



College of the Canyons Academic Senate

March 21, 2024

3:00 p.m. to 5:00 p.m.

Hybrid Format, via Zoom & in-person in BONH 330

Join Zoom Meeting

<https://canyonsonline.zoom.us/j/89672861130?pwd=rM5ST4atUVbKaEEYrnbUYCAAyRVLBB.1>

Meeting ID: 896 7286 1130; Passcode: 424965

One tap mobile +16694449171,,89672861130# US; +12532050468,,89672861130# US

Additional Teleconferencing locations can be found on page 2 of this agenda.

AGENDA

Notification: *The meetings may be audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Academic Senate.*

ADA statement: If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at academicsenateinfo@canyons.edu College of the Canyons

A. Routine Matters

1. Call to order
2. Public Comment
 - *This portion of the meeting is reserved for persons desiring to address the Academic Senate on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.*
3. Approval of the Agenda
4. Committee Appointments: none
5. Sub-Committee Summaries/Information:
 - Senate Executive Committee summary October 9, 2023 (pg. 9-10)
6. Approval of the Consent Calendar
 - Academic Senate Summary, March 7, 2024 (pg. 5-8)
 - [Curriculum Committee Summary](#), March 14, 2024

B. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. College Planning Team (CPT) Committee, Dr. Claudia Acosta
2. Civic and Community Engagement Steering Committee, Dr. Patty Robinson & Jessica Edmond
3. Academic Senate Presidents Report, David Andrus
4. Vice Presidents Report, Lisa Hooper

C. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. *none*

D. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. IRC Discussion - Automated Book Adoptions, Jennifer Paris & Jennifer Brezina
2. Academic Calendar for the 2026/27, David Andrus
 - Traditional – No Fall Break 2026/27 Academic Calendar (pg. 11-12)
 - Early Start Fall Break 2026/27 Academic Calendar (pg. 13-14)
 - Fall Break Consideration for Academic Senate (pg. 15-16)
3. Faculty Office Procedures, David Andrus
 - Academic Senate Procedures for Full-time Faculty Office Assignment (pg. 17-24)
 - Business Services Desk Procedure (pg. 25-28)

E. Unfinished Business

Below is a list of items that can be discussed for a future date.

1. CTE Toolkit
2. Senate Policy on Web Enhancement
3. Academic Senate/COCFA Joint Task Force on Full-Time Evaluations

F. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

1. Tenure Committee Training Workshops
2. Staff Training for Classified Absences
3. Artificial Intelligence Resolution and/or Policy
4. Election Committee Processes Update

G. Announcements

1. [Next Academic Senate Meeting Dates Spring 2024](#): April 11th; April 25th; May 9th; May 23rd
2. [2024 ASCCC Spring Plenary Session](#): April 18th – 20th, San Jose Marriot, San Jose, CA.
3. [2024 ASCCC CTE Regional Consortium](#): May 3rd, Los Angeles, CA. area
4. [2024 ASCCC Faculty Leadership Institute](#): June 20th – 22nd, Location TBD
5. [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#): July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

H. Adjournment

The teleconference is accessible through the following link:

<https://canyonsonline.zoom.us/j/89672861130?pwd=rM5ST4atUVbKaEEyrbUYCAAyRVLBB.1> Please

note:

This meeting will be broadcasted at the following locations via zoom

none

Academic Senate Meeting Summary for March 7, 2024

Voting Members					
Senate President	David Andrus	X	Business Senator	Gary Quire	X
Vice President	Lisa Hooper	X	Learning Resources Senator	Jennifer Thompson	X
Curriculum Chair	Tricia George	X	Personal & Professional Learning Senator	<i>Lisa Hooper proxy for Garrett Rieck</i>	X
Policy Review Chair	Gary Collis	X	At Large Senator	Sab Matsumoto	X
AT Senator	Regina Blasberg	X	At Large Senator	Shane Ramey	X
MSHP-MSE Senator	Erica Seubert	X	At Large Senator	Jennifer Paris	A
MSHP-HPPS Senator	Kathrina Almero- <i>Fabros proxy for David Pevsner</i>	X	At Large Senator	Rebecca Shepherd	X
VAPA Senator	David Brill	X	At Large Senator	Nadia Monosov	X
Student Services Senator	<i>Jesse Vera proxy for Garrett Hooper</i>	X	Adjunct Senator	Arshia Malekzadeh <i>via Zoom</i>	X
Humanities Senator	Mike Harutunian	X	Adjunct Senator	Lauren Rome <i>via Zoom</i>	X
Kinesiology/Athletics Senator	VACANT	A	Adjunct Senator	Linda Beauregard-Vasquez <i>via Zoom</i>	X
SBS Senator	Victoria Leonard	X	X= Present	A= Absent	

Non-voting Members			
Dr. Omar Torres	X	Paul Wickline <i>via zoom</i>	X
Marilyn Jimenez	X	Jason Burgdorfer (COCCA President)	A
Dan Portillo (Warren Heaton AFT Rep)	A	ASG Student Representative- Hestia Sartika <i>via zoom</i>	X

Guest							
Alexa Dimakos	X	Erin Tague	X	Kirsti Miura	X	Michael Monsour	X
Dr. Claudia Acosta	X	Dr. James Temple	X	Lak Dhillon	X	Patty Robinson	X
David Vakil	X	Dr. Jasmine Ruys	X	Lisa Sawyer	X	Sarah Etheridge	X
Dr. Diane Fiero	X	Jason Munoz	X	Mara Markarian	X	Siane Holland	X
Dr. Edel Alonso	X	Jennifer Smolos Steele	X	Michael Felix	X		
Dustin Silva	X	Jerry Danielsen	X	Michael Monsour	X		

I. Routine Matters

1. Call to order: 3:10pm
2. Public Comment:
 - There are concerns with student transcripts not being accurate and being delayed.
 - The Chiquita Canyon landfill has been releasing high levels of benzene in the water, land, and air. This may be impacting COC and the campus. Is the college advocating for intervention?
3. Approval of the Agenda
 - **Motion to approve the agenda** by Gary Quire, seconded by Victoria Shepherd. Jesse Vera proxy for Garrett Hooper (yes, vote). Kathrina Almero-Fabros proxy for David Pevsner (yes,

vote). Lisa Hooper proxy for Garrett Rieck (yes, vote). Unanimous. Approved

4. Committee Appointments:

- Title V Steering committee (pg. 3)
 - This committee is required for the grant. Need to recruit additional STEM faculty.
- Anzhela “Angela” Grigoryan, Enrollment Management Committee
- New! Academic Integrity (AI) Standing Committee (effective fall 2024)
 - This committee will become a standing committee. The committee needs time develop procedures. Shane Ramey confirmed he will continue to serve.
- Faculty can still volunteer to serve on this committee.

5. Sub-Committee Summaries/Information: none

6. Approval of the Consent Calendar

- Academic Senate Summary, February 22, 2024 (pg. 4-7)
- [Curriculum Committee Summary, February 15, 2024](#)
- [Curriculum Committee Summary, February 29, 2024](#)
- **Motion to approve the consent calendar** by Lisa Hooper, seconded by Shane Ramey. Jesse Vera proxy for Garrett Hooper (yes, vote). Kathrina Almero-Fabros proxy for David Pevsner (yes, vote). Lisa Hooper proxy for Garrett Rieck (yes, vote). Unanimous. Approved

J. Reports

These are informational items no discussion or action will be taken. However, clarification questions are welcomed.

1. [Scholarly Presentation Annual Chair Committee Report](#), Sarah Etheridge

- During COVID there was an attempt to host events via Zoom with past presenters. Since the end of the pandemic, only one in person presentation has been made and the attendance was extremely low. The recommendation is to host one in person and one in zoom presentation during the 2024/25 academic year and have the Senate Communications officer help with some marketing. [A Scholarly Presentation Outline](#) was also shared.

2. Academic Senate Presidents Report, David Andrus

- Dept. Chair Training: Jason and David will give a COCFA/Senate presentation on Compensation and Contract Matters on Friday, March 8th.
- Food at CCC & Valencia: The food vendor at CCC will no longer be at CCC. Long term and short-term solutions are being discussed with Business Services. David Marshall and Steve Eisner will give a presentation on ISSI to Senate later this semester.
- Faculty Office Procedures: David Andrus and Erin Tague are reviewing the procedures and square footage. This document will come through Senate soon.
- Senate Elections: There are 24 departments with no nominations. A list of departments that have not received nominations will be added to the website soon. Jason with COCFA will then work on the compensation formula.
- Academic Staffing Committee (ASC): The Chancellor responded to ASC recommendation memo and has approved 2 new counselors. After the May revise additional positions may be approved.
- Faculty Awards: The announcement for faculty award nominations will go out on Tuesday and will run for 6-7 weeks. Nominees will be announced at the end of the year celebration.
- Resolution on Artificial Intelligence: This is still in draft format and is forthcoming.
- Onboarding New FTF: There is a need to onboard new FTF, especially those from dual enrollment or industry programs. Many faculty are not fully aware of CCC standards.
- Commencement: One commencement ceremony will be hosted on Friday @9am in the Honor Grove. Set up is at 8am and there is no Friday night ceremony. The football stadium is not available as there is a worship event scheduled at 6pm on the same day.
- BONH 330 Conference Table: There was a reminder to please take care of the new

furniture as there is a permanent scratch. David has asked April for care instructions from the vendor. The area of the table with the scratch will be replaced.

3. Vice Presidents Report, Lisa Hooper

- Fitness Center: Faculty have requested to use the fitness center. It is recommended faculty attend an orientation, wear an identifying badge, sign in and out and have a completed signed waiver. Adult hourly Staff will be trained in CPR and First Aid. The hours will be from 7am to 8pm. People should wear their headphones when listening to music. The pool may be available.
- Math and Science Classes: An announcement was made to the Dean of MSE regarding a concern with scheduling many Math and Science classes at CCC. This is a challenge for Athletes. Many student athletes have no modes of transportation. There is a need to make sure some courses are offered at the Valencia campus.
- Loss of Lab Rooms at CCC: Due to Renovations to the 200 and 300 buildings those rooms will be offline. How do we compensate the loss of lab rooms? This will be discussed further offline.

K. Action Items

Below is a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. none

L. Discussion

Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.

1. Self-Service Taskforce, Lisa Hooper

- If students are registering on their phones, the phone is directing them to the full website which makes it challenging. There is some flexibility to waiver the waitlist and expand the designation status of courses and add "authorization required" and "waitlist full" designations. There is a need for larger conversation regarding onboarding students. This particular item was merely about the enrollment application, and not the broader aspects of enrollment. This item will return.

2. Study Abroad Council Discussion & Presentation, Dr. Claudia Acosta & David Andrus

- Dr. Acosta and Andy McCutchen serve as co-chairs. There are two trips coming up for Italy and Peru. These are short term programs (2-5 weeks). There is a scheduled fall FLEX information session on April 10th at 3pm. The cost of the program can be a barrier for students. Additional funding may be available in the future.

3. Facilities Discussion Concerning Restroom Maintenance & Privacy, Dr. Diane Fiero & Erin Tague

- There have been concerns and issues with gender neutral bathrooms regarding privacy, safety, and proper design standards. Many gender-neutral bathrooms are designed to be enclosed from floor to ceiling. There are no federal guidelines for gender neutral bathrooms but best practices can be developed. The cleanliness of all restrooms was discussed as well as making sure hygiene products are properly stocked.

M. Unfinished Business

Below is a list of items that can be discussed for a future date.

1. CTE Toolkit
2. Senate Policy on Web Enhancement
3. Academic Senate/COFCA Joint Task Force on Full-Time Evaluations

N. New Future Business

Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.

1. Tenure Committee Training Workshops
2. Senate Faculty Office Procedures
3. Staff Training for Classified Absences
4. Artificial Intelligence Resolution and/or Policy

5. Pass/No Pass Grading, Garrett Hooper

O. Announcements

1. [Next Academic Senate Meeting Dates Spring 2024](#): March 21st; April 11th; April 25th; May 9th; May 23rd
2. [2024 ASCCC Spring Plenary Session](#): April 18th – 20th, San Jose Marriot, San Jose, CA.
3. [2024 ASCCC CTE Regional Consortium](#): May 3rd, Los Angeles, CA. area
4. [2024 ASCCC Faculty Leadership Institute](#): June 20th – 22nd, Location TBD
5. [2024 ASCCC Curriculum Institute \(Theme: Curriculum Unmasked: Revitalize, Revamp and Reignite!\)](#):
July 10th – July 13th, Pasadena Convention Center, Pasadena CA.

P. Adjournment: 5:15 pm.



COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING
October 19, 2023
10:00 a.m. to 11:00 a.m.

SUMMARY

Attendees: Alisha Kaminsky, David Andrus, Erika Torgeson, Garrett Rieck, Gary Collis, Jason Burgdorfer, Lisa Hooper, Marilyn Jimenez and Tricia George.

Note: Quorum was not met.

A. Routine Matters

1. Call to order: 10:07 am
2. Public Comment: none
3. Approval of the Agenda
 - a. Quorum was not met therefore voting did not take place.

B. Consent Calendar

1. Adoption of May 1, 2023 Ex. Comm. Summary (pg. 3-4)
 - a. Quorum was not met therefore voting did not take place.

C. Reports:

1. Academic Senate Presidents Report
 - a. Web committee update: The District is looking into a new web serv

D. Action:

1. None

E. Discussion

1. Committee and Liaison Succession Planning
2. Faculty Awards Debrief and Planning
 - a. **Local Faculty Awards:** It is important to create a process that is deliberate and which has meaning. A meeting will be scheduled after spring break to discuss awards.
 - b. **State Faculty Awards:** There was no local Exemplary Award nominee last semester. The state is currently accepting nominations for the Exemplary Award. This award is to recognize faculty who are working in the area of Ethnic Studies. The Ex. Comm. will not submit any nominations to ASCCC. If someone is nominated for a local award in spring the local Senate will not know until the fall

- what the state award qualifications will be
- c. **Food Service at CCC:** Food and wrap around services are currently being discussed college wide.
 - d. **Ethnic Studies Course:** Ethnic studies course was approved. It will next go to Academic Staffing, then PV and last to Curriculum Committee. There are several faculty champions who will be attending the committee meetings. They include: Katie Coleman, Jesse Vera, Graciela Martinez, Dora Lozano, and Garret Rieck. The State prefers that Ethnic Studies professors hired meet the specific MQ's for their respective courses they will be teaching, such as Chicano/Chicana Studies or African American Studies.
 - e. Spring will be the last semester where students can take the Political Science Ethnic Studies course (Political Science 290).

E. Unfinished Business

F. Announcements

- [Next Academic Senate Meeting Dates Fall 2023](#): Oct. 19th; Nov. 2nd; Nov. 16th; Dec. 7th.
 - [2023 ASCCC Fall Plenary Session](#): Nov. 16th – 18th, Westin South Coast Plaza, Costa Mesa, CA.
 - [2024 ASCCC Curriculum Institute](#): July 10th – 13th, 2024, Pasadena Convention Center
 - [2024 Faculty Leadership Institute](#): June 20th – 22nd, 2024, More information coming soon!
 - [2024 ASCCC Spring Plenary Session](#): April 18th-20th, 2024, San Jose Marriot
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G. Adjournment: 11:00am

College of the Canyons
Academic Calendar – 2026/27

No fall break

Fall 2026

Month	Event	Date
August	Professional Development Week (FLEX, Employees Only)	August 14-20 (Friday – Thursday)
	Mandatory Opening Day (Employees Only)	August 21 (Friday)
	First Day of Fall Semester	August 24 (Monday)
September	Labor Day Holiday	September 7 (Monday)
November	Veterans Day Holiday Observed and Actual	November 11 (Wednesday) November 26- 29 (Thursday – Sunday)
	December	Last Day of Fall Semester Campus Closed

Winter 2027

Month	Event	Date
January	New Year’s Holiday	January 1 (Friday)
	First Day of Winter Term	January 4 (Monday)
	Martin Luther King Holiday	January 18 (Monday)
February	Professional Development Week (FLEX, Employees Only)	February 1-5 (Monday to Friday)
	Last Day of Winter Term	February 6 (Saturday - 5 weeks)

Spring 2027

Month	Event	Date
February	First Day of Spring Semester	February 8 (Monday)
	Lincoln/Washington Holidays	February 12-15 (Friday to Monday)
April	Spring Break	April 5-11 (Monday – Sunday)
May	Memorial Day	May 31 (Monday)
June	Last Day of Spring Semester	June 3 (Thursday)
	Commencement Ceremony	June 4 (Friday)

Summer 2027

Month	Event	Date
June	Start of Summer Term	June 7 (Monday)
July	Juneteenth	June 18-19 (Friday – Saturday) July 4-5 (Sunday - Monday)
	August	Last possible day of Summer

Academic Calendar



2026

▲ Holiday
■ Important Date

2027

JULY

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July 3-4
Independence

August 14-20
Professional Development
Week (FLEX, Employees Only)

August 21
Mandatory Opening
Day (Employees Only)

August 24
First Day of Fall Semester

September 7
Labor Day

November 11
Veterans Day Holiday
Observed
November 26-29
Thanksgiving Day Holidays

December 12
Last Day of Fall Semester
December TBD
Campus Closed for
Holiday Break

*Holiday Dates Pending



January 1
New Year's Holiday
January 4
First Day of Winter Term
January 18
Martin Luther King

February 1-5
Professional Development Week
(FLEX Employees Only)

February 6
Last Day of Winter Term

February 8
First Day of Spring Semester

February 12-15
Lincoln/Washington
Holidays

April 5-11
Spring

May 31
Memorial

June 3
Last Day of Spring Semester
June 4
Commencement Ceremony
June 7
Start of Summer Session
June 18-19
Juneteenth

Next Year Preview:
July 4-5 Independence Day
August 14 Last Day Summer Term

JANUARY

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FEBRUARY

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College of the Canyons
Academic Calendar – 2026/27

Early Start Model with Fall Break

Fall 2026

Month	Event	Date
August	Professional Development Week (FLEX, Employees Only)	August 7-13 (Friday – Thursday)
	Mandatory Opening Day (Employees Only)	August 14 (Friday)
	First Day of Fall Semester	August 17 (Monday)
September	Labor Day Holiday	September 7 (Monday)
October	Fall Break	October 12-18 (Monday – Sunday)
November	Veterans Day Holiday Observed and Actual	November 11 (Wednesday)
	Thanksgiving Day Holidays	November 26- 29 (Thursday – Sunday)
December	Last Day of Fall Semester	December 12 (Saturday)
	Campus Closed	TBD

Winter 2027

Month	Event	Date
January	New Year’s Holiday	January 1 (Friday)
	First Day of Winter Term	January 4 (Monday)
	Martin Luther King Holiday	January 18 (Monday)
February	Professional Development Week (FLEX, Employees Only)	February 1-5 (Monday to Friday)
	Last Day of Winter Term	February 6 (Saturday - 5 weeks)

Spring 2027

Month	Event	Date
February	First Day of Spring Semester	February 8 (Monday)
	Lincoln/Washington Holidays	February 12-15 (Friday to Monday)
April	Spring Break	April 5-11 (Monday – Sunday)
May	Memorial Day	May 31 (Monday)
June	Last Day of Spring Semester	June 3 (Thursday)
	Commencement Ceremony	June 4 (Friday)

Summer 2027

Month	Event	Date
June	Start of Summer Term	June 7 (Monday)
	Juneteenth	June 18-19 (Friday – Saturday)
July	Independence Day	July 4-5 (Sunday - Monday)
August	Last possible day of Summer Session	August 14 (Saturday)

Academic Calendar

Early Start Option With Fall Break

Holiday
Important Date

2026

JULY

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DECEMBER

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July 3-4
Independence

August 7-13
Professional Development
Week (FLEX, Employees Only)
August 14
Mandatory Opening
Day (Employees Only)
August 17
First Day of Fall Semester

September 7
Labor Day

October 12-18
Fall Break

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Observed
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Last Day of Fall Semester
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New Year's Holiday
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January 18
Martin Luther King

February 1-5
Professional Development
Week (FLEX Employees
Only) February 6
Last Day of Winter Term
February 8
First Day of Spring
Semester February 12-15
Lincoln/Washington
Holidays

April 5-11
Spring Break

May 31
Memorial Day

June 3
Last Day of Spring Semester
June 4
Commencement Ceremony
June 7
Start of Summer Session
June 18-19
Juneteenth

2027

JANUARY

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FEBRUARY

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MARCH

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APRIL

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*Holiday Dates Pending

Next Year Preview:
July 4-5 Independence Day
August 14 Last Day Summer Term

Fall Break Academic Calendar

The Calendar Committee is contemplating the introduction of a fall break starting in the 2026- 2027 academic year. This consideration is based on feedback from a Spring 2023 survey distributed to students, faculty, staff, and administrators. To accommodate this proposed break, adjustments to the fall term schedule would be necessary.

Include a Fall Break - Starting the Term Earlier

Flex Week: Scheduled for August 7-13, leading into the term.

Opening Day: Set for August 14

First Day of Fall Term: Begins earlier on August 17, adjusting the calendar forward.

Fall Break: Planned for October 12-18, placed after the eighth week.

End of Term: Remains unchanged and concludes on December 12, allowing about 7-8 business days for processing grades, standings, and issuing transcripts before the winter break.

Key Considerations

The following considerations were brought up by the members of the Academic Calendar Committee.

- The addition of a fall break will extend the fall term to 17 weeks, incorporating a one- week break after the eighth week of classes.
- Concerns for students taking a break in the middle of the semester (like in spring) leads to a loss of momentum and memory of the class prior the break.
- Adding a fall break provides time between two 8-week class sessions, allowing faculty and students to reset between the 8-week class sessions.
- Starting earlier could cause an overlap for some faculty that may be teaching summer classes during the fall flex week. This is done in the winter now for the spring flex.

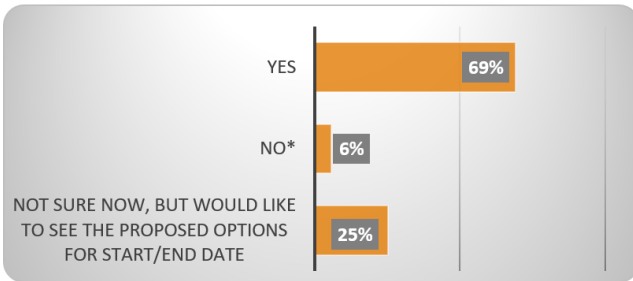
Survey Outcomes from Spring 2023

Of the 1,297 students surveyed, 69% indicated they would like to have a fall break. Of the 69%, most students (48%) wanted to start the fall term earlier to accommodate the fall break.

Of the 504 faculty, staff, and administrators surveyed, 39% indicated they would like to have a fall break. Of the 39%, most faculty, staff, and administrators (37%) wanted to start the fall term earlier to accommodate the fall break.

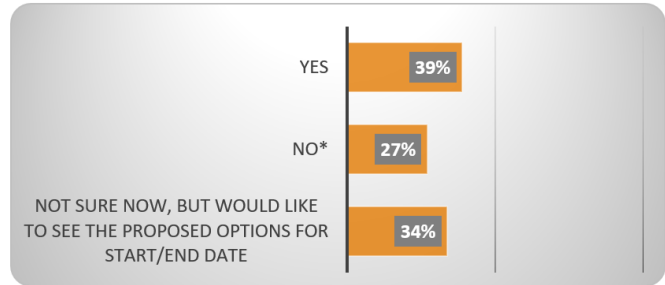
Students

1,297 respondents

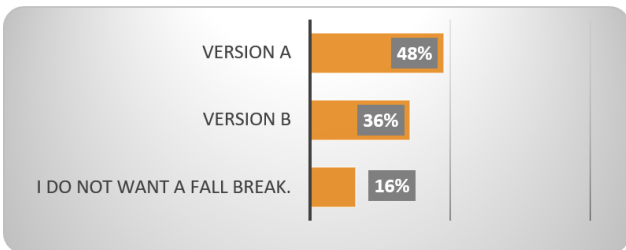


Faculty/ Staff Overall

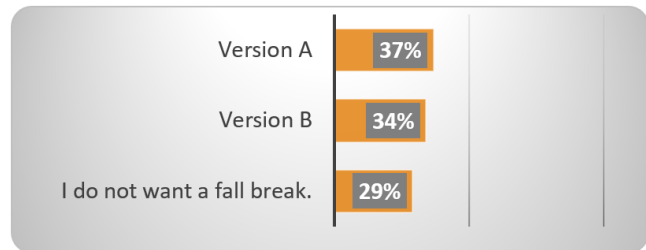
504 respondents



1,090 respondents



337 respondents



*Respondents indicating that they do not want a fall break were not asked the follow-up question regarding which version they prefer.

Version A = Start the term one week earlier to accommodate the fall break.

Version B = End the term one week later to accommodate the fall break.

COLLEGE OF THE CANYONS
Academic Senate Procedures
for
Full-time Faculty Office Assignment

ROLE OF THE ACADEMIC SENATE

The Academic Senate is responsible **for the assignment of offices to full-time faculty as well as** the general process of office assignments. ~~of existing office spaces.~~ However, questions of faculty offices touch upon negotiable issues of working conditions. As such the Senate should work collegially with the Faculty Associations as well as the District Administration.

~~The Senate's primary responsibility is to oversee office assignments. Any questions regarding maintenance and/or repair to faculty offices (including the ordering of office furniture, as needed) should be directed through the standard college work order process, and not processed through the Academic Senate.~~

The assignment of faculty offices requires Senate leadership to coordinate with the offices of Business Services, Facilities, and Information Technology to ensure proper preparation and installation of office furniture and equipment necessary for each faculty work station. To achieve these outcomes, the Academic Senate adheres to the mutually agreed upon Business Services "Faculty Office Furniture Desktop Procedure" that is an appendix to these procedures.

GENERAL GUIDELINES FOR FULL-TIME FACULTY OFFICES

As a working condition, specifics for office guidelines are subject to the COCFA contract. The COCFA ~~Negotiated Agreement~~ **collective bargaining agreement** ~~Negotiated Agreement~~ will have precedence in case there is a conflict between that document and these ~~policies~~ **procedures**.

Every full-time faculty member in the Santa Clarita Community College District is entitled to one "primary" office that serves as their permanently assigned office. As a minimum, every full-time faculty member should have an office that is equipped with:

- A. District-Provided Furniture:
 - Desk
 - Bookcase
 - File cabinet
 - Desk chair
 - "Visitor" chair
- B. District-Provided Technology
 - Campus phone
 - Computer (Desktop Or laptop)
 - Office printer, or access to a nearby common printer
- C. In addition, each office should be furnished with a functioning, lockable door.

Prior to a faculty member moving (or transferring) into a new office, the ~~College District should~~ **will** inspect the office to ensure that it is in good working condition.

- The office should be repainted as necessary;
- Carpeting, if present, should be replaced if there are holes or other obvious signs of wear or conditions that could cause a potential trip-hazard for students or faculty members;
- Any furniture that is broken or missing should be repaired or replaced.

CATEGORIZATION OF FACULTY OFFICES

The Academic Senate will maintain a list of all rooms that are designated as faculty offices, including the official square footage assigned to each office and whether the office is a general office or a restricted office.

Restricted Offices

An office is considered restricted if an individual must travel through a teaching area or specific service area to access the office or if it is determined restricting an office for the exclusive use of a particular academic discipline holds a unique instructional or logistical purpose (e.g., Welding office, Counseling office, Band Director office). Such determinations will be made in collaboration by the Academic Senate President and CIO. **Such determinations may supersede the provisions addressing displaced faculty, subsequently herein.** An appendix to these procedures shall be adopted by the Academic Senate, and thereafter revised as necessary, listing all restricted offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

~~Square footage of rooms is determined by the District's "Certification of Space Inventory".¹ Any challenge to the accuracy of that inventory will be resolved by a measurement of the office conducted by a member of the Senate **Executive Cabinet or the Administrative Assistant of the Academic Senate** and along with a representative of the Facilities department. Any correction made must be included in the next submission of the Certification of Space Inventory, and a notation of the revised square footage shall be amended in the official Senate list of faculty offices.~~

~~Based on the State Architect's guidelines used when designing campus buildings, each faculty office shall contain a minimum of 72 square feet per person.~~

New Future Faculty Offices

The square footage of faculty offices is determined locally in consultation with standards developed by the Vice Presidents of Facilities, Business Services, Instruction and the Academic Senate President. Standards shall enable ADA compliance, and should ensure functionality of the professional demands of the faculty member. While the square footage of offices may vary by instructional assignment, discipline, or building, most offices will maintain similar size throughout the District.

Existing Offices

¹ This is a document that each District is required to submit to the California Community Colleges Chancellor's Office. It details every room on campus, including square footage.

Existing faculty offices maintain square footage that ranges from 72 square feet up to potentially 288 square feet. Those offices serve as single, double and sometimes triple offices. All existing offices must meet ADA standards. Those offices posing challenges to professional functionality should be addressed at the time of future remodel projects and should be identified within the District's Educational Facilities Master Plan.

- ~~A. A single office shall contain 72–143 square feet.~~
- ~~B. A double office shall contain 144–215 square feet.~~
- ~~C. A triple office shall contain 216–288 square feet.²~~
- ~~D. For multiple person offices, there shall be a minimum of 72 square feet person.~~

Enacting Revisions Grandfather Clause

Grandfather Clause: Any future revisions to these guidelines that would increase the capacity of an office (e.g., a 1-person office becomes a 2-person office) will not take effect until the current occupant vacates that office. However, this grandfather clause only applies to changes in the guidelines regarding square footage, not to extended office vacancies in a multi-person office that is not filled.³

DISPLACED FACULTY

Unless otherwise indicated below, faculty members may not lose their office assignment without their consent. A faculty member may be considered displaced as a result of one of the following:

- An office space is temporarily or permanently lost due to remodeling;
- An office space is lost as the result of a documented health hazard;
- A faculty member has their full load changed from one campus to another campus by the District.

² According to the 2017 plans of the new science building at Canyon Country, the drawings indicate a two-person office with 217 square feet.

³ For example: if a faculty member is a single person in a two-person office that office does not become a one-person office simply because the second space has never been filled by another individual. The designation is based on square footage, not on actual occupancy.

Displaced faculty members may choose any available office space with the exception of ~~otherwise~~ restricted offices. Displaced faculty members will have priority over any other faculty member, with more senior displaced faculty having priority over less senior displaced faculty members.

Faculty displaced due to remodeling also have subsequent priority over any other faculty member for the completed remodeled offices from the same building in which the displaced faculty member's original office was located and caused the initial displacement, with the following exception:

Offices that are remodeled in a manner that subsequently renders them "restricted" as previously defined in these procedures, will cause the originally displaced faculty member to be determined "permanently displaced." Such faculty will have precedence in the very next spring allocation of anticipated and domino vacancies.

Restricted offices notwithstanding, seniority will dictate office assignments within any cohort of displaced faculty with the exception that remodeled buildings leaving any original and specific office locations and size categorization unchanged, will be first offered to the original occupant, regardless of seniority.

Faculty members who initiate a request to have their primary teaching load on a different campus *are not considered* displaced.⁴ If a faculty member would like their primary office on another campus they must relinquish their current office and choose any available offices based on the assignment policies for that campus.

PROVISIONAL OFFICES NOT ON CAMPUS OF PRIMARY ASSIGNMENT

Every full time faculty member is guaranteed a primary office on one of the two main campuses. However, there are times when a full-time faculty member will be teaching a partial- or full-load at a secondary campus. To provide office space for these circumstances, The District should identify a "Visiting Professor" office space on each campus.⁵

Visiting Professor Offices are not designed for exclusive use of one faculty member, and must be shared among those faculty members while they are not teaching on their regularly assigned campus.

Each Visiting Professor Office should ~~contain~~ **consist of a work station that contains** a computer, table/work surface, **and** chairs. ~~and secure storage for each instructor who will be using the space.~~ If the Visiting Professor Offices are multi-person offices there should be arrangement for spaces to conduct student conferences with enough privacy to satisfy FERPA concerns.

PRIMARY OFFICE VACANCIES

A. Announcement of Vacancies/Domino Effect⁶

To expedite the assignment of faculty offices, vacant offices are divided into two categories:

⁴ This does not apply to faculty members who would like to teach a course on another campus, or even teach a full load on another campus. They would retain their current office on their primary campus, and not be eligible for a permanent office on the secondary campus. To obtain a permanent office on the second campus they would have to relinquish their permanent office on the first campus. If they did not wish to relinquish their current office, they would be eligible for access to a "Visiting Professor" office on the second campus.

⁵ It should be noted that while an Academic Senate Procedure might call for the establishment of Visiting Professor Offices, the actual designation of such rooms cannot be created by Academic Senate alone; it will require cooperation and agreement with the District Administration, COCFA and AFT.

⁶ This is not new; it is articulation of existing practice.

- Anticipated Vacancies - are the result of a known vacancy arising from a faculty member who is scheduled to retire or otherwise vacate their office; and
- "Domino" Vacancies - are vacancies that arise as a result of individuals moving into anticipated vacancies.

~~When office vacancies are anticipated,~~ **Every spring semester** a memo will be sent to each ~~all~~ full-time faculty member, asking who is interested in changing offices **informing them of the available, specific anticipated vacancies.** ~~This memo will list all Anticipated Vacancies,~~ and **with a reminder that subsequent Domino Vacancies may be announced** ~~each~~.

Faculty members interested in changing offices will have a week to indicate their priority interest in any Anticipated Vacancy.

In order to ensure all full-time faculty, especially newly hired full-time faculty, have a complete, functional office, as outlined by these procedures, by the beginning of the fall semester, there will only be two rounds of office allocation during the spring semester.

~~B. Vacancies in single offices~~

~~Assignments to single offices will be determined by faculty preferences in seniority order.~~

~~C. Vacancies in multiple-person offices~~

~~When there is a vacancy in a multiple-person office, the remaining faculty member who is in the multiple-person office shall be invited to choose an office partner from any current or newly hired full-time faculty member, without regard to seniority.~~

~~If vacancies in multiple-person offices must be filled to ensure that every faculty member will have a designated office space, vacancies will be filled in reverse seniority of the faculty members who occupy multiple-person offices with vacancies.~~

~~If a faculty member in a multiple-person office with a vacancy is unable or refuses to choose an office partner, the Academic Senate President will assign a faculty member to the office if the space is needed.~~

D. Vacancies – newly hired faculty members⁷

After all current full-time faculty members have been given an opportunity to transfer to any offices that become available at the end of a semester, the Department Chairs (or designee) for any department that has a newly hired faculty member will meet with the Academic Senate President (or designee) to determine office assignments for newly hired full-time faculty members. **Such assignments shall be temporary for a one year basis.**

When assigning offices to newly hired full-time faculty members the goal should be assigning offices that are in proximity to primary teaching areas and/or other members of their departments. However, this may not always be possible since the only available offices may not be near teaching areas/other department members.

E. Vacating Office Requirements

All faculty that have declared their intent to vacate their primary office must do so within **6 4** weeks of the relevant notification date. The date of notification is categorically defined as follows:

⁷ A major procedural flaw in the existing policy is assigning office space to newly hired faculty. The seniority lottery for newly hired faculty members may not occur until a few days until the semester starts (or in some cases after the semester starts). Since the new faculty members have not established their seniority numbers, they cannot choose an office. This would help allow newly-hired faculty members to better prepare to begin their professional responsibilities at COC by having office assignments made before they reach the campus.

- Retirement - last day of full-time faculty service
- Resignation – last day of full-time faculty service
- Reassignment to New Primary Office – date of official notification by Academic Senate that the newly assigned primary office is vacant and available to be occupied.

If special accommodations or assistance are necessary to assist in vacating an office, the Academic Senate President must be informed no later than one week after the date of notification. Faculty reassigned to a new primary office that fail to properly vacate by the 6 4 week deadline may have their new primary office assignment revoked.

Any personal property remaining in a vacated office after the 4 week deadline will be collected by the District and stored until a final, proper determination can be made regarding its disposal or transfer of possession. Faculty are required to surrender any and all keys to their vacated office by the 4 week deadline. Enforcement of personal property collection and office access are the responsibility and purview of the Office of Human Resources.

Vacating offices in a timely manner is essential to the proper implementation of these faculty office procedures. Failure to do so will result in unnecessary disruptions to the work of faculty colleagues and District functions.

F. Canyon Country Campus

Office Vacancies at CCC will be handled in the same manner as Valencia campus **and will be included in the District wide lists of anticipated or domino vacancies.** However, the Academic Senate may consider the merits of developing a different paradigm for assigning offices on the Canyon Country Campus.

G. Aspirational Long-Term Goal and Vision

The Senate may consider the viability and feasibility of introducing a non-seniority-based system on the Valencia and Canyon Country campuses. However, any modification to the office assignment procedures will not impact the current primary office assignment of any full-time faculty member on the Valencia or Canyon Country campuses.

It is the aspirational long-term goal and vision of the Academic Senate that disciplinary faculty cluster their offices for the betterment of students and curricular coordination. Doing so shall not be mandated. But, through attrition. i.e., resignations and retirements, as well as individual volition and the continued development of dedicated academic and disciplinary buildings it is possible to eventually and organically develop disciplinary hubs throughout the campus infrastructure. Such disciplinary hubs might best be clustered with other hubs that are from the same academic School or Division thereby eventually rendering certain buildings *defacto* dedicated academic and disciplinary buildings.

DEDICATED ACADEMIC AND DISCIPLINARY BUILDINGS⁸

If the District authorizes and constructs new or existing buildings to have dedicated instructional resources, purpose or name to a particular academic discipline(s), Division(s) or School(s), faculty members from those particular instructional cohorts have priority in office assignments in those new buildings.

A. Newly Constructed Dedicated Buildings

⁸ Declaring a District building to be “Dedicated” is not to be confused with *BP & AP 6620 – Naming of District Facilities and Properties*. For purposes of this procedure, “Dedicated” refers to a mutual agreement between the CIO and the Academic Senate to intentionally dedicate buildings as explained in this procedure.

The newly constructed offices will be reserved to the faculty cohort associated with the new dedicated building. All faculty cohort members will be given the opportunity to request a permanent relocation of their primary office to the new building. All office assignments for those faculty cohort members will be determined by seniority with more senior faculty having priority over less senior faculty members. If vacant offices remain after soliciting faculty cohort interest in permanent relocation, those offices will be assigned as otherwise determined by these procedures. Subsequent to the initial assignment and allocation of faculty offices, all future **annual** vacancies in the new building will first be offered to members of the particular faculty cohort by seniority and then to all other faculty as otherwise determined by these procedures.

The Academic Senate reserves the right to utilize any newly constructed offices as “Visiting Professor Offices” or for the purposes of housing “Instructional Support Staff”. Such utilization shall not be interpreted to be permanent nor an abdication of those offices to the District by the Academic Senate.

An appendix to these procedures shall be adopted by the Academic Senate for all newly constructed dedicated buildings detailing the intended initial allocation and categorization of faculty offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

B. Existing Newly Dedicated Buildings

The offices for existing, newly instructionally dedicated buildings will be reserved to the faculty cohort associated and aligned with the new dedicated focus. As office vacancies occur, all faculty cohort members will be given the opportunity to request a permanent relocation of their primary office to the existing building that has been newly dedicated. If the instructional dedication of the existing building is the result of a remodel, the displacement provision of this procedure will have precedence prior to any cohort faculty being prioritized.

The Academic Senate reserves the right to utilize any offices that are part of an existing newly dedicated building as “Visiting Professor Offices” or for the purposes of housing instructional support staff. Such utilization shall not be interpreted to be permanent nor an abdication of those offices to the District by the Academic Senate. **Such offices may be determined "restricted" per these procedures.**

An appendix to these procedures shall be adopted by the Academic Senate for all existing newly dedicated buildings detailing the intended initial allocation and categorization of faculty offices. The appendix will be developed in collaboration by the Academic Senate President and CIO.

EXEMPTIONS TO THE OFFICE ASSIGNMENT PROCEDURES

A. Health and Safety Exemptions

In order to ensure compliance with Americans with Disabilities Act regulations, exemptions made be made to the office assignment procedures meet the needs of any special health or physical requirements (e.g. wheelchair accessibility.)

Full-time faculty members shall not be displaced from their current offices without their specific consent. The Displaced Faculty ~~procedures~~ **provision** will apply to a full-time faculty member who agrees to relinquish their current office assignment to meet the special health or physical needs of **another** faculty member.

If there are no offices available to meet special health or physical requirements the District will need re-assign/remodel an existing non-faculty office room so as to meet those needs.

B. Exemptions NOT based on health/physical requirements.

To ensure equity in office assignments, the Academic Senate President will appoint a small ad hoc committee of at least three senators to consider any request for exemptions to the office assignment procedures that are not based on health or physical requirements.

In no case may an exemption be made to increase the square footage allowed for any individual faculty member for reasons other than health or safety.

Approved by the Academic Senate, April 20, 2017

Revised & Approved by the Academic Senate, May 20, 2021

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References:

- Board Policy 6800 - Safety
- COCFA Collective Bargaining Agreement - Article 14

Section A - End of Service and Rehire of a Faculty Member:

- 1) **Human Resources** notifies Academic Senate, Instruction, Business Services, IT, Facilities, and Student Services (for non-instructional faculty) within five (5) business days when they receive a notice of a faculty retirement or otherwise ending service. Notice should be provided well before the Board agenda is posted. The End-of-Service Checklist will be sent to the Dean and faculty member. If there is any change in end date of service, all departments should be notified within five (5) business days.
- 2) **Human Resources** will notify the faculty that they have a maximum of thirty (30) calendar days in advance of their last day of District assignment (unless otherwise informed), or by their last business day as an active employee, whichever is sooner ("End Date"), to clean out and permanently vacate their office and take possession of their personal property. Instruction and Academic Senate will be copied on the notification. Academic Senate will coordinate with Facilities as soon as notified by HR to schedule an "audit" of the office as soon as possible.
- 3) **Facilities** will "audit" the office to determine if any of the following are needed and ensure these actions are completed before the office is occupied again:
 - a. Confirm office is cleared out by faculty by their End Date. If not, it will be subsequently cleared out for them by Facilities under the direction of Human Resources, in coordination with Instruction as needed.
 - i. Human Resources will notify the faculty that they have ten (10) business days to pick up their personal property. After ten (10) business days, said property shall be deemed abandoned and will legally transfer to the District. District may keep the property without any compensation to the faculty and may remove and/or dispose of the property as District deems proper. Any confidential District items, including student exams, shall be either maintained for the maximum record retention period of two (2) years or destroyed if older than two (2) years as determined by the relevant administrative vice-presidents or their designees.
 - b. Determine if Furniture/Equipment/Items need to be removed if damaged or obsolete.
 - c. Determine if new paint, new carpet, and/or cleaning are necessary.
 - d. Confirm telephone is in working order.
 - e. Evaluate type and placement of furniture is compliant with ergonomic standards.
 - f. Immediately notify Purchasing and the Academic Senate of any items requiring replacement.

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FACULTY OFFICE FURNITURE

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- 4) **Purchasing** will confirm such need and process requests to be in place in time for incoming faculty.
 - a. New Furniture Purchase/Installation Timeline: Typically, three to four (3-4) months from the date of audit.
 - b. All faculty offices will be furnished with standardized office furniture to ensure ergonomic and ADA compliance (see layouts and rendering below).
 - c. If possible, the District will offer two or three furniture layout options, based on office configuration.
 - d. If new furniture does not arrive before incoming faculty are scheduled to occupy the office, temporary furniture will be made available in the interim.
- 5) **Information Technology** will determine if a new computer or any other technology is needed, and will coordinate installation and purchasing needs with the incoming faculty member, Academic Senate, and Facilities via the “COC-Movers” email group for technology removal and installation.
- 6) **CIO**, and **CSSO** for non-instructional faculty, will be copied on all communication and has authority to make recommendations and/or changes throughout the process.

Section B – Existing Faculty Moves to Vacant Office:

- 1) Based on the Academic Senate adopted procedure for existing faculty who have been notified of awarded vacant offices (“Domino” vacancies), Academic Senate will notify the faculty that they have a maximum of thirty (30) calendar days after that award (unless otherwise informed) to clear out their current office and coordinate with Facilities to have their items moved to their new office. Instruction and Human Resources will be copied on the notification.
 - i. Office must be cleared out by faculty within the thirty (30) calendar day allotted timeline.
 - ii. If not, office may be subsequently cleared out by Facilities under the direction of Human Resources, in coordination with Instruction, as needed. Items will be relocated to the new office.
- 2) Academic Senate will coordinate with Facilities as soon as they are provided notice of a faculty member’s intention to move to schedule an “audit” of the old office as soon as possible.
- 3) Steps 3-6 of Section A above will be followed.

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Section C - Furniture and Personal Property:

- 1) **Safety and Compliance:** All faculty offices shall be OSHA, ADA, and Fire Code compliant to include furniture and installation within the office space.
 - a. **ADA Compliance:** Pursuant to 28 CFR § 35.133, all furniture must be maintained so that is readily accessible to and usable by persons with disabilities.
 - b. **Fire Safety:** Pursuant to California Code of Regulations Title 24, Part 9 (California Fire Code):
 - i. All upholstered furniture must be properly treated with flame retardant chemicals and must be equipped with a tag that contains confirmation of compliance.
 - ii. All curtains, drapes, fabric hangings, and other similar combustible decorative materials must be properly treated with flame retardant chemicals and must be equipped with a tag that contains confirmation of compliance.
 - iii. Exits, exit lights, fire alarm stations, fire hose cabinets, and fire extinguisher locations shall not be obstructed, in whole or in part, by any furnishings or decorative material.
- 2) **District Furniture:** Faculty office furniture must be District issued. As of July 1, 2023, faculty members may not bring personal furniture (desks, chairs, bookshelves, etc.) to their campus offices.
 - a. District furniture older than ten (10) years (term of warranty) will be evaluated to determine condition and need for replacement.
 - i. Faculty may initiate a request to have their furniture evaluated by submitting a Facilities Work Order.
 - ii. Facilities will audit the furniture and contact Purchasing if it should be replaced.
- 3) **Personal Furniture:** As of July 1, 2023, existing personal furniture is considered grandfathered in and may be evaluated for compliance.
 - a. Faculty should schedule their evaluation with the Academic Senate.
 - b. Recommendations to remove or relocate furniture must be implemented by the faculty member.
 - c. If new furniture is required, Academic Senate will contact Purchasing.
 - d. If the faculty member shifts offices, grandfathered-in furniture can be moved to a space that is not new or recently modernized if the furniture meets compliance requirements.
- 4) **Personal Property for Authorized Work Use:** The *Personal Property for Authorized Work Use form* must be signed by the respective Dean and Executive Cabinet member for personal property used for District business, e.g. technology items, etc.

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- 5) **Personal Items:** Small personal items will be allowed including lamps, desk accessories, pictures, etc., but cannot create an ADA violation or fire hazard.
- Candles, items with an open flame, or items that emit smoke are not permitted and may be removed by the Fire Marshal or District.
 - Portable heaters are not permitted and may be removed by the Fire Marshal or District.
 - Small appliances will be evaluated by Facilities for electrical safety and are not permitted if they can create a fire hazard.

ADA & ERGONOMIC FURNITURE PLACEMENT

SINGLE OFFICE



DOUBLE OFFICE



Each room must be measured and evaluated to ensure that desk positioning is ergonomically correct, and the office is accessible for all (ADA-compliant).