

POLICY 7600

DISPOSAL OF PROPERTY

Policy Category: Facilities

Area of Administrative Responsibility: Facility Management

Board of Trustees Approval Date: April 18, 2017

Effective Date: April 19, 2017

Amendment History: Repealed March 18, 2003 version

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1. reassign the items, as needed, to other locations within the College;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless to the College.

Department indicating the proper removal of such computers and computer equipment from inventory.

ENFORCEMENT

Violation of this policy will result in disciplinary action as follows:

- A. Students will be subject to disciplinary charges brought under the Student Code of Conduct.
- B. Employees who are part of a bargaining unit will be subject to disciplinary action brought under their respective collective bargaining agreement.
- C. Employees who are not members of a bargaining unit will be subject to discipline by their supervisor.