# PASSHE Human Resources and Social Equity Conference

June 14-16, 2023

Hosted by

# **EAST STROUDSBURG UNIVERSITY**

Hoeffner Science & Technology Center

# **HANDBOOK**

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## **SPONSORS**

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# **Conference Information**



#### **Accommodations**

#### **Dorms**

We have a limited number of rooms in the dorms. Single occupancy, linens included (sheets, towels, pillow) with a bathroom, \$75 per night. No toiletries. Cap of 25 rooms. See Appendix A for Guidelines.

#### **Hotels**

ESU has standard agreements with hotels listed on our website for your convenience.

<u>Penn Stroud</u> has a special rate of \$95. We have a block of 75 rooms that includes king and 2 queen rooms. Please contact them directly.

#### Food

At this time, ESU is not able to accommodate Kosher or gluten free dietary needs. We are, however, a nut-free facility.

#### Wednesday

- Boxed lunch selection of sandwiches
- Dinner on your own

#### **Thursday**

- American breakfast buffet: Cage-Free Scrambled Eggs, Breakfast Potatoes, Crisp Bacon, Breakfast Sausage, Breakfast Pastry, Butter, Jam, Cream Cheese, Water, Coffee, Decaf and Hot Water with Tea Bags
- Lunch, Salad Bar: Chicken Cobb Salad with Italian Herb Dressing; Roasted Turkey, Lemon Herb Farro, Spiced Broccoli, Turmeric Cauliflower, Pickled Red Onion and Walnuts with a Carrot Miso Dressing; or Cucumbers, Spinach, Tomatoes, Pickled Onions and Olives on Brown Rice Quinoa topped with Feta, Crispy Baked Garbanzo Beans and Harissa, served with Fresh Roll, a Seasonal Fresh Fruit Platter, Assorted Craveworthy Cookies and choice of Beverages.
  - Sponsored by TIAA
- Reception: Crudite and cheese selection
- **Dinner:** Potato Crusted Salmon, Pesto Flank Steak, Eggplant Lasagna, with Mashed Sweet Potatoes, Roasted Brussels Sprouts with Garlic and Pancetta, Chocolate Cake, with choice of orange infused water, lavendar lemonade, or soda.

#### **Friday**

- Latin breakfast buffet: Choice of Chilaquiles Rojo with Cage-Free Eggs or Chorizo Breakfast Quesadilla served with Salsa, Sausage, Cheddar Grits with Roasted Red Peppers, Strawberry Melon Salad, Fresh Assorted Juices, Water, Coffee, Decaf and Hot Water with Tea Bags.
- Boxed lunch selection of sandwiches

#### **Directions & Map**

#### **Directions to ESU**

You will be attending sessions in the Science & Technology Building, #70 on the <u>campus map</u>. The entrance on the ground floor has access to elevators.

#### **Parking**

A permit is part of the registration fee. You will have a permit and campus map in your registration packet. The permit must be displayed on the car dashboard. Cars parked in any other lot will be subject to ticketing or towing. Painted parking guidelines and signs denote illegal parking and tow zones. All meter parking spaces and any associated tickets are the responsibility of the vehicle's driver. \*University police will be monitoring all Faculty and Staff parking areas and ticketing non-permit vehicles. Please note metered parking is monitored by the borough, not the University.

No person shall park a vehicle or permit it to stand attended or unattended at East Stroudsburg University in any of the following places:

- within an intersection
- on a crosswalk, on a sidewalk
- in a driveway
- in a loading zone, unless vehicle is being loaded or unloaded and said vehicle does not remain there for more than thirty minutes
- within 15 feet of a fire hydrant
- in an unauthorized area
- any designated faculty, staff, handicapped, or resident director parking areas
- in any area other than a designated parking space marked by lines, markings, signs or
- across lines designating parking spaces
- on any grass or seeded areas including fields

#### **Cancellations**

All registrations must be canceled within 48 hours. Failure to cancel a registration within 48 hours forfeits a refund.

#### Medical

#### **Injuries/ Emergencies**

Any injuries must be reported to ESU Director of HR. An ESU accident report form must be filled out completely and returned to the Office of Human Resources.

#### Hospital

ESU is next to the Lehigh Valley Medical Center – Poconos.

#### **Lost/Stolen Property**

East Stroudsburg University is not responsible for any lost or stolen property. It is recommended not to leave any personal effects out in the open.

#### **Lost & Found**

Items found throughout campus will be at the Office of University Police and may be **picked up** during regular office hours. *Note:* Found items cannot be mailed, it is the owner's responsibility to pick up their property.





#### **Discrimination & Harassment Policy**

East Stroudsburg University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran, or gender, including sexual/gender and racial harassment. Such an environment is a necessary part of a healthy atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment.

#### Weapons/Explosives Policy

Firearms, weapons, fireworks, explosives and all other dangerous materials of any kind are strictly prohibited.

#### **University Closures Policy**

If the University is closed, opens late, or closes early, all events (university and non-university) will be on the same altered schedule.

#### **Fire Policy**

Fire safety equipment is essential in case of an emergency; therefore, any tampering with fire hoses, fire extinguishers, smoke and heat detectors, sprinkler systems, or fire alarms is strictly forbidden. Violation of this rule may lead to removal from the University property, severe fines and prosecution under appropriate criminal laws. Setting fires and using explosive devices are also expressly prohibited. Participants should be especially careful that cigarette butts and hot ashes are not placed in wastebaskets. Several fires have occurred in the past as a result of such carelessness. A fire can be serious - don't gamble with your safety.

In the event of a fire alarm in the building, it is required that all participants evacuate via the nearest exit and stand 50 feet away.

#### **Drug & Alcohol Policy**

East Stroudsburg University strictly prohibits the possession and/or consumption of alcoholic beverages and illegal drugs. Smoking marijuana is prohibited anywhere on campus.

#### **Smoking Policy**

Tobacco use is permitted in any exterior open area which is not within (or closer than) twenty feet from the nearest facility entrance, and which does not detract from or interfere with normal University business. Cigarette receptacles (or ashtrays) will be placed at the permitted locations for using tobacco

outside of the University's entrances to buildings, no closer than twenty feet of a primary building entrance. Anyone smoking on campus will be in violation of state laws and will be prosecuted accordingly.

#### **Vehicles Policy**

The University and the Commonwealth of Pennsylvania assumes no responsibility or liability for loss or damage to any motor vehicle parked or driven on its property. The University Police shall have the authority to temporarily close or restrict parking or traffic flow on the ESU campus. This includes but is not limited to special events, snow removal and athletic contests.

Proceeding by citation, summons or warrant for violations of the motor vehicle code before a magistrate shall be in accordance with the rules of criminal procedure in effect at the time of the violation.

#### **Pet Policy**

Pets of any kind, with the exception of service animals, are not permitted on university property.

#### **APPENDIX A - DORM ACCOMMODATIONS**

- All group participants are required to follow the rules and policies posted in every residence hall.
- Single occupancy, linens and towels are included. The mattresses are extra-long twins.
- Rooms include a shower (with curtain) and toilet paper. No other toiletries.
- Tampering with fire equipment is forbidden. Anyone caught will be asked to leave immediately.
- Any loss or damages charges will be billed to the individual. These charges will vary based on the
  extent of damage. This includes any necessary repairs to or replacement of windows, walls, furniture,
  fixtures, and any other damage made to or loss of ESU property.
- Furniture should not be moved for any reason; there is a \$50.00 fee per room for moving furnishings back to their original location.
- Group participants are prohibited from entering any other residence hall than the one assigned to them.
- The University reserves the right to inspect rooms at any time to ensure maintenance of University cleanliness objectives and health & safety standards are being upheld.
- The Conference Services and Residence Life Staff reserves the right to confiscate any illegal or prohibited items found in participant rooms.
- Firearms, chemicals or weapons are forbidden from campus, including all residence halls
- Tobacco products, alcoholic beverages, illegal and un-prescribed drugs are strictly prohibited.
- Candles, incense, fireworks, hotplates and other cooking equipment it prohibited. Food preparation is NOT permitted in residence hall rooms.
- Under no circumstances should money and other valuables be left in residence hall rooms or offices.
- Washers and dryers are available.
- Custodial services and residence hall staff are here to assist your group. Your cooperation with all summer conference personnel is mandatory.
- Other groups may be sharing common areas; respect fellow groups, possessions and privacy. Please do not interfere with the activities or programs of other groups.