

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE SCHEDULING FACILITIES AND KEYS TO FACILITIES	Policy 3.02.03
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I. SCHEDULING FACILITIES

1. The office of the Executive Vice President of Instruction and Student Services is responsible for scheduling classroom and laboratory space for instructional purposes.
2. The Charles Siler Slagle Board Room is scheduled by the Executive Assistant to the President and the Board of Trustees.
3. Non-instructional rooms/facilities are scheduled through the College Information Center Coordinator.

II. KEYS TO FACILITIES

1. College personnel are furnished the access cards and/or keys necessary for security of College property, efficiency of College operations and to meet legitimate needs of College personnel. No unnecessary keys are to be issued. No duplicate keys will be made without the approval of the Director of Human Resources and Facility Development.
2. A key inventory for all doors (not desks and file cabinets) shall be maintained by the Office of Human Resources.
3. All College personnel must submit requests for access in writing through the appropriate Dean. The Vice President for Financial and Administrative Services will authorize the issuance of all keys.
4. It is imperative that no exchanges of keys or duplicates be made without prior approval.
5. When an employee is leaving College employment, all keys and access cards must be turned in to complete the exit procedure.

Adopted: October 1993

Adopted: February 2014, July 22, 2014, October 28, 2014