

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of March 11, 2014**

**ITEM TITLE:**

Designation of Materials and Equipment as Surplus and Obsolete

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval to designate equipment and material as surplus and obsolete

**ITEM SUMMARY:**

Under Board Policy 6550 Disposal of Property:

The Chancellor is delegated authority by the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time. In accordance with Administrative Procedure 6550, the listed items will be sold to the highest responsible bidder or donated. No fiscal impact. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

N/A

**BACKGROUND/ANALYSIS:**

The District, College of Alameda, Merritt College and Laney 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 AND SCOPE OF WORK:**

N/A

**ANTICIPATED COMPLETION DATE:**

February 28, 2014

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

Authorization and approval to designate materials and equipment as surplus and obsolete

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

YES \_\_\_\_\_ NO  X

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Susan Rinne, Interim Vice Chancellor of Finance and Administration

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

**DOCUMENT PREPARED BY:**

Prepared by: Marie Hampton, Director of Purchasing Services  
Marie Hampton, Director of Purchasing Services

Date: February 27, 2014

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Susan Rinne  
Susan Rinne, Interim Vice-Chancellor of Finance and Administration

Date: February 27, 2014

**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: Susan Rinne  
Susan Rinne, Interim Vice-Chancellor of Finance and Administration

Date: February 27, 2014

**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 Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda

Not Approved, but Place on Agenda

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