

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 11, 2012**

ITEM #

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Designation of Materials and Equipment as Surplus and Obsolete

SPECIFIC BOARD ACTION REQUESTED:

Consider Approval to Designate District Equipment and Materials as Surplus and Obsolete.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM)*

Under Board Policy 6.33 Sale of Equipment or Materials:

When it has been determined that there is no further need, for use or for trade-in, within the District for equipment or materials, such equipment or materials will be designated as either salvage or scrap by the District's chief fiscal officer. Approval of the Board of Trustees to sell or otherwise dispose of same is required.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

N/A

BACKGROUND/ANALYSIS:

The District, Laney College, Merritt College, College of Alameda and Berkeley City College submitted signed and approved Equipment Action Request Forms listing surplus and obsolete equipment and materials to Purchasing. The documents are filed with the Purchasing Department. The physical transfers have occurred and the items are stored at the District Warehouse and outside storage yard.

DELIVERABLES/SCOPE OF WORK:

N/A

ANTICIPATED COMPLETION DATE:

September 14, 2012

ALTERNATIVES/OPTIONS:

N/A

EVALUATION AND RECOMMENDED ACTION:

Designate equipment and materials as submitted by the District, Laney College, Merritt College, College of Alameda and Berkeley City College on signed and approved Equipment Action Request Forms on file at Purchasing. Purchasing will coordinate the removal of the surplus and obsolete equipment and materials through an approved State of California Collector and Recycler at no cost to the District.

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

YES _____ No X_____

COMMENTS:

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

Vice Chancellor Gerhard

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 8/28/12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 8/28/12

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

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

If not approved, please give reason: _____

Signature: *Ronald Gerhard*
Ron Gerhard, Chief Financial Officer

Date: 8/28/12

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: _____
Thuy T. Nguyen, General Counsel

Date: _____

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *José M. Ortiz*
José M. Ortiz, Chancellor

Date: 9-4-12