



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2019

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 19-05

Memo FY 19-05 Supersedes VPBA Memo FY 18-05

Distributed via Campus Email

To: All Employees

From: Corey S. Bradford *Cruz*  
Senior Vice President for Business Affairs

Re: Children and Unauthorized Visitors in Classrooms, Laboratories, Study Areas,  
Work Areas and Student or Employee Lounges

Texas A&M University System Policy 24.01 states that System institutions are to manage, control and, where appropriate, reduce or eliminate risk to the end that employees, students and visitors are protected from hazards, and to ensure that material and natural resources are conserved to the maximum extent possible and practical.

To ensure the safest environment possible at Prairie View A&M University's main campus and all satellite locations, the use and occupancy of all classrooms, laboratories, study areas and student or employee lounges shall be restricted to students, faculty, staff and official campus visitors who are authorized to enter such areas.

Unsupervised minor children and unauthorized and unaccompanied visitors who are not officially enrolled at the university are prohibited from entering (at any time) classrooms, laboratories, study areas, work areas and student or employee lounges unless chaperoned or escorted by a university employee or student.

Vice presidents, deans, directors, department heads and other university employees are encouraged to monitor facilities to ensure compliance with the above. If violated, faculty and staff are authorized to ask any unsupervised child (or children) or unauthorized visitor to leave the area or if necessary, to have the individual removed. If required, the University Police Department should be contacted to request assistance.

xc: Ruth J. Simmons, President