

# **Policies and Procedures Manual**

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## **Student Center at McWilliams**

**Student Services  
South Arkansas Community College**

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## I. Introduction

The purpose of this manual is to ensure that the quality, effectiveness, and security at the Student Center at South Arkansas Community College (SouthArk) is maintained on a day-to-day basis.

## II. Mission Statements

### South Arkansas Community College

South Arkansas Community College promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

### Student Success

The Student Success department at South Arkansas Community College seeks to engage and empower students by providing and promoting meaningful programming, activities, opportunities, and services that lead to academic and career success, continual learning, self-sufficiency, sense of belonging, and quality of life.

## III. Hours of Operation

The Student Center is open on the following days and times. All days and times are subject to change as needed.

	<u>Fall and Spring Semesters</u>
Monday through Thursday	8:30 a.m. to 5:00 p.m.
Friday	CLOSED
Saturday and Sunday	CLOSED

## IV. Activities Offered

The Student Center is equipped with stationary, in-door activities as well as outdoor activities allowed for check-out. The varying types of activities are available for current student use, which are described below:

- **A Pool Table** is located inside the entry room of the Student Center with four pool cues available for individual or team play.
- **Student Seating w/TV in (Room 102)** is the 2nd of 3 rooms in the Student Center located in the northeast corner of the McWilliams House. It is furnished with 8 seats, a 55” TV (with streaming services), and small tables for board games.
- **Student Seating w/ Video Game in (Room 103)** is the 3<sup>rd</sup> of the 3 rooms located at the southeast corner of the McWilliams House. It is furnished with 6 seats, a 55” TV, and an X Box with a starter’s bundle of games.
- **A Ping Pong Table** is a reoccurring outside activity that is occasionally set up where individuals can compete in a game of table tennis.

➤ **Games available for check-out with current Student ID card**

- **Dominoes** – one set of 28 dominoes that can serve up to 4 players at once
- **Uno**-one, 112-card deck that can serve up to 2-10 players at once
- **Jenga Giant**-one 54-over-sized blocks that can serve up to 1-8 players at once
- **Chess**-two 16 piece sets that can serve up to 2 players at once
- **Checkers**-two 12 piece sets that can serve up to 2 players at once

**V. Personnel**

The Student Center staff (team) strives to continually maintain a safe, engaging, and inclusive environment. This staff includes the Student Activity Coordinator and student workers. The Student Center will be monitored by a student activities team member throughout the center's hours of operation. Student Workers will wear their Student ID when on duty or in the Student Center, and a sign will be posted as to who is currently on duty.

**VI. The Student Center's Guidelines**

The Student Center's Guidelines

The Student Center seeks to provide a safe, engaging inclusive environment for students seeking to engage in student activities while on campus. It consists of 3 sectioned areas on the first floor of the McWilliams House with two accessible restrooms indoors. Additionally the space includes the front and back lawns. While students are participating in student activities, no profanity or rudely behavior will be tolerated. No bullying, of any kind, will be permissible. While this is a comfortable space for students to interact in between classes, students should avoid yelling and loud conversations / noises. Additionally, television volume should not be excessive. Students not following the policies and procedures of the Student Center may be asked to leave and may be not be allowed access to student activity inventory for check out. Student are encouraged at all times to attend every class they are scheduled to attend.

- 1) Individuals must have a valid Student ID card is required for all students to enter the Student Center
- 2) Only currently enrolled students are allowed to access the Student Center – unless otherwise noted.
- 3) All personal belongings are the responsibility of the student.
- 4) No gambling or solicitation will be allowed.

**VII. The Student Center's Opening & Closing Procedures**

Student Center – Opening Procedures:

- 1) Exterior doors will not be opened by student workers. A classified or non-classified SouthArk employee will ensure exterior doors are opened and alarm is disarmed.
- 2) Check the door's lock to make sure it will remain unlocked if the door closes.
- 3) Turn on all lights in designated area
- 4) Ensure student sign in method is in place for the day.
- 5) Turn on televisions and ensure appropriate logins and content is in place.
- 6) Place pool cues in slots

Student Center – Closing Procedures:

- 1) Remind students of closing time one (1) hour and again at 30 minutes prior to closing.
- 2) All items checked out should be checked back in within 15 minutes of closing.
- 3) Straighten up, as needed (cover pool table, store board games, turn off televisions, etc.)
- 4) The Student Center will close prior to 5:30 Monday through Thursday checking to make sure there is a staff members in the building prior to Student Center staff leaving.
- 5) Should the Student Activities staff be the last in the building, they would set the alarm and lock the door or notify the Director of Student Experience or Dean of Student Success verbally of the need to lock the door and set the alarm - as appropriate.

### **VIII. Emergency Procedures**

Emergency procedures are pre-established and reviewed to ensure, in times of emergency, that the safety of students and staff and the continuity of operations are first and foremost of concern. All staff will follow safety procedures as well as the instructions from campus security, public safety officers, and other administration officials during an emergency. In the case of an emergency that needs campus security, there is a Security Intercom located in the hallway leading to the south entrance that will connect you to Campus Security. If you are in need of general first aid supplies, please notify the student activities coordinator or student worker on duty.