

North Hennepin Community College

Policy/Procedure Information

Number: 5.34.1

Name: Visitors and Minors on Campus Procedure

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 24, 2015

Next Review Date: AY2019-2020

Regulatory Authority:

Part 1. Visitors on Campus

Visitors are permitted and welcomed on NHCC property. Students have priority use of facilities and technology.

Employers wishing to recruit on campus must coordinate their visit with Career Services.

Media representatives are encouraged to inquire with the Public Information Officer prior to interviewing, photographing or videotaping employees or students. Media representatives must obtain prior approval before entering a class.

Visitors, contractors, and partners must comply with all other NHCC policies. Visitors may be required to provide personal identification to NHCC officials or Public Safety. Visitors who do not comply with requests for identification, or who interfere with the normal operations, functions, or learning environment of NHCC, will be asked to leave. Individuals who refuse to leave will be considered trespassing and will be subject to arrest. NHCC shall not be held responsible for accidents or injuries to visitors who are in violation of NHCC policies.

Part 2. Minors on Campus

With the exception of minors and youth participating in an official NHCC program as stated in Visitors and Minors Policy 5.34, minors accompanying employees, students, or visitors of NHCC must be under the constant supervision of a responsible adult while on NHCC property, or on the site of any approved off-campus class or other NHCC event. Employees of NHCC cannot take supervisory responsibility for any unattended minors of employees, students, or visitors.

Minors accompanying employees, students, or visitors are not permitted in classes, labs, or other learning environments without the permission of the faculty member, unless they are participating in an official NHCC program as stated in the Visitors and Minors Policy 5.34. Minors accompanying

employees, students, or visitors are not permitted to use computers or other technology resources when students need those resources for educational purposes. Minors accompanying employees, students or visitors are not permitted to use the Health and Wellness Center (HWC) facilities without permission from a faculty or staff member.

If minors, who are not participating in an official NHCC program per Policy 5.34, are left unattended and are disruptive or in distress, NHCC may notify law enforcement personnel and/or the Department of Social Services.

Employees may not bring their children, who are minors, to work during the employee’s work hours without prior permission from both their supervisor and Human Resources. The employee will obtain permission from their supervisor who, in turn, will contact Human Resources for approval. Human Resources will develop guidelines for supervisors to follow to ensure consistency across supervisors. These guidelines will be shared publically.

Part 3. Visitor Participation in Campus Activities

Visitors are welcome to participate in campus activities, for participation in or attendance at North Hennepin sponsored or approved activities/events, and for use of the North Hennepin library facility.

Subpart A. Alumni Participation in Campus Activities

Alumni are welcome to participate in campus and Student Life activities and events. No student life funds may be used for the benefit of alumni.

| Review Action | Date(s) |
|----------------------------------|--|
| Campus Community Review Period | March 16-27, 2015 |
| Shared Governance Council Review | May 1, 2015 |
| Labor/Management Meetings Review | AFSCME – April 17, 2015 MAPE – April 17, 2015 MMA – April 17, 2015 |
| Student Senate Review | April 17, 2015 |
| President Approval | May 4, 2015 |
| Campus Community Dissemination | May 11, 2015 |

History

- New procedure August 2015