

FACILITIES & BUSINESS SERVICES

Parking Information and Regulations

Reserved, parking passes are distributed by the Human Resources at new employee orientation, replacement passes can be purchased for \$5.00 from the Presidents' assistant. Reserved, employee parking rows are marked at the end of each row, usually the first two rows of each parking lot.

Authority for establishing parking & traffic regulations on the Minnesota State College & Universities campus is granted to Lake Superior College by Minnesota Statue Chapter 136F.53. Drivers shall observe the college parking and traffic regulations and drive safety, giving pedestrians the right of way at all times.

Lake Superior College assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on the campus. All vehicles should be locked when left unattended. The college reserves the right to ticket and/or tow at the owners' expense any vehicle in violation of established parking regulations. Persistent violators may also have their parking privileges denied or revoked. Complete information regarding parking regulations is contained in the Parking Guidelines Handbook available in the Security or Presidents office.

Parking Permits and Fees

All employees are required to pay an access fee. Exceptions: The fee does not include Minnesota or City of Duluth tax and as follows:

Full-time Employees	=	\$32.00 per semester
Part-time Employees	=	\$16.00 per semester
Adjunct Employees	=	\$2.00 per credit or hourly equivalent
Late Fee	=	\$2.00 per day up to a \$10 maximum

The Business Office according to the pro-rate schedule bills employees. The bill will be placed in a campus mailbox, or mailed to your home at the beginning of the academic year, or each semester as appropriate. There is a late fee assessed if the parking fees are not paid in a timely manner. The due date will be indicated on the parking bill notice. The parking bill can be paid at the Business Office. Permits are not required for summer session.

The first two rows of each paved lot have been designated as employee parking. Permits must be displayed from the inside of the rearview mirror and be visible, not covered by other permits, etc. Failure to properly display the permit will result in ticketing and will not be considered a valid excuse for dismissal. The fees paid for permits are access fees and do not guarantee a designated parking place.

Parking for Persons with Disabilities

In compliance with MN Statue 169.346, use of handicap parking stalls is restricted **ONLY** to those vehicles with a valid state issued handicap license plate or displaying a

state issued certificate. **Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing handicap stalls.** Campus guests may park in the handicap parking stalls if their vehicle bears state issued handicap license plates or displays a state issued certificate. (LSC parking permits are required for handicap license plates or certification) **Minnesota State Law requires handicap parking stalls be enforced on a 24-hour basis, seven days a week including holiday periods.** Violates will be ticketed and towed immediately.

Purchasing Information

The following applies to all purchases:

- Purchases under \$5,000 should be executed in the best interest of the college. Staff should compare prices, vendors, and product/service options to assure financial resources are used in a responsible manner.
- Purchases over \$5,000 require quotations unless a current state contract is utilized. Purchases over \$5,000 must be prepared on forms approved by the system office. If you estimate the purchase to be over \$5000 you must contact the Purchasing Office for proper MNSCU procedures (733-5976).
- Purchases over \$25,000 require sealed bids. If you estimate the purchase to be over \$25,000 you must contact the Purchasing Office for proper MNSCU procedures (733-5976).

There are additional purchasing requirements which are published in MNSCU Procedure 5.14.5, please contact purchasing if you have any questions regarding a purchase.

Purchase Orders: Purchase orders are required to initiate a purchase of goods or services. Purchase orders are created in ISRS beginning with the PC0031UG screen. If you do not have access to PC0031UG contact the purchasing office (733-5976). If you do not know how to enter electronic purchase orders you may contact the purchasing office for instructions or have the divisional secretary assist you.

Please provide complete information on the purchase order (who, what, where, when, etc...). Your name should be included on the "Delivery terms" field. Be sure to use the correct object code, if you are unsure contact the purchasing office.

Once the purchase order has been created in ISRS the following applies:

- The electronic purchase order is then viewed by the supervisor.
- The supervisor will approve or deny the purchase order. Upon approval the purchasing will review the purchase order for completeness and correctness. You will be notified if any further action is required.
- Purchasing will generate the purchase order (paper). The original (white copy) is forwarded to the vendor (if FAX is preferred please give FAX number). A green copy is returned to the originator and a yellow copy to accounts payable.

Exceptions to the standard LSC purchase order:

1. Central Stores and/or the ISD 709 storeroom now accept the standard LSC purchase order. Therefore, an alternate requisition form is no longer required.
2. When a vendor will not accept a purchase order the following procedure applies:
 - Purchasing will obtain a statement from the vendor verifying the vendor will not accept State of Minnesota purchase orders. Purchasing will determine if another other vendor can reasonably provide the product or service.
 - If purchasing deems no other vendor can provide the product or service purchasing may suggest the individual request use of the campus corporate Visa Card.
 - Purchases approved for payment utilizing the campus Visa Card still require a purchase order using the LSC Corporate Visa Card as the vendor. Purchasing will attach the vendor statement to the purchase order when forwarding the approved purchase order to accounts payable. Accounts payable will process the payment to the credit card upon receipt of an invoice and/or confirmation that the charge has been placed.
3. All other exceptions must be approved by the Business Office prior to creating an obligation.

Contracts for Vendors: Service contracts are required for non-tangible services such as consulting, writing, legal, educational, instructional, professional, and technical services when the cost is greater than \$200. Contact purchasing at 733-5976 to obtain contracts or with any questions regarding contracts.

Funds must be encumbered prior to making any obligation. **An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of M.S. 16A.15,Subd.3 (Exhibit C). Any person authorizing or making the payment, or taking part in it, is liable to the state for the amount paid.** A knowing violation of M.S. 16A.15, Subd.3 is just cause for progressive discipline.

Equipment Inventory and Fixed Assets

All equipment items with a purchase price greater than \$5,000 must be tagged “Property of the State of Minnesota” and entered into the State of Minnesota Fixed Asset System. The requirement also applies to all computer purchases (regardless of purchase price) and to items with a purchase price less than \$5,000 identified as “sensitive”. Equipment meeting the guidelines above is subject to the following receiving, relocation, and disposition requirements.

Receiving equipment: The Receiving Office is responsible for all shipments into and out of the building. Shipments received at the dock are processed by dock personnel and distributed throughout the school. Never remove shipments from the dock area without obtaining approval from dock personnel.

- The receiving clerk verifies all incoming shipments are complete and goods received are in good condition (not damaged).
- The receiving clerk obtains any packing slips (or invoices) enclosed/attached to the freight and submits them to accounts payable on a daily basis.
- The receiving clerk tags equipment items “Property of the State of Minnesota” as identified by purchasing staff & completes the asset information form for each asset. The asset information forms are returned to accounts payable staff on a daily basis.

The receiving clerk will deliver items to the appropriate location only after completing steps 1-3 above.

Accounts payable staff enters items into the equipment module after receiving the complete asset information from receiving. All items entered into the equipment module are subject to annual physical inventory and therefore maintaining accurate records of asset location is important.

Movement and tracking equipment: Items entered into the equipment module must be tracked for physical inventory purposes. If equipment identified with a “Property of the State of Minnesota” tag is moved during the year the equipment must be returned to its original location or accounts payable staff must be notified of the new location. Failure to inform accounts payable staff of asset relocations or return equipment to the original location will result in inventory discrepancies, notifications to management, and possible disciplinary action if the item is not located during the physical inventory. The following procedures apply to computer and audio visual/media equipment:

- Computers will be moved ONLY by computer technicians. Computer technicians are responsible for the location, movement and disposition of all computer equipment.

- Computer technicians are responsible for submitting to accounts payable documentation relating to the movement of all computer equipment on a weekly basis.
- Computer technicians are responsible for submitting to purchasing documentation relating to the disposition of all computer equipment on a weekly basis.
- Audio visual equipment will be moved ONLY by ITV/media staff. The ITV/media staff will be responsible for the location, movement and disposition of all audio visual/media equipment.
- ITV/media staff is responsible for submitting to accounts payable all documentation relating to the movement of all audio visual/media equipment on a weekly basis.
- ITV/media staff is responsible for submitting to purchasing all documentation relating to the disposition of all audio visual/media equipment on a weekly basis.

Purchasing will verify all disposition information and forward to accounts payable all disposition information received within 2 days. Accounts payable will enter the movement information within 2 days of receipt from purchasing.

Equipment disposal: Equipment tagged “Property of the State of Minnesota” must follow these disposition guidelines of to assure equipment inventory records remain accurate and to assure compliance with State of Minnesota disposition requirements:

- Computers and audio visual equipment will be coordinated through purchasing by computing and ITV/media staff.
- All other equipment dispositions will be coordinated through purchasing, therefore purchasing must be notified when any item is to be disposed. Purchasing has the appropriate asset disposition forms available. When completing the form include the asset number from the “Property of the State of Minnesota” tag, location of equipment, and the reason for disposition. Purchasing will arrange for equipment to be removed.

Purchasing will verify equipment disposition information and notify accounts payable. All items to be removed must have the State of Minnesota disposition form completed prior to removal from the inventory records. Accounts Payable will enter the final transaction in the State of Minnesota Fixed Asset Module to remove the equipment from inventory.

Inventory: All tagged equipment must be accounted for during a physical inventory. All tagged items are assigned to a room. Staff conducting the inventory must locate all items during the physical inventory. When items are not located in the assigned room the personnel assigned to the room will be responsible. **NO EQUIPMENT PURCHASED WITH STATE OF MINNESOTA FUNDS BECOMES THE PROPERTY OF THE INDIVIDUAL.**

Accounts Payable

Payment for products and services: All payments will be processed within 30 days as required by the State of Minnesota according to the following procedure:

Invoices: Vendors should submit invoices to accounts payable. Accounts payable will forward each invoice to the originator. Upon receipt the originator should:

- Review the invoice to verify that services and or products have been received.
- Indicate the date services and or products were received.
- Sign, date and mark invoice “ok to pay”
- Return to accounts payable for processing

Accounts payable will submit payment to the vendor only upon receipt of the approved invoice. Therefore, staff must review and approve/deny invoices in a timely manner. Any questions should be directed to accounts payable at 733-7648.

Packing slips: Vendors will often include a packing slip with the shipment. Packing slips are forwarded to accounts payable by receiving staff when shipments are processed. Packing slips are verification the shipment has been received. Accounts payable will not forward invoices to the originator when a packing slip is present and matches the invoice, instead accounts payable will process payment. Any questions should be directed to accounts payable at 733-7648.

Prepayment: Prepayment of products and services is not permitted for any expense (except subscriptions, software, and memberships that have an invoice or an amount due clearly stated).

No payment will be processed from just a purchase order, or from any “special handling instructions” included on a purchase order. An invoice must be provided with authorization to process payment.

Employee Travel Procedures

All travel at state expense must be incurred for the primary benefit of the college. Lake Superior College has adequate teleconferencing and video conferencing facilities as a viable alternative to travel. Should travel be necessary the following policy applies.

Approval: All travel must be authorized and approved prior to creating any travel arrangements.

- In-state travel can be authorized verbally by the employee’s supervisor, provided the supervisor is authorized to approve purchase orders. Many border communities are considered in-state such as Duluth-Superior or Fargo-Morehead. All supervisors must verify adequate budget is available to pay travel expenses

prior to authorizing travel for an employee. Supervisors should request cost estimates to assure funds are available. Employees should always provide an agenda if available to document the cost estimate.

- Out-of state travel must be approved in writing by the President or a Vice-President. Forms are available in the Business Office. A signed copy of the authorization must accompany any reimbursement request. All supervisors must verify adequate budget is available to pay travel expenses prior to authorizing travel for an employee. Supervisors should request cost estimates to assure funds are available. Employees should always provide an agenda if available to document the cost estimate.

Travel Arrangements: Travel arrangements should be made with the goal of maximizing the use of campus financial resources. Purchase orders are required for all airfare, lodging, and conference registration costs. See **“Exceptions to the standard LSC purchase order”** for instructions when a vendor will not accept a purchase order.

- Fares: Employees should secure the lowest fare available. Arrangements should be made early enough to take advantage of purchase discounts when possible. Travel insurance coverage is not a reimbursable expense. Upgrades are not permitted. Lost baggage & excess baggage fees are not reimbursable travel expenses.
- Lodging: The lowest, government rate available should be secured at a reasonably priced licensed lodging facility. Additional miscellaneous charges included with the room are generally not reimbursable unless necessary for business purposes.
- Conference Fees: Employees are encouraged to take advantage of early registration discounted rates when available. Obtain a conference agenda to submit with your reimbursement.

All other travel expenses require a purchase order, can be paid directly by the employee, and will be reimbursed according to the procedure described below.

- Personal Vehicle Usage: Use of a personal vehicle for travel is acceptable. Mileage is reimbursable based on respective bargaining agreement mileage rates. Mileage claimed may only include necessary mileage for business purposes. Personal mileage while in travel status is not reimbursable.
- Rental Vehicle: Rental vehicles are acceptable provided the type of trip or location of meetings is such that use of local transportation (taxis, airport shuttles/limousines, buses, etc...) is not practical or more expensive. Rental vehicles shall be rented at the lowest possible rate. Employees shall use compact or mid-size/intermediate rental vehicles subject to the following exceptions:
 - The number of passengers is three or more and additional space is necessary
 - Excess baggage for official business requires a large vehicle (booth displays, sales items, large instructional or presentational items, etc...)

- A larger vehicle is provided at no additional charge above the compact or midsize rate

For travel within the United States, employees shall decline rental vehicle insurance as the state has provisions for insuring rental vehicles through the Risk Management Division. For international travel employees should accept all rental vehicle insurance coverage. Insurance coverage purchased in foreign countries is reimbursable.

All vehicle rental reservations are made through Enterprise Rent-a-car at 722-5800. To reserve a vehicle you must be an employee or a student of Lake Superior College and be at least 21 years old. (Student travel guidelines can be obtained in the Student Life Office).

- Meals: To claim breakfast you must be in travel status before 6:00 a.m. and to claim dinner you must be in travel status after 7:00 p.m. Times of travel must be listed on your reimbursement or meals will not be reimbursed.

Reimbursement of Travel Expenses: Employees shall be reimbursed for all reasonable and necessary expenses while traveling on authorized business. Request for reimbursement shall be submitted on an Employee Expense form.

- Receipts: Original itemized receipts are required for all expenses except meals or as required in collective bargaining agreements or compensation plans. Cancelled checks and copies of credit card bills do not substitute for original receipts. Employees may file a notarized affidavit in lieu of a receipt if the original receipt is lost or was not obtained. If in doubt, always obtain a receipt for any expense you plan to claim on your expense form.
- Miscellaneous reimbursable expenses:
 - Documented personal telephone calls if allowed by collective bargaining agreements or compensations plans
 - Laundry and dry cleaning for individuals in travel status in excess of one week without returning home shall be reimbursed actual cost not to exceed applicable collective bargaining agreements or compensation plans for laundry and dry cleaning for each week after the first week.
- Non-reimbursable expenses:
 - Alcoholic beverages
 - Late payment fees or interest on state-issued corporate credit cards
 - Expenses of traveling companions or family members
 - Expenses related to vacation or personal days while in travel status
 - Loss or theft of personal property
 - Entertainment or amusement costs, movies, “no show” charges, optional travel or baggage insurance, and parking or traffic tickets
 - Incomplete or incorrect expense reports

Upon completion of travel employees shall submit a completed Employee Expense Report, referencing the purchase order number(s), promptly and no later than 60 days from the date of return. The following must be included with the Employee Expense Report:

- Written approval for out-of-state travel
- An agenda, email, website, pamphlet, or some form of documentation to support the travel
- Odometer readings for any mileage claimed on a personal vehicle
- Receipts for any expense with the exception of meals or as required in collective bargaining agreements or compensation plans
- Include your state SEMA4 Employee ID Number
- Should you lose a receipt, you must fill out an Affidavit of Expense, available in accounts payable (up to a \$25 limit).

Student club (advisor) travel: All travel associated with student clubs must adhere to the above procedures.

Travel associated with staff development funds: All travel associated with staff development funds must adhere to the above procedures, in addition to:

- Requesting funds from your appropriate bargaining unit's staff development committee.
- Upon the committee's approval of staff development funds, submit your letter of approval to purchasing. Purchasing will create a purchase order for your travel and provide it to the employee.

Payroll Information

Payroll Services is located in the Business Office, room E1312. Payroll ensures pay is processed according to the appointment established and entered by Human Resources. For any questions regarding pay or the completion of a time book, please call Payroll Services at (218) 733-7647.

Pay Day: Employees are paid bi-weekly; every other Friday. The pay period begins on Wednesday and ends 14 days later, on Tuesday.

Time Sheet Processing for Staff and Hourly Faculty: Time sheets are due the Monday before the end of the pay period by 9 a.m. Please ensure that the time sheet is completely filled out: include employee ID number, name, department, pay period dates and the leave balance section. The time sheet requires the employee's signature as well as your supervisor's.

Overtime/Compensation Time: The Fair Labor Standards Act (FLSA) sets forth the provisions for compensation for time-and-a-half and overtime and determines who is subject to and who is exempt from the Act. Rates and standards vary among collective bargaining agreements. Consult your supervisor and collective bargaining agreement for specific information. Overtime/Comp Time does not apply to faculty or administrators.

Overtime/Comp Time must be pre-approved by the supervisor and documented on a Request for Leave Slip. The Request for Leave Slip for all the overtime/comp time earned during the current pay period must be attached to the time sheet when turned into payroll.

View Your Pay Stub: Access the internet using Microsoft Internet Explorer.

Go to Employee Self Service website: www.state.mn.us/employee

On the sign in page: user id is the 8-digit employee id number, and initial password is the last four digits of your social security number (password must be changed to at least 8-digits after initial entry into the website).

Click view pay stubs. The most recent pay stub will appear.

If you have any questions or problems contact payroll at (218) 733-5947.

Direct Deposit: All employees are required by the State of Minnesota to sign up for direct deposit (as permitted under Minnesota Statute 16A.17, Subd. 10). The direct deposit authorization form is available on the employee self service website (www.state.mn.us/employee) under "other payroll - payroll forms" or by contacting payroll at (218) 733-5947. As part of the employee self service website, employees may also enter their own direct deposit information.

Withholding/W-4 Form: All employees complete a W-4 at the start of state employment. Employees may change the number of exemptions at any time (with a maximum of twice each year). The W-4 form is available on the employee self service website (www.state.mn.us/employee) under "other payroll - payroll forms" or by contacting payroll at (218) 733-5947. As part of the employee self service website, employees may also enter their own W-4 form.

Mail Service

Incoming Mail

Staff mailboxes are located on the first floor, up the ramp from the Atrium. Each staff member and off-campus department should have a mailbox. If you need a mailbox, contact the Student Payment office at 733-5929. Daily incoming U.S. mail is normally sorted into mailboxes by 1:30 p.m.

The mailbox labels are color-coded:

Yellow	=	Support Staff	White	=	Faculty
Orange	=	Clubs	Blue	=	CTCE

If you have received a package that is too large for your mailbox slot, you will have a note taped to your mailbox notifying you that you have a package in the bins under the mailboxes on the floor. Please remove your package(s) from the bin (on the floor) as soon as possible. UPS: Incoming UPS packages are received on the loading dock daily and will be delivered to you within one working day.

Outgoing Mail

All outgoing mail must be in the mailroom, which is located at the switchboard, by 2 p.m., in order for it to be processed for that day. All mail must be accompanied by the postage charge sheet (obtained from the switchboard operator). The cost center listed will be charged for the postage. All stamped or metered mail should be placed directly in the US Postal Service mailbox located at the Switchboard. Please clearly mark foreign mail or mail with extra instructions with a post-it-note. All envelopes are to be typed. All mail must have a return address including Lake Superior College, and name or department of the sender. All large envelopes must be pre-sealed. The postage machine cannot seal these.

When envelopes are unsealed, please overlap them and leave the flaps up. All packages are sent out from the loading dock at the west end of the building. Items must be brought to the loading dock workstation by 2:30 p.m. (packaged, labeled and include sending department). Priority Mail, Express Mail, Certified Mail, and Federal Express forms are located at the mailroom. Please complete the form(s) as directed. If you have any questions about outgoing mail, contact the switchboard operator, 733-7600.

Telephone Service

The LSC Directory and Duluth phone directories are available on-line at www.lsc.edu. If you have not been assigned an extension or voice mail, communication problems, long distance dialing, answering machines, etc... contact the switchboard operator at 733-7600.

Campus Food Services and Vending Machines

The campus cafeteria line is open during the following hours:

7:30 a.m. to 6:00 p.m. Monday – Thursday

7:30 a.m. to 1:30 p.m. Friday

Bakery items, breakfast sandwiches and beverages are available in the morning and Lunch is served from:

10:30 a.m. – 3:00 p.m. Monday – Thursday

10:30 a.m. – 1:30 p.m. Friday

Lunch tickets can be purchased for your group or special occasions. Contact the Food Services Supervisor at, 733-7645, for the tickets and inform her of the date they will be used, so she can plan for the added numbers.

Catering Services

The Food Service Department is able to cater your meeting, seminar, other special occasions, or just provide light snacks for breaks. Three (3) days notice is needed for special requests. Arrangements must be made by you to pick up the food; otherwise, a delivery charge is applied. Contact the Food Services Supervisor at 733-7645 for details, the request form and copy of the current Catering Menu.

Vending Machines

Services for The Blind, has the contact for keeping the vending machines filled. Refunds can be obtained from the switchboard operator between 8:00 a.m. and 10:00 p.m. if the attendants are unavailable.

Copy Center Services

The copy center is available to all employees for the reproduction of large documents or large numbers of documents. All departments are charged back for work completed in the copy center. For services, complete the Media Services Request Form available in the Copy Center and deposit the form in the basket on the counter in the Copy Center. Allow a three-day turnaround for normal projects longer before the beginning of each semester. Allow a one-week turnaround for larger projects, such as workbooks. Contact the Copy Center representative for specific information relating to complex printing jobs.

If you are requesting a confidential copy:

Place your confidential material to be copied in the brown envelope located by the basket and put your envelope in the basket. If you want to tape your envelope shut – there is tape provide. Upon completion of your confidential order, the order will be placed into a locked box. Your order will be retrieved from the locked box, when you come to pick up the order. **CONFIDENTIAL ORDERS WILL NOT BE RELEASED TO WORK STUDY STUDENTS.**

Building Maintenance, Safety and Access

Contact the Physical Plant Director, 733-7625, to obtain keys for access to an area or report any maintenance or safety issues in the building.

Room Use by Outside Organizations

If non-campus organizations wish to use LSC facilities, they must contact the College receptionist at 733-7600. If food is needed for the event, contact the food service supervisor at 733-7645.

College Bookstore

The bookstore is located to the right of the Student Commons and offers a variety of clothing, supplies and everyday student needs as well as required class materials.

Faculty Ordering Information

Faculty must order materials at least 8 weeks prior to each semester, to insure timely and proper delivery by completing the Book Request Form and/or Book Deletion Form. If books are left over from a previous semester and they should be returned, complete a Book Deletion Form. If unsold books are not returned, the department budget will be billed. For all Bookstore forms, the following information is required”

Course/Section
Quantity Needed
ISBN Number (located on the back of each book)
Title/Author/Edition
Publisher

Request forms will be placed in faculty mailboxes prior to the start of each semester. Additional forms are available in the Bookstore. Faculty are responsible for ordering their own materials (desk copies, test banks, etc) directly from the publisher. Faculty are also responsible to check the current stock of books and required supplies at least 8 weeks prior to the start of a term and notify the Bookstore of any course/section changes/

Student Bookstore Procedures

Books and supplies will not be available for purchase until two weeks prior to the start of each semester. Student eligible for grants and loans may charge items in the Bookstore until the distribution date. Students must present an award letter that shows they are receiving financial aid.

Security/Escort Service

Lake Superior College employs Midwest Patrol Security Service to patrol the main campus and be a presence on the grounds. If you need to reach a Security Officer, call 733-1080, cellular phone 522-1019 or the switchboard operator at 733-7600.

Escort Services are available as follows:

7:00 a.m. - 10:00 p.m. Monday – Thursday
7:00 a.m. - 6:00 p.m. Friday
8:00 a.m. – 4:00 p.m. Saturday

To insure the safety and well-being of staff and students, and escort service to your vehicle has been established. If you would like to use this, contact the Security Officer or switchboard, to make arrangements for one of the security officers to meet you at an exit and escort you to your vehicle. Tickets will be issued to all vehicles illegally parked. All employees and students must obey posted speed limits.