

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 18, 2011

ITEM # 17

ITEM TITLE: Surplus Equipment Disposal

SPECIFIC BOARD ACTION REQUESTED: Approval to designate old computer equipment (and some typewriters and TVs), old weight equipment, cyclone fence, and some miscellaneous furniture as surplus and to dispose of them.

ITEM SUMMARY: The District currently has an assortment of old surplus computers, typewrites, TVs (from various campuses), old weight equipment (from COA), cyclone fence (from COA) and some miscellaneous furniture (from the District), which it would like to designate as surplus. An itemized list of equipment, asset tag numbers, and which college it came from is attached to this Board memo. The District would like to sell any salvageable equipment in an online auction and donate any remaining un-saleable computer equipment to a local non profit that will fix them up and donate them to families who cannot afford to buy a computer. Any remaining equipment that does not sell or is not donate-able will be recycled for scrap value.

BACKGROUND/ANALYSIS:

For the past six months, the District has been accumulating old broken surplus equipment from the colleges and now has sufficient equipment to either bundle and sell as surplus, or in the case of old computers, typewriters and TVs will donate them to a local non-profit who will refurbish the old computer equipment and donate them to local Oakland families who can not afford a computer.

A complete list of surplus equipment is attached to this document. By designating this equipment as surplus, the District will be able to dispose the equipment as follows:

- **Old Computer Equipment (Typewrites and TVs):** This equipment has no real value other than the monitor recycling refund. Instead of turning over the monitors to the State for the recycled value, the District typically donates all its computer equipment to the Oakland Technology Exchange West (OTXWest), a local non-profit who will refurbish the old computer equipment and donate them to local Oakland families who cannot afford a computer. Any computer equipment that cannot be refurbished will be recycled properly by OTXWest, so as not to end up in a land fill. This solution is better for the environment and for our students as OTXWest has given free computers (and TVs) and one year's worth of computer technical training and assistance to students who request a computer.
- **Old Weight Equipment and Cyclone Fence:** The District has contracted with Interschola, a firm specializing in selling old surplus school equipment, to market and sell this equipment on Ebay. Interschola has already viewed this equipment and thinks it would sell. The Weight equipment is operational but there typically is not a very big market for this equipment. The cyclone fencing is in usable condition and typically will sell at auction. By marketing this equipment on Ebay, the District should receive the most possible money (if any) for this equipment; however, because this equipment is old, the District may only receive bids for the salvage/recycle value of this equipment.

- Miscellaneous Furniture: There are only a couple of items included in the Board approval and this furniture has no value. Any metal parts will be recycled in the District scrap metal container, any particle-wood portion will be disposed of, and any real-wood portion can be recycled in the District's yard waste recycling

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

By designating this equipment as surplus, the District will try to sell the equipment, and donate any un-saleable equipment to provide an environmentally sustainable re-use of the equipment. Recommend designating this equipment as surplus and allowing the District to dispose of them.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

None, the District may receive some minimal funds from the sale of the equipment.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS: When our students need a computer, OTXWest has been giving them computers and providing them with free computer training and support.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? VICE CHANCELLOR GERHARD

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: [Signature] Date: 1/12/11
 Ronald Gerhard, Vice Chancellor for Finance and Administration

DOCUMENT PRESENTED BY:

Prepared by: [Signature] Date: 1/12/11
 Ronald Gerhard, Vice Chancellor for Finance and Administration

FINANCE DEPARTMENT REVIEW

X Finance review required _____ Finance review *not* required

If Finance review is required, determination is: _____ Approved _____ Not Approved

If not approved, please give reason: _____

Signature:  Date: 1/12/11
Ronald Gerhard, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

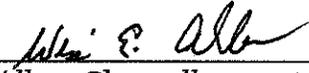
Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature:  Date: 1/12/11
Wise Allen, Chancellor

Surplus Equipment List (for BOT 7-20-10)

Qty	Item Description	Manufacture Serial Number	PCCD Number	From	EAF Date
1	Computer Tower & Screen		002249	Laney-PE	12/2/2010
1	17" CRT Monitor	CNN4392vvg	008742	Laney-DSPS	12/2/2010
1	17" CRT Monitor	04603114e03	000263	Laney-DSPS	12/2/2010
1	17" CRT Monitor	ayo1503242		Laney-DSPS	12/2/2010
1	17" CRT Monitor	DF17HDN40423DN		Laney-DSPS	12/2/2010
1	Dell D1025HTX Monitor	8303727		Laney-Peralta TV	7/27/2010
1	Dell D1025TM Monitor	8551215	16282	Laney-Peralta TV	7/27/2010
1	Compaq V7550 Monitor	Z21CR28hB330	17332	Laney-Peralta TV	7/27/2010
1	Sony CPD-E210 Monitor	9020702	4465	Laney-Peralta TV	7/27/2010
1	Sony VO 5800 VCR	70623	24030	Laney-Peralta TV	7/27/2010
1	Mits. DPLUS745B-BK Monitor	2Z50984YA	19428	Laney-Peralta TV	7/27/2010
1	DHM Computer	HH3Q821	5959	Laney-Peralta TV	7/27/2010
1	HP C5876A printer	SG8161G012	none	Laney-Peralta TV	7/27/2010
1	Sanyo DS13630 TV	B620207622371	15299	Laney-Peralta TV	7/27/2010
1	HP D8900A Monitor	KR00203173	none	Laney-Peralta TV	7/27/2010
1	Apple Power PC G3 computer	SG8420E1D8X	23927	Laney-Peralta TV	7/27/2010
1	Compaq S910 Monitor	101GD43AA878	16754	Laney-Peralta TV	7/27/2010
1	Compaq S710 Monitor	045CG43HA985	24140	Laney-Peralta TV	7/27/2010
1	Compaq S710 Monitor	045CG43HI456	32930	Laney-Peralta TV	7/27/2010
1	Apple 720 Display	CY8331VUAZ9	32928	Laney-Peralta TV	7/27/2010
1	Dell D1025HTX Monitor	8300328	16747	Laney-Peralta TV	7/27/2010
1	Dell D1025TM Monitor	8551207	16327	Laney-Peralta TV	7/27/2010
1	HP 7750 Monitor	220CR28HA930	003640	Laney	7/27/2010
1	HP 7750 Monitor	221CR28HA933	003925	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HA924	003936	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB816	004540	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB234	003609	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HA055	003931	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HA025	003927	Laney	4/1/2010
1	HP 7750 Monitor	221CR28H0018	004309	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB795	004561	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB794	004564	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HA053	003932	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB472	005706	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB271	003611	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB993	003826	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HA039	004569	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HN268	003622	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HD506	004404	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HE341	04428	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB315	003650	Laney	4/1/2010
1	HP 7750 Monitor	221CR28HA026	003935	Laney	4/1/2010
1	HP 7750 Monitor	220CR28HB473	003708	Laney	4/1/2010
1	1 HP Evo d500 Computer	221CR28HA017	003937	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC358	004323	Laney	4/1/2010

Qty	Item Description	Manufacture Serial Number	PCCD Number	From	EAF Date
1	1 HP Evo d500 Computer	W222SYFZC368	004373	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC349	004314	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC326	004386	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC324	004342	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYZC350	004312	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC313	004351	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC343	004326	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC390	004363	Laney	4/1/2010
1	1 HP Evo d500 Computer	W221SYFZB493	003673	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC389	004380	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC316	004329	Laney	4/1/2010
1	1 HP Evo d500 Computer	W221SYFZB506	001737	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC347	003759	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC395	004458	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC400	004454	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC356	004322	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC403	004321	Laney	4/1/2010
1	1 HP Evo d500 Computer	W209SYFZB122	004325	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC366	004343	Laney	4/1/2010
1	1 HP Evo d500 Computer	W222SYFZC401	004328	Laney	4/1/2010
1	1 HP LaserJet 2200d	USBRG02535	002126	Laney	4/1/2010
1	1 LaserJet 2100	USB016351	19136	Laney	4/1/2010
1	Small bookcase	N/A	N/A	District/Ed Services	7/21/2010
1	Ricoh GX 3050n	R0868300571	N/A	District/Peralta Foundation	11/16/2010
1	Microsoft Keyboard	7687601472619	N/A	District/Peralta Foundation	11/16/2010
1	Desk Chair	N/A	31259	District/Ed Services	11/19/2010
1	Computer screen projector	101716511	N/A	District/Ed Services	11/19/2010
1	CPU	N/A	N/A	District/Ed Services	11/19/2010
2	Computer Monitor	N/A	010353/002514	District/Ed Services	11/19/2010
1	Steelcase tan chair	N/A	N/A	District/Gen. Counsel	10/19/2010
1	Sitmatic steel chair	N/A	N/A	District/Gen. Counsel	10/19/2010
1	Office master grey chair	N/a	N/A	District/Gen. Counsel	10/19/2010
1	Ergo keyboard station	N/A	N/A	District/Gen. Counsel	10/19/2010
1	Coatrack	N/A	N/A	Laney/Calworks	10/4/2010
1	L shaped reception desk	N/A	N/A	Laney/Calworks	10/4/2010
1	Wood bookcase	N/A	N/A	Laney/Calworks	10/4/2010
1	Return	N/A	N/A	Laney/Calworks	10/4/2010
1	5 drawer cabinet	N/A	N/A	Laney/Calworks	10/4/2010
1	2 door grey cabinet	N/A	N/A	Laney/Calworks	10/4/2010
1	2 drawer file	N/A	N/A	Laney/Calworks	10/4/2010
1	Computer desk	N/A	N/A	Laney/Calworks	10/4/2010
1	5 drawer green file cabinet	N/A	N/A	Laney/Calworks	10/4/2010
1	Scanner	5g9ln2718v	24805	Laney/Calworks	10/4/2010
1	Printer	TVH64424	00384	Laney/Calworks	10/4/2010
1	Fax Machine	f71280798	12608	Laney/Calworks	10/4/2010
1	Ped File Black	N/A	N/A	Laney/Calworks	10/4/2010
1	Tenus olsen testing maching	416795	24979	Laney/Welding	8/17/2009
1	Thermal arc pac 10	H11219a177028j	N/A	Laney/Welding	8/17/2009

Qty	Item Description	Manufacture Serial Number	PCCD Number	From	EAF Date
1	Kentall test machine	OM-320	29052	Laney/Welding	8/17/2009
1	Riehl test machine	L-104	29050	Laney/Welding	8/17/2009
1	Golf cart	N/A	N/A	Merritt	8/24/2010
1	Woodarm chair	N/A	N/A	Merritt	8/24/2010
1	Project tv	1465H0118	N/A	Merritt	8/24/2010
1	Piano	N/A	N/A	Merritt	8/24/2010
8	Metal bookshelves	N/A	N/A	Merritt	8/24/2010
1	Rolling storage cab	N/A	N/A	Merritt	8/24/2010
2	X-ray stereoscope	763	N/A	Merritt	8/24/2010
1	Table	N/A	N/A	Merritt	8/24/2010
2	Box's of film reels	N/A	N/A	Merritt	8/24/2010
1	Yellow flammable cabinet	N/A	N/A	Merritt	7/14/2010
2	Carvin grey speakers	4c556/40560	22883/22882	Merritt	7/14/2010
1bx	Dalite Screen 40x40	N/A	N/A	Merritt	7/14/2010
5	blue banners college	N/A	N/A	Merritt	7/14/2010
1	Metal rolling cart	N/A	N/A	Merritt	7/14/2010
1	5 drawer vertical file	N/A	N/A	Laney	10/4/2010
1	2 drawer file	N/A	N/A	Laney	10/4/2010
1	CPU	W122JES7A030	N/A	Laney	10/4/2010
1	CPU	W122JES7A030	N/A	Laney	10/4/2010
1	Monitor	187895-001	N/A	Laney	10/4/2010
1	Monitor	4679565	N/A	Laney	10/4/2010
1	CPU	W15DYSZB094	N/A	Laney	10/4/2010
1	Monitor	111CG434J702	N/A	Laney	10/4/2010
1	Lg table	N/A	N/A	Laney	10/4/2010
1	2 door cabinet	N/A	N/A	Laney	10/4/2010
1	Desk Chair	N/A	502125	Laney	10/4/2010
1	Room divider	N/A	N/A	Laney	10/4/2010
1	CPU	WZ19JYFZA807	504705	Laney	10/4/2010
1	CPU	N/A	17670	Laney	10/4/2010
1	CPU	N/A	502154	Laney	10/4/2010
1	Printer	N/A	N/A	Laney	10/4/2010
1	Printer deskjet 890	N/A	N/A	Laney	10/4/2010
1	CPU	N/A	502153	Laney	10/4/2010
1	CPU	N/A	N/A	Laney	10/4/2010
1	Printer	N/A	N/A	Laney	10/4/2010
1	IBM Wheelwriter 1500	11-F1153	30280	Merritt	7/15/2010
1	Brother wheelwriter	C28560103	002973	Merritt	7/15/2010
1	T.V.	72845723	23010	Merritt	7/15/2010
1	T.V.	72845722	23004	Merritt	7/15/2010
1	T.V.	72845564	23397	Merritt	7/15/2010
1	T.V.	72845738	23002	Merritt	7/15/2010
1	T.V.	10AA20847	002084	Merritt	7/15/2010
1	Slide projector	8805-02906	25919	Merritt	7/15/2010
1	VCR	02215252	34018	Merritt	7/15/2010
1	VCR	07161025	18821	Merritt	7/15/2010
1	VCR	B6HF00310	18858	Merritt	7/15/2010
1	Copier	NDCF26775	N/A	Merritt	7/15/2010

Qty	Item Description	Manufacture Serial Number	PCCD Number	From	EAF Date
1	Tape Player	15362	N/A	Merritt	7/15/2010
3	Tape recorders	WY7KB24869	N/A	Merritt	7/15/2010
1	Tape recorders	3081B	N/A	Merritt	7/15/2010
1	Wood cabinet	N/A	N/A	Merritt	7/15/2010
1	Inserta cap	0333	002242	Merritt	7/15/2010
2	VCR	GVAR3008IE	N/A	Merritt	7/15/2010
1	Speedpack of misc.	N/A	N/A	Merritt	7/15/2010
1	Plastic display	N/A	N/A	Merritt	7/15/2010
2	Wood display base	N/A	N/A	Merritt	7/15/2010
1	Slide projector	N/A	N/A	Merritt	7/15/2010
1	Pressure washer	GG-611090	15000	Merritt	7/15/2010
1	Copier	TVK03822	32945	Merritt	7/15/2010
1	VCR	K9SA10855	22333	Merritt	7/15/2010
1	Overhead projector	N/A	N/A	Merritt	7/15/2010
1	VC12	11597310	N/A	Merritt	7/15/2010
1	Printer	3320507631	N/A	Merritt	7/15/2010
1	Overhead projector	N/A	35933	Merritt	7/15/2010
1	Overhead projector	N/A	N/A	Merritt	7/15/2010
1	TV	MD7090004	15726	Merritt	7/15/2010
1	Shredder	N/A	006080	Merritt	7/15/2010
1	Lot Cyclone fence approx 350 LF	N/A	N/A	District/COA	12/17/2010
1	Apolloa 250	N/A	505698	COA/Weightroom	11/9/2010
2	Benches	N/A	20747/20746	COA/Weightroom	11/9/2010
1	Leg extension	N/A	22472	COA/Weightroom	11/9/2010
1	Leg push machine	N/A	505694	COA/Weightroom	11/9/2010
1	Tricep Extension	N/A	000684/505690	COA/Weightroom	11/9/2010
1	Bench Press	N/A	N/A	COA/Weightroom	11/9/2010
3	Weights stack	N/A	N/A	COA/Weightroom	11/9/2010