

**Sauk Valley Community College
December 15, 2025**

Action Item 5.1

Topic: **Board Policy *304.01 Disposition of Equipment* – Second Reading**

Mission: **Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service and economic development.**

Presented By: **Dr. David Hellmich and Kent Sorenson**

Presentation:

 The administration reviews all Board policies annually. As a part of this review, minor clarifying edits are being recommended for this policy.

Recommendation:

 The administration recommends the Board approve the revisions to *304.01 Disposition of Equipment* as presented for a second reading.

304.01 CURRENTLY READS:

Disposition of Equipment

Disposal of obsolete equipment shall be accomplished by public advertisement upon recommendation of the President and approval of the Board.

304.01 PROPOSED:

Disposition of Equipment

The College ensures the responsible and transparent disposition of obsolete or surplus equipment in a manner that safeguards public resources and maximizes value to the institution. The recommendation for disposal of obsolete or surplus equipment is made by the President or the President's designee in accordance with college procedures and applicable laws. Disposal of any equipment with a *net book value* or *fair market value*, whichever is greater, exceeding \$25,000 requires prior approval by the Board of Trustees upon recommendation of the President or designee. Disposal of any equipment with a *net book value* or *fair market value*, whichever is greater, exceeding \$5,000 is subject to public solicitation of bids, unless otherwise exempted under State statute or other Board-approved policy. Equipment with a *net book value* or *fair market value* of \$5,000 or less may be disposed of through competitive sale, trade-in, recycling, or donation, as determined by the President or designee, consistent with college procedures. The Business Office maintains records of all disposed assets, including method of disposition, valuation, and Board approvals where applicable.

Revised: XX-XX-2025

Cabinet Reviewed: 07-09-2024, 08-26-2025