



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 2, 2020

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 21-05

Memo FY 21-05 Supersedes VPBA Memo FY 20-05

Distributed via Campus Email

To: All Employees

From: Cynthia Carter-Horn 
Senior Vice President for Business Affairs

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

As outlined in Texas A&M University System Policy 24.01, it is the objective of The Texas A&M University System to manage, control, and where appropriate, reduce or eliminate risk to the end that its employees, students, and visitors are protected from hazards; its financial condition is not seriously jeopardized; and its material and natural resources conserved to the maximum extent possible and practicable.

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