



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Keys \ Campus Card Access	CHA - III	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C – Business and Support Services	Site Management: Security	CHA	08/26/2025

It is the practice of McLennan Community College that all buildings will be locked, other than normal working hours or when buildings are open for classes, to maintain the security of both the buildings and their contents. This procedure applies to any owned or leased college facilities including the Highlander Ranch.

Faculty and staff are issued keys and Campus cards coded for access as required, for entry to college buildings for the purpose of conducting college business in accordance with college policy and procedure. All keys are issued through the Physical Plant Department. All coding of Campus cards are done by the Access Control Specialist Office. The Physical Plant Department will issue keys to the Division Chairs for issuing to part-time faculty. Division Chairs will assume responsibility for issuing and retrieving distributed keys each semester and notifying the Access Control Specialist Office as to what access shall be needed. Upon approval of the college president, others may be issued keys and/or Campus card access, for specific purposes for a specified length of time.

All employees will receive their first two issued Campus cards at no charge. Each additional Campus card thereafter will cost \$10 per card. Employees must pay for the card in the Business Office and take the receipt to the Access Control Specialist Office prior to the Campus card being reprinted.

Employees who receive keys and Campus cards are agreeing to abide by the following procedures:

- I. The key and/or Campus access card remains the property of McLennan Community College.
- II. The key and/or Campus access card is entrusted to employees for exclusive use. Employees are not granted permission to duplicate the key, loan the key and/or Campus access card, exchange the key and/or Campus access card, or otherwise to allow its use or possession by any other person.



- III. Employees will report its loss, theft, or destruction immediately to their supervisor and to Human Resources (who will notify the Physical Plant and/or Access Control Specialist Office). Employees will be responsible for the replacement cost of keys and/or Campus card.
- IV. When employees terminate employment, it is the responsibility of the Department/ Division Chair to notify the Human Resources who in turn notifies Physical Plant and/or Access Control Specialist Office. Upon request from Human Resources, supervisors, or Campus Police, employees will return the key promptly. The Access Control Specialist Office will be notified and the employee removed from the Campus card system. Employees who do not return keys may face any of the following penalties:
 - A. Payment of a replacement fee.
 - B. Payment of the cost for rekeying all affected locks.
 - C. Delay in the processing of entitlements due the employee upon leaving until the key is returned.
 - D. Any other appropriate sanctions based upon the General Conduct Policy and Procedure.

Any individual entering or leaving a locked building shall be responsible for securing the door upon departure. Individuals who enter buildings during times other than normal working hours should notify Campus Police upon arrival and departure.

All keys are the property of McLennan Community College and must be returned to the college through the Human Resources Department:

- I. Upon transfer to another department or building
- II. Upon termination of employment
- III. Upon request of the supervisor or other administrative head.

In no case is a key and/or Campus card to be transferred from one individual to another or loaned or given to another individual. Any authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours the building is locked. An authorized individual may invite students or guests as long as the students or guests stay in close proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence. In no instance should students or guests be unaccompanied in buildings during non-working hours without the permission of the president or one of the vice presidents. In these instances, Campus Police will be notified.