

TEXAS STATE – ROUND ROCK

AVERY BUILDING OPERATING PROCEDURES

Revised June 2010

Building Hours, Operation & Safety

SMOKE-FREE CAMPUS - TxSt-RR is a **completely smoke-free campus**. Smoking is strictly prohibited on all RRHEC property, both inside and outside of RRHEC buildings. This policy will be enforced.

FOOD is not allowed in the classrooms. Drinks with lids are allowed.

Hours of Operation and Building Hours

Avery Building Open

7:30 a.m. – 10:00 p.m. Monday- Thursday
7:30 a.m. - 5:00 p.m. Friday
8:00 a.m. – 2:30 p.m. Saturday (or later if needed for classes)
Closed Sunday

Classes Meet

8:00 a.m. – 9:45 p.m.
8:00 a.m. – 5:00 p.m.
8:00 a.m. – 2:00 p.m.

HOLIDAYS

Texas State-Round Rock (TxSt-RR) observes the same holiday and energy conservation day schedule as Texas State – San Marcos.

PHONE and RECEPTIONIST

The front desk staff serve as the receptionists for the building and also answer the main telephone information line, 716-4000

INFORMATION SCREEN

The information screen in the main lobby is updated and maintained by Amy Wong, in the Director's Office. Contact Amy (6-4401 or xw10) or Dawn Hale (6-4422 or dh39) if you wish to have an event announced or advertised on the screen.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

In case of inclement weather closings or delayed openings, TxSt-RR follows the decision made in San Marcos. Because of differences in conditions between SM and RR, on some rare occasions, closures may occur only in Round Rock. The main Texas State University website, www.txstate.edu, is the best place to look for closures or delayed openings.

UNIVERSITY POLICE DEPARTMENT – Avery 250

The University Police Officers are responsible for building and campus security. They unlock buildings in the morning and lock and secure the buildings at night. The University Police Office is in Avery 250 and can be reached at 716-4911. When officers are out of the office, calls are transferred to the phone they carry with them. In an emergency you can also dial 911 on your cell phone or office phone. UPD also maintains and issues all building and

office keys. Anyone requesting a key must have the appropriate approvals. An AED unit is mounted outside the UPD office on the 2nd floor. Emergency evacuation procedures are posted within each classroom at the Avery Building.

BUILDING AND ROOM RESERVATIONS

Classrooms are assigned through the Site Coordinator, Barbara Herdman (6-4424 or bh02). Use of any other rooms, conference rooms, offices, building lobbies, hallways, or bulletin board display areas must be scheduled and reserved in advance through the Special Events Director, Dawn Hernandez Hale (dh39). She will make arrangements for technology support, room configurations, and additional police officers if needed.

FACILITIES AND BUILDING MAINTENANCE

Building and grounds maintenance and custodial support is done through a third party contractor who reports to the Associate Director, Lupita Mireles. Any special requests or concerns should be sent to Lupita (6-4423 or mm73). For air conditioning or heating concerns in the CLASSROOMS, contact Barbara Herdman (6-4424 or bh02). For air/heat concerns in the rest of the building, contact JR Howard (6-4224 or jh87).

ELEVATORS

Two elevators are provided in the building. The glass elevators in the main lobby are for guests and should NOT be used for transporting or moving large items or boxes. The freight elevator at the east end of the building should be used for moving large items.

OFFICE AND CLASSROOM FURNITURE AND EQUIPMENT

ALL requests for furniture to be moved or purchased must go through Assistant Director, Lou DeVirgilio (6-4333 or Lou@txstate.edu). His department maintains the inventory for all office and classroom furniture and carefully assigns furniture to rooms and offices for maximum utilization. The office desks and credenzas are easily damaged so they **should not** be moved or dragged from one side of the office to another. Lou and his staff know how to properly move the furniture to avoid damage.

PARKING SERVICES

Every vehicle parked on the RRHEC Campus must display a valid Texas State parking permit. Every student, faculty, or staff person must register their vehicle, properly display the permit anytime the vehicle is parked on the campus, and become familiar with the Traffic and Parking Rules. Permits are required at all times and there are no after hour or weekend exceptions.

Permits can be purchased on CatsWeb or in the RR Police Office, Room 250, when the cashier is on duty.

PARKING PERMITS FOR ADJUNCT FACULTY

Part time faculty members are reimbursed for the purchase of a perimeter parking permit. Please check with the academic department about reimbursement.

SIGNS AND POSTINGS

No signs or posters should be taped or otherwise affixed to the walls, doors, or windows. All postings must be approved at the One Stop Center counter in Suite 201, and will be placed on public bulletin boards. Postings will be removed after two weeks.

ANIMALS

Animals and pets, other than service animals, are not permitted in the Avery Building. Only service animals that meet the specific criteria will be exempt. For the relevant criteria, please see the Procedures for Service Animals at Texas State University-San Marcos at <http://www.txstate.edu/effective/upps/upps-04-04-60-att1.html>.

SOLICITATION

Solicitation is not allowed on campus. Anyone wishing to distribute information should be referred to Lupita Mireles, Associate Director (6-4423 or mm73).

BULLETIN BOARD POSTINGS

All material posted on bulletin boards must be approved through the OSC. Please DO NOT use scotch tape to post announcements on doors, windows, bathroom mirrors or towel dispensers.

SKATEBOARDS AND BICYCLES

Use of skateboards, roller blades, shoes with concealed wheels and other items which may damage property or cause bodily injury are prohibited in the Avery Building and on RRHEC property. Bicycles are not permitted in the building. Anyone seeing individuals skateboarding or riding bicycles where prohibited, should contact the UPD immediately.

PHONE INFORMATION

Phones are located in each hallway, and the extension numbers for Classroom Support, Campus Technology and the Police Office have been posted by each phone for your convenience. When using one of these phones, simply dial 6 plus the RR extension number.

Avery Building Student Services

ONE STOP CENTER (OSC) – STUDENT INFORMATION (Avery 201)

The OSC is the first suite most guests see when they first enter the building. All academic program information, admissions, registration, tuition payment, financial aid, and advising is handled through that office. Jan King, Associate Director for Student Services is over this department.

The OSC staff also works with various community and student groups to sponsor food drives and/or to support various community needs. Any department interested in sponsoring any type of drive must go through the OSC for approval.

STUDENT IDs

Students should go to the OSC to have their Student ID photos made.

PRINTING AND COPYING – Computer Technology Center – Avery 304

Students can get assistance with printing and copying procedures at the CTC.

LIBRARY – Avery 255

The RRC Library is located in Room 255. Materials from Alkek Library in San Marcos are couriered daily to RR. Professors can schedule a library training session for the entire class with the librarian as needed. Check their website for their hours as Library hours sometimes differ from the building hours.

STUDENT GROUPS

Student groups wishing to sponsor drives or sales must get prior approval from Jill Seidenberger (6-4023 or js213) in the OSC.

LOUNGES AND VENDING

Students are provided a snack bar and vending area in Avery 202. The snack bar is run by Auxiliary Services in San Marcos and serves warm food during peak hours of the day and the vending machines are available at all times. Concerns about the food service should be reported to Lupita Mireles. Vending machine problems are reported to the OSC staff.

FACULTY AND STAFF SUPPORT SERVICES

DUPLICATING & MAILROOM

Two self-service FACULTY COPY MACHINES are located in the Faculty Suite. No copy card is needed.

Faculty mailboxes are located in Room 461. Students may leave mail in your assigned box. You **must** go inside the mailroom (Room 461) to pick up your mail. The mailbox slots in the Mailroom Vestibule (Room 459) are narrow and are only for dropping off mail.

Incoming US mail is delivered to the OSC. Incoming inter-office/campus mail is delivered to the evening faculty support staff member who distributes it to the mail boxes. Outgoing inter-office/campus mail is picked up and delivered to the San Marcos campus via the Courier.

COURIER SERVICE

The courier service between the Round Rock Campus and the San Marcos Campus runs on a daily basis. The courier departs at 12:30 and returns at 4:00 p.m. Monday through Thursday. On Fridays, the courier leaves RR at 9:00 a.m. and returns at 1:00 p.m. The courier transports inter-office mail and library materials.

RECEIVING

The Avery Building does not have a receiving/loading dock. Medium sized to small packages are typically delivered to the OSC. Staples is expected to deliver to each specific department which placed the order. Delivery service companies, such as; UPS, USPS, FedEx, DHS, etc. deliver to the OSC unless the address specifically states a different location on campus.

Large packages should be delivered to the East side of the building. The freight elevator should be used to deliver to the individual departments whenever possible.

DEPARTMENTS

Each department is autonomous and does their own hiring, purchasing, goods receipting, and payment processing.

CLASSROOM SUPPORT and SUPPLIES - Avery 112

Classrooms are **unlocked and locked** by the security officers.

Classroom **furniture** is arranged to optimize the use of the classrooms. If tables and chairs must be moved to accommodate instructional needs, please return them to the original configuration to be ready for the next instructor.

Items posted in the classroom must be posted on the tack boards – not on the walls.

Support with the **equipment** in the classrooms is available through the Instructional Technology Department at **716-4200**.

Classroom supplies are in the plastic container located in the media cabinet. Should you need additional whiteboard markers or erasers during the semester, please check in the Faculty Suite Avery 464.

ITV CLASS MATERIALS – Avery 112

ITV class materials need to be sent via courier a day in advance. The RR campus mail is picked up from the RR mailbox in the J. C. Kellam Bldg. by the Post Office area. Tom deposits all of the Texas State-San Marcos campus mail in the mail slot at the Texas State Post office in JCK, unless specified otherwise.

COLLEGE TECHNOLOGY CENTER - Avery 304

Avery Faculty computer support and Avery Computer Lab support is provided by the College Technology Center (CTC). Open Computer labs are located on the third floor, rooms 303 and 305. The 40 seat **COMPUTERIZED CLASSROOMS** can be requested through the Site Coordinator, Barbara Herdman (bh02).

Arrangements for special software should be made **in advance** and directed to Blake Atkins, Campus Technology Department (6-4301 or ja40).

FACULTY OFFICE SUITES – Avery 464 and 462

Every effort is made to assign a private office in either Avery 464 or 462 to full time faculty assigned to the RR Campus. Faculty who teach 2 classes or more at the RR campus but who have an office in San Marcos, may have to share a departmental office with other faculty from that department. Some faculty members also choose to hold office hours prior to their class time in their assigned classroom. If this is done, please insure no other classes are scheduled in that classroom.

UNIVERSITY VEHICLES

TxSt-RR maintains two vehicles. The courier van can be used for transportation of some larger items. The car can be used for travel to meetings in San Marcos, out of town, or in the RR area. All reservations need to be made through the Associate Director, Lupita Mireles.

MARKETING MATERIALS

TxSt-RR follows all logo and other publication requirements established by the Marketing Department in San Marcos. Any department wishing to print or distribute items should be sure to check with the Marketing Department to follow those guidelines. Dawn Hale (6-4422 or dh39) can assist you with the procedures.

STAFF DEVELOPMENT TRAINING

Coordination of professional development training is centralized and handled primarily by Lupita Mireles (6-4423 or mm73). All departments housed in the Avery Building are encouraged to attend training held at the Center. All departments are regularly surveyed as to their interest in various possible workshop offerings.

DIRECTOR'S SUITE – Avery 401

The Director's Suite houses the Director, Edna Rehbein, Associate Director, Lupita Mireles, Special Events Coordinator, Dawn Hernandez Hale, and two assistants, Amy Wong and Julia Palacios. The Associate Director is also the Business Manager and handles all financial, purchasing, personnel, facilities, and contractual matters.

OTHER SERVICES

SMALL BUSINESS DEVELOPMENT CENTER (SBDC) – Avery 265

The SBDC is a federal program that partners with Texas State University's McCoy School of Business to assist citizens in the Williamson County area interested in training and guidance with establishing their own small business. Various training sessions and workshops are held throughout the year in the Avery Building.

BUILDING GUESTS

The Avery Building hosts many community, City, and school district events on campus. Other are organizations also use the building for workshops, training, or lectures.