



POLICY: Campus Access Policy

DRAFTED: October 30, 2019

ADOPTED: June 24, 2021

I. POLICY STATEMENT

North County Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of policies is the responsibility of the North Country Community College Board of Trustees, while ensuring compliance with those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance, and we are committed to engaging the College community in the development/modification of established policies wherever possible. This policy follows that process.

As part of the College's mission and our desire to most effectively serve our communities, while at the same time ensuring the safety and security of our students and employees, the College has limitations on campus access by the College community as well as the larger general public. This policy should not be confused with *Use of Facilities Policy* by non-college organizations and groups. There are many occasions when outside organizations or groups desire to use the College's facilities, and as a public institution with an open access policy, it is our desire to accommodate those requests, where possible. For more on that, see our *Use of Facilities Policy*.

II. SCOPE

The policy applies to all full-time and part-time students and employees of the College and those affiliated groups which support the College, including the members and employees of the North Country Community College Association and the North Country Community College Foundation. It also applies to all members of the public. The use of College facilities is monitored and regulated by procedures enforced by the Vice President for Academic Affairs, Chief Financial Officer, the Associate Vice President of Student Affairs, Vice President of Marketing and Enrollment, and/or the Campus Coordinators.

III. POLICY

It is the policy of North Country Community College that students, faculty, staff and affiliated groups have access to the academic, administrative and recreational facilities during normal operating/open hours at each of our campuses. Faculty and staff who desire to use the College facilities off-hours for non-college related activities, need to request access in advance of the use by written request to their respective supervisor(s).

As part of the educational process, guest speakers/visitors are regularly invited to the College to participate in or lead a classroom discussion or presentation, to serve on program/campus advisory boards, to enrich the student life experience, to host job fairs and transfer fairs, and to lead professional development, among other things. In all of these cases, the individual is invited to the College by a member of the campus community and any and all approvals are secured in advance of the use by written request to the appropriate supervisor/office.

The general public is welcome to attend athletic, cultural, recreational and other-related College and community events that are held on-campus, many of which are advertised.

The public can also access the libraries on each campus and may utilize the Sparks Athletic Complex at the Saranac Lake campus as part of Community Recreation upon payment of the fee associated with this use.

With the exception of athletic and other open college events, visitors may be required to sign in and provide identification for security purposes.

All those using the College's facilities, whether employed by the College or an affiliated group, or a guest of the College, are required to abide by a common set of behavioral guidelines which are outlined in the Code of Conduct of the College. Specific activities that are prohibited include, but are not limited to, the following:

- Failure to comply with directions of a College official or approved vendor acting in the performance of their duties.
- Failure to show proper identification to a requesting College official or approved vendor acting in the performance of their duties.
- Falsifying information, including forgery, alteration, or intentional misuse of College documents, records, or identification or failure to provide required records as requested.
- Theft or damage to College property or property of a member of the College Community, including guests.
- Unauthorized possession, duplication, or use of keys to any College property, premises, or vehicles or unauthorized entry or use of any College facilities.
- Disorderly, lewd, indecent, or obscene conduct or aiding or procuring another individual to breach the peace or act in such prohibited fashion.
- Disruption of teaching, programming, administration, elections, judicial proceedings, or any other College sanctioned activity or the normal operations of a College event on campus.
- Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers, or emergency exits.
- Possession of or being under the influence of alcohol or other mood-altering drugs. We are an alcohol and drug-free campus, thus possession of any non-prescribed mood-altering drug is not allowed and alcohol on campus is permitted only with the express prior written approval of the College President or the Board of Trustees.
- Unauthorized possession of firearms and other dangerous weapons as defined by New York State's Penal Law Article 265 or explosives, or dangerous chemicals while on the campuses/sites of the College or at sanctioned off-campus events.
- Unauthorized use of the name of North Country Community College or a College related organization, or claiming to speak or act in the name of the College or any related departments. All official North Country Community College news releases (other than drama or athletic activities) shall be first approved and channeled through the President's Office. All news releases will be prepared and distributed by the College staff member designated by the President.

Note: The College has a separate policy for Children on Campus.