

June 15, 2026

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Disposition of Surplus Property Assets

Item Description

This item requests Board approval to dispose of property assets designated as surplus.

Overview and Background

The College has the responsibility to record the College's property assets and conduct an annual inventory for the designated items and to periodically dispose of accumulated surplus property, assets which are obsolete and serve no useful function or their continued use is not economically feasible. These assets may include IT equipment, furniture and vehicles, but not facilities or land.

Florida Statutes (section 274.05) allows a government unit discretion to classify as surplus any of the property assets that meet the description listed above. The College has deemed the items on the following list as surplus in accordance with this statute.

Florida Statutes (section 274.06) allows property assets to be disposed of in the most efficient and cost-effective manner as determined by the government unit. The College may offer these items for sale according to the provisions of the statute, or the items may be donated or destroyed if they are without value.

Funding/ Financial Implications

There are no funding or financial implications.

Past Actions by the Board

During previous years, the Board has authorized the College to dispose of surplus property items in accordance with the procedures defined in Florida statutes.

Recommended Action

Authorize the College to dispose of the items designated as surplus.

Assets for Surplus / Disposal

Asset #	Description	Date Acquired	Purchase Amount	Depreciated Value	Code
BA-000017201	COMBI-CUTTER TOOL KIT	11/1/2003	5,067.12	0.00	2
BA-000017216	GENIE SCISSOR LIFT	3/15/2004	6,475.00	0.00	1
BA-000017248	STUDIO CAMCORDER PACKAGE	8/1/2005	12,592.92	0.00	1
BA-000017342	CAMCORDER HD/DVCPRO/DV	8/1/2006	8,110.10	0.00	1
BA-000017372	MANUAL DEFIBRILLATOR	5/1/2007	5,463.29	0.00	1
BA-000017375	REFURBISHED ULTRASOUND SYSTEM	5/1/2007	30,000.00	0.00	1
BA-000017376	REFURBISHED ULTRASOUND SYSTEM	5/1/2007	30,000.00	0.00	1
BA-000017446	HP PROCURVE SWITCH	10/18/2010	16,844.28	0.00	1
BA-000017540	V FLASH DESKTOP MODELER	2/22/2012	19,124.00	0.00	3
BA-000017565	VRTEX VIRTUAL WELDING TRAINER	8/16/2013	61,088.00	0.00	1
BA-000017630	PICK & PLACE ASSEMBLY MACHINE	5/26/2016	19,500.00	0.00	3
BA-000017640	ENCO VARIABLE SPEED MILL	7/29/2016	6,999.13	0.00	3
BA-000017642	KOHLER 72" LAZER MOWER	7/29/2016	11,679.20	0.00	1
BA-000017648	T600 TRACTOR-TRAILER TRUCK	11/18/2016	114,555.00	0.00	3
BA-000017654	POWEREDGE R730 SERVER	4/20/2017	16,536.57	0.00	1

Asset Codes:

- 1 Obsolete - To Be Disposed
- 2 Salvaged – To be Used for Parts
- 3 Surplus - To Be Sold or Donated
- 4 Trade - Asset To Be Used for Trade-In Value
- 5 Lost/Stolen (Police report filed)