



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> TANGIBLE PERSONAL PROPERTY, PROPERTY RECORDS, AND DISPOSITION	<b>Number:</b> 8.00	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1001.02, 1013.28(2)(a), 274.05, 274.06	<b>Board Adoption/Revision Approval  Dates:</b> 9/3/80, 10/19/88, 10/22/02, 10/28/08	

The District Board of Trustees is authorized to adopt procedures and policies regarding College property, including the disposal of tangible personal property.

Personnel are responsible for property under their supervision. To insure against theft, department and division heads and administrative officers should lock all rooms which contain office machines or other valuable portable equipment when not under faculty or staff supervision.

Incidents of loss, missing or stolen property must be reported immediately to the Vice President of Administration & Finance. An investigation will be conducted and a report made to local law enforcement authorities, if applicable. Written reports will be required of all personnel having knowledge of such incidents.

**Records:** College property, equipment and other tangible property of a non-consumable nature shall be inventoried annually and all discrepancies shall be traced and reconciled.

College-owned equipment or furniture may not be removed from its assigned location nor may any College property be removed from campus without approval through the Vice President of Administration and Finance or a designee. Requests for loans of equipment or property shall be made in writing.

Additional inventories shall be taken whenever it is deemed appropriate by the President, the President's designee, or the District Board of Trustees.

**Disposition:** The College is authorized, with Board approval, to sell, trade, or donate surplus or unusable items or property. The College may dispose of tangible personal property that has been properly classified surplus by the District Board of Trustees. The President or the President's designee is authorized to develop procedures for declaring property surplus or otherwise unusable, and for the disposal of such property. Revenue from such transactions shall be credited to the fund from which the original purchase was made insofar as is practicable.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> COLLEGE FACILITIES AND EQUIPMENT	<b>Number:</b> 8.01	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

The use of space or equipment for non-College purposes may be approved by the President or the President's designee. Needs for College use shall supersede all others.

No group, person or organization shall have the right to use College facilities or services for private gain.

This policy also applies to groups organized primarily for purpose of representing public employees in collective bargaining.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> COLLEGE VEHICLES	<b>Number:</b> 8.02	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 112.061, 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 12/1/82, 2/1/84, 11/11/87, 10/19/88, 2/27/01, 10/22/02	

The College is authorized to purchase or lease vehicles for operations. The College is responsible for the maintenance and security of owned vehicles and specific assignment of vehicles. One vehicle shall be assigned for use by the College President.

The use of College vehicles for off-campus activities must be approved according to procedures developed by the President or the President's designee.

All drivers must have a valid Florida driver's license appropriate for the vehicle assigned and proof of insurance.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> COLLEGE OWNED CELL PHONES	<b>Number:</b> 8.03	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64, 1001.65	<b>Board Adoption/Revision Approval Dates:</b> 6/26/07	

College owned cell phones may be assigned for use in specified department units at the discretion of the President or President’s designee.

Cell phones are to be used for College business use only. No personal calls are permitted on College owned cell phones.

The President or the President’s designee shall establish procedures for College-owned cell phones.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> RENTAL OF COLLEGE FACILITIES	<b>Number:</b> 8.04	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 8/1/83, 7/10/85, 9/14/88, 10/19/88, 9/26/00, 10/22/02	

The District Board of Trustees shall have control of all property to which title is held by the Board.

The President or the President's designee shall develop procedures for rentals, forms for leases, and a schedule of fees which shall be presented to the District Board of Trustees annually for its review.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> MAINTENANCE OF COLLEGE FACILITIES	<b>Number:</b> 8.05	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.02, 1001.64, 1013.12	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

College buildings and grounds will be well-maintained, well-kept, safe and sanitary. To ensure these conditions, the President, or the President's designee, shall establish appropriate procedures to include:

1. A preventative maintenance schedule to include all buildings and building systems, exterior lighting, walkways and parking areas;
2. A schedule for the regular cleaning of all areas;
3. An equipment replacement schedule; and
4. Fire, health and safety inspections.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> EQUIPMENT AND FURNITURE	<b>Number:</b> 8.06	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

College owned equipment and furniture may not be removed from the room in which it is located or transferred from the building in which it is assigned without approval of the Chief Financial Officer or a designee, and notification to the Property Manager.

Personal property or equipment to be used or installed at the College must be cleared through and listed with the Vice President. Equipment requiring special wiring or building alterations must also be approved by the Vice President prior to installation.

The College assumes no responsibility for repair or replacement of equipment, books, paintings or any other personal item brought on campus by employees.



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> DISPLAY OF POSTERS, SIGNS OR OTHER MATERIALS	<b>Number:</b> 8.07	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

Posters, signs and other materials may be displayed on College property only with the concurrence of the President or the President’s designee who will approve both the material and the location of posting. The following are exceptions to this rule:

- (1) Classroom: materials related to the curriculum may be displayed in classrooms without prior approval. Instructors are urged to use discretion in the selection of such materials. All questions related to classroom bulletin board usage should be cleared with the appropriate Dean.
  
- (2) Faculty and Administrative Offices: All College offices are considered extensions of the classroom and must be maintained accordingly. Political posters and materials are not to be displayed in offices.





# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> TRESPASS	<b>Number:</b> 8.08	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

A person who is not a student, officer or employee of the College who is not required by his or her employment or enrollment to be on campus or at any other facility owned, operated or controlled by the District Board of Trustees, and who is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct or activities of such facility may be directed by the Manager of Public Safety, or a designee, to leave the campus or facility.

If the person fails to leave, he or she shall be charged with trespass and may be detained until such reasonable time as a law enforcement officer may arrive.

This rule shall also apply to those persons who come on campus for the sole purpose of loitering or sleeping in lounges, the cafeteria, and parking areas.

The College reserves the right to request identification.