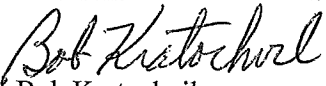




Office of Administrative Services

Date: August 10, 2011

To: Dr. Kevin Walthers
President

From: 
Bob Kratochvil
Vice President of Administrative Services

Subject: Evening Administrative Coverage at Las Positas College

In an effort to maintain a safe campus environment and to effectively and efficiently manage our resources, Las Positas College has developed a new plan for handling evening administrative coverage.

Beginning with the start of the Fall 2011 semester, Campus Safety & Security will assume primary responsibility for on-site administrative coverage during the evening (Monday – Thursday). Campus Safety will continue to provide 24/7 security services, just as they always have, and will now also serve as the ‘evening administrator’ on weeknights. In the event of an emergency, officers will contact the Vice President of Administrative Services or designee (as outlined below in item c). The new protocol includes the following key points:

- a) Monday through Thursday, evening coverage begins at 6:00 p.m. (or once the President or Vice President-in-charge has left the campus).
- b) If an emergency situation arises, the on-duty officer(s) will contact the Vice President of Administrative Services (who will contact the President, if necessary) to communicate pertinent details, to seek direction on next steps, and for decisions related to possible campus closures.
- c) When the Vice President of Administrative Services is unavailable, another Vice President will be identified as the alternate point person; contact information (names, phone numbers, etc...) are on file with Campus Safety, the President’s Office, and the telephone switchboard/receptionist.
- d) During the first and last weeks of each semester, when most questions and logistical issues occur, there will be an administrator on-campus to provide evening coverage. Night duty assignments for these periods will be developed using the list of administrators at LPC.

Prior to implementing this change, members of the College’s executive team thoroughly discussed the proposal and consulted with Sean Prather, LPC Security Supervisor, and Frank Ramos, Manager of Emergency Preparedness and Workplace Safety; all are in agreement that this new approach will provide the necessary level of oversight, communication, and accountability to continue the standard of safety that has always been present at LPC.

Las Positas College is committed to ensuring a safe learning and working environment for all members of the campus community, and to providing high-quality, customer-oriented security and safety services. Although we feel confident that this protocol will uphold these principles, we will continuously evaluate these procedures to make sure that appropriate safety measures are in place.

cc: Sean Prather, LPC Security Supervisor
Frank Ramos, Manager of Emergency Preparedness and Workplace Safety