



RULES OF THE BOARD OF TRUSTEES

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(1) Safeguarding Property:

- A. The College President, or designee, shall be responsible for safeguarding all College property and for ensuring that College property is used for the purposes for which acquired. The College President, or designee, shall establish procedures which assign custodianship of property to the responsible college personnel.
- B. Use of College property for personal purposes is prohibited.
- C. The College President, or designee, is authorized to take appropriate personnel actions relating to an employee who damages or causes such property to be damaged or lost through negligence.
- D. College insurance does not cover an individual's personal property and it is the individual's responsibility to protect such personal items.

(2) Disposition of Property:

- A. The District Board of Trustees (DBOT) authorizes the College President to maintain procedures to declare tangible personal property that it finds to be obsolete, worn out, broken beyond repair or excess to be surplus and approve of its disposition per Florida Statutes 274.05, 274.06 and 274.07.

(General Authority: F.S. 274.05, 274.06, 274.07, 1001.64, 1001.65, 1013.28)

(Adopted: 07/01/72, Revised: 06/23/80, 01/28/81, 03/20/85, 10/05/99, 01/13/15, 02/14/17, 04/09/24, Formerly 5.50)