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I. PERSONAL USE OF COLLEGE PROPERTY GENERALLY PROHIBITED

Personal use of College property, which includes, but is not limited to real property, vehicles, equipment, tools, and supplies, is not permitted for personal use and gain. The use of College property off campus is only permitted in the performance of position responsibilities.

II. DE MINIMIS USE NOT SUBJECT TO DISCIPLINARY ACTION

Notwithstanding Section I, *de minimis* use of College property shall not be subject to disciplinary action so long as the use is not for commercial or profit-generating purposes. *De minimis* use of College property includes, but is not limited to:

- Occasional and limited use of office supplies, such as paper clips, staples, pens, and paper for personal purposes,
- Use of office and non-hazardous equipment, such as scissors, staplers, calculators, and scanners for personal purposes,
- Instances where an individual's personal property is repaired or otherwise worked on by students for instructional purposes and where replacement parts are acquired and provided by the respective individual,
- Use of information technology resources as specified in Policy 7.1.1 - Technology Services, and
- Any other use of property allowed by the College's policies.

III. COLLEGE NOT LIABLE FOR PERSONAL USE OF COLLEGE PROPERTY

Section II shall not operate or be construed to act as an authorization for the personal use of College property. Individuals who use College property for personal purposes shall be solely responsible and liable for any and all damages and claims resulting from the individual's use, and the individual shall defend, indemnify, and hold harmless the College from any such damages and claims.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

February 10, 2026	Adopted.