



POLICY 7200

VISITORS TO THE COLLEGE

Policy Category: Facilities

Area of Administrative Responsibility: Facilities Management

Board of Trustees Approval Date: April 18, 2017

Effective Date: April 19, 2017

Amendment History: June 9, 2026

Contents:

- **Purpose**
- **Scope**
- **Definitions**
- **Policy**
- **Enforcement**

PURPOSE

The College welcomes and encourages members of the community and other interested persons to visit the College. However, because the College is a place of work and learning, certain limits must be set for such visits.

SCOPE

This policy is binding on all visitors. Nothing in this policy is intended to supersede or waive compliance with any contractual requirements with the College (including, without limitation, those contained in collective bargaining agreements, procurement contracts or employment/severance agreements), but instead to supplement such requirements.

DEFINITIONS

Visitor: Anyone who is not an employee, student, registered volunteer or a member of the Board of Trustees of Nassau Community College shall be considered a visitor.

College Guest: Anyone who is not an employee, student, registered volunteer or a member of the Board of Trustees of Nassau Community College who is invited or granted permission by the President, and or his/her designee to enter any of the College's internal building areas including, but not limited to, classrooms, office buildings, athletic facilities, corridors, etc.

Anyone attending an event, meeting or other function at the College by invitation issued or authorized by the Board of Trustees, the President, or his/her designee (including, without limitation, athletic events, graduation ceremonies, art exhibits, library presentations, etc.) or which

is recognized by the Board of Trustees, the President or his/her designee to be open to the public (including meetings covered by New York's Open Meetings Law, etc.) shall be considered a Visitor and not a College Guest, without regard to the location of the event, meeting or function.

Campus Host: Any employee, student, program, department, or campus organization that invites, sponsors, accompanies or otherwise facilitates a Visitor or College Guest's presence at the College. Campus Hosts are responsible and accountable for the behavior of their Visitor or College Guest while at the College.

POLICY

The President, or his/her designee, is responsible for all persons on the College Campus. For these reasons, the following rules apply to Visitors and College Guests to the College:

- A. All Visitors and College Guests are required to abide by all College policies and procedures.
- B. Any Visitor to the Campus may be required to show a valid photo identification card upon request.
- C. College Guests are required to obtain a visitor identification card or pass from Public Safety immediately upon initial arrival at the Campus, and to show same upon request.
- D. Campus Hosts, Visitors and College Guests shall not disrupt or interfere with the student learning environment, faculty/staff working environment or the general mission and goals of the College.
- E. Except as otherwise specifically provided by law or contract, Visitors and College Guests shall be prohibited from any access to confidential College information, including but not limited to, personnel information (i.e. information maintained by the offices of Human Resources, Labor Relations, Civil Rights and Belonging or Payroll) and student information (i.e. information maintained by any student services office or which is covered by any privacy law including, but not limited to, information covered by the Family Educational Rights and Privacy Act or the Health Insurance Portability and Accountability Act of 1996). It is the responsibility of the Campus Host to make sure this section is not violated.

ENFORCEMENT

Violation of this policy may result in Visitors and College Guests being directed to leave the Campus. Refusal to leave the Campus will result in the Nassau County Police being contacted.

Violation of this policy will result in disciplinary action for the Campus Host as follows:

- A. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- B. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.
- C. Students will be subject to discipline pursuant to the College's Code of Conduct.