



# POLICY

Category	
4-20 Acquisition and Disposal of Real Property	
Approval	
LC Approved: 8/24/12	
Effective Date: 8/27/12	
Revised: 8/2012	
Responsible Party: Vice President of Finance and Administration	

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## **Policy Statement**

All acquisitions, disposals and leases of real property must have the authorization of the Board of Trustees.

### **Acquisition of Real Property**

Implemental Procedures:

When the Board of Trustees is confronted with unique opportunities to acquire real property and at the same time has specific needs for space that can be satisfied by such real property, the Board of Trustees will be amenable to purchasing or leasing said property if a satisfactory price can be negotiated.

1. The administration will study proposed uses of the property to determine whether it can be utilized effectively.
2. Qualified individuals will be employed to appraise the property.
3. Consultants will be employed as needed to evaluate the structure(s). Consultants to be retained may include, but not be limited to, architects, structural engineers, mechanical engineers, and electrical engineers. Soil borings may be secured.
4. The attorney for the Board of Trustees will be consulted to determine whether the Board has legal authority to purchase the property.
5. If it is determined that the acquisition of the property is desirable, a satisfactory price must be negotiated. Board members may be involved in the negotiation process.
6. All leases of real property in excess of 12 months in duration or in excess of \$1,000 per month must be approved by the Board.
7. See the Fixed Assets policy for other policies regarding fixed assets.

### **Disposal of Surplus Real Property**

Implemental Procedures

Buildings and other College real properties no longer effectively utilized by the College will be declared surplus by resolution of the Board of Trustees at a regular meeting. Surplus property will be advertised, utilizing various marketing approaches, with the administration recommending the best offer to the Board for consideration. The property will be disposed of in a manner that complies with all statutes and conforms to such terms and conditions as the Board deems to be in the best interest of the patrons of the College.

1. The President or designee shall submit recommendations to the Finance and Facilities Committee of the Board on what real properties should be declared surplus.
2. The Finance and Facilities Committee of the Board of Trustees shall propose to the Board a list of those properties that they consider surplus. The Board of Trustees will declare, by resolution, which of said real properties are surplus.
3. The advice and counsel of the Board Attorney may be sought regarding disposal of real properties declared surplus.
4. Qualified individuals will be employed to prepare an appraisal of the real property(ies) according to the following criteria:
  - a. One independent appraisal when a property value is estimated to be at least \$25,000 but less than \$100,000.
  - b. Two independent appraisals if a property value is estimated to equal or exceed \$100,000.
5. The administration will actively advertise the surplus real property or properties for a period not to exceed 60 days.
6. The administration will entertain offers and present the best offer to the Finance and Facilities Committee of the Board for consideration and discussion.
7. A decision regarding the sale will be made by the Finance and Facilities Committee of the Board and submitted to the full Board for ratification at a regular meeting.
8. Upon Board approval of the sale of surplus real property, the administration will proceed with all necessary action to affect such sale of said real property.
9. In the event of no offer, or rejection of an offer by the Board, the administration will proceed in accordance with one or more of the following approaches:
  - a. Evaluate marketing approach and pursue alternative form(s) of advertising for an appropriate period of time based on market conditions.
  - b. Remove the real property from sale for a set period of time.
10. Other action as requested by the Board. See the Fixed Assets policy for other policies regarding fixed assets.