

Chapter 2

GENERAL ADMINISTRATIVE AFFAIRS

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FUNCTIONS OF FACILITIES ADMINISTRATION OFFICE

The Facilities Administration Office, under the direction of the Executive Dean, has the overall responsibility for the quantitative determination of need for both instructional and instructionally-related facilities. Additionally, this office initiates requests for capital projects for the improvement of utilities, road networks and similar projects. Subsequent to campus approval and submission of requests and eventual approval of State control agencies, the Executive Dean, acts as the university representative in dealing with assigned project architects and engineers during the development of all phases of construction documents. During this development, extensive consultation and review is held with appropriate members of the faculty and staff to insure that the assigned architect and/or engineer correctly interpret the program within limitations prescribed. At the schematic stage of development, subsequent to staff review, each project is presented to and reviewed by the Campus Planning Committee (see CAM 172). Upon Campus Planning Committee recommendation and approval by the President, the project is forwarded to the Chancellor's Office for presentation to the Trustees. The Executive Dean's Office schedules information and review of the project by the Campus Planning Committee at progressive stages of development.

This office is also responsible for bid advertising and local contract management for all projects, whether designed by the State or by private firms. All contacts between the contractors, the State inspectors and other State agencies relative to construction projects are coordinated by the Executive Dean's Office. Contracts with these same agencies are also initiated and administered through this office.

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FIVE-YEAR MAJOR CAPITAL OUTLAY PROGRAM

Annually, during the month of March, the university is required to submit to the Chancellor's Office for ultimate review by other State control agencies, a five-year capital outlay construction program which identifies all facilities and improvements in excess of \$200,000 to be constructed to provide for additional instructional capacity and supporting improvements for the ensuing five-year period. Projects in which instructional capacity is to be provided must also contain an indication of that capacity, and the funding of all projects must be indicated to show proper scheduling of working drawings, construction, and equipment allocations in the appropriate capital outlay budget year. The basic document is prepared in the Executive Dean's Office and is usually primarily an updating of the one submitted in the previous year. After the draft has been completed, it is reviewed by appropriate members of the faculty and staff including, but not necessarily limited to, the Academic Deans' Council, the Campus Planning Committee, and the President's Advisory Committee on Budget Resources and Allocations. Upon recommendations of each of these bodies and ultimate approval by the President, the document and supporting material are forwarded to the Chancellor's Office and local distribution is made to the appropriate academic and administrative offices.

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Procedures for Justification of Instructional Capacity Buildings

Requests for instructional capacity projects are submitted by the university to the Chancellor's Office approximately fifteen months in advance of the budget year in which initial appropriation for development is requested. The initial document, entitled Program Justification, is prepared in consultation with appropriate academic and administrative staff members and contains statistical justification as follows:

Historical enrollment data for the three most recent years and two projected years (actual plus five and actual plus seven) for each instructional discipline for FTE taught, 8 a.m. to 10 p.m. These data are expressed in terms of actual numbers for each discipline and each year, and as a percentage of the campus total for each discipline and each year.

This basic document is assembled by the Director of Institutional Research in consultation with the Executive Dean, after which the enrollment projections are submitted to the Vice President for Academic Affairs for evaluation, consultation, and amendment if desired. Subsequent to final agreement on the distribution of enrollment projections, further computations are made using the base figures to determine for each instructional area the percentage of the projected enrollment for that area which is to be lecture or nonlecture type of instruction, and the capacity in specialized facilities available in each of these instructional disciplines. The arithmetical difference between the projected FTE to be taught in specialized facilities and the actual capacity of specialized facilities available determines the degree of need for additional

instructional space. As a policy, lecture classrooms and faculty offices are generated on a campuswide basis, using the same procedures but on a total campus basis rather than on an individual discipline basis.

The physical space to be provided for any instructional discipline is predetermined by a series of special formulae administered by the California Postsecondary Education Commission which identify the standard area in square feet per 100 weekly student contact hours for each instructional discipline. Information on space standards by discipline and level is available in the Executive Dean's Office.

Upon approval of the program justification document and the assignable areas contained therein calculated from the above-mentioned factors, the appropriate instructional and support staff members are advised to prepare a project description booklet outlining a room-by-room description of the proposed building, the sum of the areas of which will approximately equal the previously approved total. Within very broad parameters, the university is required to comply with existing State regulations. For the most part, however, relatively complete discretion is given to the university in the use of the total area. Other factors enter into the control of the new facility as the building is further developed and defined. The Chancellor's Office has developed a series of unit cost figures which are used as a guide in measuring the relative expense of a particular building. The project as developed by the university must not exceed these guide figures except in exceptional circumstances. A copy of these guidelines is also available in the Executive Dean's Office.

212 Capital Outlay Equipment Lists

For every new instructional capacity project and for some noncapacity projects, movable equipment must be requested in a separate and distinct capital outlay document. By definition, movable equipment is that equipment which is not connected physically to the facility by plumbing or high voltage electrical circuits. In general it is to the State's advantage to have as much equipment supplied by an equipment list as possible rather than by the construction contract, except in those instances where complicated electrical and mechanical connections are more appropriately done by a responsible contractor. As a general guide, the Chancellor's Office has developed criteria to evaluate the total equipment list for any particular building based on a percentage of the contract cost of the building. Because of the variety of instructional disciplines, this percentage of necessity varies.

There are certain items that are not to be placed on the equipment list by State policy. Generally, these are: (1) all items of office furniture, (2) any one particular item of equipment with a value of less than \$100, and (3) all expendable supplies and materials. The above three categories of equipment are generally requested through State support budget channels. At the time instructional faculty members are requested to prepare equipment lists for approved capital projects, a list of detailed instructions and forms for equipment list preparation will be provided by the Executive Dean's Office.

220 MINOR CAPITAL OUTLAY

The State budget annually recognizes that many capital improvement projects are too small to be considered a major capital outlay project. For that reason, it has been customary for the Legislature to make an annual appropriation to the Trustees of The California State University for allocation to the individual campuses of the system to be used for minor capital outlay projects costing between \$1,000 and \$200,000. These projects are limited to new construction or remodeling of existing construction, the purchase of equipment for new programs, and safety improvement items of all types. Minor capital outlay funds cannot be used for repair or replacement of existing equipment nor for additional equipment associated with enrollment increases in existing programs.

In March of each year, the Executive Dean requests from each school and division head the projects that each area wishes to have considered for the minor capital outlay allocation for the following budget year. When the project proposals are received and evaluated and subsequent to consultation with appropriate staff members, a recommendation for allocation will be made to the President. Upon presidential approval, and the availability of requested funds, the deans and division heads will be notified which projects can be scheduled for implementation.

Further information on this program is available from the Executive Dean's Office.

221 Special Repairs/Deferred Maintenance

Each year, as part of the budget process, a separate line item is included for funding special repair and deferred maintenance projects.

These projects are large repair, replacement, or modification projects that are beyond the scope of recurring maintenance, but because they normally cover repairs to existing facilities cannot be included in the Minor Capital Outlay Program (see CAM 220). They should be not less than \$1,000 in cost.

These projects may be submitted to the Executive Dean by school and division heads not later than March of each year for consideration and inclusion in the next budget cycle. When projects are received and evaluated and subsequent to consultation with the persons responsible, a recommendation for allocation will be made to the President. Upon approval of the projects in the State budget, the school or division head will be notified when the projects can be implemented.

Further information can be obtained by contacting the Executive Dean's Office.

222 Student Initiated Projects (Campus Student Projects)

In order to provide an educational experience and a sense of involvement to those students who desire it, a procedure has been established to permit individuals or groups of students to propose small construction projects for the improvement of the campus environment. Projects of this kind have been done as senior projects, group projects, and as cooperative ventures between groups of students and staff within any identifiable group.

The procedures for initiating such projects are contained in instructions and forms available on request from the Executive Dean. Further information on this program can be obtained by calling that office.

230 USE AND ALLOCATION OF UNIVERSITY FACILITIES

230.1 Appropriate Use of University Facilities

Use of university facilities is limited to the following purposes and is normally granted in the following order of precedence:

A. The Regular University Instructional Program

Actual classes and scheduled meetings that are part of the regular academic program.

B. The Broad University Instructional program

Discussions, programs such as music, drama, forensics, journalism, intercollegiate athletics; special programs and other activities, that are a part of normal class-associated or academic programs; courses that are a part of the authorized campus Extended Education Program.

C. Research and Consultant Activities

Programs that are research in nature which contribute to the professional development of students, faculty and staff and consultant activities which have been approved by the university or Cal Poly Foundation.

D. Cocurricular Activities Sponsored by Student, Faculty, and/or Staff Individuals and Groups

Events such as conferences, meetings, lectures, musicals, concerts, films, productions, contests, concerned with the professional, cultural, recreational, or entertainment phases of university life. Participants and guests may include students, faculty, and staff of other educational institutions and the general public when such participants or guests are appropriate to the function, such as meetings of the Cal Poly Women's Club and Cal Poly University Club.

E. Organizations Sponsored by or Directly Related to the University

Meetings such as the Cal Poly Women's Club and Cal Poly University Club.

F. Broadly Educational Meetings of Groups Related to the University

Examples include meetings called by State Agencies; by professional organizations of faculty, students, or staff; or by university-related organizations; county and city school district sponsored meetings; meetings of federal, state, and local government organizations.

G. Other Uses, as Outlined in CAM 232.3

Costs (other than normal routine maintenance) incurred by users listed in C, D and E above and other nonuniversity groups as identified in CAM 232.3 are to be reimbursed to the university and/or the University Union. Persons or groups granted the use of facilities assume responsibility for all damage caused by negligence. Persons or groups misusing facilities may be denied future use.

230.2 Inappropriate Use of University Facilities

Camping on university property or living in privately owned, temporary lodging parked or erected on university property is generally prohibited. In unusual circumstances exceptions are permitted with the written permission of the campus President or his designee (Vice President for Business Affairs). In general, the use of university facilities or property for personal or private events is not authorized. The category "personal or private events" includes, but is not limited to, weddings, funerals, and memorial services. The scheduling of these or similar events on university property may be authorized only in unusual circumstances and requires prior approval of the University President. (See also CAM 232.3)

231 Classification and Allocation of Facilities

For purposes of administration and scheduling, all university facilities are classified into two groups: general purpose and special purpose.

General purpose facilities are defined as those facilities such as general lecture classrooms and general conference rooms which are open to usage for a variety of activities and are not assigned to particular instructional or administrative units.

Special purpose facilities are defined as those which because of their specific use and/or specialized equipment are assigned to an administrative unit for security and responsibility. Such responsibility may be delegated to a department or other subfunction of the administrative unit at the discretion of the administrative head of the unit.

The determination as to the classification, either general purpose or special purpose, shall be made annually at the time of the Space Allocation Report review (see CAM 234).

232 Individuals and Groups Authorized to Use University Facilities

232.1 Use by University Faculty and Staff Groups

Use of facilities for programs consistent with the objectives of the university (as listed in CAM 230.1) may be granted to faculty or staff groups. Such groups who wish to use campus facilities for instructional purposes (CAM 230.1 A and B) or for university-related meetings (CAM 230.1 D and E) should apply to the University Class Scheduler, Academic Programs, for scheduling events during weekdays or

to the Student Life & Activities Department for evening or weekend events. Those who wish to use campus facilities for sponsored conferences or for nonuniversity-related uses (CAM 230.1 C and F) should apply to the Housing and Conference Services Office to schedule facilities and assist in arrangement of such events (see Administrative Bulletin 85-1).

When related to the university's instructional program, such use must have the approval of the appropriate dean or designated department head and the Director of Extended Education. Application should be made at least three weeks in advance of the date of the program. If a question arises as to whether a group is eligible to use campus facilities for a particular program, the question will be referred as follows:

- A. To the Associate Vice President for Academic Programs in the case of a request for facilities for instructional purposes or for university-related uses (CAM 230.1 A, B, D, E).
- B. To the Director of Extended Education for conferences and nonuniversity-related uses (CAM 230.1 C and F).
- C. To the Chairperson of the Facilities Use Committee for appeals to negative decisions under CAM 232.1 A and B above.

Guidelines on "Prominent or Controversial Speakers" (CAM 804) apply to faculty/staff groups when using campus facilities.

232.2 Use by University Students

Use of facilities for programs consistent with the objectives of the university may be granted to student organizations and ASI agencies in keeping with the procedures established by the Student Life and Activities Department. Such organizations should make application through the Student Life and Activities Department on the form adopted (Form 81) for that purpose, and such procedures prescribed by the Student Life and Activities Office must be followed. If a question arises as to whether a student organization is eligible to use campus facilities for a particular program, the question will be referred by the Director, Student Life and Activities, to the chairperson of the Facilities Use Committee, who will also receive appeals from negative decisions. Use of facilities by individual students and informal groups of students may be granted by the Dean of Students.

Regulations concerning Visiting Speakers (CAM 804) apply to such groups or individuals.

232.3 Use by Nonuniversity Groups

Use of facilities for programs consistent with the objectives of the university may be granted to those agencies and organizations with whom the university is authorized to make lease agreements, specifically: government agencies; nonprofit, charitable, educational or character-building organizations; or groups for educational or noncommercial purposes.

Exceptions to use by agencies with whom the university is authorized to make license agreements are as follows:

- A. Use that conflicts with or adversely affects the regular university use of the facilities or otherwise interferes with regular university instructional, broad university instructional, and other university sponsored programs.
- B. Use by school systems, colleges, or universities, for purposes of offering night school, extension, summer session or other courses for which they collect fees, receive State reimbursement or give academic post-high school credit, unless the activity is cosponsored by a Cal Poly department or school.
- C. Use essentially to result in financial gain to a person, persons or organizations as differentiated from gain for charitable, educational or community service purposes.
- D. Use by precollege age youth who would not have close adult supervision throughout their stay on campus.
- E. Frequent regular use by local off-campus groups for nonuniversity-related purposes.
- F. Any use by a religious, political or ideological group, whose publicity implies university and/or State endorsement.
- G. Use by any organization on the Attorney General's list of subversive groups.

License Agreements, with appropriate use fees, are normally required for use of campus facilities for nonuniversity purposes. License provisions and charges shall be established by the Vice President for Business Affairs. License arrangements will be made through the Housing and Conference Services Office. If a question arises as to whether an organization is eligible to use campus facilities for a particular program, the question will be referred to the Vice President for Academic Affairs.

Guidelines on "Prominent or Controversial Speakers" (CAM 804) also apply to outside groups when using campus facilities. It is the responsibility of the university to advise outside groups on campus speaker policies.

232.4 Endorsement and Cosponsorship

A distinction is made between the concepts of endorsement and cosponsorship of events or programs by groups or individuals.

- A. Endorsement implies simply that a program has received the approval or encouragement of a group or individual. The involvement of the group or individual is limited in scope and need not involve official participation in the planning, development production of the program. This should not be construed as limiting, in any way, the participation of an individual in a program which he or she supports. Endorsement does not imply liability or cost assumption by the university. Approval for endorsement by groups or individuals in their formal university capacity will be granted through the dean or designated department head for faculty and staff groups and individuals, and by the Director, Student Life and Activities, in the case of student groups. Approved endorsement must be consistent with regulations on use of the university's name (CAM 730); policies on discrimination; and with the objectives of the university (CAM 110, 120). Individuals acting in a private capacity are not subject to procedures for approval for endorsement. The Director, Public Affairs, should be notified of all approved endorsements by the office granting approval.
- B. Cosponsored events involve several factors including approval, encouragement and participation. These factors operate simultaneously and will be considered both individually and together in arriving at a decision as to whether a proposed cosponsorship is legitimate and appropriate. The event must be of a nature appropriate to and consistent with the objectives of the university and each cosponsor, and have balanced participation by each cosponsor in the planning, development, implementation, and production of the event.

If these criteria for cosponsorship are met, approval to cosponsor will be granted by: (1) the dean or designated department head in the case of faculty and staff; (2) by the Director, Student Life and Activities, in the case of students; and (3) the Director of Extended Education where nonuniversity groups are involved. If cosponsorship is approved, all pertinent university regulations (such as govern publicity, security, and posting) must be observed. Any request which is not approved may be appealed to: (1) the Office of the Vice President for Academic Affairs in the case of faculty or staff cosponsorship; and (2) the Dean of Student Affairs in the case of student cosponsorship.

233 Specific Use of Certain Facilities

A. Indoor Educational Facilities

1. Classrooms

General purpose classrooms shall be reserved through the office of the Associate Vice President for Educational Services, throughout the instructional day, 8 a.m. to 5 p.m., Monday through Friday except during university hour, Thursday 11 a.m. to 12 noon. General purpose classrooms are reserved through the Student Life and Activities Department for use during university hour and the evening hours (after 5 p.m.) and on weekends and academic holidays.

2. General Purpose Conference Rooms

General purpose conference rooms are available for conference purposes only. Except for unusual circumstances, they may not be reserved for regularly scheduled classes. For conferences to be held between the hours of 8 a.m. and 5 p.m., Monday through Friday, conference rooms may be scheduled through the office of the Associate Vice President for Educational Services.

Conference rooms available for scheduling during this time period, with room capacity figure in parentheses, are: Ag 138 (24); Ag 241 (24); A&ED 224 (30); CSc 115B (15); FH 292 (25); GA 101 (30); GA 207 (16); HPDMC 125 (20); M&HE 152 (16).

For conferences to be held after 5 p.m., conference room use may be scheduled through the Student Life and Activities Department in the University Union. The following rooms are available during this time period: Ag 138 (24); Ag 241 (24); A&ED 224 (30); FH 292 (25); GA 101 (30); GA 207 (16); HPDMC 125 (20); M&HE 152 (16).

Conference rooms in the Administration Building are reserved primarily for the administrative needs of the university. Administration Room 409 may be reserved through the President's Office by the offices of the Vice President for Academic Affairs, Vice President of University Relations, and the Dean of Student Affairs. Administration Room 301 may be scheduled by other administrative offices through the office of the Associate Vice President for Educational Services, Admin. 312.

3. Large Lecture Rooms

The following general purpose lecture rooms are available for special use when such use does not conflict with scheduled classes. Requests for these rooms should be made in accordance with CAM 232. All of these rooms have elevated floors and auditorium-style seating with adjustable tablet arms. All are equipped for audiovisual projection and have fixed lecture demonstration laboratory tables. Agricultural Engineering 123 has a limited amount of adjustable lighting. The seating capacities are listed after each room: AE 123 (137); FH 286 (146); Sci B5 (102); Sci E27 (102).

4. Choral Room (HPDMC 218)

The choral rehearsal room, with a seating capacity of 150 arranged on elevated tiers, is a special purpose room assigned to the Music Department primarily for instructional use. On certain occasions it can be made available for other uses when such use does not interfere with instructional uses as determined by the head of the Music Department. Requests for this special purpose facility should be made in accordance with CAM 232. Those responsible for scheduling will consult with

the head of the Music Department prior to the assignment of this facility. In the event a lease is required, lease provisions and charges shall be established by the Vice President for Business Affairs.

5. Home Economics Living and Dining Rooms

These rooms located in Mathematics and Home Economics 114 and 119 are primarily used for instructional purposes by the Home Economics Department. Upon occasion these facilities may be scheduled for appropriate special purposes. Requests for use of this facility should be made in accordance with CAM 232 and referred to the head of the Home Economics Department.

6. Cal Poly Theatre

Responsibility for the assignment of the Cal Poly Theatre has been delegated to the School of Liberal Arts. Requests for this special purpose facility should be made in accordance with CAM 232. Guidelines governing the use of this facility are available from the Theatre Manager. If the use of these facilities requires the services of a special technician and assistants, reimbursement for their services must be provided. In the event such use requires a license agreement, the agreement and charges shall be established by the Cal Poly Director of Housing and Conference Services. *Vice President for Business Affairs.*

B. Physical Education Facilities

1. Physical Education Building, outdoor swimming pool, tennis courts, baseball field, and other outdoor physical education facilities except Mustang Stadium.

Request for the use of these special purpose facilities should be made in accordance with CAM 232 and referred to the Physical Education and Recreation Administration Department. Guidelines governing the use of the Physical Education Building are available from the Physical Education and Recreation Administration Department and from the Student Life and Activities Department. In the event a lease is required, lease provisions and charges shall be established by the Vice President for Business Affairs.

2. Crandall Gymnasium and Crandall Natatorium

Requests for the use of these special purpose facilities should be made in accordance with CAM 232 and referred to the Physical Education and Recreation Administration Department. Guidelines governing the use of Crandall Gymnasium are available from the Physical Education and Recreation Administration Department and from the Student Life and Activities Department. In the event a lease is required, lease provisions and charges shall be established by the Vice President for Business Affairs.

3. Mustang Stadium

Requests for the use of Mustang Stadium for special occasions should be made in accordance with CAM 232 and referred to the Director of Athletics, who is responsible for maintaining the stadium schedule. In the event a lease is required, lease provisions and charges shall be established by the Vice President for Business Affairs.

C. Outdoor Areas

1. Poly Grove

This on-campus picnic and barbeque area with seating and tables for approximately 300 persons is available year-round as the weather permits. Requests for this facility should be made in accordance with CAM 232 and referred to the Student Life and Activities Department. Guidelines governing the use of Poly Grove are available from that office. In the event a lease is required, lease provisions and charges shall be established by the Vice President for Business Affairs.

2. Amphitheater

This outdoor raised-stage area immediately south of the Cal Poly Theatre is available for appropriate activities. Requests for this facility should be made in accordance with CAM 232 and referred to the Student Life and Activities Department.

3. Engineering West Patio and Gallery

The patio courtyard and indoor gallery area are assigned to the School of Architecture and Environmental Design for instructional purposes. Requests for use of these facilities should be made in accordance with CAM 232 and referred to the Dean of the School of Architecture and Environmental Design.

4. Other Lawn and Outdoor Patio Areas

Requests for use of the following lawn and/or outdoor patio areas should be made in accordance with CAM 232. Approval of requests will be based on appropriateness of the space requested in relation to the proposed activity, to the size of the group or audience anticipated, and to the likelihood of disturbance of any classes of laboratories in the vicinity.

a. Dexter Lawn and Patio Area

The Dexter lawn area may be used for group gatherings of up to several hundred persons for all approved types of activities; reasonable amplification may be used when classes are not in session.

The patio area may be used for small group meetings without amplification for events such as poetry readings, "buzz sessions," sale of art objects, and similar "quiet" events.

The entire lawn and patio area may be used for exhibits of various types, e.g., sculpture, boats, photographs, and for large groups without amplification using "buzz session" techniques.

- b. Space between Computer Science and Engineering West (next to Architecture Gallery)

This space is available for exhibits. In addition to the approval procedures of CAM 232, clearance for such use should be obtained from the Dean of Architecture and Environmental Design to avoid scheduling conflicts.

- c. Stairway area between Computer Science and Engineering West

This space is available for small group use which would not disturb nearby classes, laboratories, or faculty offices. Use is limited to times when classes are not in session.

- d. Space between Engineering East and Computer Science

Available for exhibits and for small group gatherings when classes are not in session.

- e. Patio between Erhart Agriculture and English Buildings

Available for exhibits; and available when classes are not in session during evenings, Saturdays, and Sundays for medium-sized groups (50-150) for such programs as speakers or musical groups.

- f. University Union Plaza

Available for general usage similar to that of the Amphitheater (see CAM 233.C.2).

- g. Patio areas north and south of Physical Education Building

Available for exhibits, concession stands, and occasional special events (e.g., pumpkin carving contest in connection with Halloween, Welcome Week booths, Poly Royal Carnival).

- h. Lawn area west of BA&E Building

Available for medium-sized groups (50-150) for exhibits, sales, speakers; amplification permitted when classes are not in session.

D. Food Service Facilities

1. Faculty/Staff Facilities

The Faculty/Staff Dining Room in the University Dining Complex is primarily for the use of the staff and faculty of the university. First priority is reserved for staff and faculty functions where food is served by Food Service personnel. Requests for the use of this facility should be made in accordance with CAM 232 and referred to the Catering Office. Decisions on the eligibility for use of the Faculty/Staff Dining Room will be based on the following guidelines:

- a. This facility is to be reserved for members of the faculty and staff, their guests, and visitors to the university between the hours of 7 a.m. and 5 p.m., Monday through Friday.
- b. Space may be reserved only for luncheon meetings Monday through Friday that are attended by members of the campus faculty and staff as a whole.
- c. Reservations for space between the hours of 11 a.m. and 1 p.m. for smaller groups may be arranged on certain occasions of necessity to the university.
- d. Table reservations for general staff luncheons may not be made by individuals or groups.
- e. Use after 5 p.m., Monday through Friday, and Saturdays and Sundays may be arranged by faculty, staff and students.

Use of this facility is governed by Board of Trustee policy that campus food service operations on the campus be open, and their services available, only to students, faculty and staff and their bona fide guests, and to persons in approved functions.

2. Vista Grande

Vista Grande facilities are available only to students, faculty, staff, and their bona fide guests, and to persons participating in university-approved functions such as meetings and conferences.

- a. Scheduling of Vista Grande events by groups and/or individuals shall adhere to regulations in CAM 230, "Use and Allocation of University Facilities."
- b. Nonuniversity groups and/or individuals requesting use of Vista Grande will first be directed to the Housing and Conference Services Office. The Director of that office will determine if the request from the non-university group or individual agrees with the Trustees' policy and CAM 230.1, "Appropriate Use of University Facilities." Only after this requisite approval is obtained, will Foundation Food Service consider scheduling any such requested event.

- c. Promotion and advertising of Vista Grande by Foundation Food Service shall be restricted to approved on-campus methods and/or direct mailing to university students, faculty and staff.

E. The University Union

University Union facilities are available to university groups (student, faculty and staff) and nonuniversity groups in accordance with guidelines established by the University Union Advisory Board, in keeping with general university policies and regulations. Requests for the use of University Union facilities should be made in accordance with CAM 232 and referred to the ASI Executive Director's Office. In the event that a lease is required, lease conditions and charges shall be established by the University Union and be in conformance with the provisions of the agreement and lease governing the facility.

F. Alumni House

Alumni House facilities are available only for alumni and bona fide development-related activities. Requests for use of Alumni House facilities should be directed to the Vice President of University Relations' Office for written approval.

- G. Use of university facilities, as described in this section (CAM 233 A-F) by university groups for conferences (AB 85-1) shall be arranged for through the Housing and Conferences Services Office. Use of these facilities for nonuniversity activities/programs will also be arranged for through the Housing and Conference Services Office. In the event a license is required (nonuniversity activity/ program) license provisions shall be established and use fees approved by the Vice President for Business Affairs.

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Space Allocation

- A. The responsibility for maintenance of records regarding the use of all space on campus is vested in the Office of the Executive Dean.

For the purpose of this section, the term "space" refers to all campus real property, including buildings and land areas.

- B. The Executive Dean's Office will solicit and receive requests during the winter quarter for space for the ensuing academic year from school deans and division heads. These requests will be compiled into an annual recommendation on space allocation by the Executive Dean and will include the assignment of all space on campus to either an instructional school, a service division, an auxiliary enterprise, executive or general purpose use. This report will be reviewed by the Vice President for Academic Affairs and, upon approval, will become the basic source document for the ensuing academic year.

- C. Adjustments in space assignments within the allocations approved shall be made by the appropriate school dean or division head, with a report of such changes being made to the Executive Dean's Office. Interschool or divisional adjustments shall be made by the Vice President for Academic Affairs after appropriate consultation with the deans or division heads directly concerned.
- D. Assignment of classes to rooms allocated for instructional use is the responsibility of the Associate Vice President, Educational Services, who will make classroom assignments in concert with the appropriate school deans and/or department heads.
- E. The assignment of personnel to offices within the space allocated to a school or division will be made by the head of the school or division.
- F. Instructional room capacities are established by a formula administered by California Postsecondary Education Commission. Each lecture and laboratory room shall be furnished to a maximum-rated capacity. Unless prior approval is granted by the Executive Dean's Office, desks, chairs, and/or tables may not be removed from or added to any instructional room.

235 Guidelines for Scheduling Classes

Assignment of classes for instructional purposes is done by the University Class Scheduler, who works under the direction of the Associate Dean, Educational Services. The University Class Scheduler develops procedures and instructions for departmental class scheduling. Departments submit their proposed quarterly class schedules to their School Deans for approval and forwarding to the University Class Scheduler.

235.1 Departmental Responsibility

- A. Department heads are responsible for initial scheduling requests, based upon the universitywide coordination directives of the University Class Scheduler. Such scheduling requests are under the following constraints:
 - 1. Facility limitations make it necessary for each discipline to provide guidance directed toward scheduling more than 50 percent of all lectures after 1200 hours. Beyond this requirement, scheduling of lecture classes both during prime hours and other hours should be in approximately the same ratio for all departments, based on totals for the three quarters, Fall, Winter, and Spring, unless the educational goals and objectives of the departments are better served by scheduling a greater proportion of lectures at other hours. Guidance for distribution of lecture classes and for the implementation of these goals can be obtained from the office of Educational Services.

2. Deviations from course title, description, or structure as defined in the university's catalog may not be reflected in the Class Schedule without observing proper procedures, as stated in CAM 490.
 3. Special Topics courses (e.g., 470, 471, Selected Advanced Topics) are to be included in the printed class schedule along with the title which has been approved for each individual section. Requests for title approval should be submitted, via the School Dean, to the Vice President for Academic Affairs early enough to meet the deadlines necessary for those sections to be included in the printed schedules. The University Class Scheduler will inform departments of the deadlines no later than 30 days prior to the time schedules are to be submitted. Selected Advanced Topics must be scheduled at specific times, not "by arrangement." Special Topics course outlines shall be kept on file with a department's other course outlines.
 4. Procedures for room assignments are given in CAM 234.
 5. Unless precluded by unusual circumstances, lecture classes will be scheduled to meet in general purpose lecture rooms.
 6. When necessary to assist students in choosing from available sections, departments must submit a request when they initially submit their schedules for a special footnote to be included in the class schedule.
- B. Any proposed innovations to the established schedule format should be processed through the appropriate school dean.
- C. Except as authorized by the appropriate school dean or necessitated in order to meet resource requirements or student demand, all classes will be held as listed in the class schedule. Information on schedule changes not included in the printed issue of the class schedule will be reflected on proof copies of the class schedule which are updated and available in the Educational Services Office at various intervals during the quarter.
- D. It shall be the department's responsibility to make the determination and notify the Educational Services Office of the name, Social Security number, and team teaching fraction for each instructor involved in teaching a section in the schedule. Instructors' names are to be listed in the class schedule for all sections except those where instructors have not yet been appointed.

235.2 Lectures

- A. Lecture sections should be distributed throughout the day. Saturday classes may be scheduled as needed.
- B. Lecture classes are not to be scheduled during University Hour, Thursday at 1100, without approval of the Associate Vice President for Academic Affairs.

- C. If a department schedules one- and/or two-unit lecture classes, whenever possible, adherence to scheduling such courses on Tuesday and/or Thursday should be followed. If necessary to schedule on Monday, Wednesday or Friday, they should be scheduled in such a pattern that they meet within hourly time blocks. In scheduling of facilities, lower room priority will be given to those one- and two-unit lecture classes scheduled for Monday, Wednesday or Friday and not filling a MWF hourly time block.
- D. Facility limitations on Monday, Wednesday, and Friday at the 1500 and 1600 hours preclude the scheduling on these days of hour-and-one-half classes earlier than 1600, except that a department may begin hour-and-one-half classes at 1500 on Monday, Wednesday and/or Friday if it block schedules two classes together, one from 1500 to 1630 and the other from 1630 to 1800.
- E. Tuesday-Thursday- hour-and-one-half classes should be offered as needed. Lecture sections should be scheduled in 0800-0930, 0930-1100, 1200-1330, 1330-1500, 1500-1630, 1630-1800, and 1900-2030 time blocks.

235.3 Activities

Activity classes should be scheduled throughout the day. Activity classes that meet continually for a two-hour period or longer may schedule one of the hours to meet during the 1100 Thursday hour, provided there is another section offered at some other time during the week.

235.4 Laboratories

Laboratory classes should be scheduled during the hours of 0800-1100, 0900-1200, 1200-1500, 1500-1800 and 1900-2200. Adherence to these time periods should be attempted to permit students greater scheduling flexibility around these time blocks. Laboratory classes that meet continually for a two-hour period or longer may schedule one of the hours to meet during the 1100 Thursday hour, provided there is another section offered at some other time during the week.

236 Bulletin Boards, Temporary Signs, Posters, and Banners (for Permanent Signs, see CAM 265).

- A. This section supplements the requirements set forth in Appendix IV, Campus Administrative Manual, "President's Directive Regarding Use of California State University and Colleges Buildings and Grounds." In the case of any actual or implied conflict between the two sections, Appendix IV will control.
- B. Responsibility for the management of exterior bulletin boards, kiosks, etc.; temporary signs, posters and banners rests with the Director, Student Life and Activities.

1. Temporary signs, posters, and banners shall advertise only the activities of the Associated Students, Inc.; the organizations chartered jointly by the Associated Students, Inc. and the university; and campus organizations recognized by the university. Each poster, sign or banner must clearly identify the organization sponsoring the event. Organizations are guided by "Publicity Regulations for Student Activities" (Form 90) available in the Student Life and Activities Department.
2. The advertising of activities is restricted to the use of posters, signs and banners. However, in unusual circumstances, variations in the type of advertising display may be permitted. Such circumstances include, but are not necessarily restricted to, activities of a commercial nature. Specific proposals for such variations must be reviewed with the Director, Student Life and Activities, whose written approval on the appropriate form must be obtained before display.
3. The display of temporary posters, signs, and banners is restricted to existing bulletin boards and display panels. They may not be placed on walls, doors, windows, roofs, or steps of any campus building nor may they obstruct the entrances or exits of buildings, or the line of vision to vehicular or pedestrian traffic. They may not be placed on trees, traffic signs, poles, trash cans, fences, sidewalks, or hillsides.
4. Posters, signs, and banners may be placed in lawn areas, but only lath-size wood stakes may be used. Care must be exercised in removing them without leaving broken edges exposed.
5. Bulletin boards may not be used for commercial advertising of any kind.

Student notices may be posted in designated areas in the Julian A. McPhee University Union only in accordance with University Union building policies, available at the University Union information counter.
6. Off-campus organizations and institutions sponsoring events of interest to Cal Poly students must secure permission to post on campus from the Director, Student Life and Activities. Each poster must include an "Approved-for-Posting" stamp with the date for removal.
7. The organization responsible for placing posters, temporary signs, and banners is responsible for their removal promptly when the event is over.

8. Specific and more detailed information with respect to activity advertising procedures as covered by this section is contained in "Publicity Regulations for Student Activities" (Form 90) available in the Student Life and Activities Department.

C. Responsibility for bulletin boards within buildings rests with the department, school or administrative unit identified with such bulletin board. The use of these boards by individuals and groups is governed by the regulations B.1., B.5., B.6., B.7. above as well as the professional and prudent judgment of the department head, school dean or administrative supervisor concerned.

D. Responsibility for permanent signs and bulletin boards on campus is discussed in CAM 265.

237 Memorials and Naming of Buildings

237.1 Memorials

Memorials proposed for the purpose of honoring the memory of a deceased person shall be useful as well as aesthetic. Proposals for memorials honoring deceased students, staff, or friends of the university shall be presented for approval in the following manner:

A. Individuals, committees, or organizations proposing a memorial shall present a detailed plan, including the proposed location, to the Vice President for Business Affairs, who will refer it to the Campus Planning Committee.

B. The Campus Planning Committee shall review the proposal and submit its findings and recommendations to the President for final action.

237.2 Naming Buildings and Related Areas

The Board of Trustees of The California State University retains authority for naming all CSU facilities and properties, i.e., all buildings; major portions of buildings; university streets or roads; stadium and baseball fields and other areas of major assembly or activity; plazas, malls, and other large areas of campus circulation; and all other highly visible facilities and properties. The Board delegates to the Chancellor the authority to name individual rooms, limited areas and individual items or features within buildings, individual landscape items or features, limited outdoor areas, and other minor properties. The Chancellor may sub-delegate this authority as appropriate.

Additionally, the naming of a facility or property must meet one or more of the following criteria:

- A. It must designate the function and/or location of a facility or property, e.g., Engineering East. Identification by school will receive priority consideration over recognition by department.
- B. It must be convenient for both physical identification and use in correspondence and schedules.
- C. It must reflect a traditional theme of the university.
- D. It must honor an individual.
 1. When no gift is involved:
 - a. It must honor a person who has achieved unique distinction in higher education or other significant areas of public service.
 - b. It must honor a person who has served the CSU in an academic capacity and has earned a national or international reputation as a scholar.
 - c. It must honor a person who has served the CSU in an administrative capacity and who, during administrative service, made extraordinary contributions to a CSU campus or the system which warrant special recognition.
 - d. When a proposal for naming in honor of an individual involves service to the university in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least one year.
 2. When a gift is involved, the Board will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or to the enhancement of the facility's usefulness to the university. For an amount to be considered "significant," it shall either fund the total cost of the facility to be named, or provide funding for that portion of the total cost which would not have been available from any other source (such as federal or state loans or appropriations, student fees, bond issues, etc.).
- E. In special circumstances, the Board of Trustees may waive any or all of the above criteria.

Following appropriate consultation, which includes the executive committee of the Academic Senate, proposals for naming buildings shall be reviewed by the Campus Planning Committee. Upon recommendation of the Campus Planning Committee and endorsement by the University President, proposals are submitted to the Chancellor's Office for approval by the Board of Trustees.

237.3 Naming Rooms and Other Areas

By Executive Order the President has been delegated the authority to name rooms and other areas, e.g., patios, gardens, walkways, at California Polytechnic State University, San Luis Obispo:

- A. The naming of an area shall denote function as the overriding criteria, e.g., lecture, laboratory, conference room, patio. Such naming will not preclude the continued identification of instructional facilities by building and room numbers on schedules, printouts, and other computerized materials.
- B. Further supplemental designation can be authorized when such designation honors or recognizes an individual, organization, or other special purpose.
- C. Procedures for approval of supplemental designation are as follows:
 1. A written proposal including justification may be submitted by an individual, department, or other university-related unit to the office of the Executive Dean. If the space is in or adjacent to an academic facility, a copy of the proposal shall be sent to the Vice President for Academic Affairs. The proposal should identify the location of the room or area under consideration, briefly explain the purpose of the proposal, and include appropriate statements of endorsement.
 - a. Endorsement of a proposal honoring a faculty or staff member of the university should include reference to such criteria as length of service, specific contributions, and other special circumstances justifying the honor.
 - b. Endorsement of a proposal honoring a donor to the university or in recognition of an individual or organization will be made only if the donor provides a major contribution to the university.
 2. The Vice President for Academic Affairs, after consultation, where appropriate, will recommend an action to the University President.
 3. Upon approval by the President, the room will be formally identified as requested.
 4. A standard means of identification designed and coordinated by the Executive Dean's Office will be used to identify all specially designated rooms and areas.

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FOUNDATION COMMERCIAL OPERATIONS

Foundation commercial operations, including food service, bookstore and other designated campus retail sales and services, are required to be fiscally viable operations, and therefore are granted the right to operate on an exclusive basis through operating and lease agreements. In providing fiscally viable campus commercial operations, the Foundation is also able to support critical programs requested by the University, and to fund ancillary capital projects, from commercial net earnings.

241

University Food Services

- A. Campus food sales/service and related facilities are the exclusive privilege of the Foundation. The Foundation is assigned this responsibility by the university to facilitate adherence to applicable policies, ordinances, and laws, and for continuity of the total food services program for the university community. Food services shall be in conformity with university policy and procedures.
- B. For the occasional, on-campus food service activities of student groups, the group chairperson must obtain and process a Form 81 from the Student Life and Activities Department and secure approval from the Foundation Food Service Catering Manager and then from the university Director of Health Services.

Occasional, on-campus food services activities are defined as cake sales, home economics class demonstrations, sales at athletic contests, and any similar activity, generally occurring in a single day.

For the occasional, on-campus food service activities of non-student or off-campus groups, the group chairperson must obtain a "Campus Facilities and Services Request" form from the Housing and Conference Services Office for processing which include the approval of:

1. The Foundation Food Service/Catering Manager.
 2. The University Director of Health Services.
- C. For Foundation Food Service catering at off-campus events, student groups must: 1) obtain a Form 81 from the Student Life and Activities Department, 2) obtain approval from the Foundation Food Service Catering Manager, and 3) obtain a payment authorization from the ASI Business Office. Other campus groups shall obtain approval from the Catering Manager.
 - D. University food services, whether provided on campus or off campus, are subject to all federal, state, and county laws and ordinances pertaining to Food and Drug Regulations and Health and Safety Codes. All food service facilities on campus are designated by the County Health Department as restaurant areas for purposes of administration and control.

- E. The Director of Health Services at the University has responsibility and administrative authority for all situations and conditions affecting the general health of all members of the university community and their guests while on campus including the preparation, holding, and serving of food for use on campus.
- F. Except as provided in Subsection B above, food which is prepared by any person, group, or commercial enterprise other than by the Foundation through its food service employees may not be offered for sale or for donations.
- G. In all instances of occasional food sales/service, the President's Directive Regarding Use of California Polytechnic State University Buildings and Grounds shall prevail. (See CAM Appendix IV.)

242

Vending Machines

- A. Vending machines dispensing food, beverages, merchandise or services and operating through a coin box mechanism are allowed only in approved locations on campus. (See CAM Appendix IV for regulations on newspaper and similar vending machines.)
- B. The operation and authorization to contract for such vending machines shall be the exclusive privilege of the California Polytechnic State University Foundation excepting those machines operated by and for the university.
- C. The Foundation may sublease a vending operation, excepting tobacco products and those food and beverage items normally the responsibility of Foundation Food Service, to student organizations chartered by the Associated Students, Inc., and the university. Vending machines may not be individually owned.
- D. Vending operations shall be considered for sublease based on such factors as need for the machine, competition with other units, appearance, utilities, maintenance, and sanitation have been reviewed with appropriate campus authorities.
- E. Approved locations for placement of vending machines shall not interfere with instruction or other essential services, nor shall they be placed in any hallway, lobby, or corridor of any classroom, laboratory or office building, or where there is a likelihood of damage to floors or walls.
- F. Tobacco products vending and/or sales are permitted only in Foundation Food Service and retail operations.
- G. Location of vending machines will be determined by the Foundation Food Service Director after consultation with the Executive Dean. Area approval, when appropriate, will be obtained from the Director of Public Safety, Director of Plant Operations, State Grounds Department, State Custodial Section, and the administrative unit in charge of the facility location under consideration.

243 Retail Sales and Services

- A. Campus retail sales and related services are the exclusive privilege and responsibility of the Foundation. The responsibility includes the operation of the University bookstore and provision of related services at the request of the University. The Foundation is assigned this responsibility to facilitate adherence to applicable policies, ordinances, and laws, and for continuity of such sales and service quality to the University community. Campus retail sales and related services shall be in conformity with University policy and procedures.
- B. For the occasional, on-campus retail sales activities of student groups, the group chairperson must obtain and process a Form 81 from the Student Life and Activities Department and secure approval from the office of the Bookstore Director.

Occasional on-campus retail sales are defined as the sale of any merchandise, including but not limited to clothing, books, giftware, crafts, etc.

- C. The Foundation, with the concurrence of the University, may waive its rights under this section for specific sales or services, upon formal request to and approval by the Foundation under procedures set by the Foundation Executive Director.

244 Bookstore Operations

A. General

El Corral Bookstore serves as the exclusive campus provider of textbooks, classroom and laboratory supplies and other equipment as may be required by students to complete and/or meet academic course requirements.

B. Ordering Textbooks

Approximately ten weeks prior to the beginning of an academic quarter, the Bookstore sends out book request forms to all department heads for distribution to instructors. The forms are filled out by the instructor, signed by the department head or the department head's designee to certify that departmental review procedures have been met, and returned to the Bookstore. (See CAM 487.)

C. Desk Copies

Instructors may request desk copies of books to be used in class work from publishers on forms supplied by the Bookstore. If desk copies are late, temporary copies may be purchased by the instructor from the Bookstore. The purchase price will be refunded upon return to the Bookstore of either the publisher's copy or the purchased copy if returned in an unmarked, saleable condition.

D. Duplicated Material

Orders for duplicating instructional materials sold to students are to be processed with El Corral Bookstore. Duplication of copyright material must have prior approval of the author or the publisher. *

E. Desk Copies of Duplicated Material

The author of any specific instructional booklet sold through the Bookstore may receive desk copies. These desk copies should be requested at the time material is turned in for duplicating.

F. Faculty Nonpublished Text Material

The Foundation, through its bookstore operations, will assist faculty in making available to students various laboratory manuals, lecture notes, or other similar material, to be referred to as "faculty nonpublished text material." The term "nonpublished" is trade terminology meant to define an instructional publication not published through regular publisher channels.

This service will be accomplished by providing interested faculty the logistical means necessary to convert original, faculty-produced materials necessary for classroom use into a final document suitable for sale through the Bookstore.

Faculty nonpublished text material sold through the Bookstore, developed by a faculty member on personal time and utilizing private resources, may entitle the author to a royalty that may arise from the sale thereof, provided the following conditions are met:

1. The faculty author obtains approval endorsement from the appropriate department head and school dean.
2. The "Agreement of Mutual Understanding" between the faculty-author and the Bookstore provides for the royalty payment amount and the conditions under which royalties will be paid.
3. The royalty payment per unit sold shall not exceed 10% of the sale price of the item being sold.
4. All costs of production to the Bookstore will be recovered prior to any payment of royalties. (Failure to sell sufficient copies of the material to offset all production costs, including the normal margin as determined by bookstore management, will result in no royalty payment.)

250 HOUSING AND FOOD FACILITIES

251 On-Campus Housing for Students

A. The operation and administration of the On-campus housing program is under the direction of:

1. The Vice President for Business Affairs for facilities, fiscal and services management including but not limited to: custodial, maintenance, collection of fees and record keeping; and
2. The Vice President for Student Affairs for residence hall program room assignment, residence hall supervision, morale, and educationally supportive programs.

B. Residence Halls Program

Residence halls are for use in housing students and, in some cases, staff members, in conjunction with academic periods. Eligibility for residence hall or other campus housing is terminated when a student is no longer registered. All requests for student housing should be directed to the Housing Office. Assignments are made through this office.

The Director of Housing, Resident Directors, and the Resident Advisers maintain supervision of on-campus student housing under the direction of the Vice President for Student Affairs.

The Director of Housing and Conference Services and department staff maintain facilities and support services for the residence hall program under the direction of the Vice President for Business Affairs.

C. Agricultural and Architectural Housing Programs

The agricultural and architectural housing programs are made available to selected students to facilitate the educational experience, security, supervision, and maintenance of university property on a continuous basis.

1. The Dean of the respective school directs the assignment of the students to the housing units and the supervision of the living environment as well as assigned work as in-kind payment for the use of the housing facilities.
2. The Vice President for Business Affairs directs the management of the facility, fiscal and service matters of the agricultural housing program.
3. The Executive Dean, Facilities Administration, directs the management of the facility maintenance for the State owned and leased agricultural housing units.

252 On-Campus Housing for Staff

On-campus housing is made available to certain staff members to facilitate security, supervision, and maintenance of university property on a continuous basis. In determining specific housing allocations, the needs of the university will be considered paramount to the needs of the individual. Assignment of persons to employee housing is made by the school dean responsible for the housing units as follows:

A. School of Agriculture

All farm units.

253 On-Campus Housing for Visiting Groups or Individuals

Policy on the leasing of residence halls to outside groups has been set by the Chancellor of The California State University.

- A. The operation and administration of on-campus housing for visiting groups or individuals (conferences or licenses) is under the direction and administration of the Vice President for Business Affairs. The Director of Housing and Conference Services shall receive all applications for use of residence hall facilities by university and nonuniversity related groups per Section 232, and determine availability and appropriateness of the requested usage per campus administrative policy.
- B. Residence halls are built for use by university students, faculty members and other university employees. They may be used by these persons for all functions in keeping with the purposes of the university.
- C. Within the limitations of CAM 253.A., use of the residence hall facilities for programs consistent with the objectives of the university may be granted to those agencies, organizations, and individuals with whom the University President is authorized to make lease agreements for other campus facilities; specifically, government agencies; nonprofit, charitable, educational or character-building organizations; students, educators or governmental organizations for meetings, conferences and workshops; or to a group or individual for educational or noncommercial purposes with the following exceptions:
1. Use that conflicts with the regular use of the facilities by those groups mentioned in CAM 253.A.
 2. Use essentially to result in financial gain to a person, persons or organization as differentiated from gain for charitable, educational, or community purposes.
 3. Use that would interfere with or eliminate the maintenance and refurbishing program.

4. Use by precollege students who would not have close adult supervision throughout their stay on campus.
5. Use by any organization on the Attorney General's list of subversive groups.

D. Bona fide guests of residents may be accommodated overnight. All procedures of the "Overnight Guests" section of the campus housing handbook must be followed. All guests must pay a fee and can only be accommodated when empty beds are available.

254 Off-Campus Housing

A card file of available housing for students and faculty is maintained in the Housing Office. This file contains information submitted to the university by landlords and does not reflect a complete listing of housing available in the community. The Housing Office also assists new faculty and staff in locating housing by referring current listings and sources of housing to them.

255 Off-Campus Housing for Students

Privately owned and operated off-campus housing is available for both men and women students. The university does not inspect or supervise these facilities. Students and/or their parents or guardians are responsible for the living arrangements of their sons and daughters.

Inquiries about off-campus housing should be made in person at the Housing Office.

260 BUILDINGS AND GROUNDS

261 Custodial Services

Requests for custodial services should be directed to the Chief of Custodial Services extension 2321. Services of a minor "utility" nature such as installation of pencil sharpeners and replacement of incandescent light bulbs and fluorescent tubes may be performed by the custodial staff.

State-approved chalk can be ordered through the Chief of Custodial Services.

262 Furniture and Office Equipment

262.1 Requests for furniture and/or office equipment other than new position furniture, file cabinets, and typewriters should be made through the school dean or division head to the University Warehouse Office. New position furniture, file cabinets, and typewriters will be requested through the Purchasing Office. If the requested furniture or equipment is available, the Plant Operations Department will deliver it to the location indicated by the person making the request. If the requested furniture and/or equipment is not available, it should be listed as an equipment need in a subsequent department or school/division budget.

262.2 Moving of furniture and office equipment will be handled by the Plant Operations Department upon receipt of proper authorization in writing from a school dean, division head, or department head in the case of office furniture. Furniture moves which affect classroom capacity may be made only upon approval of the Executive Dean's Office.

262.3 Temporary use of furniture or equipment needed for special events should be listed on the form for university facility use obtained from the Student Life and Activities Department. (See CAM 232.)

263 Keys, Responsibility for Custody and Issuance

263.1 Authority to Issue Keys

- A. Individual and submaster keys are issued only upon the direct authorization in writing of a department head, school dean, or division head.
- B. Grand master keys can be issued only upon the direct authorization of the Vice President for Business Affairs.
- C. Individual and submaster keys to be issued for areas not exclusively controlled by a department head must also be approved by the other department head(s) directly concerned.

263.2 Issuance and Custody of Keys

- A. Keys are issued by the office of the Director of Plant Operations only upon written authorization of a department head, school dean, division head, Vice President for Academic Affairs or President.
- B. The person to whom the key is issued must sign for the key and is solely responsible for its use and custody and for its return when no longer needed. This responsibility cannot be delegated.
- C. The person who provides written authorization for the issuance of a key is also responsible to see that the key is returned to the Director of Plant Operations when the key is no longer needed.
- D. The office of Director of Plant Operations will keep a permanent record on each key.
- E. Keys are State property; the unauthorized duplication of university keys is grounds for disciplinary action. (See Section 466, California Penal Code.)
- F. Only authorized locks issued or approved by Plant Operations may be used on university property.

264 Repairs and Maintenance

264.1 Plant Operations Department

The Plant Operations Department includes seven special areas in support of the repair and maintenance of university facilities:

- A. The Carpentry Shop repairs university buildings.
- B. The Plumbing Shop repairs and maintains utilities and equipment requiring water, air, gas, sewer, and drain lines.
- C. The Electrical Shop repairs and maintains utilities and electrical equipment, and installs special equipment purchased by other departments requiring electrical connections.
- D. The Paint Shop maintains university buildings, does painting, and refinishes furniture.
- E. Engineering Services operates and maintains the central steam plant, building heating, ventilation, air conditioning and all related equipment.
- F. The Grounds Section maintains the appearance of all university grounds. Certain grounds maintenance work deemed by the faculty to have educational value may be performed by the university's Ornamental Horticulture Department in collaboration with the Grounds staff.

G. Custodial Services provides general housekeeping maintenance of university facilities. See section 271 for specific information regarding requests for service.

264.2 Repair Work Orders

Requests for maintenance and repair of university facilities should be submitted to the Plant Operations Department on prescribed work order forms. The forms may be obtained from the Plant Operations Department, extension 2321.

264.3 Emergency Repairs

Emergency repairs to university buildings and utilities should be requested by calling Plant Operations Office: daytime--extension 2321; for night requests--extensions 2127 or 2281.

264.4 Incidental Construction

Requests for projects or alterations involving changes in or additions to existing structures, facilities, or utilities may be initiated by individuals or departments and forwarded to the appropriate school dean or division head for endorsement. Plans completely describing the proposals must be checked and endorsed by the Executive Dean and the Director of Plant Operations before any implementing steps are taken. Compliance with applicable codes, master building plans, and utility capacity must be assured and means of funding clearly stated. Any changes in external appearance of facilities must also receive prior approval of the Campus Planning Committee. Cost quotations for construction projects in this category will be secured by Plant Operations. The requesting department is responsible for all costs of the modifications. At the discretion of the Director of Plant Operations, projects in this category may be privately contracted or, if work load permits, constructed by university personnel.

265 Permanent Signs and Bulletin Boards (For temporary signs, see CAM 236.)

No permanent sign or bulletin board on or in university buildings or on university property will be erected without written prior approval of the Executive Dean. Signs and bulletin boards proposed to be erected in any location other than within the confines of a university building must be reviewed by the Campus Planning Committee. The Executive Dean will process the request as appropriate. This section is not intended to include traffic signs, which are the responsibility of the Vice President for Business Affairs.

Proposed signs and bulletin boards will generally conform to the following requirements:

- A. The purpose will be that of identifying an activity, building, or other function located at or near the proposed sign, or in support of the program contained within the building.

- B. Signs and bulletin boards will be substantially constructed and mounted.
- C. Size will be appropriate to the application and location.
- D. Prior to installation, the Director of Plant Operations will determine that the sign or bulletin board has been constructed according to the approved proposal and in a neat and workmanlike manner.
- E. In the case of proposals that do not comply with any or all of the above conditions, the decision will rest with the Executive Dean.

270 ALCOHOL POLICY

- 270.1 Possession or consumption of alcoholic beverages on the campus is prohibited. Exception to this policy may be granted by the President or his designee to allow the service (sale or nonsale) of alcoholic beverages under established guidelines. Factors to be considered in granting exceptions include the nature of the event, the adequacy of supervision, and the benefit to the university. Exceptions will not be granted for events open to the public, unless authorized by the President or a designee for bona fide public eating places.
- 270.2 Service of alcoholic beverages at campus events shall be the exclusive privilege of the Foundation. The Foundation may grant exceptions to this privilege as appropriate.

*