



ASSOCIATED STUDENTS OF FOOTHILL COLLEGE

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ASFC OFFICE POLICY

SECTION 1: OFFICE CONDUCT POLICY

The ASFC Office is to be used by ASFC Council members, agents, student trustee, ASFC Officers and the public with the following stipulations:

- i. Those who are not ASFC members shall be assisted by ASFC members. Non-ASFC members may access and use the office with the exception of assigned cubicles.
- ii. ASFC members have to ensure that the volume level and the amount of traffic in the office are at the minimum level. When playing music in the office, ASFC members should wear headphones.
- iii. All ASFC members and guests are required to clean up after themselves. Any unattended items, especially food and beverages, in the ASFC Office general use area are subject to be disposed of without prior notice.
- iv. All ASFC members are to conduct themselves in a professional manner; the use of profane language is prohibited. Moreover, ASFC members shall not engage in horseplay.

SECTION 2: OFFICE AREA POLICY

- i. The office space and cubicles allotted by the Administration Board to ASFC members are for the use of by those authorized individuals only. ASFC members are only allowed to use their assigned cubicle/s and computer/s.
- ii. The ASFC Office Memo Board is for the convenience of ASFC business, and used as a timetable of meetings and events. Posting of personal messages is strictly prohibited.
- iii. ASFC consumable resources are by no means to be used for personal use under any circumstances.

SECTION 3: OFFICE HOURS AND DUTIES

- i. Each ASFC member is required to devote at least one hour per week in the office as office hours. Members on duty are expected to keep the office clean, accompany guests, remind guests and other members of the office policy, and assist in ASFC work or events if deemed necessary. All yearly elected ASFC members are to post their schedules and office hours by the end of the first week of every quarter.



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In accordance with the Brown Act, the President and all VPs must post their agenda and minutes in a publically accessible location.

SECTION 4: OFFICE PHONE POLICY

All phones in the ASFC Office are limited to the use by ASFC members with the following stipulations:

- i. The ASFC Secretary's phone is for exclusive use by the ASFC Secretary.
- ii. Phone extensions are distributed by the Administration Board, and are for the exclusive use of the designated persons.
- iii. Only one phone in the ASFC office shall be designated as a guest phone. It shall be made available to any student for emergency purposes.

SECTION 5: COMPUTER-USE POLICY

- i. Computers in the office are assigned by the Administration Board for ASFC members.
- ii. Priority of use
 - a. The ASFC Secretary's computer is for the exclusive use by the ASFC Secretary.
 - b. Each board is assigned a computer with the first priority for the Vice-president, and then the members of that board (not including at-large members and future members).
 - c. The general use computer is open for the public, at the time limit of 15 minutes if other people are waiting.
 - d. Board members are not to use other board's computers, but they can use the general use computer if the computer assigned is in use.
- iii. Terms of use
 - a. All users must log-off computer after use. Failure to do so may result in removal of computer-use privilege for the individual.
 - b. Only ASFC business related files can be saved on the computers. Installation of any software has to be approved by the Administration Board and installed by ETS.
 - c. Only the VPs can give out the computer passwords to board members. Passwords are not to be shared to non-board members and the public.

SECTION 6: OFFICE SUPPLIES



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Office Supplies are to be maintained by the Administration Board and stored in a secured place.
Office material borrowed from other boards should be returned immediately after use.

SECTION 7: VIOLATIONS OF THE OFFICE POLICY

Any persons in violation of the Office Policy will be subject to a verbal warning and removal from office premises. Campus police assistance may be called for uncooperative individuals as deemed necessary. If any person repeatedly violates the section in this Office Policy, the matter may be brought to President's Cabinet and Campus Council, and the Investigation Committee may be called to deliberate the charges in accordance with the rules of order of ASFC Bylaws, including the removal from the position in ASFC Campus Council.

Adopted May 16, 2002

Amended Fall Quarter 2007-2008

Amended Fall Quarter 2011-2012

Amended Spring Quarter 2013-2014