

Glendale Community College District

6500

Board Policy

PROPERTY MANAGEMENT

- A. The Vice President of Administrative Services is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.
- B. The Vice President of Administrative Services shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.
- C. Personal property or supplies belonging to the District may be sold to the federal government or its agencies, a state, county, city or special district, or to a school or community college district for an amount equal to the cost plus the estimated cost of purchasing, storing, and handling the property, without advertisement for or receipt of bids. The District may purchase any personal property or supplies for the purpose of selling them.
- D. The Vice President of Administrative Services is delegated authority by the Board 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.
- E. Personal property having an acquisition value in excess of \$10,000.00 or otherwise not qualifying for disposition under paragraph C above, when declared surplus by unanimous vote of members present of the Board of Trustees, may be sold to the highest bidder not sooner than five business days following advertising through posting of public notice or publication of the notice.

References:

- Education Code Sections 81300, et seq.
- Education Code Section 70902(b)(6), 81383, 81384, 81452

Adopted: 7/10/73

Revised: 3/31/83; 4/21/08

Reviewed: 06/30/16; 06/28/19