

## DCTC Policy 5.31 Visitors on Campus

### Part 1. Policy Statement

The purpose of this policy is to establish procedures regarding visitors on campus.

### Part 2. Definitions

**Subpart A. Visitor.** "Visitor" means any person who is on college property, but does not include (1) an employee of Dakota County Technical College acting in the course and scope of their employment; or (2) a student, when that student is on college property. Guest speakers are considered visitors of the person who has invited them to the campus (i.e. Host). This excludes activities that are open to the public.

**Subpart B. Employee:** "Employee" means any individual employed by Dakota County Technical College, including student employees.

**Subpart C. Student.** "Student" means an individual who is:

1. registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at Dakota County Technical College; or
2. between terms of a continuing course of study at Dakota County Technical College, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at Dakota County Technical College, during the pendency of any adjudication of the student disciplinary action.

**Subpart D. College property.** "College property" means the facilities and land owned, leased, or under the primary control of Dakota County Technical College or Minnesota State Colleges and Universities, its Board of Trustees, or system office.

**Subpart E. Host:** A person or people who have invited a person or people to visit the campus for any reason. The host is responsible for ensuring the code of conduct is followed for any visitor whom they have invited to campus. This applies to Administrators, Faculty, Students and Staff.

**Subpart F. Scheduled Activity:** Any planned activity for the purposes of education, demonstration, public function or community building.

### Part 3. Visitors on Campus

As a public institution of higher education, Dakota County Technical College welcomes prospective students and visitors to campus. The College's first concern is for the safety and security of students and employees.

Visitors, including children, are not allowed to accompany employees or students to academic spaces, library, computer lab, fitness center, classrooms or work assignments unless their presence is part of a scheduled activity. Invited visitors who are part of a scheduled activity should remain under the supervision of their host while on campus. Supervisors must be notified in advance of a scheduled activity where visitor(s) will be present so that a discussion regarding the visitor(s) can occur. Regular or recurring visits will require written approval from the direct supervisor.

Minors who are not students may not be present elsewhere on campus unless they are accompanied by an adult. Employees of DCTC are not allowed to bring children or others in their care to work while actively engaged in work for Minnesota State (see State Statute Code of Ethics for Employees 43A.38 subd. 4). Employees are expected to be engaged in State of Minnesota business during normal work hours. Caring for a child or others in their care is not State business; it is considered a personal activity.

Visitors of employees may not have access to private student or personnel data. FERPA and the Minnesota Government Data Practices Act limit disclosure of private data to individuals whose jobs require such access. Therefore, employees who are engaged in serving students or employees run the risk of disclosing private data when they have visitors in the workplace.

If a visitor's behavior becomes disruptive, they will be asked to leave the premises by staff, faculty, administrators, or law enforcement. Visitors are prohibited from possessing or carrying firearms while on DCTC or any system property, except as otherwise provided in Minnesota State Policy 5.21 (<https://www.mnscu.edu/board/policy/521.html>, see Part 5 of this policy). Failure to comply with this policy may result in administrative sanctions.

**Related Documents:**

Minnesota State Policy 5.21 possession or carrying of firearms:

<https://www.mnscu.edu/board/policy/521.html>

Code of ethics for employees in the executive branch 43A.38 Subd. 4. Use of state property:

<https://www.revisor.mn.gov/statutes/?id=43a.38>

**Policy History:**

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**Responsible Administrator:** Chief Human Resources Officer

**Date and Subject of Revisions:**

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