

## **Board of Trustees Agenda Item**

**Board Meeting Date:** June 07, 2010

**Title of Item:**

DONATION OF SURPLUS DISTRICT COMPUTER AND MONITORS TO OTI

**Background and Analysis:**

The District has 1 computer and 26 monitors that have been replaced with new equipment. The used equipment is unsatisfactory for further use by the District. Educational Technology Services (ETS) estimates that each computer has a value of \$40.00 and each monitor has a value of \$30.00. Therefore, the estimated aggregate value is \$820.00.

The De Anza College Occupational Training Institute evaluated this equipment and found it acceptable for refurbishment and donation to students as scholarships. Therefore, it is recommended that the computers be donated to the Foothill-De Anza Foundation, which is a tax-exempt public benefit corporation under Section 501(c)(3) of the Internal Revenue Service Code.

California Education Code 81452(c) provides that if the governing board, by a unanimous vote of those members present, finds that the property, is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board.

**Recommendation:** (specify if information only)

Make a finding that the items are of insufficient value to defray the costs of arranging a sale and authorize the Director of Purchasing Services to donate the items to the Foothill-De Anza Foundation.

Submitted by:	Carmen Redmond
Additional contact	Eric Olague
Is backup provided?	Yes

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

Complete & attach to Surplus Disposal Form if sending surplus E-Waste. Instructions are below.

Page      of     

Accumulation Start Date: 02/09/10 [Completed by ETS]

Location:

Campus: Foothill  
Building:  
Room: 3618

Requestor:

Name: John Atkins  
Phone #: 7319  
Signature:

Work Order #:

[Completed by Purchasing Services]

Pickup Date by Plant Services:

[Completed by Plant Services]

Regulated Items		Code	# of Units
CRTs - TVs - Monitors		A	0
LCD Desktop Monitors		B	26
Laptop with LCDs		C	0
LCD TVs		D	0
Plasma TVs		E	0
Screen > 4 inches diag.		F	0
Microwave Ovens		G	0
VCRs, DVDs & CD Players		H	0
CPUs - Computers		I	1
Printers, Scanners & Fax		J	0
Phones - Cell & Desk		K	0
Pagers, PDAs & Radios		L	0
Copiers		M	0
Non-reported		N	0
Asset Number	(2) Code	Initials	
18216 B1			
17742 B1			
189481 B1			
CMP 3850			
76049	2		
MON 3019	2		
MON 2280	2		
MON 3198	1		
MON 3384	1		
MON 3385	1		
MON 3142	1		
MON 3433	1		
MON 3430	1		
MON 3787	2		
MON 3750	2		
MON 3755	2		
MON 3588	2		
MON 3838	2		

No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N
1	CN-OU4931-4663	LCD monitor (15") - Dell	Y
2	47605-38M-CF08	LCD monitor (15") - Dell	Y
3	CN-0CC280-7161	LCD monitor - Dell 15" monitor	Y
4	3K9KH11	Dell Dimension 2200	Y
5	H3NGB00335	Samsung SyncMaster 21GLs	Y
6	MX-05E532-4780	Dell Monitor	Y
7	HQ82325537	ViewSonic GA771	Y
8	D090100383	ViewSonic GA771	Y
9	CN-03K648-4663	Dell FlatScreen	Y
10	CN-03K648-4663	Dell FlatScreen	Y
11	CN-03K648-4663	Dell FlatScreen	Y
12	CN-03K648-4663	Dell FlatScreen	Y
13	CN-06R644-4780	Dell FlatScreen	Y
14	CN-06R644-4780	Dell FlatScreen	Y
15	CN-0D5428-7287	Dell FlatScreen	Y
16	CN-0F5035-6418	Dell FlatScreen	Y
17	CN-0F5035-6418	Dell FlatScreen	Y
18	CN-0F5035-6418	Dell FlatScreen	Y
19	CN-0D5428-7287	Dell FlatScreen	Y
20	D092712966	ViewSonic GA771	Y

Instructions: (1) List all regulated items defined above and all other electronic equipment with circuit boards. (2) Indicate the code of each item and size of screen (1-3) based on screen diameter (see above). (3) Complete the summary of quantities by code in area in upper right corner of form. (4) Print and sign form. (5) Attach signed original to the completed and signed Surplus Disposal Form. (6) Retain photocopies for your dept. (7) Send signed originals to District Purchasing Services. (8) Use a separate sheet to list non-electronic equipment such as furniture, vehicles, etc.

Verified by: \_\_\_\_\_  
Version: Jan. 2010

# E-Waste XLS Attachment to Surplus Disposal Form SN23500

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No.	Serial No.	Product Name, Approx. Age, Est. Market Value	Works Y/N	Asset Number	(2) Code	Initials
21	CN-03K648-4663	Dell Flatscreen	Y	MON 3413	1	
22	CN-06R644-4780	Dell Flatscreen	Y	MON 3436	1	
23	CN-06R644-4780	Dell Flatscreen	Y	MON 3513	1	
24	CM710S003019	MPC Color Monitor	Y		2	
25	2X52916YA	NEC Accusync 75F	Y		2	
26	3250340YA	NEC Accusync 75F	Y		2	
27	88 BMTA7	IBM E74 Monitor	Y		1	
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From: "Susan Malmgren" <malmgrensusan@fhda.edu>  
To: "'Carmen Redmond'" <redmondcarmen@fhda.edu>  
Cc: <olagueeric@fhda.edu>  
Subject: RE: Pull item 21 from 4-5-10 consent calendar  
Date: Tue, 6 Apr 2010 11:11:07 -0700  
Thread-Index: AcrVF0AbiSZ/lqncRhGBK1X9YQcOTwAAH7fw  
X-Keywords:

Carmen:

Thanks for taking care of this. There are also some monitors at Foothill that I would like to have for our program. I'm attaching a copy of the pdf file I'm working from.

On the Foothill form from John Atkins, Work Order # F1003047, I would like the following 3 items: #s:26, 27, and 28. on page 6 of the attached PDF file

On the De Anza form from Hung Tran, Work Order # D1003050, I would like the following 24 items:

- < #46 on page 11 of pdf
- < #s: 80, 81, 84, 85. 89 thru 99, on page 12 of pdf
- < #s: 104, 107 thru 113 on page 13 of pdf

We can come and pickup the donations when they are ready.

Thanks,

Susan Malmgren  
Program Coordinator - CompTechS/Computer Donation Program  
Occupational Training Institute  
Foothill - De Anza Community College District  
De Anza College  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014  
Phone: 408-864-5713  
Fax: 408-864-5862  
malmgrensusan@fhda.edu

-----Original Message-----

From: Carmen Redmond [mailto:redmondcarmen@fhda.edu]  
Sent: Monday, April 05, 2010 4:25 PM  
To: toyoharadonna@fhda.edu  
Cc: dunnandy@fhda.edu; olagueeric@fhda.edu; malmgrensusan@fhda.edu  
Subject: Pull item 21 from 4-5-10 consent calendar  
Importance: High

Donna,

I need to pull item 21, Sale of Miscellaneous Surplus Electronic Equipment, from tonight's board agenda. I just had a call from Susan Malmgren of OTI, there are some items on item 21 that she would like us to donate to OTI, but the only way we can do that is to pull the item, rewrite it, and resubmit it for the May board meeting. Thank you.

Carmen

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Carmen A. Redmond, M.A., C.P.M.  
Director, Purchasing Services and Materials Services  
Foothill-De Anza Community College District