

CHAPTER 1: Organization and Administration

Procedure 1A.3/11: Evening and Saturday Duty

Purpose

The purpose of having an administrator in on duty is to support developing student needs, safeguard state assets and assure a positive experience for community members visiting the college.

Principles

1. An Educational Services administrator will be on duty until 7:30 p.m. the first week of each semester, including Saturday (7:30-3:00) as well as the 2nd Saturday start (7:30-3:00).
2. An administrator will be on duty for major student activities as determined by the President.
3. An administrator will be on duty for major community events as determined by the President.

Standard Hours

Standard Operating Hours for both campuses are Monday-Friday, 8:00 a.m. to 4:30 p.m. During normal workday hours a Vice President or designee is the contact person on campus. From 4:30 -10:30 p.m. Monday through Thursday, a facilities person is the contact person.

See Procedure [1A.11/11 Service Hours](#) for more information about college hours.

Evening and Saturday Hours

The evenings of the first four days of each semester (excluding Friday), an Educational Services Administrator will be on campus until 7:30 p.m. The names of those administrators will be published in the weekly College Bulletin. The rest of the semester, a facilities person or designee from facilities will be on duty.

Administrators will also be on duty in the evening and Saturdays for major student activities or major community activities (as determined by the President).

In case of an emergency in the evening, a facilities person will contact the administrators on the emergency list in College Policies and Procedures.

The specific responsibilities of the duty administrator/staff in the evenings include:

1. To ensure a welcoming environment.
2. To serve as the contact person to address room reservation issues.
3. To frequently communicate with the Information Center
4. To attend activities such as art exhibit openings, athletic events, concerts, plays, etc. and assist event sponsor as appropriate.
5. To act on all matters (including personnel discipline) if there is imminent physical damage to persons or property, or if there are overt actions that damage the good name of the college.
6. To initiate the Emergency Response Plan in the event of an elevated incident.

When the administrator on duty has a college conflict or becomes ill during the time s/he is scheduled, s/he should contact the Coordinator of Facilities Use who will contact one of the administrators/managers on the substitute list on a rotating basis to substitute that day.

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History:

- 04.2010 Changed Administrator Saturday hours from 7:30 a.m. – 1:30 p.m. to 7:30 a.m.- 3:30 p.m*
- 05.2010 Removed phone list for Cambridge campus and changes Saturday Admin Duty hours to 7:30 a.m. – 3:00 p.m.*
- 10.2011 Updated Administrator Duty purpose, principles and responsibilities.*