

Financial

Board of Trustees Policy

SUBJECT: Property Disposal Policy	NUMBER: 4. 6 Resolution # 23-06
	DATE: January 23, 2023
	SUPERSEDES: NA

Purpose

This Policy provides guidance for SUNY Schenectady County Community College (the “College”) to allow for the disposal of surplus or obsolete College Property, as defined in this Policy, in accordance with the Office of the New York State Comptroller Local Government Management Guide on Capital Assets. This Policy does not apply to real property.

Definitions

1. College Property: For purposes of this Policy, College Property is property owned and maintained by the College, includes personal property only and does not include real property. College Property includes, but is not limited to, vehicles, mechanical equipment, furniture, computers and other computing equipment, supplies, and peripherals. All College Property is inventoried on an annual basis. Such inventory shall include all Property Records, as defined herein. In addition, College Property shall be identified with numbers and tags.
2. Department Head: The individual who manages a specific department within the College.
3. President’s Council Member: The President’s Council member serves as the departmental custodian for all departments within their purview and is responsible for reviewing recommendations submitted by a Department Head.
4. Property Control Manager: The Property Control Manager within the Administrative Affairs Division is responsible for tagging and tracking the College’s assets, ensuring that the College’s records regarding such assets are accurate, and maintaining asset disposal records.

5. Property Records: Property Records are the records that list all College Property. Property Records are maintained for all personal property valued at \$5,000.00 or more and all computing equipment regardless of value. Such records shall include a description of the property, an assigned identification number (when applicable), the purchase date and price, the department that has custody of the property, and the source of funds used to make the purchase.

Policy

1. Identification of Surplus or Obsolete College Property: When a Department Head believes that College Property is surplus or obsolete, the Department Head shall complete the following forms:
 - a. Report of Surplus Property: The Report of Surplus Property (the “Report”) shall be forwarded to the applicable President’s Council member for review. The Report is attached as Appendix A.
 - b. Property Disposition Request: If the Department Head recommends that the surplus or obsolete College Property be transferred or disposed of, the Department Head shall also complete a Property Disposition Request. Such Request shall be forwarded to the applicable President’s Council Member for review and approval or disapproval. The Request is attached as Appendix B.
2. Review by Property Control Manager: Once the Report and Request, if needed, are complete and approved by the President’s Council Member, they shall forward the forms to the Property Control Manager for their review. If the Property Control Manager approves of the recommendation to dispose of College Property through either a transfer or disposal, they shall request a review by the Board of Trustees.
3. Review by Board of Trustees:
 - a. Prior to presenting information regarding surplus and obsolete College Property, the Property Control Manager shall review applicable records to independently determine the value of the College Property and update the Report and Request forms as necessary. The Property Control Manager shall also ensure that College Property is secure and any sensitive and/or confidential information is no longer available on such College Property (e.g., clearing the cache on computing equipment, emptying file drawers).
 - b. At the next available Board of Trustees meeting, the Property Control Manager shall provide information regarding the College Property to be disposed of to the Trustees for a determination of whether such College Property has value and should be made available for sale. The Board of Trustees shall also vote to determine if the College Property can be made available for donation if it either does not have value or is not sold.

- c. If the Board of Trustees approves of a sale, the Property Control Manager shall attempt to sell the surplus or obsolete College Property.
 - d. If the Board of Trustees determined that the College Property did not have value (and should not be sold) or the Property Control Manager was unable to sell the surplus or obsolete College Property, the Property Control Manager shall either transfer or destroy the College Property, as previously determined by the Board of Trustees.
4. College Documentation: When College Property is sold, transferred, donated, or otherwise disposed of, the College's documentation regarding such College Property shall be updated accordingly within the Office of Administration.

**APPENDIX A
REPORT OF SURPLUS PROPERTY**

	<h2 style="margin: 0;">Report of Surplus Property</h2>
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Department Head Name	
Phone/Email	
Department	
President's Council Member	

Item #	Description	Condition	Value	Recommended Disposition

Department Head:
 Signature: _____ Date: _____

President's Council Member:
 Signature: _____ Date: _____

Property Control Manager:
 Signature: _____ Date: _____

**APPENDIX B
PROPERTY DISPOSITION REQUEST**

	<h2 style="margin: 0;">Property Disposition Request</h2>
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Department Head Name	
Phone/Email	
Department	
President's Council Member	

Request to Transfer College Property:

Description	Value	Recommendation (include entity that would receive property and support for transfer)	Approved or Not Approved	
			President's Council Member	Property Control Manager

Request to Dispose of College Property:

Description	Value	Recommendation (include support for disposal)	Approved or Not Approved	
			President's Council Member	Property Control Manager

Department Head:

Signature: _____

Date: _____

President's Council Member:

Signature: _____

Date: _____

Property Control Manager:

Signature: _____

Date: _____