ADMINISTRATION AND BUSINESS SERVICES

BUSINESS SERVICES

Forms

Most forms relating to college business are available in the mailroom. Please refer to the back of the form for detailed instructions. A list of the forms kept in the mailroom is posted beside the mail window. Travel forms are available online at www.seminolestate.edu/ofb/travel

Petty Cash Reimbursement

With department manager’s approval, employees of Seminole State College may be reimbursed for up to $50.00 for instructional or office supplies purchased outside the college. Refer to the back of the form for details. A Petty Cash Reimbursement Requisition must be signed and presented to the Office of Finance and Budget with original receipts for the purchases.

Travel Reimbursement

A Travel Authorization Form and a Purchasing Requisition must be approved in advance for over-night travel related business. To be reimbursed for travel expenses, college personnel must present a signed, completed Travel Reimbursement Form, with receipts, to the Office of Finance and Budget within 30 days of trip’s end. Please refer to the Travel Manual on the OFB web page for more information.

A Daily Travel Reimbursement Form is used for day travel. Daily Travel Reimbursement Forms should be submitted only for personal vehicle mileage, tolls and parking fees. To be reimbursed for daily travel, college personnel must present a signed, approved form with receipts, to the Office of Finance and Budget. Please refer to the Travel Manual on the OFB Web page for more information. Full-time Faculty may apply for an American Express corporate card by contacting the Office of Finance and Budget.

Contracts

The authority to enter into contracts on behalf of Seminole State College is vested exclusively by Florida Statute in the District Board of Trustees of Seminole State College. Only the District Board of Trustees, the President of the
College, or other authorized designee may sign contracts. Contract documents related to routine expenditures may be submitted to the Purchasing Office in accordance with Seminole State Policy 5.050. Executive Staff and the Legal Affairs Administrator must review all other proposed contracts to ensure compliance with state statutes and Board policy. Please refer to Seminole State Policy 5.090 and Procedure 5.0900 for information and forms for submission of proposed contracts.

PHYSICAL PLANT

Office Space
All full-time faculty are assigned offices. In some cases, faculty share larger offices. If space is available, office space is assigned to adjunct faculty based on the dean's perception of need. "The State Design and Occupant Criteria from the "State Requirements for Educational Facilities" are used as a guide in determining the size of office space where practical."

Room Reservations
The Computing and Telecommunications Services Office coordinates college-related room reservations. The Risk Management and Legal Affairs Office and/or Purchasing Office coordinates non college-related room reservations.

Facilities Use by External Agencies
The facilities of Seminole State are available for use on a temporary basis only, to public institutions and community organizations. Persons or organizations that may use the facilities of Seminole State College, in order of priority, are: college-related activities, public educational institutions, governmental institutions and not-for-profit private corporations. The facilities of Seminole State are available for use by for-profit, private corporations upon approval of the Vice President, Administration Services/CFO.

All requests from external organizations to use college facilities should be directed to the Office of Risk Management and/or Purchasing Office.

Maintenance
Custodians clean the classrooms each evening, including washing boards, straightening desks, emptying trash, and vacuuming as needed. Instructors are encouraged to leave classrooms in proper order for the next instructor. Having students dispose of trash properly and straighten desks at the end of each class ensures cleanliness and courtesy in the building. Faculty can access the Maintenance Request form on the Seminole State web page browser or e-mail the Physical Plant Office when the facility needs to be repaired or cleaned.
SAFETY, SECURITY, AND RISK MANAGEMENT

Security

Security officers are on duty 24 hours each day on the Sanford/Lake Mary Campus, and on Altamonte Springs and Oviedo campuses when campuses are open, to serve Seminole State and may be contacted by calling the extensions below. The Safety & Security office on the Sanford/Lake Mary Campus is located in V-002, next to the Receiving area. Officers routinely patrol all campus buildings and the parking lots and carry wireless communication devices for immediate notification. The Oviedo Campus security office is located on the lower floor of the F building (Student Success Services), Room OVF-105. Security officers may assist in unlocking rooms, but most room use should be on the security office's daily schedule.

Any member of the Seminole State community or visitor can report suspicious activities or other emergencies directly to Campus Security. Code Blue Emergency Phones are located at strategic exterior locations throughout the campuses. These phones are identifiable by a glowing blue light and can be activated by pressing the call button. The phone rings directly to the Safety & Security Department. The Security Department is automatically notified of the location of the phone that was activated and an officer is immediately dispatched to the area. This allows for officers to respond in the event the caller is unable to speak. Emergencies and suspicious activities may also be reported by using the red building emergency phones located in all campus buildings.

Security Offices

Altamonte Springs Campus – (407) 404-6100
Heathrow Center – (407) 708-4410
Oviedo Campus - (407) 971-5020
Sanford/Lake Mary Campus - (407) 708-2178
Risk Management Office (S001C) – (407) 708-2363

Repairs and Maintenance

All non-emergency repairs or clean-ups requests should be reported by completing a Maintenance Request form through the TIM system. To report an emergency repair or clean-up problem, please call the Maintenance Department: Sanford/Lake Mary Campus – ext. 2175, Altamonte Campus – ext. 6060, Oviedo
Campus – ext. 5075. For emergencies after business hours, please call the corresponding Security Office listed above and they will notify the maintenance personnel on call.

Parking
Parking Permits are obtained by completing the permit form and presenting it at the Cashier’s window at each campus. The permit allows employees to park in any of the faculty/staff parking areas on campus at no charge.

College Closing Due to Inclement Weather
Based on information provided by the National Weather Service, a decision to close the College (all campuses and centers) will be determined if a life threatening situation exists or is projected to exist during the time classes are scheduled. The decision to cancel evening classes will be made by 5 p.m.

If the College should close, a message regarding the reason for the closure and the estimated length of the closure will be distributed via campus voice mail and e-mail. This same message will also be posted on Seminole College’s Web site homepage, recorded on the emergency hotline (407-708-2290) and sent to the local print and broadcast media. The same procedure will be followed to communicate information about the College’s reopening.

Emergency Procedures
Please refer to your copy of the Emergency Procedures Manual. If you become aware of an emergency situation affecting your class or the campus call Security immediately at ext. 2178 and also call 911. In the event of a bomb threat, fire, or other disturbance where the evacuation of the building is required, please respond to the fire alarms and follow the directions of the security officers.

Evacuation Procedures
For safety reasons, the administration has made the decision that at the sound of the fire alarm, evacuation of all buildings must take place, unless prior notice has been given during a testing period.

The procedures for evacuation have been determined as follows:

- If the evacuation order comes before the close of business day (4:30 p.m.), employees are to proceed to the nearest exit and continue outside to a clear area at least 500 feet away from buildings. Remain in the secure area for guidance from College officials on returning to your work site or evacuating the campus.

If the evacuation order comes after the close of business day (4:30 p.m.), any employees on campus must immediately evacuate the building and the campus
Following are your specific responsibilities in the event of a campus emergency:

1. **Know the evacuation route.** At the beginning of the semester familiarize yourself with the evacuation route identified in the evacuation chart posted in your classroom. Please note that students evacuating the classroom need to proceed according to these directions and go to the nearest parking lot, maintaining a distance of at least 200’ from any building. These areas will be clearly marked.

2. **Know the students with disabilities.** If you have students with disabilities in your class, the Department of Disability Support Services will contact you regarding specific requirements for evacuation of these individuals. If you have students with disabilities in your class and have not been contacted by the second week of class, please initiate this contact (ext. 2109) as the student may not have contacted the DSS office.

3. **Communicate to students.** At the first class meeting take a minute to announce the evacuation route to your class. In the event of an emergency, be sure to remind them of the route they are to follow.

**Risk Management**

The Seminole College Office of Risk Management is responsible for the administration of the college's insurance coverage and loss prevention programs (does not include employ benefit type programs such as health insurance). Risk Management processes all claims for property damage or personal injury, including Workers’ Compensation claims. Risk Management works closely with Campus Security to ensure a safe campus environment. Seminole State College is a member of the Florida Colleges Risk Management Consortium, which provides insurance coverage, claims adjusting and technical expertise in loss prevention and control.

**Accident and Incident Reports**

When an accident occurs, it is important to identify the causes and act to prevent recurrence. Prompt and thorough investigation of accidents demonstrates the college’s concern for the health, safety and welfare of its students, employees, visitors and guests. Accident-Incident Reports are the mechanism by which Risk Management is notified of occurrences that have the potential to result in claims against the college. Such occurrences include, but are not limited to: injury to students or staff; damage to property; missing or lost property; classroom disturbances involving Security intervention or student discipline; and hazardous or unsafe conditions on campus. Accident-Incident Reports are available from Campus Security or the Office of Risk Management. They must be filled out completely, signed, and filed with Campus Security or the Office of Risk Management on the Sanford/Lake Mary Campus. It is the responsibility of individual college employees to fill out, sign, and file accident and incident reports promptly to Campus Security or the Office of Risk Management on the Sanford/Lake Mary Campus.
Worker’s Compensation (Seminole State College Procedure 2.1100 - How to Report Work Related Injuries)

All employees of Seminole State College are covered for work-related injuries under the provisions of the Florida Workers' Compensation Act. All work-related injuries must be reported on the Accident-incident Report form and filed with the Office of Risk Management. Except in emergencies requiring immediate medical attention, authorization for treatment of work-related injuries must be obtained from the Office of Risk Management prior to the first medical appointment. Failure to report work-related injuries promptly or to obtain authorization prior to medical treatment can result in the denial of benefits.