

# LOS MEDANOS COLLEGE

## Instructional Program Discontinuance Process Plan of Amelioration For Appliance Service Technology

The Appliance Service Technology Program was identified as a “Program in Trouble” during the 2018-2019 academic year in the Contra Costa Community College District 2018 Education Planning Report with a recommendation to discontinue the program. This recommendation was aligned with the Vocational Technology Programs recommendation to discontinue the Program. The report was presented to the Board at its December 2018 meeting.

The Appliance Service Technology Program was designated as a “Program in Trouble” because it exhibits the following characteristics as listed criteria in the Los Medanos College Instructional Program Discontinuance Process (12/13/08)<sup>1</sup> and Curriculum and Instruction Procedure 4008<sup>2</sup>:

- Low enrollment and productivity trends for an extended period
- Low retention, success or completion trends for an extended period
- Lack of demand in the workplace based on Labor Market Demand Data
- Lack of achieving a livable wage based on Economic Modeling Specialists International (EMSI) Data

The following indicators have been identified by the College as areas where the program must make improvements within a one-year period – fall and spring primary terms - (August 26, 2019 – May 22, 2020). The Program must submit a Progress Report after each semester to the supervising Dean, Vice President of Instruction, representative of the Academic Senate and United Faculty for an Administration Review of the progress. Once the Administrative Review is completed, a formal meeting to review the results will be scheduled by the Vice President of Instruction which will include the Program Faculty and the Department Chair.

### **Improvement Area #1: Enrollment**

Each scheduled lecture course and combined lab course(s) must maintain a minimum of 20 students for the Fall 2019 and Spring 2020 semesters pursuant to the UF Contract (UF Contract, Section 8.2)<sup>3</sup> Continue to monitor and evaluate marketing and outreach activities in the recruitment of new, current, and returning students and incumbent workers.

### **Improvement Area #2: Scheduling**

The APPLI courses for the Certificate of Achievement in Appliance Technology Technician I are duplicate (interchangeable) with the Certificate of Achievement in Appliance Technology Technician II. Only the coursework following the Certificate of Achievement in Appliance Technology Technician I will be offered during the Fall 2019 and Spring 2020 semesters to allow students to complete their program of study. (ACCJC, Standard II.A.6 and II.A.15)<sup>4</sup>

Options previously discussed include:

- offering courses in an 8-week format instead of a 16-week format
- For the Fall semester, offering the entry level courses during the morning hours and the advanced level courses during the evening hours
- For the Spring semester, offering the advanced level courses during the morning hours and offering the entry level course during the evening hours

**Improvement Area #3: Workforce**

Labor Market and Livable Wage information to be reviewed. Information to be obtained from the Office of Workforce and Economic Development. Continue to monitor labor market and wage data using EMSI.

**Improvement Area #4: Advisory Committee**

Program will hold at least one Advisory Committee Meeting during the 2019-2020 academic year. Advisory Committee support available through the Office of Workforce and Economic Development. Reinstitute advisory committee meetings as planned.

**California Education Code 78016**

If the program does not meet the above requirements and to remain in compliance with California Education Code, Section 78016<sup>5</sup>, the program will be terminated May 22, 2020.

In the event of Program Discontinuance, the following plans have been developed to coincide with the one-year period:

**Teach-Out Plan**

Course offerings for the Appliance Service Technology Program during the 2019-2020 academic year may be scheduled during the day and night to accommodate students. The sequence of courses will be offered to ensure all courses can be completed in two primary terms – fall and spring. Students who have earned units following the Certificate of Achievement in Appliance Technology Technician II pathway are eligible to submit class substitution requests to receive a Certificate of Achievement in Appliance Technology Technician I. An addendum to the 2019-2020 catalog will be made informing students of the pending discontinuance of the program pursuant to the Accrediting Commission for Community and Junior Colleges (ACCJC, Standard II.A.6 and II.A.15)<sup>4</sup>.

**Alternatives for Students**

The Counseling Department will be informed of the pending program discontinuance and inform students of other viable career education opportunities.

**Surplus Property and Facilities Clean-Up**

Full-time faculty of the Appliance Service Technology Program will provide a plan to remove all equipment stored in CC3-505, 506, 511, outdoor containers, and storage areas of the Vocational Technology Department by December 19, 2019 in accordance with Contra Costa Community College District Business Procedure 10.04<sup>6</sup> Surplus Property.

**Faculty Contract Obligations**

It is the Institution's commitment to provide full-time faculty of the Appliance Service Technology Program a full semester teaching load during the Fall 2019 and Spring 2020 semesters. This will be achieved by offering the Appliance Technology Technician I courses during morning and evening hours. Adequate notification of program discontinuance to affected faculty will be given in compliance with California Education Code 87740<sup>7</sup> and Contra Costa Community College District, Human Resources Procedure 2080.01<sup>8</sup>. Availability of retraining for displaced full-time faculty will be reviewed.

Plan of Amelioration reviewed and discussed by the following members on June 26<sup>th</sup>, 2019:

Debra Winckler, Full-Time Faculty, Appliance Service Technology

Nikki Moultrie, Dean, Career Education and Social Sciences

Joshua Bearden, President, Academic Senate

Milton Clarke, Vice President, United Faculty

Sally Montemayor Lenz, Vice President of Instruction

*Note: The following page (page 4) provides links to all references cited.*

## References:

1. Los Medanos College – Instructional Program Discontinuance Process (12/13/08):  
<https://www.google.com/url?client=internal-uds-cse&cx=011719408431033721832:lk0orlfcma&q=https://www.losmedanos.edu/intra-out/accred/documents/ProgramDiscontinuanceDec2006.doc&sa=U&ved=2ahUKEwivxczNz4XjAhWQGnwKHXILDSIQFjAAegQIBRAB&usg=AOvVaw3-xp7nkheC UM3Q920QOg6>
2. Contra Costa Community College District – Curriculum and Instruction Procedure 4008 – Review, Establishment, Modification and Discontinuance of Courses and Programs:  
<http://www.4cd.edu/gb/policies-procedures/curriculum/CI4008.pdf>
3. United Faculty Contract (Final 2017-2020) – Article 8.2 – Cancellation of Scheduled Classes:  
[http://www.4cd.edu/hr/uf\\_contract/Final%202017-2020%20UF%20Contract.pdf](http://www.4cd.edu/hr/uf_contract/Final%202017-2020%20UF%20Contract.pdf)
4. Accrediting Commission for Community and Junior Colleges – Standard II.A.6 and II.A.15:  
<https://accjc.org/wp-content/uploads/Accreditation-Standards -Adopted-June-2014.pdf>
5. California Education Code, Section 78016:  
[https://leginfo.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=78016](https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=78016).
6. Contra Costa Community College District – Business Procedure 10.04 - Surplus Property:  
[http://www.4cd.edu/gb/policies-procedures/business/fin10\\_04.pdf](http://www.4cd.edu/gb/policies-procedures/business/fin10_04.pdf)
7. California Education Code, Section 87740:  
[https://leginfo.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=87740](https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=87740).
8. Contra Costa Community College District – Human Resources Procedure 2080.1 – Personnel Impact of Program Reviews: [http://www.4cd.edu/gb/policies-procedures/hr/H2080\\_01.pdf](http://www.4cd.edu/gb/policies-procedures/hr/H2080_01.pdf)

# LOS MEDANOS COLLEGE

**Instructional Program Discontinuance Process  
Plan of Amelioration  
For  
Appliance Service Technology**

**Fall 2019 Progress Report**

**(To be completed by the Program and submitted by December 19, 2019)**

Please submit supporting data associated with each improvement area. This information will be assessed during the Administrative Review to determine the outcome of each specified indicator.

**Improvement Area #1: Enrollment**

*Program response to improvement area #1*

**Improvement area #2: Scheduling**

*Program response to improvement area #2*

**Improvement area #3: Workforce**

*Program response to improvement area #3*

**Improvement area #4: Advisory Committee**

*Program response to improvement area #4*

Progress Report completed by:

\_\_\_\_\_  
Debra Winckler, Full-Time Faculty, Appliance Service Technology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Dearman, Vocational Technology Department Chair

\_\_\_\_\_  
Date

Cc: Nikki Moultrie, Dean, Career Education and Social Sciences  
Joshua Bearden, President, Academic Senate  
Milton Clarke, Vice President, United Faculty  
Sally Montemayor Lenz, Vice President of Instruction



LOS MEDANOS  
COLLEGE

**Instructional Program Discontinuance Process  
Plan of Amelioration  
For  
Appliance Service Technology**

**Progress Report – Administrative Review of Fall 2019 Progress Report  
(To be completed the week of January 13, 2020)**

Please utilize the scale below to rate the outcomes of the identified improvements as documented in the Program's Progress Report.

**Scale: 1 – 5**

**1 = continued decline**

**2 = no improvement but no additional decline**

**3 = slight improvement**

**4 = above average improvement**

**5 = excellent improvement**

**Improvement Area #1: Enrollment**

*Administration response to Program's Improvement Area #1*

**Rate Score: \_\_\_\_\_**

**Improvement area #2: Scheduling**

*Administration response to Program's Improvement Area #2*

**Rate Score: \_\_\_\_\_**

**Improvement area #3: Workforce**

*Administration response to Program's Improvement Area #3*

**Rate Score: \_\_\_\_\_**

**Improvement area #4: Advisory Committee**

*Administration response to Program's Improvement Area #4*

**Rate Score: \_\_\_\_\_**

**Total Rate Score: \_\_\_\_\_**

**Current Program Status with LMC: \_\_\_\_\_**

**Date of Next Progress Report: \_\_\_\_\_**

## Progress Report – Administrative Review of Fall 2019 Progress Report - continued

### Administrative review completed by:

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Nikki Moultrie, Dean, Career Education and Social Sciences

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Date

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Sally Montemayor Lenz, Vice President of Instruction (Interim)

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Date

### Administrative review results shared with:

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Debra Winckler, Full-time Faculty, Appliance Service Technology

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Date

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Jason Dearman, Vocational Technology Department Chair

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Date

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Joshua Bearden, President, Academic Senate

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Date

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Milton Clarke, Vice President, United Faculty

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Date

Cc: Bob Kratochvil, President  
Cabinet Members  
2020 Educational Planning Report



# LOS MEDANOS COLLEGE

**Instructional Program Discontinuance Process  
Plan of Amelioration  
For  
Appliance Service Technology**

**Spring 2020 Progress Report  
(To be completed by the Program and submitted by May 28, 2020)**

Please submit supporting data associated with each improvement area. This information will be assessed during the Administrative Review to determine the outcome of each specified indicator.

**Improvement Area #1: Enrollment**

*Program response to improvement area #1*

**Improvement area #2: Scheduling**

*Program response to improvement area #2*

**Improvement area #3: Workforce**

*Program response to improvement area #3*

**Improvement area #4: Advisory Committee**

*Program response to improvement area #4*

Progress Report completed by:

\_\_\_\_\_  
Debra Winckler, Full-Time Faculty, Appliance Service Technology

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Dearman, Vocational Technology Department Chair

\_\_\_\_\_  
Date

Cc: Nikki Moultrie, Dean, Career Education and Social Sciences  
Joshua Bearden, President, Academic Senate  
Milton Clarke, Vice President, United Faculty  
Sally Montemayor Lenz, Vice President of Instruction



# LOS MEDANOS COLLEGE

Instructional Program Discontinuance Process  
Plan of Amelioration  
For  
Appliance Service Technology

**Progress Report – Administrative Review of Spring 2020 Progress Report**  
(To be completed the week of June 1, 2020)

Please utilize the scale below to rate the outcomes of the identified improvements as documented in the Program's Progress Report.

Scale: 1 – 5

1 = continued decline

2 = no improvement but no additional decline

3 = slight improvement

4 = above average improvement

5 = excellent improvement

**Improvement Area #1: Enrollment**

*Administration response to Program's Improvement Area #1*

Rate Score: \_\_\_\_\_

**Improvement area #2: Scheduling**

*Administration response to Program's Improvement Area #2*

Rate Score: \_\_\_\_\_

**Improvement area #3: Workforce**

*Administration response to Program's Improvement Area #3*

Rate Score: \_\_\_\_\_

**Improvement area #4: Advisory Committee**

*Administration response to Program's Improvement Area #4*

Rate Score: \_\_\_\_\_

**Total Rate Score:** \_\_\_\_\_

Current Program Status with LMC: \_\_\_\_\_

Recommend Program Discontinue: \_\_\_\_\_ Yes \_\_\_\_\_ No

## Progress Report – Administrative Review of Spring 2020 Progress Report – continued

### Administrative review completed by:

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Nikki Moultrie, Dean, Career Education and Social Sciences

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Date

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Sally Montemayor Lenz, Vice President of Instruction

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Date

### Administrative review results shared with:

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Debra Winckler, Full-time Faculty, Appliance Service Technology

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Date

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Jason Dearman, Vocational Technology Department Chair

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Date

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Joshua Bearden, President, Academic Senate

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Date

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Milton Clarke, Vice President, United Faculty

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Date

Cc: Bob Kratochvil, President  
Cabinet Members  
2020 Educational Planning Report



**EDUCATION CODE - EDC**

**TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]** ( Title 3 enacted by Stats. 1976, Ch. 1010. )

**DIVISION 7. COMMUNITY COLLEGES [70900 - 88933]** ( Division 7 enacted by Stats. 1976, Ch. 1010. )

**PART 48. COMMUNITY COLLEGES, EDUCATION PROGRAMS [78015 - 79500]** ( Part 48 enacted by Stats. 1976, Ch. 1010. )

**CHAPTER 1. Education Programs [78015 - 78061]** ( Chapter 1 enacted by Stats. 1976, Ch. 1010. )

**ARTICLE 1. General Provisions [78015 - 78016]** ( Article 1 enacted by Stats. 1976, Ch. 1010. )

**78016.** (a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

- (1) Meets a documented labor market demand.
- (2) Does not represent unnecessary duplication of other manpower training programs in the area.
- (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public.

(Amended by Stats. 1998, Ch. 365, Sec. 2. Effective January 1, 1999.)



**REVIEW, ESTABLISHMENT, MODIFICATION AND  
DISCONTINUANCE OF COURSES AND PROGRAMS**

**COLLEGE LEVEL PROCEDURE**

Each college shall submit a written and oral report to the District's Educational Planning Committee on the results of its program review. The report should include recommendations for new programs and modifications and discontinuance of courses and programs. At least one person from each college, preferably the curriculum committee chair, must complete the curriculum approval process training and then train the curriculum committee and staff who are involved in the curriculum approval process. Each college shall provide opportunities for training.

1. Review of Programs

- a. A specific program review process will be developed and implemented at each college. Within a five year period, a program review shall be conducted of every academic and student services program in the District unless required more frequently. The process should be mutually agreed upon with the Academic Senate. Program review shall incorporate both quantitative and qualitative elements and should assist departments in developing and articulating a vision for promoting academic excellence.
- b. Whatever specific process is used for academic programs, it should be based on appropriate core data, i.e., enrollment trends, and should relate to college planning processes and lead to better utilization of existing resources and increased quality of instruction and service.
- c. Fifty percent of vocational or occupational programs shall be reviewed each year over a two year cycle. The program review process shall include the following: (a) how the program meets documented labor market demand; (b) that it does not represent unnecessary duplication of other training programs in the area; (c) that its effectiveness is demonstrated by the completion and employment of its students; (d) the review process required by this section shall include the review and comments as established pursuant to Division 8 (commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.
- d. Any program that does not meet the above requirements will be terminated within one year.

2. Establishment of New Courses

- a. College faculty, in consultation with the appropriate college manager(s), has the responsibility for developing and proposing new instructional courses.
- b. New courses that are part of an existing approved program shall be submitted for review and approval by the local college curriculum/instruction committee, the College President, and the Chancellor. They will be submitted to the Governing Board and State Chancellor's Office.
- c. New courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 Regulations and do not need approval from the State Chancellor's Office.

3. **Establishment of New Programs**
  - a. College faculty, in consultation with the appropriate college manager(s), has the responsibility for developing and proposing new instructional programs in accordance with Program and Course Approval Handbook for the California Community Colleges.
  - b. All college-approved new instructional programs must be submitted for review and approval to the Educational Planning Committee and the Governing Board, prior to submission to the State Chancellor's Office.
4. **Modification and Discontinuance of Courses and Programs**
  - a. Modification and discontinuance of courses shall be initiated at the department level at each college and approved by the local curriculum committee and appropriate manager(s).
  - b. Modification and discontinuance of programs shall be made using the college's program review process and any review required by outside agencies for each college.
  - c. The college must submit to the Educational Planning Committee a list of programs identified as in trouble as a result of program or enrollment management review. An analysis of the problem and possible solutions for programs in trouble must be submitted as well.
  - d. A review of program performance with the faculty members involved and the appropriate departments/divisions should take place before a program is designated as in trouble. Prior to the development on campus of a formal "program in trouble" recommendation, both the Academic Senate President and the United Faculty Vice President on campus should have direct discussions with the College President regarding why the program is in trouble.

### **DISTANCE EDUCATION COURSES**

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology for at least 51% of the course hours.

#### **Course Approval:**

1. Each proposed or existing course offered by distance education shall be reviewed and approved separately.
2. The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Curriculum & Instruction Procedure 4008. Distance education courses shall be approved under the same conditions and criteria as all other courses.

#### **Certification:**

The college's curriculum committee will certify the following:

1. **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
2. **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the college's curriculum committee approval



procedures.

3. Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Duration of Approval:

1. All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

#### DISTRICT LEVEL PROCEDURE

1. The District shall continuously maintain and provide access to appropriate data for the colleges, to complete a comprehensive program review for identified programs.
2. The District Educational Planning Committee will:
  - a. Meet at least annually to review and discuss program review reports from each college.
  - b. Seek Districtwide solutions for "programs in trouble" that were not resolved within an individual college.
  - c. Review and give approval for substantial modification of existing credit programs either at the Fall or Spring meetings or through electronic communications.
  - d. Receive notification of and review programs to be discontinued prior to submission to the Governing Board.
  - e. Review and give approval for new educational programs prior to submission to the Governing Board. When the committee does not convene in the spring term reviews and approvals may be conducted electronically. The process will consist of:
    - (1) Stage one: Preview – Concept/idea notification – the college must notify the committee of new programs they would like to develop.
    - (2) Stage two: Approval by Committee (college has to do a feasibility study, labor market research, and complete and submit District Level Approval forms).
    - (3) Stage three: Governing Board approval (college must complete State approval forms).
  - f. Return the applications for approval of new programs over 12 units to the college for submission to the Chancellor of the California Community Colleges, following Governing Board approval.
3. The Chancellor or designee will certify annually that all faculty and staff involved in the curriculum approval process have completed required training.

California Education Code 70901(b), 70902(b), 78016  
Title 5, California Code of Regulations, Sections, 51022(a), 55100, 55130, 55200



**Los Medanos College**  
**Instructional Program Discontinuance Process**  
**12/13/08**

**Identification**

Contra Costa Community College District Curriculum and Instruction Procedure 4008 requires that each college submit recommendations for discontinuance of any instructional program to the district Educational Planning Committee. In addition, the procedure calls for the Educational Planning Committee to "...seek districtwide solutions for 'programs in trouble' that were not resolved within an individual college".

An instructional program may be designated as "in trouble" by the Senior Dean of Instruction, in consultation with the program dean and faculty, when it exhibits any or all of the following characteristics:

- Low enrollment and productivity trends for an extended period
- Low retention, success or completion trends for an extended period
- Lack of demand in the workplace (for an occupational program)
- Lack of institutional resources needed to support the program
- No longer central to the college mission and educational master plan

If a program is in trouble and is unable to make positive changes that address the contributing factors, then the Vice President, in consultation with the instructional deans and the program faculty, will implement the program discontinuance process.

**Process for Program Discontinuation**

- 1) Program identified as "in trouble" by the Senior Dean of Instruction, in consultation with the program dean and faculty. Problems leading to this designation are clearly identified.
- 2) LMC Academic Senate is notified regarding program(s) designated as in trouble.
- 3) Programs that are in trouble are discussed, as specified in Curriculum and Instruction Procedure 4008, with the district Educational Planning Committee.
- 4) Plan to ameliorate the situation is developed, and implemented, by the program faculty and dean.
- 5) If the program remains in trouble following implementation of the plan, the Vice President, in consultation with the program faculty and instructional deans, identifies the program as a candidate for discontinuation.
- 6) The Vice President formally notifies the department chair, the Academic Senate, the Shared Governance Council, and the college President regarding the possible discontinuation of the program.
- 7) The Vice President, after reviewing program data and advice from the instructional deans, the program faculty, the Academic Senate, and the Shared Governance Council, makes a recommendation to the President regarding program discontinuation.

- 8) If the decision to discontinue the program is made by the President, the instructional deans will develop a plan to address:
  - a) Reassignment of program full time faculty in accordance with sections 16.3 and 16.4 of the United Faculty contract.
  - b) Timeline for phasing out the program and/or alternative options so that students can complete program requirements
  - c) Distribution of program assets

**Timeline**

Timelines for addressing programs in trouble and for implementing the program discontinuance process will be created in each case and will take the unique characteristics of the program, and the situation, into account. Typically, the development of a plan to address a program in trouble will be developed during one semester and implemented the next, but the duration of the implementation cycle will be determined in the planning process.

**SURPLUS PROPERTY**

The following procedure details the process for handling surplus property and associated revenues from sales within the District and college campus locations.

1. Surplus material will be made available to other locations in the District by the Director of Purchasing after it has been declared surplus by the originating location.
2. The notice of available surplus material (copies of form 4cd-238) will be distributed to the Business Services Office of all District locations.
3. The notice will include the charge to be made for the surplus property if other locations wish to acquire the property. The charge will be the same as the minimum bid amount which would be established if sold by bid (the estimated depreciated value).
4. The property will be transferred on a "first-come, first-served" basis.
5. A budget transfer will be made by the Business Office from the requesting location (appropriate activity) to a contingency account of the originating location if property is transferred.
6. If the transferred property is equipment being sold in lieu of trade-in, note that the changes must be made in the same fiscal year as payment for the new item and the following steps must be taken to adjust the accounting records:
  - a. journal entry the cost of the item acquired from the equipment replacement GL to the capital outlay equipment GL;
  - b. transfer the budget amount to match the journal entry; and
  - c. correct the accounting office copy of the purchase order to reflect the change in coding and disposition, filing a copy of the journal entry with the purchase order.
7. If no request for in-District transfer is received within fifteen days, the Director of Purchasing will proceed with the sale of the property.
8. Revenue received from the sale will be added by the Business Office to a contingency account of the originating location if the equipment was originally acquired from operating funds. If the equipment was originally purchased within a five-year period with state instructional equipment funds, the revenue will be added to the state Instructional Equipment Fund host account of the originating location.
9. All locations will be notified of available surplus items in accordance with Business Procedure 10.11. All requests for equipment by organizational units shall be processed through the Director of Business Services. Awards will be made on a first-come, first-served basis. Requests must be in writing to the Director of Purchasing.
10. Items will be available in-District for a period of five business days. The college Business Office will prepare budget transfers for awards.

11. The Director of Purchasing will sell or dispose of items not retained in the District in accordance with Business Procedure 10.01.

The following applies to sale by competitive bid.

- a. Each item of equipment should be identified by item number according to the Surplus Bidders listing for ease of inspection.
  - b. After all equipment has been prepared for the Bidders List, a legal and classified advertisement is to be placed in a newspaper which covers the geographic area that the District encompasses. The classified advertisement is to be run twice in two weeks prior to closing of bid.
12. Items not sold by competitive bid may be sold by the Director of Purchasing by auction.
  13. Equipment is to be removed from the inventory after it has been sold.
  14. Following are special instructions for vehicles to be sold:
    - a. Each vehicle should have the following papers prepared and/or checked:
      - pink slip;
      - odometer reading;
      - smog certificate (30 days);
      - EGR for models 66-70 (add on smog control);
      - plate receipt (plate removal from vehicle and surrendered to DMV); and
      - scales ticket for trucks.
    - b. Each vehicle needs the following information checked:
      - mileage;
      - equipment that is on car (air conditioning, etc.);
      - general condition (exterior, interior);
      - tires; and
      - working condition.
  15. Any money received by the District from the sale of personal property shall be placed to the credit from the fund from which the original purchase was made. (Education Code Section 81453)