

ACADEMIC SENATE  
SANTA ANA COLLEGE

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**Resolution:** Sp01.02  
Administration of Room Reservations

**Passed:** May 1, 2001

**Date:** May 1, 2001  
**Subject:** Administration of Room Reservations  
**Mover:** Dan Goldmann  
**Seconder:** Stephanie Fondren

**Whereas,** the prompt assignment of facilities for academic and professional matters is essential to the faculty mission;

**Whereas,** the majority of the staff in the Administrative Services Department treat faculty and staff in a civil and professional manner;

**Whereas,** the office of Administrative Services at Santa Ana College is responsible for the administration of the assignment of facilities for academic and professional matters outside the regular scheduling of classes;

**Whereas,** the Academic Senate and various members of the faculty and staff when attempting to facilitate academic and professional activities at the college have experienced difficulty with the Administrative Services Offices in that their requests have not been timely acted upon, they have been treated in a rude, uncivil and unprofessional manner; faculty and staff's integrity have been attacked;

**Whereas,** the Board of Policy on Civility has been violated by the aforesaid activities.

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***Be it resolved as follows:*** The President of the Academic Senate shall make a formal request of the President of Santa Ana College to resolve the issues in the Administrative Services Department so that faculty and staff may have their requests acted upon in a timely manner, and so that faculty and staff may be treated in a Civil and Professional manner.