure the University’s educational mission is actualized, while allowing certain Commercial Activities on University property.

The University reserves the right to deny proposed Commercial Activities that compete with the University or its operations. This policy does not apply to the use of student housing facilities by residents, which is subject to the terms and conditions of the housing agreement. The use of University property for government functions is not subject to this policy.

Definitions

For the purposes of this policy, the term “Commercial Activities” includes:

1. The lawful selling, promotion, or offering of products, goods, or services;
2. The dissemination or collection of information for the purpose of facilitating the sale of goods or services;
3. Any activity that attempts to raise funds, whether through the sale of goods and services or via donations for any entity that is not a charitable organization (eg a 501(c)(3) nonprofit entity);
4. The distribution or offering of free gifts, incentives, or promotions.

PROCEDURES

1. University Departments

University departments and its service providers whose function includes the sale of food or merchandise or the use of outside vendors and/or advertisers are exempt from this policy. This includes, but is not limited to, all campus dining facilities, the Laker Store, University Athletics, and University Development.

2. Registered Student Organizations

Registered Student Organizations (RSOs) may engage in Commercial Activities on University grounds subject to the provisions in the [Grounds and Facility Use Policy](#) and the conditions below.

1. When an RSO is using University property for Commercial Activities, 100% of the proceeds must either return to the RSO or be donated to a specified charitable organization.
2. RSOs may not sponsor or partner with outside solicitors as part of a Commercial Activity.
3. RSOs must have at least one of their organization’s members present at all times during the

Commercial Activity period, and all sales must be made on a person-to-person basis.

4. Any literature distribution must include the name of the RSO responsible for the publication.

3. Students, Employees, and Non-University Solicitors

Students, employees, and those not affiliated with the University may engage in Commercial Activities only when renting indoor University facilities for an event, subject to the terms and conditions of their rental agreement, or when reserving outdoor space limited to the Cook Carillon Tower plaza. Outdoor reservations must be submitted to the Event Services Office at least five business days prior to the intended solicitation period. Due to high demand for space use, reservations must be canceled at least 72 hours prior to the scheduled event to receive a full refund or have previous payment applied to a new date. Reservations are subject to the provisions in the [Grounds and Facility Use Policy](#).

1. When using a designated outdoor space for Commercial Activities, students, employees, and non-University solicitors are required to pay \$250 per calendar day to the University.
 2. There shall be no more than three separate Commercial Activities using outdoor locations at any one time.
 3. Each individual or organization is entitled to use outdoor University property as provided in this policy for a maximum of five days per semester for purposes of Commercial Activities.
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POLITICAL ACTIVITY POLICY

PC 10.5

Date of Last Update:

September 10, 2012

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

Political activity of faculty and staff members at Grand Valley State University as addressed in the Grand Valley State University Board of Trustees' Policies [BOT 4.1.6.3](#), in pertinent part, states:

“The University affirms the rights of its faculty and staff members as citizens to be active in political affairs which do not conflict with the professional standards and ethics in employment.”

Further, the Board of Trustees address the subject of Academic Freedom of faculty in the Grand Valley State University Board of Trustees' Policies [BOT 4.2.2](#) specifically sections 2 & 3:

2. Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter, which has no relation to their subject. (The words faculty member as used in this document are understood to include the investigator who is attached to an academic institution without teaching duties.)

3. University or university faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times act in a professional and responsible manner, and should make every effort to indicate that they are not institutional spokespersons.

In addition to University policy, state law, specifically the Michigan Campaign Finance Act, regulates political activities of public bodies, such as state universities, and its employees.

PROCEDURES

In light of University Board of Trustees' policies and state law, the following guidelines are intended to help faculty and staff with compliance:

1. Faculty and staff members may engage themselves, as private citizens, in political activities including support or opposition to candidates for office or ballot questions on their own time. If you are working for the University and charging your time to a federal grant, any activity to support a political candidate or ballot question must be conducted on personal time. For questions about federal grants, contact the [Office of Sponsored Programs](#) for more information.
2. University departments or programs may sponsor presentations and discussion groups about an upcoming election provided that the purpose is to provide factual information on a political subject or issue if the communication does not support or oppose a ballot question or candidate by name or clear inference.
3. Classroom discussions of candidates and ballot questions must be related to course content as described in the catalog and course syllabus. A reminder to students to register to vote and to vote is permissible.
4. Faculty and staff members may express their support or opposition to candidates or ballot questions by wearing buttons.
5. Faculty and staff members, as private citizens, may elect to lend their names to support one

or more candidates for office or in support of or opposition to a ballot question. However, care must be exercised to assure that the faculty or staff member does not use their University title in relation to such advocacy.

6. Faculty and staff members shall not use University resources for political activity to support or oppose candidates for office or ballot questions. "University resources" includes, but is not limited to:

- a. University funds or money administered through a University budget;
 - b. University facilities including office space or meeting rooms (except speech in open forum areas) or use of University office address;
 - c. University equipment including office or cellular telephones, computer hardware or software, printers, copiers and facsimile machines;
 - d. University-provided email addresses or use of the University email system;
 - e. University supplies including stationary, paper, postage, pens, pencils, and other office supplies;
 - f. University identifying marks including trademarks, logos, University letterhead, and University titles; and
 - g. University time including when the faculty or staff member is working or the use of clerical or student worker time.
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SOCIAL SECURITY NUMBER PRIVACY POLICY

PC 10.6

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

Legal, Compliance & Risk Management

POLICY STATEMENT

1. **Applicability** This policy applies to all members of the GVSU community including faculty, staff and students.

- 2. Access to Social Security Numbers.** GVSU restricts access to information or documents containing social security numbers to members of the GVSU community who have a legitimate university business reason to access such information or documents. The heads of departments having access to records containing social security numbers shall determine which other personnel within their departments have a legitimate reason in the University's ordinary course of business to have access to such social security numbers. Personnel using such records containing Social Security Numbers must take appropriate steps to secure such records when not in immediate use.
- 3. Confidentiality of Social Security Numbers.** Members of the GVSU community shall maintain the confidentiality of university information or documents containing social security numbers consistent with the law and this policy. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of social security numbers except in accordance with the law and this policy.
- 4. Obtaining Social Security Numbers.** Social security numbers should be collected only where required or permitted by federal and state law or for legitimate university business reasons consistent with law and policy.
- 5. Public Display.** No more than four sequential digits of a social security number shall be on public display. Public display means to post, make visible, or set out for open view to members of the public or in a public manner. This includes open view on a computer screen or device.
- 6. Account Numbers.** As of the effective date of this policy, GVSU has undertaken a systematic process to eliminate social security numbers as identification numbers for all current members of the GVSU community. Once assigned an alternative identification number, neither the University nor the individual may return to the use of a social security number as an identification number for that person.
- 7. Mailed Documents.** Documents containing more than four sequential digits of a social security number shall only be sent by mail in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document, the document is sent as part of an application or enrollment process initiated by the individual, at the request of or with the permission of the individual, their parent or guardian, or with regard to an employee or health insurance benefit. Documents containing more than four sequential digits of a social security number,

that are properly sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from the outside of the envelope or package. Mail includes delivery by regular US mail, campus mail, or any other delivery service that does not require the signature of the recipient indicating actual receipt.

8. **Freedom of Information Act Requests.** Where more than four sequential digits of a social security number are contained within a document subject to release under the Freedom of Information Act, the social security number shall be redacted or otherwise rendered unreadable before the document or copy of the document is disclosed. Any request for disclosure of documents under the Freedom of Information Act shall be first referred to the Division of Legal, Compliance and Risk Management.
9. **Storage of Documents.** All documents containing social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
10. **Disposal of Documents.** Documents containing social security numbers will be retained in accordance with the requirements of state and federal law and consistent with the legitimate business needs of GVSU. At such time as documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as by shredding.
11. **Unauthorized Use or Disclosure of Social Security Numbers.** GVSU shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Anyone who knowingly obtains, uses or discloses social security numbers for unlawful purposes or contrary to the requirements of this policy, state or federal law, shall be subject to discipline up to and including discharge for employees or expulsion for students consistent with existing disciplinary policies. Additionally, certain violations of the Act carry criminal and/or civil sanctions. GVSU will cooperate with the appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes.
12. **Lawful and Required Use.** Nothing in this policy is designed to prohibit the collection, retention or transmission of documents or records containing Social Security numbers as required or permitted by state or federal law, rule or regulation, at the request of or with permission of the individual, for administrative use in the ordinary course of business to verify identity, to pursue legal rights of GVSU, or to provide or administer employee benefits

such as health or retirement benefits.

EMAIL POLICY

PC 11.2

Date of Last Update:

October 09, 2015

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

Grand Valley State University provides its faculty, staff and students with electronic mail intended for University-related purposes including direct and indirect support of the University's instructions, research, and service missions; of University administrative functions; of student and campus life activities, and of the free exchange of ideas among members of the University community and between the University community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of University electronic mail. Electronic mail sent or received using University facilities is, however, University business and cannot be guaranteed total privacy. The University does not routinely inspect, monitor, or disclose electronic mail without the holder's consent. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this Policy, the University may deny access to its electronic mail services and may in exceptional circumstances inspect, monitor, or disclose electronic mail.

PROCEDURES

Applicability

This Policy applies to:

- All electronic mail systems and services provided or owned by the University
- All users, holders, and uses of University e-mail services

- All University e-mail records in the possession of University faculty, staff or students or other e-mail users of electronic mail services provided by the University

This Policy applies only to electronic mail in its electronic form. The Policy does not apply to printed copies of electronic mail.

This Policy applies equally to transactional information (such as e-mail headers, summaries, and addresses) associated with e-mail records as it does to the contents of those records.

All users of University electronic mail are subject to:

- Comply with all federal, Michigan, and other applicable laws and regulations; all generally applicable University rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the [Electronic Communications Privacy Act](#) and the [Computer Fraud and Abuse Act](#), which prohibit unauthorized use or entry into another's account; the University's [Student Code](#); the University's Anti-Harassment policy; and all applicable software licenses.
- Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Act within the normal standards of professional and personal courtesy and conduct. Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the e-mail users when required by and consistent with violations of University policies, regulations and law.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
- Respect the finite capacity of the resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth limit or CPU time, uses of University electronic mail may be required to limit resources in accordance with this principle.
- Inspection, monitoring or disclosure of University e-mail records will be at the e-mail holders consent wherever possible. However, if consent cannot be obtained either

voluntarily or involuntarily, the request shall be brought before University Counsel.

Specific Provisions

A. Users

Users of University electronic mail services are to be limited primarily to University students, faculty, staff, retirees, and others authorized by the University. Upon normal termination of employment, employees may retain access to the e-mail account for 30 days. Employees terminated by the University will have the e-mail account terminated immediately. Retired employees may request access to the e-mail account as part of the benefit package. Students retain access to an e-mail account as long as they are registered for courses or completed graduation. GVSU retains the right to remove email services at any time.

B. Account Usage

GVSU has the right to restrict the amount of storage space available on the network. If an individual wishes to backup and store e-mail for extended purposes, it is the individual's responsibility to do so.

Users are granted access to services only for so long as they abide by the Computing Conditions of Use policy. No person shall gain use of the University's computer system without proper authorization. Any attempt by a user to gain access to another person's network account, private network drive, or restricted areas on the GVSU computer system is prohibited.

University e-mail services shall not be used to send unsolicited commercial emails and such use may result in your account being disabled.

University e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing resources (bandwidth issues), or unwarranted or unsolicited interference with others use of e-mail or e-mail systems. Such uses include, but are not limited to, the use of e-mail services to: (1) send or forward e-mail chain letters; (2) "spam," that is, to exploit listservs or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail; and (3) "letterbomb," that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.

C. Representation

Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the University. An appropriate disclaimer is: "These statements are my own, not those of the

Grand Valley State University."

Policy Violations

Violations of University policies governing the use of University electronic mail services may result in restriction of access to University information technology resources. In addition, disciplinary action, up to and including dismissal, may be applicable under other University policies, guidelines, implementing procedures, or collective bargaining agreements.

Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. The University may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Refer to Appendix A. for detail on additional polices and guidelines.

Security and Privacy

The University owns all electronic mail address assigned by the University. The University employs various measures to protect the security of its computing resources and of their users' accounts. Users should be aware, however, that the University couldn't guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly. Security and privacy of e-mail sent or received outside of GVSU is subject to standards of other organizations and may be more or less restrictive and provide more or less privacy protection.

Users should also be aware that their uses of University computing resources are not completely private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service.

The University reserves the right to monitor e-mail records, without notice, when

- a. The user has voluntarily made them accessible to the public
- b. It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability
- c. There is reasonable cause to believe that the user has violated, or is violating, this Policy

- d. An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns
- e. It is otherwise required or permitted by law

Any such individual monitoring, other than that specified in "a" above, required by law, or necessary to respond to perceived emergency and/or time-sensitive situations, must be authorized in advance by University Counsel and an Executive Officer.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

Normal examination of e-mail headers by the e-mail administrator is standard procedure to resolve problems and redirect incorrect addressed e-mail.

Posting and Authority to Change

Because University policies are subject to change, this list may change from time to time. The authoritative list at any time will be posted under the listings of University policies posted on the World Wide Web. Authority to change this list rests with the Vice Provost of Academic Services and Information Technology acting, where policies affecting faculty are concerned, with the advice of the Academic Senate, where policies affecting students are concerned, with the advice of the Dean of Students, where policies concerning legal matters, with the advice of University Counsel.

APPENDIX A - REFERENCES

The following list identifies additional policies and procedures, which support this Policy: These and other laws both provide privacy protection for e-mail and require the disclosure of e-mail under some circumstances.

- University Policies and Guidelines
 - Human Resources
 - Faculty Handbook
 - [Executive, Administrative, Professional Staff Handbook](#)
 - Anti-Harassment Policy
 - Refer to the [Human Resources web site](#) for further policies and guidelines
 - Information Technology
 - Computing Conditions of Use

- Student Computing Account Agreement
 - [Student Code](#)

 - State of Michigan
 - [Michigan Freedom of Information Act](#)
 - [Merit Acceptable Use Policy](#)

 - Federal Statutes
 - [Federal Family Educational Rights and Privacy Act of 1974](#)
 - [Federal Privacy Act of 1974](#)
 - [Electronic Communications Privacy Act of 1986](#)
-

COMPUTER VIRUS AND MALWARE POLICY

PC 11.3

Date of Last Update:

September 06, 2016

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

When a device or account connected to the GVSU campus network is compromised by a virus or malicious software, the network is at great risk of harm due to potential damage of university data or disclosure of sensitive information. To preserve the health of the network and the devices connected to it, the infected device must IMMEDIATELY be disconnected and removed or the account blocked from the campus network until Information Technology personnel verify it is no longer compromised. Despite the disruption this may cause to the individual user, the user is required to produce any infected device to Information Technology immediately upon request in order to prevent information disclosure, data file destruction, or exploitation of the compromised account.

Information Technology personnel shall provide their identification and authorization to the device user that authorizes them to remove the afflicted device prior to its removal. For

additional verification, you may call the Helpdesk at 331-2101 and ask for Level 2 staff member to verify the authorization to pick up a computer. To minimize interruption, Information Technology will take reasonable steps to provide a substitute device for use on the campus network while the user awaits repair of the original device. To report that a device might be infected, contact Information Technology immediately at 331-2101.

VOICEMAIL POLICY

PC 11.4

Date of Last Update:

April 29, 2016

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

Voicemail is offered to all AP and faculty personnel. Voicemail must be approved for PSS personnel and departmental lines by a Dean or Vice Provost and Vice President. Personal lines and other lines that utilize voicemail must follow the following procedures.

PROCEDURES

A department main number is never to be forwarded to a voicemail.

All greetings are to be personalized and changed when users intend to be out of the office for more than one day, especially if they do not plan to check voicemail.

An out of office greeting should provide the caller with an alternative name and telephone number to contact in case of emergency

DIGITAL MEDIA POLICY

PC 11.6

Date of Last Update:

April 19, 2015

Approved By:

- President's Cabinet

Responsible Office:

Inclusion and Equity/Office of Affirmative Action

POLICY STATEMENT

Technology provides multiple avenues for creating, collecting and distributing information. The ease of access to this information does not preclude the responsibility of understanding the legal issues involved in intellectual property.

PROCEDURES

Copyright law protects all material unless placed in the public domain, electronic and digital media included. Owners of copyrights hold exclusive right to the reproduction and distribution of their material.

Unauthorized use and distribution of copyrighted material is illegal. Legal action against the individual as well as the university may occur, this includes all audio and video files.

The [GVSU Library Course Reserve Department](#) processes copyright clearance for all materials placed on library course reserve by professors. This includes both paper (traditional) and online digital access.

The Digital Millennium Copyright Act (DMCA) of 1998 provides recourse for copyright owners who believe that their rights have been infringed by unauthorized use of their protected works at an online location. Copyright owners may contact the service provider to request that the infringing material be removed or access blocked. Grand Valley State University's designated DMCA agent is:

Bill Fisher

Associate Director, Technical Services

Grand Valley State University

Allendale, MI 49401

phone: (616) 331-2035

For More Information on the DMCA and other copyright issues see, www.copyright.gov

CONFIDENTIALITY, DATA & SECURITY POLICY

PC 11.7

Date of Last Update:

December 08, 2014

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

Grand Valley State University regards security and confidentiality of data and information to be of utmost importance. As such, individuals employed by the University must follow the procedures outlined below.

PROCEDURES

Confidentiality of Data

Each individual granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information he/she uses. Individuals are required to abide by all applicable Federal and State guidelines and University policies regarding confidentiality of data including, but not limited to, the Family Education Rights and Privacy Act (FERPA). FERPA protects student information and may not be released without proper authorization. Requests for information/documents should be referred to the Registrar's Office or the Legal, Compliance & Risk Management Office.

Individuals with authorized access to Grand Valley State University's computer resources, information system, records or files are given access to use the University's data or files solely for the business of the University. Specifically, individuals should:

- a. Access data solely in order to perform his/her job responsibilities.
- b. Not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments.
- c. Not release University data other than what is required in completion of job

responsibilities.

d. Not exhibit or divulge the content of any record, file or information system to any person except as it is related to the completion of their job responsibilities.

Additionally, individuals are not permitted to operate or request others to operate any University data equipment for personal business, to make unauthorized copies of University software or related documentation, or use such equipment for any reason not specifically required by the individual's job description.

It is the individual's responsibility to report immediately to his/her supervisor any violation of this policy or any other action, which violates confidentiality of data.

Security Measures and Procedures

Some individuals employed by the University are supplied with a network account to access the data necessary for the completion of their job responsibilities. Users of the University information systems are required to follow the procedures outlined below:

1. Storage of student or staff confidential data on local storage media (Laptops, Desktops, CDs, Thumb drives, etc) without proper data encryption is strictly prohibited. Please contact Information Technology to discuss secure options if confidential data must be transported outside of the secure network.
2. All transactions, processed by a user ID and password, are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and must not be shared with anyone.
3. Access to any faculty or staff account may be granted by the faculty/staff member and/or the direct supervisor for specific job requirements. You are prohibited from viewing or accessing additional information (in any format). Any access obtained without written authorization is considered unauthorized access.
4. Passwords should be changed periodically or if there is reason to believe they have been compromised or revealed inadvertently.
5. Upon termination or transfer of an individual, Information Technology will immediately remove access to GVSU data. The email account may stay active for a period of up to 30 days.

Access to University data and information is for the sole purpose of carrying out job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy or FERPA policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges.

FACULTY/STAFF ABUSE OF TECHNOLOGY

PC 11.8

Date of Last Update:

April 19, 2015

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

Information Technology has two primary policies in place that deal with technology resources:

Conditions of Use: As members of the Grand Valley State University community, all users have the responsibility to use the university's information technology resources in an effective, ethical, and legal manner. This document outlines these responsibilities.

E-Mail Policy: This Policy clarifies the applicability of law and of other University policies to electronic mail. It also defines new policy and procedures where existing policies do not specifically address issues particular to the use of electronic mail.

The policies and procedures to deal with abuse of technology resources for faculty and staff are outlined below.

- Level I - Complaint
 - Complaints may be received from an internal or external GVSU constituent
 - Upon verification of abuse by an Information Technology staff member, the information is communicated to either the Vice Provost and Dean of Academic Services or the Director of Information Technology
 - Upon review from the Vice Provost and Dean of Academic Services and/or the Director of Information Technology, the complaint is further acted upon or discarded.
- Level II - Contact/Action for First Offenders
 - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology

- If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
 - The individual is apprised of their abuse and asked to refrain from continuing the infringement. If email related, the individual will be required to retract the offending message.
 - The individual will be sent a notification from IT via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy.
 - The email notification/compliance will be kept on file.
- Level III - Contact/Action for Second Offenders
 - The individual account will be suspended immediately (disable ability to send/receive messages).
 - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology
 - If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted.
 - The individual Dean or manager is contacted concerning the repeated abuse.
 - The individual is apprised of their abuse and asked to refrain from continuing the infringement.
 - The individual account will be re-activated upon contact and compliance of the policy.
 - If email abuse, the individual will be required to retract the offending message.
 - The individual will be sent a notification via email of the abuse infraction and asked to return the email with their understanding and intent to comply via the policy and that they will lose account privileges completely upon the third offense.
 - The individuals Dean or manager will be sent a notification via email of the abuse infraction and asked to return the email with their understanding that the individual will lose account privileges completely upon the third offense.
 - The email notification/compliance will be kept on file from both the individual and the Dean or manager.
- Level IV - Contact/Action for Third Offenders
 - The individual account privileges will be suspended immediately, which consist of email and network privileges.
 - The individual who has abused the technology privileges is contacted by phone by a designated IT staff member under the direction of the Vice Provost and Dean of Academic Services and/or the Director of Information Technology

- If the individual cannot be reached, an attempt to reach them via the secretary, Chair or Dean is pursued until the individual is contacted. The individual Dean or manager is contacted concerning the repeated abuse.
 - The HRO office is contacted concerning the repeated abuse.
 - The individual is apprised of their abuse and told that their privileges have been revoked.
 - The individual Dean or manager must contact the Vice Provost and Dean of Academic Services or the Director of Information Technology to discuss possible reinstatement of privileges.
 - Upon further review with the Provost (for faculty issues) and the HRO office (for staff issues), the determination to re-instate the technology privileges will be determined.
 - The decision will be kept on file.
- **Overriding Issues**
 - If at any time, the technology resources that have been abused are in jeopardy of causing mass problems for GVSU constituents or the network/files have been compromised, the Vice Provost and Dean of Academic Services or the Director of Information Technology may choose to immediately suspend the individual account to ensure the integrity and continuation of services for the rest of the constituents.
 - Upon a decision of this nature, the situation will be brought to the Provost, HRO, appropriate Dean or manager as quickly as possible to remedy the issue at hand.

PROCEDURES

PHONEMAIL POLICY

PC 11.9

Date of Last Update:

July 31, 2008

Approved By:

- President's Cabinet

Responsible Office:

POLICY STATEMENT

Department main numbers and widely published phone numbers are “must-answer” lines and are not assigned PhoneMail. Personal lines and other lines that do utilize PhoneMail must follow the procedures below.

PROCEDURES

Department main numbers and widely published phone numbers are “must-answer lines” and will not be assigned PhoneMail. These numbers should always to be answered by a person.

A department main number is never to be forwarded to a PhoneMail box as this causes callers to be put into an endless PhoneMail loop.

All greetings are to be personalized and changed when users intend to be out of the office for more than one day, especially if they do not intend to check PhoneMail.

Users are to provide the caller with an alternative person’s name and telephone number to contact if they are going to be gone for any length of time.

PhoneMail users are to respond to messages within one business day unless they are on vacation.

Unit heads should monitor PhoneMail greetings when the initial installation is made and on a regular basis thereafter.

If you have any questions about PhoneMail usage or need to report a problem please call either extension 12148 or 12145 during working hours.

Vice President approval is required for PSS personnel to have PhoneMail installed.

PUBLIC FOLDER POLICY

PC 11.10

Date of Last Update:

April 19, 2015

Approved By:

- President's Cabinet

Responsible Office:

POLICY STATEMENT

GVSU provide public folders to allow postings from any Outlook user on events, announcements, information of interest and a method to buy/sell articles.

PROCEDURES

Guidelines for consistent and proper use

- Messages posted to the business related public folders should pertain to GVSU sponsored programs, events, or activities.
 - Messages intended for private business or personal profit shall not be posted
 - Commercial message and advertisements for non-GVSU entities shall not be posted
- Messages posted to the Barter Board specifically may refer to personal items for sale or items wanted to buy.
 - Messages intended for private business are not allowed
 - Commercial messages and advertisements for items for sale or services offered are prohibited, including home businesses.
 - Complaints relative to purchases of items advertised should be conducted privately
- Additionally, messages posted to these public folders board must respect the rights of other users; for example, they must comply with all University policies regarding sexual, racial, and other forms of harassment, and shall not divulge personal data concerning faculty, staff, or students without explicit authorization to do so.

Message life span:

- Any message posted here should be deleted by the author as soon as its purpose has been resolved
 - Messages will be deleted automatically after 7 days.
-

SECURE OFFICE PROCEDURE

PC 11.11

Date of Last Update:

April 19, 2015

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

It is the responsibility of all employees of the University to protect sensitive data against loss or theft. Awareness, education and practice of the following procedures can assist in this matter. These procedures are in place to help protect employees, customers, contractors and the university from damages related to the loss or misuse of sensitive information.

This document refers to securing sensitive data and physical hardware within an office environment or mobile environment where data may be referenced (at home or on a laptop). It is not meant to address electronic data stored on university servers.

PROCEDURES

Goals

In order to effectively protect and secure university data, the following goals have been established:

- a) Create, distribute and annually review the "Secure Office Procedure" document
- b) Train all staff members whose jobs relate to sensitive data on both the "Secure Office Procedure" and Information Security Best Practices
- c) Train departmental managers to be aware of the importance of the procedures and the need to enforce them

Staff Training

Employee awareness and education is an integral part of securing sensitive data for the university. The following procedures will be enforced to ensure proper training:

- a) Upon hire, the Secure Office Procedure and Setting Strong Password documents are emailed to the new employee Secure Office Procedures Page 2 of 4
- b) Secure Office Procedure and Setting Strong Password documents are sent annually to all employees via email
- c) Internal training, specific to each area, will be provided to employees who have access to sensitive data
- d) Information Technology will provide Best Practices information at IT seminars and offer to attend annual departmental meetings to cover the below topics:

- i. Awareness of Social Engineering schemes
- ii. Secure Office Procedures
- iii. Strong Password creation
- iv. Data storage
- v. Data encryption
- vi. Backups
- vii. Anti-virus and Anti-spyware tools
- viii. Non-secure technologies

GENERAL OFFICE SECURITY PRACTICES

The following procedures should be followed within office suites, individual offices or workrooms and mobile locations where data may be referenced:

- a) Keys or keycards used for access to sensitive data should not be left unattended
- b) Passwords should not be shared or written down and left in accessible locations
- c) If you have a student that will regularly be using your machine, contact the helpdesk and request a staff account for that student. (Do NOT give out your password)
- d) Make certain passwords aren't common information such as date of birth, names of children, pets, telephone numbers, etc.
- e) When you leave your workstation, lock your computer screen
- f) Lock up laptops, USB drives, external drives, etc. when unsupervised
- g) Contact the IT Helpdesk when a computer is to be passed to a new user. IT will clean the computer, removing previous data and place a clean image on the machine.
- h) Printouts containing sensitive data should be removed from networked printers immediately and filed appropriately in secure cabinets
- i) Dispose of sensitive data on hard copy by shredding immediately
- j) Departmental front desk staff should confirm identity of all visitors (GVSU staff/student workers or non-GVSU employees) who are entering their area(s)
 - i. Employees should feel comfortable requesting what unit someone is from and the purpose of their visit
 - ii. Employees should feel comfortable confirming meeting prior to allowing staff member/student employee to proceed within their departmental areas
 - iii. Confirm with the GVSU employee they are scheduled to meet

- iv. Non-GVSU employees must be escorted to/from meeting area/work area
 - v. Request ID if necessary
 - vi. Provide front office staff the ability to view your calendar or print a schedule of your meetings in advance so they will expect attendees
- k) All staff should be responsible to watch for or listen to any unusual activity and to be cognizant of their surroundings.

Sensitive Information

Sensitive data can be distributed via hard copy or electronic means within an office. When given the choice, store data electronically versus printing a hard copy. Consider scanning a document to store it electronically versus hard copy.

a) "Sensitive information" includes but is not limited to the following items, whether stored in electronic or printed format:

- i. All FERPA protected data*
- ii. Credit card number (in part or in whole)
- iii. Credit card expiration date
- iv. Cardholder name
- v. Cardholder address
- vi. Social Security Number
- vii. Business Identification Number
- viii. Employer Identification Number
- ix. Paychecks
- x. Paystubs
- xi. Benefit information
- xii. Giving information/history
- xiii. Health information
- xiv. Content of external grants or contracts

b) Securing hard copy sensitive data:

- i. Lock cabinets containing sensitive data when not in use or when away for extended

periods of time

- ii. Storage rooms containing sensitive data should be locked at the end of the day or when unsupervised
- iii. Desks, workstations, common work areas, printers, and fax machines should be cleared of all sensitive data when not in use
- iv. Whiteboards, dry erase boards, writing tablets, etc. should be erased, removed or shredded when not in use
- v. Documents to be shredded should be done so immediately or locked up until shredding can occur
- vi. At the end of the day, all sensitive data should be in a locked drawer or cabinet

c) Securing electronic sensitive data. Please contact Information Technology if there are questions in how you are storing/sharing sensitive data electronically.

- i. Refrain, when possible from storing sensitive data on your personal computer hard drive or any external personal devices. Instead use the network drive space.
- ii. If storing sensitive data is required on your personal computer hard drive or an external device, encryption and password protection should be applied
- iii. Engage the screensaver when workspace is unoccupied
- iv. Computer workstations should be shut down completely at end of work day
- v. Lock laptop or external devices containing sensitive data when not in use
- vi. Make certain data and/or PC work station screens are not visible to the public (e.g.- near windows, entry/exit doors, etc.)
- vii. If email is used to share sensitive data, encryption and/or password protection should be used. The following statement should accompany the body of the email: "This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."

*See information regarding FERPA data at www.gvsu.edu/registrar and click on FERPA

PC 11.12

Date of Last Update:

April 19, 2015

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

Information Technology is responsible for providing software support to the campus community. IT resources are finite. Therefore, reasonable limits must be identified regarding the number and variety of software products supported by IT. This policy is intended to define those limits.

PROCEDURES

The software industry is characterized by constant change. Therefore, it is unreasonable to establish a single, static list of supported software. It is equally unreasonable to force the campus community to change software on a frequent basis.

Information Technology will provide support for the most recent operating systems for Windows and Macintosh platforms as well as one version back.

Standard software applications issued with a university computer will be supported in the most recent version and one version back unless compatibility issues arise.

Institutional ownership of a site license does not imply IT support for all products covered by the license. Software provided in labs and classrooms outside of the standard applications listed above are not supported by Information Technology. Software assistance is required through the vendor providing the application.

STUDENT COMPUTING ACCOUNT AGREEMENT

PC 11.13

Date of Last Update:

September 01, 2016

Approved By:

- President's Cabinet

Responsible Office:

Information Technology

POLICY STATEMENT

BY USING YOUR ACCOUNTS, YOU HAVE AGREED TO THE CONDITIONS LISTED BELOW AND ALL ARTICLES AND POLICIES OF THE STUDENT CODE.

Grand Valley State University makes available resources for students to access electronic mail, lab software and the Internet for use in pursuing the academic mission of the University. This assumes that access to such services is essential to the educational experience. The owner of the accounts is held responsible for all use of the accounts. Accounts are not to be shared among multiple users.

STUDENT NETWORK ACCOUNTS

Each student currently enrolled or accepted at GVSU will automatically receive an Academic Network Account. This account allows access to all computer labs, email, Blackboard, Library access, network space as well as other services. This account will remain active while the student is enrolled at GVSU. It will be terminated upon graduation or non-enrollment.

While the holder of a GVSU Academic Network Account has student lab privileges, there are certain responsibilities in return: Learn how the software works, consideration of other GVSU user's access and rights, regularly change the password on the account and not share it with others, notification of misuse of GVSU network or student lab access, notification of security problems, and notification of hardware or software problems. Users should notify Information Technology at 331-2101 in case of problems.

ACCOUNT SERVICES

Users are granted access to services only for so long as they abide by GVSU Computing Conditions of Use. No person shall gain use of the University's computer system without proper authorization. Any attempt by a user to gain access to another person's network account, private network drive, or restricted areas on the GVSU computer system shall be considered a violation of the GVSU Student Code, regardless of whether or not it resulted in significant personal embarrassment to the person whose privacy was violated. For further information regarding electronic mail, refer to the GVSU EMail Policy.

To fully understand your rights, the university rights and all aspects of computing, please review all Information Technology Policies and Procedures at www.gvsu.edu/it

RESPONSES TO CLAIMED VIOLATIONS

When any report of suspected computing violation is made, it will be dealt with as defined by the rules in Article III - Judicial Process in the Grand Valley State University Student Code. Information Technology may suspend an account throughout the duration of judicial review.
