



## **Academic Senate for College of the Canyons**

### **STANDING POLICY and PROCEDURE**

#### **Faculty Center Usage (Bonelli Hall 330)**

College of the Canyons Administration has designated Bonelli Hall 330 as the Faculty Center. The coordination and oversight of the Faculty Center has been delegated to the Academic Senate to administer. Usage of the Faculty Center shall adhere to the standards established herein.

##### **Purpose**

The primary purpose of the Faculty Center is to provide exclusive meeting space for faculty committees, groups and individuals working in service of college governance. The Faculty Center may also be utilized for faculty led collegial events, faculty representative organizations, as well as individual, informal faculty activities and leisure.

##### **Authorized Room Reservation Priority**

The following groups/entities are authorized to use the Faculty Center and listed in priority order:

1. Academic Senate
2. Curriculum Committee and its Subcommittees
3. Program Viability Committee
4. Standing Committees of the Academic Senate
5. Academic Senate Ad Hoc Committees and Task Force groups.
6. New Faculty Orientation
7. Academic Department Meetings
8. Faculty Led Professional Development Meetings
9. Faculty Tenure Committees
10. COCFA and AFT Meetings

##### **Room Reservation Procedure**

All room reservation requests shall be submitted to the Administrative Assistant of the Academic Senate. If the reservation request seeks to use the Faculty Center for an authorized purpose, it shall be approved. If multiple authorized requests are submitted for the same day and time, the Administrative Assistant shall use the room reservation priority list to determine which reservation prevails. Once scheduled, no reservation shall be bumped or altered in the

absence of necessary and compelling reasons. Any and all requests for use of the Faculty Center by groups/entities not listed above shall be considered by the Academic Senate President in consultation with the Administrative Assistant.

### **Responsibilities of Faculty**

The cleanliness and order of the Faculty Center must be maintained. All faculty members share responsibility to uphold the Faculty Center in a clean and orderly condition. Faculty committee chairs, those individuals submitting the room request, and those faculty that are the last occupant(s) to exit the room are responsible for returning the room to a clean and orderly condition before departing. Upon exiting the room, those identified faculty must ensure the following:

- Food, trash, and other items are properly discarded and/or properly stored.
- Room furniture is returned to its original configuration.
- All computer workstation settings are shut down, returned to their original configuration and equipment properly secured.
- All borrowed computer support equipment that has been temporarily checked out is returned to IT.
- Room lights are turned off.
- All doors to the room are locked.

### **Faculty Access to the Faculty Center**

All faculty will have the right to access the Faculty Center, subject to the priority limitations outlined herein. The Academic Senate Administrative Assistant will physically post the schedule of room usage/reservations outside the Faculty Center, as well as online on the Academic Senate web site. Faculty may access the room for informal usage unless it has been previously reserved. Any informal use of the room that conflicts with scheduled use of the room must halt immediately. Informal use of the room by faculty must adhere to the requirements listed in the preceding "Responsibilities of Faculty" section.

*Approved by the Academic Senate on October 19, 2023*