

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

2000 SERIES ADMINISTRATION & BUSINESS SERVICES

B. Business Services

2155 College Resources

It is the policy of the Governing Board that College facilities, equipment and on-duty personnel, except as otherwise provided in Sections 2160 and 2215 of the Governing Board Policies, shall be used only for College-related activities.

College equipment shall not be loaned or rented to other agencies, groups, or individuals for off-campus use unless specifically authorized by the Superintendent/President when he/she deems it to be in the best interests of the College, and where a College-related purpose is fostered or established.

Supervisors shall ensure that College equipment is used only for College-related activities. College employees shall obtain permission from their supervisors before using College equipment off campus. The employee shall be fully responsible for the equipment while in his/her possession and shall have it repaired or replaced in case of damage or loss.

District data processing, printing, and reproduction services are intended for District instruction and administrative purposes. Use of such services by college employee organizations, other schools, colleges, governmental agencies, and non-profit organizations performing a college-related purpose will be allowed at the discretion of the administration. Charges to such agencies will be based on direct identifiable costs.

Reference: Education Code 81420, 81600.

Adopted: June 1, 1988.