

administration • reference memo

- keywords:
- **BOARD POLICY**
 - **COLLEGE FACILITIES AND EQUIPMENT**
 - **USE BY EMPLOYEES**

Except as expressly provided for herein, all facilities, equipment, supplies and physical plant provided by the College are not to be utilized in any manner whatsoever by College employees for personal profit or financial gain. Similarly, the development, manufacture or promotion of an employee's private interests, enterprise, or business may not be undertaken on College property using College facilities, equipment, supplies or physical plant.

Where a College employee has been expressly provided with College resources and/or equipment to construct or develop teaching aids, learning aids, devices or instructional processes that lend support or assistance to, or generally enhance the instructional process, all such teaching aids, learning aids, devices or instructional processes shall become and remain the property of the College for continuing use in the College community, and all rights or title to same shall vest in the College.

1. That the College retains the right in perpetuity, without penalty, and without incurring any obligation for making payment of any kind, to use these learning aids, devices or instructional processes and/or alter same for their use but not for the purpose of profit.
2. That the College may require that up to ten per cent (10%) of all revenue paid to, for or on behalf of the creator(s) following such release of rights or title by the College to the creator(s) be repaid, retained or paid to the College to defray the College's cost of their development.

The College recognizes that situations may occur where the creative, artistic, professional, or other specific skills of an employee would provide or contribute to beneficial learning situations for students if such skills were performed at the College, utilizing College facilities, equipment, supplies or physical plant and allowing for the presence of the students while the skills are being performed.

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In any situation where an employee feels that such a mutually beneficial skill activity is warranted, the employee may apply for specific authorization to the co-ordinator responsible for the particular program area. The application shall contain a description of the particular skill that will be demonstrated, the methodology employed and a reasonably detailed list of the College facilities, equipment, supplies and working space required. The application shall also provide an estimate of the length of time required to complete the project. Where the project would also involve the employment of College staff or faculty, on College paid time, the application shall provide details of such costs.

The co-ordinator will review the proposal and prepare an evaluation of the benefits flowing from the project for the applicant employee and to the College community. The co-ordinator will then make a recommendation to the Dean on the merit of such a project as it relates to the needs of the students and the objectives of the College.

The Dean shall review and consider the proposal and the co-ordinator's recommendations and either approve or reject the project on behalf of the College.

Where approval is granted, it is expressly understood that the College reserves the right to review all aspects of the project at any time and to require that the project be discontinued where the objectives proposed by the applicant employee are not being satisfied.