

# **Mississippi University for Women Services & Information**

## **BANKING SERVICES**

### **CASHIER SERVICES**

The cashier window is located in the Comptroller's Office, which is located on the first floor of Eudora Welty Hall. The cashier window is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The cashier is able to receive payments for student accounts. The cashier can also provide change. For more information, contact the Comptroller's Office at 329-7210.

### **AUTOMATED TELLER MACHINE**

There is one Automated Teller Machine (ATM) on campus and it is located on the first floor of the Hogarth Student Center next to the Bookstore.

## **BOOKSTORE**

The W Bookstore, the Bookend, is located on the first floor of the Hogarth Student Center and is operated by the Follett Higher Education Group. The Bookend offers textbooks and other convenience items for the campus community. The Bookend's hours of operation are Monday through Friday, 7:45 a.m. to 5:15 p.m. and other times as posted. All University purchases made at the Bookstore must be done on a purchase order. For further details on purchasing procedures, contact the Office of Resources Management at 329-7126.

## **BUDGETS**

### **DIVISION/DEPARTMENT BUDGETS**

The Board of Trustees submits all state supported institutions of higher learning budget requests to the Legislative Budget Office. Following due process by the Joint Legislative Budget Committee and passage of appropriation bills by the State Legislature, the Board of Trustees advises the University of its share of the state appropriation. Division/Department budgets are formulated each April at the request of the President. At that time, budget managers submit budget requests for division/department needs for the fiscal year beginning the following July 1. These requests are used to submit the University's proposed annual budget to the Board

of Trustees for approval. After adoption, budget managers are informed of their approved allocation for the fiscal year beginning July 1.

## **BUDGET ADJUSTMENTS**

Annual budgets are allotted by object classifications and specific object class budgets cannot be exceeded without prior approval. Budget adjustment requests to transfer approved budgets between object classifications should be submitted through channels to the Comptroller on budget adjustment request forms no later than March 15 of each year. For further details, contact the Comptroller's Office at 329-7210.

## **CHILD AND PARENT DEVELOPMENT CENTER**

The Child and Parent Development Center (CPDC) is a child care and education center for children ages 1-4 years old, under the auspices of the Division of Education and Human Sciences. The center is located on campus in the Education and Human Sciences Building and operates as a service to MUW and the Columbus community, providing quality care and educational experiences for young children. The CPDC operates on the university calendar and is open from 7:30 a.m. to 5:30 p.m. each day. For further details, contact the CPDC at 329-7196.

## **COMMUNITY AFFAIRS**

### **TOWN AND TOWER**

Town and Tower is a local organization which fosters strong relations between the Columbus community and the University. Membership in this organization is open to everyone in the local community.

### **BLOOD MOBILE**

The American Red Cross 'Bloodmobile' visits campus each month in an effort to support the needs of the community.

### **UNITED WAY CAMPAIGN**

The University participates in the United Way's annual campaign for the local community.

## **COMPUTING SERVICES**

The Office of Computing Services provides general computing support to University faculty and staff. The specific areas supported by Computing

Services include software implementation, database administration, security administration, and data processing. For further details contact the help desk at 329-7282 or send an e-mail to: help@MUW.Edu.

## **COUNSELING & CAREER SERVICES**

The MUW Counseling Center offers developmental, wellness, and remedial counseling services and consultations to students, faculty, and staff free of charge. The Counseling Center is located in room 118 in Reneau Hall. For further information contact the Counseling Center at 329-7349.

The services of the Career Center are available to all MUW faculty and staff.

## **DEMONSTRATION SCHOOL**

Demonstration School is a part of the Columbus Public Schools and maintains a close relationship with the MUW Division of Education and Human Sciences. The Demonstration School is located on campus and offers classes for students in grades K-4. Children of MUW faculty, staff and students are eligible to attend the Demonstration School, regardless of their school district. For further details, contact 329-7359.

## **DEVELOPMENT OFFICE**

The Development Office secures endowments and other gifts to the University through the MUW Foundation which help provide professorships, chairs, scholarship funds, and general program support funds.

## **EMPLOYEE DISCOUNTS**

The Office of Human Resources periodically sends out information about discounts available to MUW faculty and staff from businesses in the local community, which are available upon presentation of an MUW employee identification card.

## **EMPLOYEE ORGANIZATIONS**

### **FACULTY SENATE**

The Faculty Senate represents the MUW faculty and their recommendations and concerns to the University administration. For

more information about the senate and its membership, refer to the Faculty Senate bylaws.

## **STAFF COUNCIL**

The Staff Council is a communication vehicle in which staff members can express concerns and ideas to the University administration. For more information about the council and its membership, refer to University PS# 3535.

## **FOOD SERVICES**

The food services on campus are provided by Sodexho Campus Services. Sodexho offers services in the following areas available to faculty and staff with the purchase of a meal card or individual meals:

**NANCY HOGARTH DINING CENTER:** Cafeteria-style service provided seven days a week while school is in session.

**THE GOLDEN GOOSE GRILL:** A snack bar, located in the Hogarth Student Center, which offers short order foods, beverages and snack foods.

**THE GOLDEN GOOSE COFFEE BAR:** A coffee shop with light snacks offering late night service adjacent to the Goose.

**CATERING:** The Dining Center provides a full range of catering services for the University community.

## **HEALTH CENTER**

The Campus Health Center, which is administered by the Division of Nursing, focuses mainly on ambulatory care. The Center is located on the first floor of Taylor Hall and its services are available to all MUW faculty, staff, and students. A nurse practitioner sees students, faculty, and staff. Routine visits are free of charge, however there is a nominal charge for medications, supplies, and complete physical exams. For days and hours of operation and further information, contact the Center at 329-7289.

## **KEYS**

With the appropriate approval, keys to buildings, offices, classrooms, etc. may be obtained from the Physical Plant. To submit a key request refer to the Physical Plant webpage or contact the office at 329-7396.

## **LIBRARY SERVICES**

Upon presentation of an MUW employee id card, all MUW faculty and staff are able to utilize the services of the campus library.

## **MAIL SERVICE/POST OFFICE**

The University operates a Central Postal Service to dispatch official University mail at University expense. Postage machine meters are located in the Campus Post Office and Admissions Office. Divisions are urged to use bulk mailings, where appropriate, in lieu of first class mailings. Each department must use the departmental code to which postage is charged.

The United States Post Office is located on the first floor of the Hogarth Student Center. The Post Office window is open for business Monday through Friday from 8:00 a.m. to 4:30 p.m. Private boxes are available to faculty and staff on a semester or yearly basis.

Mail is received from the U.S. Postal Distribution center once daily between 7:30 a.m. and 8:10 a.m., Monday through Friday and is immediately distributed to the boxes. Mail is dispatched to the Distribution Center once daily at 4:30 p.m., Monday through Friday.

## **NOTARY PUBLIC**

There is a Notary Public in the Comptroller's Office.

## **MUW FACILITIES**

The University has a variety of facilities, which are available for rent for educational, cultural, charitable, or other purposes determined to be in the best interest of the University. The Office of Resources Management is in charge of managing and renting out these facilities. For further details, refer to University Policy Statement #4101 or contact the Office of Resources Management at 329-7126.

## **MOVING CREW**

The University employs a moving crew that assists with the set-up for campus events, moves furniture and heavy equipment, and delivers packages from receiving. For further details, contact the Office of Resources Management at 329-7126.

## **MUW APARTMENTS**

The University owns sixteen three-bedroom flats, eight two-bedroom flats, and twenty-four two-bedroom townhouses, which are available for rent to faculty and staff of MUW. For further details, contact the Office of Resources Management at 329-7126.

## **PARKING TAGS**

Any individual who operates or parks a motor vehicle or motorcycle on the campus and streets of Mississippi University for Women must register the vehicle and display the appropriate hang tag on or before the first day of classes or within twenty-four hours (excluding weekends and holidays) after it is first brought on the university campus or streets. For further details, contact the MUW Police Department at 241-7777.

## **PLYMOUTH BLUFF CENTER**

The Plymouth Bluff Center is an Army Corps of Engineers facility leased to Mississippi University for Women for operation and maintenance. The Center is situated on 148 acres of U.S. Government property along the old Tombigbee River channel and part of the Tennessee-Tombigbee Waterway. The Center is an environmental education facility which offers outdoor classes for area school systems and for the public. It also operates as a conference center for area businesses, industries, government agencies, academic institutions, public and private schools, churches, and private groups. The University currently outsources the management of the Plymouth Bluff Center to Sodexo Campus Services (which also provides the catering services at the facility).

## **PRINT SHOP**

The University Print Shop produces copies, booklets, business cards, letterhead stationery, office note pads, notecards, etc. as well as performs bindery services. The Print Shop produces items for University business only (not personal use). It is located near the rear entrance in McDevitt Hall and is open from 7:30 a.m. to 4:30 p.m. Monday through Friday. Therefore, all purchases made at the print shop need to be submitted through interdepartmental purchase orders (these do not go through the Purchasing Agent). For further information contact the Print Shop at 329-7280.

## **PUBLIC AFFAIRS**

The Office of Public Affairs is located near the rear entrance of McDevitt Hall and is responsible for communicating the University's interests to the local community via press releases and other communications with the media. Public Affairs performs the following services for the campus community: layout and design for brochures, posters, flyers, handouts, and photography of campus events. In addition, the Office of Public Affairs produces the *Visions* publication.

## **PUBLICATIONS**

The University publishes and distributes the following:

**SPECTATOR** – student newspaper

**MEH LADY** – university yearbook

**DILLETANTI** – campus literary magazine

**FACT BOOK** – publication produced by the Office of Institutional Research containing pertinent statistics and facts about MUW

**VISIONS** – quarterly publication produced by the Office of Public Affairs with campus news for faculty, staff, students, alumni, and friends of The W

## **PURCHASES**

### **DIVISIONAL PURCHASES**

Budget managers must authorize and approve requests (purchase requisition forms) to procure goods and services to be paid from University funds. Individual employees may request the purchase of specific goods and services through their immediate supervisors to the departmental budget manager. For further details, refer to the University Purchasing Policies/Procedures manual revised June 1999.

### **PURCHASE OF EQUIPMENT**

The University is required (by state law) to add all equipment items to the University inventory. Upon purchase of an equipment item, immediately contact the Property Officer about adding it to inventory. Equipment is defined as any items which cost \$500 or more and having a normal life of at least one year or more. Please note that certain items with a purchase price under \$500 are also considered equipment (refer to the list of special

inventory items in the University Inventory Procedures Manual, created August 2000). For further details, contact the Office of Resources Management at 329-7126.

## **ACCOUNTS PAYABLE**

The Accounts Payable Clerk issues checks for payment to vendors every Thursday. The appropriate documentation must be submitted to the Comptroller's Office by noon on Tuesday of the week a check is needed. Plan ahead and allow sufficient time for the check to be written to meet "imposed deadlines. "

## **RECEIVING**

The Central Receiving location for the University is in the Office of Resources Management on the first floor of Whitfield Hall. All freight items (UPS, Fed-Ex, etc.) are delivered to this location. Packages are distributed to campus, by the moving crew, within 24 hours of delivery to campus. Packages that arrive in receiving after 4 p.m. will be delivered to the department the next business day, unless the package is marked urgent, requires refrigeration, etc. If prior arrangements have been made, large or heavy freight may be delivered directly to the department. For further details, contact the Office of Resources Management.

## **RECYCLING PROGRAM**

The Physical Plant is responsible for coordinating and maintaining all recycling activities. MUW is currently collecting white copy paper and newspaper for recycling. For further information, contact the Physical Plant at 329-7396.

## **SALES AND SOLICITATION**

Solicitation by vendors is prohibited unless it is sponsored by a university division, department or student organization. For specific details, refer to University PS #7601.

## **SMOKING POLICY**

The University prohibits smoking in all campus facilities. For further details, refer to University PS# 3102.

## TELEPHONES

### TELEPHONE SERVICE

All new and/or changes to existing telephone services must be submitted on purchase orders. The purchase order should identify any non-recurring costs and the additional monthly charges, if applicable, for the remainder of the fiscal year. BellSouth has been requested not to proceed with any telephone services unless a valid purchase order has been received by them to authorize the service.

### TELEPHONE USE

To deter abuse or misuse, long distance telephone service has been blocked from University telephones. In order to place long distance calls, you must obtain a pin # from the Comptroller's Office.

Personal calls, whether local or long distance should be held to a minimum as they may prevent an official call from reaching the desired person at the University. It is University practice that employees reimburse the University for personal long distance calls made on University phones. For further details, contact the Comptroller's Office at 329-7210.

## TRAVEL

### TRAVEL AT UNIVERSITY EXPENSE - DOMESTIC TRAVEL

Travel funds are allocated to each department based upon budget requests and funds appropriated for the fiscal year. Travel at University expense must be approved in advance by the person to whom the faculty or staff member is directly responsible. Funds must be available in the department/division budget if the travel is to be approved. For further details, refer to the University Travel Policies and Procedures manual, revised July 2002 or contact the Comptroller's Office at 329-7210.

### TRAVEL AT UNIVERSITY EXPENSE - FOREIGN TRAVEL (IHL Policy 705.0103, Miss. Code Ann., 25-3-41, as amended)

[Foreign travel that involves the expenditure of state, federal, or institutional funds must have the prior approval of the Board of Trustees, of the Fiscal Management Board, and of the Governor.] The request for all foreign travel should be presented through university channels to the President at least three months prior to the proposed trip. Forms for applying for the needed approvals are available in the Provost's Office for faculty and the President's Office for staff.

## **UNIVERSITY PROPERTY**

Safeguarding of University property is the concern of all MUW employees and students. Equipment, material and services purchased by public funds are to be used only for official University business.

The use of public resources for personal gain will not be tolerated. This includes such acts as carrying equipment or material off campus for personal use or using equipment or resources on campus for personal rather than official business. The storage of personal property in University facilities is prohibited except where duly authorized.

No property will be added, deleted, or transferred to the University inventory until the appropriate forms have been completed and submitted to the Property Control Officer (in the Office of Resources Management). For further details, contact the Office Resources Management, or refer to the University's Inventory Procedures Manual, created August 2000.

## **UNIVERSITY VEHICLES**

The University maintains a fleet of vehicles which staff and faculty may use for official university business. To use one of these vehicles, a University employee must possess a valid Mississippi driver's license or a valid driver's license for a contiguous state. For instructions and forms for reservation of University vehicles, contact the Office of Resources Management at 329-7126.

## **WORK ORDERS**

A work order is a communication tool by which students, faculty and staff can inform the Physical Plant of problems with facilities on campus.

A work order should be submitted for work needed in the following areas: electrical, plumbing, air-conditioning, heating, carpentry, painting, grounds, and custodial.

To initiate a work order request complete a work order request form or complete the electronic form on the Physical Plant webpage and e-mail to the Physical Plant. For further details, contact the Physical Plant office at 329-7396.

**NOTE:** Work orders should not be done for any work which requires the alteration of a building, such as putting up new walls, etc. As the State of MS ultimately owns all campus buildings, and MUW maintains them, all

building alterations must be approved by the Superintendent of Buildings and Grounds.

## REFERENCE SECTION

The following materials are recommended for your reference.

**IHL POLICIES AND BYLAWS** – policies and bylaws of the Board of Trustees of Institutions of Higher Learning of the State of Mississippi (To view this publication, refer to [www.ihl.state.ms.us/admin/downloads/policiesandbylaws.pdf](http://www.ihl.state.ms.us/admin/downloads/policiesandbylaws.pdf))

**UNIVERSITY POLICIES** – policies which govern the Mississippi University for Women (To view this publication, refer to [www.muw.edu/personnel/policy/](http://www.muw.edu/personnel/policy/))

**ADMINISTRATIVE DUTIES HANDBOOK** – handbook which outlines the duties of the president and other administrators on campus (To view this publication, refer to [www.muw.edu/vpfa/adh.html](http://www.muw.edu/vpfa/adh.html))

**INVENTORY PROCEDURES MANUAL** – manual which describes the procedures to be used in accounting for and controlling fixed assets/equipment (To view this publication, refer to [www.muw.edu/resmgmt/InventoryManual1.html](http://www.muw.edu/resmgmt/InventoryManual1.html))

**PURCHASING POLICIES/PROCEDURES** – manual which outlines the procedures for making University purchases, following purchasing laws and State contract requirements, and ensuring payment is made to the vendor (To view this publication, refer to [www.muw.edu/resmgmt/Purchasing.html](http://www.muw.edu/resmgmt/Purchasing.html))

**TRAVEL POLICIES AND PROCEDURES** – manual which describes the necessary requirements for making arrangements for university travel and reimbursement of travel expenses (To view this publication, refer to [www.muw.edu/comptroller/Travel.html](http://www.muw.edu/comptroller/Travel.html))

**PARKING AND TRAFFIC POLICIES** – handbook which outlines the University's regulations for operating a motor vehicle on campus (To view this publication, refer to [www.muw.edu/publicsafety/traffic.html](http://www.muw.edu/publicsafety/traffic.html))