



Section 4

Administrative Services

Affirmative Action/ADA/Title IX
Business Affairs Office
Faculty Senate
University Development
Marketing and Communications
Human Resources
Facilities Services
Office of the Registrar
Campus Safety

Affirmative Action/Title IX

Matters related to equal employment opportunity, affirmative action and illegal discrimination or workplace harassment are to be directed to the Director of Human Resources in Snell Hall, Room 108 or 885-1108. The Director of Human Resources is Oregon Tech's designated civil rights compliance officer and, as such, receives and investigates complaints of illegal discrimination based on race, gender, color, ethnicity, national origin, age, religion, disability, marital status, sexual orientation, and gender identification or expression, as well as sexual harassment. The Director of Human Resources advises the administration on matters of affirmative action, equal educational and employment opportunity, and other civil rights concerns.

The Title IX Coordinator ensures compliance with Title IX, a federal law that prohibits discrimination based on the sex or gender of employees and students. Behaviors including sexual harassment, sexual misconduct, dating violence, domestic violence, and stalking, as well as retaliation for reporting any of these acts violate Title IX and are not tolerated.

Business Affairs Office (BAO)

Business and financial policies are administered through the Business Affairs Office with the approval of the Vice President for Finance and Administration. The role of the Business Affairs Office includes supporting Oregon Tech compliance with federal and state regulations and policies. Specific policies and procedures can be found at the Business Affairs Office website: <http://www.oit.edu/faculty-staff/ba>.

The Business Affairs Office provides a variety of services to students, faculty, staff, and campus departments. Primary functions are listed below, but the Director of Business Affairs may be contacted to inquire how to handle unique circumstances or to request a departmental business or procurement process review to assist with implementing more efficient and/or best business practices within the department

Accounting and Financial Reporting

- Insure accuracy and integrity of financial transactions
- Processing internal billings (such as postage charges, telecommunication, etc.)
- Processing transaction corrections
- Providing monthly budget reports and special financial reports as required

Accounts Payable

- Auditing of requests to pay invoices
- Disbursement of payments to vendors
- Vendor maintenance in Banner system
- Processing applications for Oregon Tech Procurement Cards
- Maintenance of Oregon Tech Procurement Card Program

Accounts Receivable (including Student and Faculty/Staff Accounts)

- Disbursement of account over-payments on student accounts
- Billing and collections of student accounts and loans
- Billing and collection of faculty and staff charges (bookstore charges, parking tickets, etc.)
- Explanation of account transactions

Cashier Services

- Open 9 a.m. to 3 p.m., Monday through Friday
- Oversee online purchase of parking permits

- Receipt of payments on Oregon Tech accounts
- Cashing personal checks is not allowed -ATM machines are located in the College Union building and in Purvine Hall

Grants and Contracts (Post Award Administration)

- Accounting and billing for sponsored programs
- Assisting principle investigators with budget and compliance questions
- Contract review for compliance, signing authority/contract approval

Procurement

- Assist departments with the acquisition of goods and services required to achieve their educational, research, and public service missions
- Approve purchase orders
- Manage vendor relations
- Depending on the dollar amount of the purchase, different methods may be allowed (purchase order, procurement card, direct payment of vendor invoice) but other procedures may be required (such as bidding, requests for proposals) – see the Purchasing and Contract website: <http://www.oit.edu/faculty-staff/purchasing-contracting> for specifics.
- Oregon Tech uses a delegated purchasing process. Your office manager will assist you with Oregon Tech purchasing procedures, acquiring approvals and completing any necessary forms.

Property Control

- Properly record purchase of *capital equipment* (any single item of property with a useful life exceeding two years and a value of \$5,000 or more, regardless of acquisition method including purchases, gifts, loans, or grants).
- Assist department chair (who has primary responsibility for equipment within a department) with the periodic physical inventory process.
- Facilities Services coordinates all moves of inventoried property, and prepares and processes all property dispositions such as items to be put on surplus or items which change ownership. Your office manager can assist with acquiring equipment from surplus, transfer of equipment to another department, coordinating office moves.

Travel

- Audit requests for travel reimbursements and disburse reimbursements to employees electronically via ACH transmittal to employee's bank account
- Provide training on travel policies and procedures
- Process applications for Corporate Travel Cards
- Update and communicate current reimbursement rates

Pre-approval for travel is required. Your office manager will assist you in filling out the necessary travel authorization and reimbursement forms and to provide up-to-date information on state rates and policies and procedures for booking travel arrangements.

Faculty Senate

Oregon Tech's Faculty Senate is recognized as the official representative of the faculty. The Senate has the responsibility, on behalf of the faculty, of considering proposed changes in university policies, recommending policy changes to the president, considering issues which affect the general welfare of

the faculty, and ensuring the continuance of academic freedom at Oregon Tech. The collaboration between the Faculty Senate, the Senate Executive Committee, the Senate president, and the university administration has a vital impact on faculty morale and well-being of the institution.

The Faculty Senate meets the first Tuesday of every month. A monthly agenda is published at least one week prior to the meeting, and meeting minutes are recorded and distributed. All faculty members are encouraged to attend Senate meetings and, as visitors, may request privilege of the floor at meetings. The Senate president may call special meetings during the academic year. Persons wishing to bring matters before the Senate should contact the Senate president.

Senate elections are conducted yearly. Full-time faculty members with the academic rank of instructor or above are eligible for election. Faculty members of President's Council and Academic Council are ineligible for membership, as is Oregon Tech's president.

Senators and Terms of Office

All senators, even those elected to represent a particular group, are chosen to afford a special means of communication of ideas throughout the entire faculty:

- **Six senators-at-large.** The entire faculty elects six senators-at-large. One at-large position is the Senate representative to the Interinstitutional Faculty Senate (IFS), who serves a three-year term that runs concurrently with the IFS term of office. All other at-large positions are also for three years.
- **Senators elected by faculty groups.** The College of ETM, College of HAS, and Wilsonville Faculty elect one senator for every 10 full-time faculty members (or major fraction thereof) within that faculty group. The term of office is two years.
- **Two senators from Unclassified Administrators.** Two senators will be elected from and by the unclassified administrators under provisions decided by that group.
- **Two senators from Academic Council.** The Academic Council elects two senators, one from the College of ETM and one from the College of HAS, for a one-year term of office. They have full voting rights but may not hold a Senate office.
- **One senator *ex-officio* (non-voting) from the President's Council.** The President's Council delegate, appointed by the president of Oregon Tech, reports President's Council activities and participates openly in the discussion of all Senate business.
- **ASOIT President *ex officio* (non-voting).** The ASOIT president serves as an *ex-officio* (non-voting) member to afford communication between the Senate and the student body and represent student opinion on matters considered by the Senate.
- **One senator *ex officio* from the Administrative Council.** The representative from the Administrative Council will be designated by that group.

(Please see *Appendix D, Faculty Senate*)

Faculty Senate Officers

The election of Senate officers – president, vice-president, secretary – to the Senate Executive Committee is held at the organizational meeting of the new Senate, immediately after the seating of the newly-elected senators. The ballot includes those senators nominated by the Senate Executive Committee. The Senate president is elected for a two year term of office; other Senate Executive members are elected for one year. However, Senate officers may serve any number of consecutive terms if nominated biannually/annually.

- The Senate president has the special responsibility of not only presiding at all Senate meetings but representing and promoting the wishes and collective opinion of the faculty. The president also appoints members, with Senate approval, to standing and *ad hoc* committees.
- The vice-president serves as the assistant to the Senate president, chair of the elections committee; and represents Senate on Academic Council.
- The secretary is responsible for recording and preserving the minutes of Faculty Senate meetings.
- Two additional members elected from the Senate serve on the Senate Executive Committee.

University Development and The Oregon Tech Foundation

University Development and the Oregon Tech Foundation build meaningful relationships between the Oregon Institute of Technology and alumni, friends, corporate and foundation leaders, and the general public. University Development and the Oregon Tech Foundation convey the comprehensive role of the university locally, regionally, and nationally; stimulate mutual interaction between constituencies and the university; and pursue private support to attain resources that enrich the Oregon Institute of Technology.

All charitable gifts are received and managed by the Oregon Tech Foundation. The Oregon Tech Foundation (OTF), an independent organization from OIT, began in 1969 under the Oregon Nonprofit Corporation Act. The corporation is operated exclusively as a charitable organization under Internal Revenue Code Section 501(c)(3) for the sole purpose of assisting the Oregon Institute of Technology in fulfilling its mission. The Oregon Tech Foundation also serves as the umbrella organization for the Oregon Tech Alumni Association and Shaw Historical Library.

University Development includes a staff of professionals that serve both the University and the Oregon Tech Foundation. Both entities focus on major gifts, endowed gifts, planned gifts, annual giving, and development research aimed at supporting academic programs, scholarships, facilities, and other University initiatives.

University Development is also home to the Alumni Association. Alumni Relations coordinates programs in fulfilling its mission to create a network of friends and promote Oregon Tech as a premier learning institution. Alumni activities encompass career networking, consistent and regular communications, student enrichment activities, and special events.

Periodically, University Development and the Oregon Tech Foundation will engage in a campaign to raise funds for a major campus initiative (i.e. new building, endowments, and scholarships).

Overall management of the Oregon Tech Foundation is by an elected board of directors that includes a president, vice president, secretary and treasurer. Day-to-day management of the Foundation is under the leadership of the OTF Executive Director.

The fundraising efforts of the University are led by the Director of Development.

Marketing and Communication Office

The Office of Marketing and Communication promotes the University at local, state, regional, and national levels through comprehensive outreach, including media, community, and internal relations, as well as support of other areas such as government relations, alumni outreach and Oregon Tech Foundation support. The branding and reputational capital of the University has a direct impact on recruitment and retention of students, faculty and staff, so the Marketing and Communication Office staff work in conjunction with all departments to ensure support of programs and projects using a strategic approach, including positioning and consistency of key messages. The Marketing and Communication Office is responsible for creating and maintaining a graphic identity for the institution, and manages our branding to support campus growth and strategic directions. They also support “operationalizing” communications across the campus to ensure consistency of messaging, tone, and effectiveness in everything we do.

Marketing and Communication prepares official marketing and collateral materials for University use. This office is a high-production, deadline-driven area, handling more than 400 major projects each year, each with multiple deliverables. This includes all official University internal, external, and electronic publishing; including print publications, e-newsletters, mass e-mails, e-blasts, print advertising, online advertising, social media campaigns, and strategic outreach planning and implementation. Marketing and Communication is also responsible for content and design on the University’s website. This office also produces and transmits *Tech Connect*, an electronic newsletter circulated throughout the Oregon Tech community of faculty, staff, and students. Our goal is to provide effective services and support to the whole university, and we look forward to meeting your communications and marketing needs.

Human Resources

The Office of Human Resources serves Oregon Tech faculty, staff, and students through active participation in promoting Oregon Tech’s mission, vision, and values within our core services.

Core Services:

- Benefit Services
- Diversity, Equity, and Inclusion
- Employment Services
- Labor Relations
- Payroll Services
- Training, Development, and Recognition

For more information regarding the services provided, please visit the Office of Human Resources at www.oit.edu/hr or by phone at 541-855-1108.

Facilities Services

Facilities Services (FS) is responsible for facilities master planning, code compliance, construction management as well as maintaining the buildings, grounds, equipment, and infrastructure (wiring, plumbing, heating, air conditioning, etc.) of Oregon Tech. Personnel supervise and participate in upgrading facilities, repairing damage, and remodeling. They keep roads, walks, and parking areas clear of ice and snow, and they are among the first to respond to emergencies, such as fires and earthquakes.

Staff can also assist faculty in adding/removing office furniture, computers, and moving personal effects in the case of office changes between buildings; custodians will assist with intra-building needs. Facilities Services can also troubleshoot conventional wiring difficulties (situations involving computer wiring should be reported to ITS). Please have your office manager call the Facilities Services Office if you have a need for service.

The Receiving Department, which handles incoming and outgoing shipments from non-United States Postal Service carriers is also located in Facilities Services. The Receiving Department also handles surplus property.

Office of the Registrar

The Office of the Registrar maintains student records and coordinates registration for classes each term. Records include student transcripts of academic progress, term grade reports, and degree plans. The registrar also maintains files on each student with current address, major, advisor's name, and ID number. This information is available to faculty and staff serving as academic advisors via Web for Faculty.

Registration and enrollment for classes is supported by publishing class schedules and accompanying instructions, closed course schedules, and announcements on the Web; processing drop/add forms; publishing class rosters for instructors via Web for Faculty; and processing and distributing final course grades. The registrar co-publishes, with the Marketing and Communication Department, the *Oregon Tech General Catalog* of curricula, course descriptions, and academic policies (see www.oit.edu/registrar/registration).

Campus Safety

The Oregon Tech Campus Safety Department is responsible for the safety, security and maintenance of order to the campus community, including faculty, staff, students, and visitors. Campus Safety promotes safety and security on campus through consultative services, educational programs, emergency and non-emergency response services, problem solving and enforcement of Oregon Tech policies and rules and appropriate State and Federal regulations and laws.

Campus Safety serves all students, staff, faculty and guests. The university employs full and part-time Campus Safety officers. Students assist with issuing temporary parking permits, weekend patrols and other safety-related responsibilities. Campus Safety operates 24 hours per day, seven days per week, responding to campus incidents, including building alarms, crimes, injuries, illnesses, accidents, safety hazards and calls for assistance. Additionally, Campus Safety provides coordination with local law-enforcement agencies, crowd control, building inspections and parking enforcement.