

# BOARD OF GOVERNORS

**Policy Type:** Executive Limitation  
**Approved:** November 21, 2006  
**Revised:** June 2018; 2013, 2009 and 2007



## EL-5 – Asset Protection

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

Further, without limiting the scope of the above statement by the following list, the president shall not:

1. Permit the college to be without adequate insurance.
2. Permit the board members, staff and individuals engaged in activities on behalf of the college, or the college itself to be without adequate liability insurance.
3. Unnecessarily expose the college, its board members, or staff to claims of liability.
4. Allow un-bonded personnel access to material amounts of funds.
5. Receive, process, or disburse funds under controls insufficient to meet the provincial auditor's standards.
  - 5.1. Receive, process, or disburse the organization's assets under internal controls insufficient to detect, deter, and prevent fraud or insufficient to prevent and detect significant deficiencies or material weaknesses.
  - 5.2. Permit internal controls insufficient to prevent and ensure against tardy, inaccurate, specious, or misleading financial reporting.
6. Cause or allow college facilities and equipment to be subjected to improper wear and tear or insufficient maintenance.
7. Make purchases that do not result in appropriate level of quality, after-purchase service, value for dollar, and opportunity for fair competition, subject to preference where possible to local business.
  - 7.1. Make any purchase wherein normally prudent protection has not been given against conflict of interest.
8. Compromise the independence of the audit or other external monitoring or advice. Engaging parties already chosen by the board as consultants or advisers is unacceptable.
9. Operate without adequate safeguards to protect intellectual property, information, and files from loss, significant damage, or unauthorized used.
10. Endanger the college's public image, credibility, or its ability to accomplish Ends.
11. Change the college's name or substantially alter its identity in the community.
12. Create or purchase any subsidiary corporation.