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Owner Clint Ewell: VP-
Finance &
Administrative
Services
Area 5.0
Administrative
Services

Priority Scheduling, 5.15

OPERATIONAL POLICY STATEMENT

The intended purpose of the **Priority Scheduling** operational policy is to create the most effective and efficient utilization of institutional spaces. All physical facilities belong to Yavapai College, not individual departments. However, some departments may have priority use of certain spaces based on the unique needs of the department and characteristics of the space.

- A. Programmatic Space Needs
The Strategic Space Planning Committee will evaluate space requests and provide analysis and recommendations to address programmatic space needs. Space is to be used for the highest priority needs of the College as a whole.
- B. Prioritization
In order to accommodate the various activities using space on the Yavapai College campuses, a list of priorities have been established. Under special circumstances, Administration may override a reservation.

Please review scheduling procedures at <http://www.yc.edu/25Live>.

PROCEDURE

Effective class and classroom scheduling is critical to the academic mission of the College. It enables students to take the classes they need in a timely manner and contributes to on-going cost containment efforts through efficient space utilization and good stewardship of our valuable institutional resources.

1. **Classroom & Lab Space**
Enrollment number, room capacity, and room & technology features will drive room scheduling decisions.
 - A. Yavapai College credit classes

- B. Yavapai College non-credit classes, i.e. Community Education, Lifelong Learning
- C. College Activities & Meetings
- D. Foundation
- E. Non-College

2. **Conference Rooms**

- A. Meetings called by YC President or Executive Leadership Team
- B. Regular or special Governing Board meetings
- C. College Activities & Meetings
- D. Foundation
- E. Non-College

3. **Community Rooms** (*Prescott 19-147, Verde M-137, Sedona 34*)

(19-147) Any meeting more than 40 individuals with a special room arrangement.

Meetings less than 40 with no special room arrangement should choose traditional classroom space and/or Multi-Purpose Room.

(M-137) Any meeting more than 25 individuals. Meetings less than 25 with no special room arrangement should choose traditional classroom space.

(SED-34) Any meeting more than 25 individuals. Meetings less than 25 with no special room arrangement should choose traditional classroom space.

- A. College Activities & Meetings
- B. Community Events
- C. Foundation
- D. Classroom space upon approval of Vice President, Instruction and Student Development or designee
- E. Non-College

4. **Multi-Purpose Room** (*Prescott 3-119*)

Any meeting with more than 30 people and no special room arrangement. Meetings less than 30 with no special room arrangement should choose a traditional classroom space.

- A. Classroom Space
- B. College Activities & Meetings
- C. Foundation
- D. Community Events
- E. Non-College

5. **Restricted Space**

Restricted space is the priority use of specific spaces based on the unique needs of a department and characteristics of the space. Room reservations for restricted space such as Athletic Facilities, Gymnasium, Pool, Libraries, Performing Arts Center, Art Galleries, Residence Halls, Southwest Wine Center, etc. will be scheduled with approval of appropriate Dean or Program Director. Appropriate Executive Leadership authorization may be needed in the event

of third party rentals.

Yavapai College credit courses take priority in facility scheduling during the annual schedule building process November-February for the next academic year. Classes are scheduled in a Fall-Spring-Summer sequence. After the academic schedule building deadline has passed for YC credit courses, the following activities can be scheduled in priority order, but are subject to relocation, if a credit course needs to be added to the schedule.

1. Yavapai College Credit Classes
2. Yavapai College Non Credit Classes (Lifelong Learning, etc.)
3. College Activities & Meetings
4. Foundation Activities & Meetings
5. Third Party/External Renters
 - Exceptions for academic related events will be approved by the Vice President, Instruction and Student Development or designated Dean.
 - Exceptions for non-academic related events will be approved by an authorized Executive Leadership Team member or designee.

Once the academic schedule has been released to other 25Live schedulers, prior approval is required by applicable Dean to move an academic class.

These are the anticipated dates to roll Academic Calendar into 25Live:

FALL		SPRING		SUMMER	
Credit Classes	March 20	Credit Classes	August 15	Credit Classes	October 15
Community Ed/ OLLI	April 30	Community Ed/ OLLI	October 1	Community Ed/ OLLI	March 1
Once schedule is released, all other requests open for scheduling.					

*Dates are subject to change.

Guidelines for 25Live Schedulers

Schedulers will be provided access in 25Live. Depending on your access level, you will be guided in the scheduling process under the following parameters.

- Schedulers may request services when they reserve a room including:
 - Presentation Technology Services
 - Facilities (Room Set up, Extra Custodian, etc.)
 - Campus Police

Please note that a 10 day lead time is required for these services.

Requests for services or changes to services (including cancellations or NO SHOW) may result in the department being billed for the associated labor and supply costs. Significant event

changes will be charged at the discretion of Administration.
If a last minute emergency arises, please call the appropriate department.

ITS 928.776.2050
Facilities 928.776.2180
Campus Police 928.776.2185

Sodexo catering services should be communicated to them directly at 928.776.2227.

- Resources will be required at the time specific spaces are reserved (Community Rooms, Pavilion, etc.). In the event that Resources are not entered at the time of event creation for specific spaces, there is a possibility that space usage may be denied. If fewer Resources are needed, they can be adjusted at a later time, keeping in mind to notify the appropriate departments of any changes to the event(s).
- Events/Meetings with more than one occurrence should start and end per semester dates (Fall, Spring, Summer).
- Notification will be sent to all 25Live schedulers once the system is available for open scheduling for the next semester.
- Scheduling events before receiving notice that the 25Live calendar has been released for scheduling may result in your event being relocated. Academic classes have first priority.
- Academic Committee Meetings (Deans, District Managers, Faculty Senate, Faculty Association Committees and Student Development can begin scheduling events in classrooms/conference rooms starting July 1 of the academic year. Academic Committee Meetings may be scheduled by semester through the whole academic year.
- Prior approval is required by an authorized Executive Leadership Team member when reserving an event/class during a blackout period or campus closure. Approval and event confirmation will be released to Facilities for scheduling. Unapproved events will not be supported.
- All campus events must be entered in 25Live. This includes: Computer Lab Hours, Learning Center Hours, Art Gallery, Private Music Lessons, Testing, and Open Lab Hours in Weight Room, Swimming Pool, etc.
- All employees must adhere to scheduling rules. Failure to follow the scheduling procedure could result in loss of scheduling privileges (see Academic Calendar to roll class schedule from Banner to 25Live).

Under certain conditions, a member of the Executive Leadership Team may waive room rental fees, but never the other support fees for third party renters. Please see Operational Policy 6.5 Use of College Facilities, Equipment and Materials Operational Policy for details.

RELATED INFORMATION

YC Space Utilization Procedures <https://www.yc.edu/v6/facilities/docs/yc-space-utilization.pdf>

Yavapai College Facility Rentals <http://www.yc.edu/rentals>

Operational Policy 6.05 Use of [College Facilities](https://www.yc.edu/v6/policies/docs/600c/605useofcollegefacilities.pdf), Equipment and Materials Operational Policy <https://www.yc.edu/v6/policies/docs/600c/605useofcollegefacilities.pdf>

OPERATIONAL POLICY HISTORY

Revised 3/23/2018

Web links revised 5/20/2020

Revised to "Operational" Policy and revised owner 3/5/2021

Transferred to PolicyStat 12/1/2021

Approval Signatures

Step Description

Approver

Date

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