

POLICY

Support services shall be scheduled and provided for all activities and programs authorized and approved by the college. These services include but are not limited to: supervision, communications, security, maintenance, and housekeeping.

Appropriate procedures under Policies #2301 and #6130 insure that the necessary services required for an activity or program are provided.

Information Note: This policy applies primarily to those activities and programs that fall outside the normal program of credit and non-credit instruction and certain regularly scheduled student activities. The policy, therefore, primarily applies to such programs and activities as: GED Exam, concerts, lectures, and similar activities that are scheduled on an irregular basis by college employees.

PROCEDURE

To ensure that appropriate support services are provided for all programs and activities, each area Vice President or his/her designee shall assume the responsibility of reviewing all arrangements. The following procedure shall be implemented:

1. A regularly employed faculty/staff member shall be assigned to be present in a supervisory capacity for the total duration of the activity or program.
2. A Facilities/Services Request Form, available through the Office of Student Life, shall be initiated by the faculty/staff member assuming supervisory responsibility for the activity.
3. Arrangements shall be made to insure appropriate internal and external communications (generally telephone service).
4. Costs for all activities and programs not budgeted must be cleared through the Office of Business and Financial Affairs.
5. Information relating to the activity or program, to include title of activity, supervisor, date, time, and location, shall be made available to the Executive Director of College Advancement and the Switchboard in addition to the offices enumerated on the Facilities/Services Request Form.

ADOPTED: March 26, 1979
Revised: May 21, 1991
Revised: April 30, 1996
Revised: April 25, 2000