



# BROOKHAVEN COLLEGE MEMORANDUM








VICE PRESIDENT OF BUSINESS SERVICES  
BROOKHAVEN COLLEGE

**DATE:** September 1, 2009  
**TO:** All Brookhaven Employees  
**FROM:** George T. Herring  
Susan Voigt  
**SUBJECT:** **2010 Business Services Guidelines for General Information, Budget, Purchasing, Travel, Contracts, Work orders, and Activities Calendar**

A new academic year is underway and we would like to provide the college with an outline of the guidelines being implementing for fiscal 2010 and beyond.

**Note:** This symbol indicates areas containing updated  or new  information.

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## GENERAL INFORMATION - Section 1:

### ➤ USE OF STUDENT AND EMPLOYEE IDENTIFICATION NUMBERS

Continue to use Colleague assigned student or employee identification numbers when completing District forms. DO NOT list Social Security Numbers on District forms.

### ➤ ELECTRONIC TRANSFER METHOD FOR TRAVEL ADVANCES and REIMBURSEMENTS

An employee travel advance (including student travel portion of advance) and any non-payroll reimbursement is through an electronic transfer into your bank account. If you are bank ineligible, the default is the same as your payroll check. You may view reimbursement or advance detailed information on [eConnect Employees](#) Menu at [My Disbursements](#).

### ➤ WHO MAY COLLECT MONEY?

College Business Office personnel are the only designated individuals who may collect monies. This is in accordance with procedures to ensure all monies are collected in the name of the College or for College approved activities. See [Section 1.0.0](#) of Business Procedures Manual.

## **BUDGET - Section 2:**

### ➤ **100% FUNDS AVAILABILITY CHECKING**

All financial transactions are first checked in the division to verify funds availability budget before submitting. The funds for the requested expense must be in the specific fund/location/division/account number before the expenditure can be processed. This includes, but is not limited to transactions processed on Check Requests, also known as non-purchase orders (NPO), Professional Leave and Travel Forms (PLT), In-Area Mileage Form (ICT), Student Travel Advance and Approval form (STAAR), Professional Service Contract (PSC), Student Athletic Service form (SAS), and Requisitions.

Verify funds in a specific account(s) as follows:

- Go to the ACBL screen in Colleague and input the Fund-Location-Division-Account number.
- Check Available Funds amount.
- If funds are available, print a copy of the ACBL screen for attachment to original document request.
- If funds are not available, prepare and submit a budget adjustment request.
- **Communicate funds availability by attaching ACBL print screen and/or the request for a budget adjustment to the Requisition, NPO, PLT, ICT, STAAR, PSC, SAS, or Requisition form.** Transactions submitted without proof of funds are subject to delay.

### ➤ **BUDGET ADJUSTMENT**

- **It is the responsibility of each budget manager to maintain all budget line items in a positive financial position.** The purpose of a budget adjustment is to move whole dollars into a specific account to either decrease or increase the allocated budget amount.
- **Budget adjustment requests may be sent electronically as follows:**
  - The budget manager initiates an email to Marion Douglas and carbon copies Dawn Bishop and the appropriate dean or vice president.
  - Subject Line to read "Budget Adjustment."
  - Format example:

\$ 150.00 From: 11-02-102143-24201 To: 11-02-102143-23302 \$ 150.00

**Reason: (Include known detail information of the reason for transfer i.e. specific requisition reference, items, service or individuals etc.)**

A budget adjustment may also be submitted using the budget adjustment form (budadj.exe) located on the P drive: **P:\FORMS\Business Office**. Complete the form, rename the form, save it to a disk or hard drive and **e-mail the form to Marion Douglas and carbon copies Dawn Bishop** and the appropriate dean or vice president. This mailbox is checked daily. Once the budget adjustment is processed an email confirmation is sent.

- **Attach email copy to each requisition or payment document submitted to the Business Office to denote funds verified.** Accounts which cannot be adjusted include: 2310x, 2312x, 2313x, 2314x, 2316x – District Charge-back accounts
- **Accounts which cannot be adjusted without approval from the VPBS include:**
  - ◆ 20xxx Salary accounts
  - ◆ 23204 Cell Phone Stipend
  - ◆ 23201, 23202, 23211, 23212 – Telephones
  - ◆ 26xxx and 27xxx – Equipment accounts
  - ◆ 23404 – Business and Travel account
  - ◆ 245xx – Non-Inventoriable Equipment, Furniture, Software, and Technology



**The Vice President of Business Services accepts budget adjustments from September 1, 2009 through August 31, 2010.**

# PURCHASING - Section 3:

## ➤ CONTACTS FOR PROBLEM SOLVING/ STATUS INVESTIGATION



General questions .....	972-860-4304
Requisition to Purchase Order Status .....	972-860-4815
Invoice Issue and/or Purchase Order Change(s) .....	972-860-4304
Business Cards and Office Supplies.....	972-860-4304

DISTRICT BUYER(s) is to be contacted by a Campus Buyer, DBO, or VPBS to establish communications regarding order inquires/problems. This Initiative is to improve efficiency and effectiveness.

## ➤ PURCHASING GUIDELINES

According to DCCCD policy, The College Vice President of Business Services or a designee is authorized to make purchases for the respective College whenever appropriate and practical.

All purchases are to be coordinated through the Business Office.

The general policies and principles for Purchasing are to be applied to all operations of the campus regardless of funding source (i.e. Fund 11, 12, 13, 14, or 24).

Submit purchases totaling \$999.99 or less on a requisition for campus purchase order form.

Submit purchases totaling \$1,000 or greater OR any one item with a unit cost of \$500 or more on a requisition for district purchase order form.

For **all** purchases, single unit or combined total, greater than \$500, the [Fax Quote for Personal Property form](#) should be used.

At least one of the three required quotes (non-contract purchases) must come from a minority or woman owned business. The [Business Diversity Additional Resources page](#) provides links to databases to assist in locating such vendors.

Use contracted vendors for purchase of specific products at a specific price for a specific time frame found on the purchasing website by commodity a.k.a. as [c.p.i.](#) Frequent updates occur.

Submit blanket order requests on a requisition for district purchase order form. Complete details on listed on the reverse side of form.



New colleague audit prohibits entering a release for payment against a blanket purchase order greater than the balance on the blanket. Be sure to verify funds before placing an order.

If merchandise is obtained by an **unauthorized person** or in a manner that **does not follow established procedures**, the individual making the purchase will be deemed to have entered into a **private transaction** with the company involved. **Payment for any unauthorized purchase shall be the responsibility of the person placing the order.** [Reference District Purchasing Procedures Section 4.1.1.B](#)

Follow this link to the District's [purchasing](#) procedure manual.

Emergency purchases from a vendor who does not accept a purchase order requires pre-purchase approval through the Business Office. Petty cash reimbursement maximum amount is \$75. For assistance call extension 4304 or 4814.

### Emergency Purchases:

Per District policy: a requisition may be considered as an emergency when any delay due to the competitive requirements or normal procurement procedures would be detrimental to the interest of the District (or college). Based upon this definition, a lack of planning will not be handled as an emergency. The Vice President of Business Services is authorized to make an emergency purchase under \$ 1000.00, excluding capital items, in accordance with Section 4.1.3 of the purchasing guidelines. Emergency requests may be exempted from the two business day turn-around and handled as the nature of the emergency dictates. Complete details of how to handle an emergency according to [policy](#) section 4.1.5.



To avoid delays in processing your requisitions a budget adjustment must be completed prior to submitting the requisition to purchasing.

**REQUISITIONS - Campus or District**



- All requisitions must be completed according as described in District Business Office Procedure Manual, [Section 4.1.0](#).
- Requisitions for fiscal year 2010 are accepted from June 1, 2009 through July 15, 2010.
- Requisitions for fiscal year 2011 are accepted beginning June 1, 2010.
- Completed requisitions with verified funds availability documentation will normally be processed within three business days. The exception is during peak registration times and in the occasional situation when key Business Office personnel are absent.

Peak registration times in the Business Office are:



- Fall 2009: Aug. 17 – Aug. 31, 2009
- Spring 2010: Dec. 14, 2009 – Jan. 21 2010
- Summer I 2010: June 1 – Jun. 8, 2010
- Summer II 2010: July 08 – July 14, 2010

It is best to project a reasonable lead time when submitting purchase requests to fit your need dates or grant requirements. Figure in the time to bid, receive and pay an invoice within the current budget year. In general, the larger the dollar amount of the request, the longer it takes to secure bids and issue a purchase order. Purchases of items over \$25,000 require formal advertising and Board approval. Remember too, that Brookhaven is competing with the rest of the District on requests that must be processed through District Purchasing. Planning ahead can help to ensure your request is processed within the time frame you desire. (See Business Services Activities Calendar on page [17](#).)



Top 3 Reasons Requisitions are Delayed:

- Budget Adjustment required
- Missing appropriate signature i.e. designated cost center manager, IT (software or hardware), MPI (print jobs)
- Proper use of contracted vendor

**IMPORTANT NOTICE**

See page 2 for process for Submitting Budget Adjustment(s).

**GENERAL PURCHASING INFORMATION**

**Tax Exemption Certificate:**

A vendor may require a sales and use tax exemption form for District business transactions, The Sales and Use Tax [Exemption form](#) can be found on the Purchasing intranet page.

The form is to be signed by the person claiming the exemption such as the VPBS, DBO or campus buyer when attached to a purchase order. Be informed that the use of this form for a personal purchase is more than a no-no, it is a crime.

**Division Receipt Acknowledgement:**

An instruction sheet is attached to campus purchase orders describing how to handle receipt of merchandise/services. Failure to acknowledge delivery of goods/services will delay the payment process, and may result in the loss of purchasing privileges. The same process applies to District orders of goods/services.

**W-9 – New Vendor to the District:**

A vendor doing business with the DCCCD for the first time must submit a W-9 form.

In order to expedite, have the vendor complete a [W-9](#) and attach the completed form to the paperwork submitted to the Business Office. When the vendor's address is a PO Box, ask them to include a physical address in addition to the PO Box. You may call the Business Office to verify if a W-9 is needed.

# CONTRACTS [Professional Services Contract (PSC), Institutional Agreements] - Section 4:

## ➤ CONTACTS FOR PROBLEM SOLVING/ STATUS INVESTIGATION

General questions ..... 972.860.4666

According to DCCCD policy, all contracts must be reviewed and approved by the VPBS prior to the service or performance date. All PSC contracts with a total cost of \$500 or greater must include (1) at least three bids and (2) a rating instrument that includes the criteria used to identify the competency, experience and capability of the prospective contractor relative to the professional service to be provided. An example of a [rating instrument](#) can be found in section 4.7.0, page 6.

The District makes provisions for special contractors that might be considered as a sole source provider. A special contractor is generally defined as a speaker/lecturer with a highly regarded reputation or area of expertise.

When a single contractor is being considered, the requesting department will identify the special contractor as a sole source and must complete a rating sheet that shows the area of expertise, competence and a detailed reason for selecting the special contractor. The requesting department shall exercise reasonable and prudent care in selecting special contractors and shall not unreasonably preclude consideration of other business entities that can provide comparable professional services.

A contractor doing business with the DCCCD for the first time must submit a W-9 form along with the PSC contract.

### IMPORTANT

**Should the proposed contract is not a District standard form, i.e. institutional agreement or PSC, it must also be reviewed and approved by the District's legal department in advance of the service or performance. To expedite the review and approval process, the requesting division should require the proposed vendor to provide an electronic version of the contract.**

Here is a synopsis of the approval process and timelines that can be expected when requesting a professional services contract:

#### **PSC contracts with aggregate\* costs ranging from \$1 to \$499.99**

- must be reviewed and approved by the VPBS or designee;
- may need to be reviewed and approved by District Legal Counsel;
- may require up to 3-4 weeks for approval in some instances.

## **CONTRACTS - PSC and IA (continued)**

#### **PSC contracts with aggregate\* costs ranging from \$500 to \$9,999.99**

- must include three bids and a rating sheet;
- must be reviewed and approved by the VPBS or designee;
- may need to be reviewed and approved by District Legal Counsel;
- may require 3-4 weeks for approval in some instances.

#### **PSC contracts with aggregate\* costs ranging from \$10,000 to \$24,999.99**

- must include three bids and a rating sheet;
- must be reviewed and approved by the VPBS or designee;
- may need to be reviewed and approved by District Legal Counsel;
- must be reviewed and approved by the Vice Chancellor of Business Affairs;
- may require 3-4 weeks for approval in some instances.

#### **PSC contracts with aggregate\* costs of \$25,000 and over**

- must include three bids and a rating sheet;
- must be reviewed and approved by the VPBS or designee;
- must be submitted to the President's office, along with Board information pages, for review and approval;
- may need to be reviewed and approved by District Legal Counsel;
- must be reviewed by the office of the Vice Chancellor of Business Affairs;
- must be reviewed and approved by the Board of Trustees;
- may require 6-8 weeks for processing.

## TRAVEL - Section 5:

### ➤ CONTACTS FOR PROBLEM SOLVING/ STATUS INVESTIGATION

Employee travel & student travel .....	972.860.4666
Student travel bid process .....	972.860.4304

Documented, pre-approval is required for all employee leave and student trips. All travel documents are reviewed for approval by the Director of Business Service, or designee, prior to the travel event.

**Travel that has not been pre-approved by the DBO may not be campus funded.** An employee travel advance including sponsor portion of student travel advance is an electronic transfer into the bank account on file same as your payroll check.

**All travel taken in August must be submitted to the Business Office for reimbursement no later than the first three working days in September to be processed. By policy, travel reimbursements must be paid in the fiscal year the travel occurred.**

### ➤ EMPLOYEE IN-AREA TRAVEL - IAT

**In-area travel** is documented on the In-Area Travel Report (IAT) form. In-area travel is defined as travel by an employee within and to counties which share a border with Dallas County. The following counties are in-area: Dallas, Tarrant, Denton, Collin, Rockwall, Ellis and Kaufman. Employees who receive the business and travel allowance are not eligible to receive mileage reimbursement for in-area travel.

Employees who do not receive a monthly travel allowance shall receive a reimbursement for daily mileage according to the following guidelines:

1. Daily miles traveled must exceed the employee's normal daily driving distance between home and regular work location
2. The employee may be reimbursed only for the excess distance traveled.

Parking fees may be reimbursed provided that a receipt from the parking agency is submitted. Reimbursement may be made for parking meter fees and parking lot pay-boxes provided that a statement, certified by the employee and signed by the supervisor, stating the actual expenditure and form of payment is attached to the In-Area form.

Full-time employees complete the IAT to:

1. obtain prior approval before taking in-area professional leave, and
2. document in-area professional leave expenditures. Hotel (overnight stay) and meal expense for in-area travel are not reimbursable.
3. compute reimbursement using the last published rate of \$ 0.55 per mile equal to IRS standard mileage rates. Mary Smith, ext. 4666, can verify current rate or go to [Internal Revenue Service \(IRS\)](#) website.

The **District Mileage Guide** shall be used for inter-campus travel. Find the District's [mileage chart](#) in section 9.9, of the business procedures manual.

Mapquest, [www.Mapquest.com/directions](http://www.Mapquest.com/directions), is the internet site for documenting mileage.

**In-Area Travel Reports (IAT)** are to be submitted to the Business Office as soon as the employee completes each travel event or no less than monthly.

Travel taken in August must be submitted to the Business Office for reimbursement no later than the first three working days in September to be reimbursed. By policy, travel reimbursements must be paid in the fiscal year the travel occurred.

### EMPLOYEE OUT OF AREA TRAVEL - PLT

Employees who receive the Business and Travel Allowance are not eligible for reimbursement of mileage to and from an in-area airport. Airport parking for overnight trips is reimbursable; however, the most economical parking facility should be used. **Per-diem increase effective September 1, 2007 of \$39.00 for 24 hours, \$9.75 per quarter beginning at midnight, of travel.**

Out of area travel is documented on the Professional Leave and Travel (PLT) form.

The PLT form is used by employees to:

1. obtain REQUIRED prior approval before booking flight, hotel, car or registration payment by submission to the Business Office.

2. obtain pre-approval to ensure funding.
3. drive vs. fly cost comparison is best supported by attaching a quote from our contracted vendor, NTS-World of Travel and a copy of a MapQuest with actual driving mileage. The cost of airfare plus any car rental expense may be used in documenting the comparison. Reimbursement will be based upon the lesser of the two. Your supervisor is to verify that the most economical means was selected based upon the documentation provided by the traveler.
4. calculate per-diem; calculated on the quarter system, \$9.75 per quarter in 6 hr intervals, beginning at midnight.
5. attach quote from NTS-World of Travel when employee purchases an airline ticket. The lesser amount is reimbursable. Note: If the trip is not completed the employee ticket purchase is not eligible for reimbursement.
6. **Additional allowed airport expenses, i.e. fees for checked luggage, the District will reimburse for a maximum of two (2) checked bags.** Persons shipping materials for a presentation, in some cases paying the airlines checked luggage fee may be less expensive than shipping UPS, US mail or FedEx. Always use the most cost effective means when shipping materials.
7. **Hotel Occupancy Tax Exemption Certificate:** Employees staying in hotels in Texas are to present a Hotel Tax Waiver Form upon check-in. The DCCCD will not reimburse employees for state taxes paid on in-state hotels rooms. This relates only to the state taxes eligible for waiver. The form located on the P: drive, <P:\FORMS\BusinessOffice>, Hotel Occupancy Tax Exempt Form.
8. submit reconciled travel within 10 days of completion of travel
9. The District will withhold travel advances and travel prepayments for anyone who is more than 30 days late in completing the reconciliation of prior travel. Travel advances and travel prepayments can be reinstated once an individual's travel reconciliation is complete and current.

National Travel Systems – World of Travel became the DCCCD contracted travel agency effective July 1, 2004. **The contract has been extended.** Reservations can be made on-line at the most economical rate of \$8.75. Phone (972-447-0794), email or fax costs \$14.75. See: District Purchasing Contract Pricing Information (CPI) page, [Travel Services Employee](#). It contains complete information, instructions and vendor selection.

All travel pertaining to “research or discovery” that is taken in country or overseas must contain a clear statement of purpose indicating how the travel benefits the District and/or the College. The statement of purpose must be approved by the college President.

The District’s complete [procedure manual for travel](#) can be found in section 9, of the business procedures manual.

### ➤ **STUDENT TRAVEL - STAAR**

All student travel is documented on the STAAR form and submitted prior to travel including trips without any financial obligation or associated costs. Student sponsor trip (STAAR) form and the employee/sponsor(s) travel (PLT) form(s) must be submitted simultaneously. Find the District’s complete [procedures for student travel](#) at this link.

The vendor selected to handle the travel arrangements is determined from the vendor pool on the District Purchasing Contract Pricing Information (CPI) page valid through 8/31/2009. Look on the [CPI Descriptions](#) page for an update. The college sponsor/originator needs to contact Pete Heckel (x4304) who will assist in coordinating and preparing the bid documents for each [trip](#) well in advance of the travel dates or publishing information to students



**Per District policy: all out-of-area and student travel must be reconciled within ten business days of completion of the travel.**

### ➤ **USE OF COLLEGE VEHICLES**

Van or bus reservations are coordinated through the Police Department at 972.860.4190.

A person must have a Texas Drivers License, have 6 years of licenses driving experience, and be approved by District Risk Management to be eligible to drive any District vehicle.

An employee or authorized volunteer transporting students in any vehicle must be an approved driver.

No students may drive on District business.

# LONG DISTANCE TELEPHONE ACCESS and CHARGES – Section 6:

## ➤ CONTACTS FOR PROBLEM SOLVING/ STATUS INVESTIGATION

General questions ..... 972.860.4822

### Long Distance Telephone Access Code Authorization.

- A supervisor may request the assignment of a long-distance access code through Manny Estrella, campus telephone coordinator, at ext. 4822 for an employee who **uses long-distance dialing to conduct DCCCD business.**
- Only one access code may be assigned to an employee. **This access code must not be shared with other employees.**
- The access code shall be used for DCCCD business-related calls. Personal long distance calls should be limited to emergency situations, and where possible, employees should be encouraged to use their personal telephone credit/calling cards for such calls.

### Monthly Long Distance Call Log.

- Employees who have been issued a long-distance access code shall maintain a monthly “Long Distance Call Log.” The log shall be used to list all long distance calls when made. The “Long Distance Call Log” will be used to verify the calls listed on the “Telephone Charges – Long Distance Report.” The “Long Distance Call Log” form can be accessed on the /P:drive at **P:\FORMS\BusinessOffice**, file name “**LDPhoneLog.xls.**”

### Monthly Long Distance Report Distribution and Reconciliation.

- To facilitate the reconciliation of long-distance calls, the campus telephone coordinator distributes a monthly report titled "Telephone Charges – Long Distance Report" to the cost center managers.
- The cost center manager will distribute the report to employees whom have calls listed on the report. The referenced employees will review the report and verify the legitimacy of the calls by signing or initializing the report.
- The cost center manager should establish a reasonable time period for the return of the report and monitor its return.

### Payment and Deposit Procedures for Personal Calls.

- If an employee has made any personal long-distance telephone calls that are listed on the report, he or she must identify the personal calls and make full payment at the Business Office cashier window. Reimbursement for personal long-distance calls may be made by cash, credit card, or check. Checks for personal calls must be made out to "DCCCD", "Dallas County Community College District" or "Brookhaven College."
- The Business Office will provide a receipt to the employee or division designee, for payment of the calls, and deposit the payment into the division's long-distance account (23211).

### Division Routing and Report Filing

- The employee or division designee will attach the payment receipt to the long-distance charge report and forward the report to the next person on the routing list.
- A copy of the report, along with any receipts for payment of personal calls, must be given to the cost center manager for review and filing.
- The cost center manager should keep a file copy of the report through the end of the current fiscal year.

### Report Discrepancies

- To report any discrepancies in the report, contact Manny Estrella, campus telephone coordinator, at ext 4822.

### Termination of Access

- A long distance access code shall be cancelled in case of employee termination, compromise of an access code, or in cases of abuse of privilege. **To request termination of a long distance access code, contact Manny Estrella, campus telephone coordinator, at ext 4822.**



# Information Privacy & Security

## Location IPS Incident Response Coordinators:

Brookhaven College  
972-860-4670

Cedar Valley College  
972-860-8232

LeCroy Center  
972-669-6407

Eastfield College  
972-860-7097

El Centro College  
214-860-2166

Mountain View College  
214-860-8551

North Lake College  
972-273-3334

Richland College  
214-238-6930

District Office  
214-860-2450

District Service Center  
972-860-7964



District  
IPS Incident Response  
Coordinator  
972-860-7475

## Reporting an Information Breach

Almost every person who works within the Dallas County Community College District has access to sensitive information. Through the District's emerging Information Privacy and Security (IPS) Program, the District aims to proactively minimize the need for responding to an information breach; however, employees will need to be aware of when a breach of sensitive information has occurred and how to address such breaches.

**Report any of the information privacy/security event(s) and/or incident(s) below to your Location IPS Incident Response Coordinator. If you are unable to reach your Location Coordinator in a timely manner, then report the event(s) and/or incident(s) to the District IPS Incident Response Coordinator at the District Service Center.**

**Events and/or Incidents to report to your Location IPS Incident Response Coordinator include but are not limited to:**

- Sensitive Information in hard copy(s) (paper), electronic, or any form of student(s), and/or employee(s) record(s), document(s), application(s) or information that **may** have been lost, stolen, missing, accidentally released, sent to the wrong person, misused, involved in unauthorized access and/or large scale intrusions.
- Electronic Device containing sensitive information (e.g., laptop, USB storage, PDA, etc.) **may** have been lost or stolen.
- Breach of information security (account(s) compromised)

### **"When in doubt – Report it"**

**The following types of events and/or incidents should be reported directly to your location's Information Technology staff:**

- Intrusion of computer networks via the network (often referred to as "hacking")
- Occurrence of computer viruses (an "infection" by a virus, worm, or Trojan program)
- Denial of service attacks (lack of network response)

**All criminal incidents or other suspicious activity (including threats to your personal security) should be reported directly to the College Police Department.**

# **HOSTILE INTRUDER GUIDELINES – Section 8:**



## **BROOKHAVEN COLLEGE HOSTILE INTRUDER GUIDELINES FOR FACULTY, STAFF AND STUDENTS**

*(Published April 19, 2007)*

### ➤ **Hostile Intruder Inside A Building**

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to staff, faculty and/or students within a building, we recommend the following:

*While the guide refers primarily to academic buildings, it should be understood this informational guideline is also relevant to administrative and other common buildings on campus.*

- Faculty should immediately lock students and themselves in the classroom. If possible cover any windows or openings that have a direct line of sight into the hallway. Barricade the doors with desk, tables, etc.
  - If communication is available, Campus phone, dial 4290 and/or 911. The campus phone will be answered by the Police Communications Center and a Campus Police Officer will respond (the Police Dispatcher will also notify outside law enforcement agencies of the incident). Cell phone: dial 972-860-4290 (it is recommended that you program your cell phone with this number). Dialing 9-1-1 on your cell phone will automatically go to a City Police Department, the BHC Police Officers are the first responders for the campus and in an emergency, they can be anywhere on campus in less that 2 minutes, an outside agency cannot respond that quickly.
  - Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
  - Lock the windows and close blinds or curtains.
  - Stay away from the windows.
  - Turn off lights and all audio equipment.
  - Keep everyone together.
  - Keep classrooms secure until police arrive and give you directions.
  - If you are not in a classroom, try to get to a classroom or an office.
  - Stay out of open areas and be as quiet as possible.
  - If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
1. You can try to hide, but make sure it is a space not easily discovered or you may be found as the hostile person(s) move through the building looking for victims.
  2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help any way you can and warn others.
  3. If the person(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  4. Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
  5. If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

## **Hostile Intruder Inside A Building (continued)**

6. When police officers arrive, obey all commands (the officers may not know who you are). This may involve you being handcuffed, or you being asked to keep your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, the police officers will give you further directions to follow.

## **➤ Hostile Intruder(s) on Campus Grounds**

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on Brookhaven College grounds, we recommend the following:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Use vehicles, bushes, trees and anything that could possibly block your view from hostile person(s), while you are running.
- If you can get away from the immediate area of danger, summon help and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) are causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending on your situation, this could be your only option.
- If caught by the intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
- When police officers arrive, obey all commands (the officers may not know who you are). This may involve your being handcuffed, or your being asked to keep your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, the police officers will give you further directions to follow.

This informational guide cannot cover every possible situation that might occur, but it is a tool that may reduce the number of injuries or deaths if put into action as soon as a situation develops. TIME is the most important factor in the management of this type of situation.

## **➤ Additional Information To Consider**

Classroom and office door locks: There are numerous types of locks on interior building doors. Become familiar with the kind of lock on your office and the classrooms you use. Most door locks can be manually locked by hand (without the use of a key), learn how to lock the rooms you use, know which doors will require a key to lock the door. There are locks that remain locked all the time and the closing of the door will provide the necessary security.

Stay vigilant in observing what is taking place around you and report suspicious behavior to your campus police.

A display of irrational and/or violent behavior should be reported to the campus police immediately. Your police officers are trained in Crisis Intervention Techniques for all kinds of behavioral issues (the reporting of incidents of this nature does not mean the officers will arrest the person, it does mean that the officers will know about the individual and the behavior). The officers are here for the safety of the college community; allow them the opportunity to do their job by providing information regarding incidents. Officer visibility has been increased within the building complex. ■

# **SAFETY and LOSS PREVENTION OF PERSONAL and CAMPUS PROPERTY – Section 9:**



## **➤ Personal Property**

There are many instances when employees bring personal property to campus for personal use. This property may include but is not limited to art, office furnishings, books, plants, photographs, and office machines or equipment. Personal property brought to campus **is the sole responsibility of the owner**. Brookhaven College assumes no responsibility for the repair, replacement, or reimbursement of personal property due to damage, loss or theft.

Brookhaven College is an open campus, which means persons can freely come and go. To protect personal property against theft or vandalism, always secure the work space before you leave your area. Do not leave personal property or valuables unattended. Report the lost, stolen or damaged property immediately to the college Police at 972.860.4290.

If you witness a crime, suspicious person or activity, immediately contact the college Police department at 972.860.4290. Be prepared to provide an accurate description of the suspicious person and direction and mode of travel.

## **➤ Campus Property – Off-Campus Use of District Equipment**

DCCCD board policy section CI (REG), “Off-Premises Use of District Property” states District equipment may be used off-premises for college or District purposes, not for personal use or for personal profit, only with signed prior approval from the borrower’s supervisor.

A request for off-premises use of District equipment is initiated by the borrower with the completion of the “borrower” information section of the Off-premises Use of District Equipment form (District form #0315-10/98).

If equipment is stolen or lost while on loan, immediately notify campus Police Department, and refer to the procedure outlined in DCCCD Business Procedures Manual, [Section 11.5.0](#). In addition, if the equipment is computer-related, immediately notify campus Police Department and the IT department. The borrower assumes responsibility of equipment in cases of theft or damage due to negligence.

Extended use (a scheduled return date past the end of the current semester or session or an extension of the loan period initially approved) shall require the approval and signature of the Vice President of Business Services.

## WORK ORDERS – Section 10:

### Instructions for Submitting Facilities, Information Technology, Institutional Research, Marketing and Public Information and Telephone work orders:

#### To access a *Facilities Services* work order/service request form:

1. From your desktop Access Facility Max.
2. Log-in and click on pull down menu “Module”. Select “Customer Service,” select “Customer Request,” select “New” (it looks like a sheet of paper and is located on the far right side of the screen next to the magnifying glass).
3. Fill in all boxes that are outlined in red.
4. Locate “Desired Date” – enter the date you would like to have the work completed by.
5. Click on the “Save” icon located in the upper right hand side (it looks like a diskette icon.).



#### To access an *Information Technology* work order/service request form:

1. Access a new e-mail screen
2. Address message to: **BHC Computer**
3. Type subject: Work Order Request
4. Tab down to message area
5. Press: F11 key
6. Change to: Drive X:
7. Double-click the file: Support
8. Press the keys: Ctrl-Home
9. Complete the work order and press “Send”

#### To access an *Institutional Research* work order/service request form:

1. Access a new e-mail screen
2. Address message to: **BHCResearch**
3. Type Subject: Work Order Request
4. Tab down to message area
5. Press: F11 key
6. Change to: Drive X:
7. Double-click the file: Research
8. Press the keys: Ctrl-Home
9. Complete the work order and press “Send”

#### To access a *Marketing and Public Information* work order/service request form:

1. Access the P: drive of your computer, by clicking on the My Computer icon
2. Access the Forms folder
3. Select the PI Services Form Folder and double-click on the file, PIWorkorderMail.exe.
4. Fill in the OmniForm with the requested service
5. Either print the form and bring it to the Marketing and Public Information Office, Room S241, located in the Student Services Center, Building S, or
6. Save the completed form to your computer desktop. Open a new e-mail addressed to [bhcPIServices@dccd.edu](mailto:bhcPIServices@dccd.edu) and attach the completed HTML version of the form.

NOTE: Requests for Internet services must be signed by your vice president or instructional dean

#### To access a *Telephone Services* work order/service request form:

1. Access a new e-mail screen
2. Address message to: **BHC Phones**
3. Type Subject: Work Order Request
4. Tab down to message area
5. Press: F11 key
6. Change to: Drive X:
7. Double-click the file: Phones
8. Press the keys: Ctrl-Home
9. Complete the work order and press “Send”

# CALENDARS - Section 11:



## > Campus Closings Schedule for 2009/10

**No Classes, No Activities, No Services, Gates Locked**

- **Campus Closed is defined as “No classes, activities, or services – Gates Locked”**

## Fall 2009

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**LABOR DAY ..... Mon, Sept 7, 2010 .....CAMPUS CLOSED**

Campus open Saturday, Sept 5, 09 and Sunday, Sept 6, 09

*No credit and non-credit weekend classes Friday evening Sept 4, Saturday, Sept 5 and Sunday, Sept 6.*

**THANKSGIVING ..... Thurs, Nov 26 – Sun, Nov 29, 2010 .....CAMPUS CLOSED**

**WINTER BREAK..... Thurs, Dec 25 – Wed, Dec 31, 2010 .....CAMPUS CLOSED**

## Spring 2010

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**NEW YEAR’S DAY ..... Fri, Jan 1 – Sun, Jan 3, 2010.....CAMPUS CLOSED**

**MARTIN LUTHER KING JR ..... Mon, Jan 18, 2010 .....CAMPUS CLOSED**

Campus open Saturday, Jan 16 and Sunday, Jan 17, 2010

*No credit and non-credit weekend classes Saturday, Jan 16 and Sunday, Jan 17*

**DCCCD CONFERENCE DAY ..... Thurs, Mar 4, 2010 .....Campus open, NO CLASSES**

Classes meet Friday, Mar 5, Saturday, Mar 6 and Sunday, Mar 7, 2010

**SPRING BREAK HOLIDAY ..... Fri, Mar 19, 2010.....CAMPUS CLOSED**

Campus open Saturday, Mar 20 and Sunday, Mar 21, 2010

*No credit and non-credit weekend classes Saturday, Mar 20 and Sunday, Mar 21*

**SPRING HOLIDAY ..... Fri, Apr 2 – Sun, Apr 4, 2010.....CAMPUS CLOSED**

Campus open Saturday, April 3 and Sunday, April 4, 2010

*No credit and non-credit weekend classes Saturday, Apr 3 and Sunday, Apr 4*

## Summer 2010

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**MEMORIAL DAY..... Monday, May 31, 2010 .....CAMPUS CLOSED**

Campus open Saturday, May 29 and Sunday, May 30, 2010

*No credit and non-credit weekend classes Saturday, May 29 and Sunday, May 30*

**INDEPENDENCE DAY ..... Sunday, Jul 4 – Monday, Jul 5, 2010 .....CAMPUS CLOSED**

Campus open Saturday, July 3, 2010

*No credit and non-credit weekend classes Friday, Jul 2, Saturday, Jul 3, Sunday, Jul 4 and Monday, Jul 5*

> **Exceptions Approval Process**

**Step 1- Review the Brookhaven College Closing Schedule.**

- If you are requesting a date where there is no other activities (such as an athletic practice) and the college may need to make accommodations, then carefully consider your request.

**Step 2- Submit your request to your immediate supervisor.**

- The supervisor should discuss request to determine feasibility.

**Step 3- Supervisor submits request to the appropriate Vice President (VP).**

- The VP should discuss request with the supervisor.
- If the request seems appropriate, the VP will bring request forward to the President's Cabinet (PCAB).

**Step 4- The PCAB will consider request brought forward by the VP.**

- If approved, the VP will notify supervisor and requestor.
  - Approval will be sent to College Police Chief and College Room Scheduler.
- If not approved, the VP will notify supervisor and requestor.

**PLAN ACCORDINGLY: ANY request to have an activity on a date that the college is scheduled to be closed is expected to be approved a minimum of one month prior to the date of your requested activity.**

**The college closing schedule will be kept on the college intranet site and updated as needed:**

<http://intranet.bhc.dcccd.edu/intranet/dcccd/bhc/pdfs/resources/closing-dates-2006-04-11.pdf>

**College closing procedures will also be kept on the intranet site:**

<http://intranet.bhc.dcccd.edu/intranet/dcccd/bhc/pdfs/resources/closing-approval-process-2006-04-11.pdf>

## ➤ Inclement Weather & Emergencies

- When classes in a local school district are canceled, Brookhaven College's CCE classes at the schools in that district also will be canceled.
- When the Dallas County Community College District announces campuses are closed, the Brookhaven College campus also will be closed. The CCE classes at the Brookhaven College campus will be cancelled, too.
- During [inclement weather](#) or [an emergency](#), please listen to your radio or TV for announcements of cancellations. Brookhaven College is a member of the Dallas County Community College District, also known as the DCCCD, and may be listed as such in the broadcast messages.
- The **Student Inclement Weather Hotline** number is 972-860-4200. Brookhaven College students have an assigned call-in time of 5:45-6:30 a.m.



### **BROOKHAVEN COLLEGE** **IMPORTANT BUSINESS SERVICES ACTIVITIES CALENDAR** **Budget Year 2009 – 2010**

Various budget activities and the corresponding deadlines for each are listed below.

\*\*\*You may want to mark your calendars or keep this as a handy reference\*\*\*

<b><u>SUBMISSION DATES</u></b>	<b><u>TYPE</u></b>
September 4, 2009, (Fri)	Year End (thirteenth month) clean- up for Budget Year (BY) 2009. --Submit payment documents for expenses occurring on or before August 31, 2009. Documents submitted after this date, regardless of purchase date, will be posted against BY-2010. --Expenses or events which occur on September 1 <sup>st</sup> or later will be posted against BY-2010.
April 19, 2010 (Mon)	<b>Materials for summer classes:</b> -Input REQUISITION FOR DISTRICT PURCHASE ORDER -Input REQUISITION FOR CAMPUS PURCHASE ORDER -Place order against current Blanket Purchase Order(s) -Review balance in accounts. Re-allocate budget dollars as needed.
June 2 <sup>nd</sup> (Wed)	May begin input of requisitions for <b>2011 Budget Year</b> . <i>Special Input Instructions:</i> Immediately change default date at time of input to 9-01-10 before any other input. Use priority code "4". Questions??? Please call ext 4304. Write budget year on each requisition form in <b>red ink</b> - ex: <b>BY-2010</b> or <b>BY-2011</b> .
July 14 <sup>th</sup> (Wed) (6 weeks remaining until year-end)	<b>Finalize current year. Balance budget and Make final purchases:</b> - Input REQUISITION FOR DISTRICT PURCHASE ORDER(s) finalizing current year buying allowing lead time for ordering, receiving and payment by year-end, August 31 <sup>st</sup> . - Input REQUISITION FOR CAMPUS PURCHASE ORDER(s) finalizing current year buying allowing lead time for ordering, receiving and payment by year-end, August 31 <sup>st</sup> . - <b>Budget Adjustments</b> submitted by July 14 <sup>th</sup> , are reflected on the August budget report.
July 14 <sup>th</sup> (Wed) (6 weeks remaining until year-end)	<b>GRANT</b> funded purchases due to expire on August 31 <sup>st</sup> - Input - REQUISITION FOR DISTRICT PURCHASE ORDER(s) - Input - REQUISITION FOR CAMPUS PURCHASE ORDER(s) Submit paperwork to notify department(s) of grant number effective 9-1-10 - Submit payroll changes to HR. - Submit telephone changes to Manny Estrella - Submit print shop changes to Sonja Guinn
August 11 <sup>th</sup> (Wed)	Submit payment documents, excluding purchasing, before end of month: - <b>Journal Entry Request Forms</b> - corrections and charge backs. - <b>Travel Forms</b> - travel taken within July. Submit August travel by Sept 5 <sup>th</sup> . No 2010 processed after this date. - <b>Check Request (NPO) Form</b> - reimbursements/advertising and final vendor payment issues. - <b>Professional Service Contracts</b> - <b>Student Athletic Service Forms</b>
August 26 <sup>th</sup> (Thurs)	Submit <b>BUDGET ADJUSTMENTS</b> for final clean up. (Approval by a vice president is needed.)
August 31 <sup>st</sup> (Tues)	Last business day of Budget Year 2010 officially ends on August 31 <sup>st</sup> .
September 7, 2010 (Mon)	Year End (13 <sup>th</sup> -month) clean- up Deadline. - Submit payment documents; see August 11 <sup>th</sup> , for expenses occurring on or before August 31,

	2010. - Expenses or events which occur on September 1st or later will be posted against BY-2010. - Documents submitted after September 8 <sup>th</sup> , regardless of purchase date, will be posted against BY-2011
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**Tip: Specify the budget year (BY) on all documents, e.g., BY-2010, BY-2011.**

Please keep in mind that exceptions to deadlines are reviewed by Susan Voigt. Emergencies will be honored unless registration responsibilities or year-end priorities prevent such action.

*The Business Office Staff thanks you in advance for your observance of these deadlines.*

*Susan Voigt, BHC Director of Business Operations, Ext 4814*

**Information subject to change as procedures are updated.**  
Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.