



Governance Process	Ends
Board- President Delegation	Executive Limitations

BOARD OF TRUSTEES POLICY

Policy Type: Executive Limitations

Policy Title: Asset Protection

Policy Number: EL-05

Date Adopted: 1/13/20

Version: 5.0

Date Last Reviewed: 4/10/23

Office Responsible: President's

Reviewing Committee: Board of Trustees

The CEO shall not allow College assets to be unprotected, inadequately maintained or unnecessarily risked.

Further, without limiting the scope of the preceding statement by the following list, the CEO shall not:

1. Permit the organization to have inadequate insurance against property, casualty, and cyber (i.e., data) losses.
 - 1.1. Permit the organization to insure its property and operations with inadequate valuation and limits due to an insufficient scope of perils.
 - 1.1.1. Permit insurance of all buildings and contents to be at less than the cost to replace, with a blanket limit of all buildings and contents.
 - 1.1.2. Permit the College to have inadequate insurance for theft, disappearance or destruction of money, and securities inside or outside the premises.
 - 1.2. Permit the organization to have inadequate privacy/cyber insurance.
2. Permit the Board members, College employees, and other individuals engaged in activities on behalf of the organization, or the organization itself, to have inadequate liability insurance.
3. Permit individuals traveling out of the United States, on behalf of the College, to have inadequate travel accident insurance.

4. Allow the College to have insurance for theft and crime coverage that is less than industry standards.
5. Unnecessarily expose the organization, its Board members or College employees to claims of liability.
 - 5.1. Allow any material contracts or material internal human resource documents to be executed with inadequate review by qualified legal counsel.
6. Receive, process or disburse funds under controls which are insufficient to meet audit standards or reasonably insufficient to detect and prevent fraud.
7. Make any purchases that do not result in appropriate level of quality, after-purchase service, and value for dollar, or do not provide opportunity for fair competition.
 - 7.1 Make any purchase wherein normally prudent protection has not been evaluated against conflict of interest.
 - 7.2 Make any purchase of over \$100,000 without having obtained comparative prices and quality from at least three competitive bids, unless considered a 'sole-source' provider. Orders shall not be split to avoid these criteria.
 - 7.3 Make any purchase without a stringent method of assuring: 1) Long-term quality 2) Reasonable Cost; 3) Consideration of the financial support provided to the College by a bidder, and 4) Local vendor preference.
 - 7.4 Allow minority, women, and veteran vendors to be without information critical to their receiving equitable consideration in competitive bidding.
8. Allow College intellectual assets, to be unprotected or exposed to loss or significant damage.
9. Endanger the organization's public image, credibility, or its ability to accomplish Board Ends.
 - 9.1 Allow non-adherence to guidelines required for required institutional and secondary program accreditors.
 - 9.2 Accept gifts or grants which obligate the College to make future expenditures other than those that are reasonably required by the gift or grant.
 - 9.3 Publicly position the College in support of, or opposition to, any known political organization, or candidate for public office.

9.4 Develop or continue collaborative relationships with organizations whose principles or practices are incompatible with those of the College.

9.5. Allow relationships with careholders and/or stakeholders to be inconsistent with the productive cooperation necessary to the achievement of Ends.

10. Change the organization's name or substantially alter its identity in the community.

11. Create or purchase any subsidiary corporation.

Date Of Change	Version	Description of Change	Responsible Party
11.11.19	1.0	First release following Policy Governance consulting work.	Chief of Staff
1.13.20	2.0	Edits to original policy recommend by CFO and CEO to enhance clarify of policy	Chief of Staff
10.05.21	3.0	Minor edits based upon actual practice	President & CEO
11.08.21	4.0	Minor edits based upon actual practice	President & CEO
5.9.22	4.0	Regular Review – Approved	CEO
4.10.23	5.0	Minor clarifying edits	CEO