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## **COLLEGE ADMINISTRATION PITFALLS AND SOLUTIONS**

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### **MEDICAL EMERGENCY**

Medical officer must have an emergency plan including who to contact and where to get aid, including back-up sources. All emergency phone numbers should be briefed to the entire staff and kept readily available.

### **STUDENT DISCIPLINE**

Seminar Representatives Committee appointed and briefed. Careful selection of Deputy Director. Don't be afraid to call wing or region commander for help if appropriate.

### **ACADEMIC INSTRUCTOR NO-SHOW**

Standby films/videos relating to management, with lesson plans; extra seminar projects ready. Curriculum coordinator should have "Plan B."

### **RAIN STORM ON NIGHT OF DINING-OUT**

Arrange transportation for honored guests. Have students standing by to drive each seminar as appropriate.

### **STAFF ILLNESS**

Extra staff member to fill in as needed. Look for reservists on staff to fill in as substitutes if no CAP member is qualified.

### **VANDALISM/THEFT**

Encourage students to remove all radios from vehicles immediately upon arrival. Use lighted parking areas near dormitory. Have local security forces or police periodically check parking lots. Encourage to keep rooms locked at all times.

### **BAD CHECKS**

DO NOT cash personal checks. Have local project officer arrange check cashing privilege with local bank and provide time for people to cash checks during the week when the bank is open.