



April 27, 2016

TO: THE DISTRICT BOARD OF TRUSTEES  
Valencia College

FROM: SANFORD C. SHUGART  
President

RE: PROPERTY DELETIONS

Surplus, trade-in, obsolete, economically unrepairable, or missing equipment items are periodically deleted from the property records of the College. Equipment which is surplus, obsolete or not economically repairable may be donated to local school systems, non-profit organizations or other governmental entities (see attached list). The remainder of the items are disposed of through recyclers or to trash, depending on the type of equipment. All electronic equipment is disposed of through recyclers.

For your information, we have also attached a list of organizations that have benefited from equipment the college has disposed of in recent months.

Per Florida Statute 274.02, equipment with a cost or fair market value of \$1,000 or more and a projected useful life of more than one year must be recorded in the financial records as property for inventory purposes. Therefore, original cost reflects the cost of the item at the date of acquisition, or the estimated fair market value at the date received, in the case of gifts.

Equipment is depreciated on a straight-line basis over the following estimated useful lives:

- Computers – three years
- Vehicles, office machines, educational equipment – five years
- Furniture – seven years

Therefore, current book value reflects the net depreciated value (acquisition cost or fair market value less depreciation).

Missing

1 asset with an original cost of \$1,278.10 with a book value of \$0.00

Outdated/Obsolete

68 assets with an original cost of \$179,023.30 a current book value of \$0.00

Economically Unrepairable

7 assets with an original cost of \$31,514.35 with a book value of \$3,613.45

Other

2 assets with an original cost of \$9,950.00 with a book value of \$0.00

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees approve the disposition and deletion of equipment from the property records as requested and authorize the College to exchange, dispose of, or trade in the items as surplus property according to Board Policy 6Hx28:5-11.



\_\_\_\_\_  
President

A Gift for Teaching  
 A1Assets, Inc.  
 Accept Pregnancy Center  
 Academic Chretienne Haitienne D'Orlando  
 Accessible Solutions at Avalon Park  
 Agape Ministries International  
 Aids Resource Alliance  
 Aisha Home Inc.  
 Alliance of Guyanese Expatriates of Central FL  
 American Cancer Society  
 American Red Cross (Orlando)  
 American Diabetes Association  
 American Sign Language  
 American Society of Training and Development  
 Anthony House Inc.  
 Antioch Young Life Center  
 Area Agency on Aging of Central Florida  
 Astatula Elementary  
 BETA Center  
 Bishop Moore Catholic High School  
 Boggy Creek Gang  
 Boys & Girls Club of Central Florida  
 Boys Town  
 Braille Association of Mid-Florida  
 Bread of Life Fellowship  
 Calvary Assembly  
 Catholic Charities  
 Center for Drug Free Living  
 Center for Independence  
 Center for Independence Tech & Education  
 Center for Independent Living  
 Center of Faith Church  
 Central Care Mission of Orlando  
 Central Florida Children's Home  
 Central Florida Community Breadbasket  
 Charity & Love, Inc.  
 Children's Rights Foundation  
 Children's Home Society  
 Christian Help  
 Chrysalis, Inc.  
 Church in the Sun  
 Church Missionary of Christ Inc.  
 Church of God  
 Church of God Cathedral of Hope  
 Church of God Cathedral of Hope  
 Circle of Faith Ministries  
 City of Eatonville  
 City of Life  
 City of Winter Garden  
 City of Winter Garden Parks Department  
 Civil Air Patrol  
 Coalition for the Homeless  
 Community coordinated Care for Children  
 Community Vision  
 Compassion Corner  
 Conway Christian School  
 Cornerstone Charter Academy  
 Crossroads Christian Academy  
 Crystal Lake Supportive Environments  
 Diocese of Orlando  
 Downey Christian School  
 Early Learning Coalition of Osceola County  
 East Side Club  
 Eastland Baptist Church  
 Eglise Baptiste De Logos  
 El Calvario Christian Academy  
 Epilepsy Association of Central Florida  
 Faith United Church of God  
 Fellowship in Praise  
 Final Freedom After Care  
 First Baptist Church of St. Cloud  
 First Baptist Church of Winter Garden  
 First United Methodist Church of Pine Hills  
 Florida Baptist Convention  
 Florida Dept. of Corrections  
 Florida Electric Apprenticeship  
 Foundation Academy  
 Freedom Drive for Kids  
 Freedom Outreach Center  
 Full Gospel Assembly  
 Fundacion Boricua Inc.  
 Girl Scouts of Citrus Council  
 Give Kids the World  
 Gorman Family Life Center  
 Green Isle Children's Ranch  
 Grove Counseling Center  
 Guardian Care, Inc.  
 Habitat for Humanity  
 Haitian Coalition of Central Florida  
 Haitian Museum of Art and Culture  
 Hampden Dubose Academy  
 Hands of Central Florida  
 Hands to the World  
 Harbor House  
 Health Care Center for the Homeless  
 Heart of Mercy Church of the Nazarene  
 Help Now of Osceola  
 Heritage Christian School  
 Heritage Prep School  
 Higher Level Skills Camps & A Future 4 U  
 Hindu Society of Central Florida  
 Hindu University of America  
 Hispanic Resource Link  
 Home Builders Institute  
 Hope for All Crisis, Inc.  
 Hope for the Poor International  
 House Blend Café  
 Iglesia Casa Del Alfarero

Interfaith Humanitarian Services  
Jefferson & Madison County Health Departments  
Keep Orlando Beautiful  
King of Kings Evangelical Church/School  
Lake Eola Charter School  
Lakeside Alternatives  
Last Frontier Outreach Center, Church of God  
Life Academy  
Lighthouse Tabernacle of Prayer  
Lions Roar International  
Love Covenant Word Church  
March of Dimes  
Mary Lee Depugh Nursing Center  
Men of Destiny Ministries  
Mending Hearts Charities  
Mental Health Association  
Messiah Christian Center  
Metropolitan Orlando Urban League Inc.  
Mid-Florida Tech  
Minority Women Enterprise Alliance  
Miracle of Love  
Missing Children Center  
Missionary Computer Fellowship  
Mississippi Delta Community College  
Monster Club Foundation Services  
Montverde Academy  
Montverde Academy  
Mt. Pleasant No Longer Bound Inc.  
Muscular Dystrophy Association  
Mustard Seed of Central Florida  
National Kidney Foundation  
New Destiny Christian Center Church  
New Life Ministries World Outreach Center  
Oakland Nature Preserve  
Ocoee Lions Club and Foundation  
Orange County Public Schools  
Orange County Sheriff's Office  
Orange County agencies  
Orlando Birthing Project  
Orlando Christian Prep  
Orlando Community Services Organization  
Orlando Faith Ministries International  
Orlando Lutheran Academy  
Orlando Neighborhood Improvement Corp.  
Orlando Power Stars Cultural Assoc.  
Orlando Regional Christian Educational System  
Orlando Recycles  
Orlando Rescue Mission  
Orlando Tech  
Orlando Veterans Center  
Orlando Union Rescue Mission  
Osceola Center for the Arts  
Osceola Mental Health  
Osceola Opportunity Center  
Osceola County Council on Aging

Osceola County Health Department  
Osceola County Public School District  
Osceola Veterans Center  
Pace Center for Girls  
Parent Resource Center  
Pathways Drop In Center  
Pathways School  
Planned Parenthood of Greater Orlando  
Polk County Schools  
Quest, Inc.  
Reach Back Foundation  
Reedy Creek Solid Waste and Recycling  
Rescue Outreach Mission  
Restore Orlando  
Restore Team Development School  
Ripple Effects Inc.  
Royal Oaks Learning Academy  
Russell Home  
Sadie Holmes Help Service Inc.  
Salvation Army  
Second Chance  
Second Haitian Church of the Nazarene  
Second Harvest Food Bank  
Seed of Hope  
Seminole State College  
Seminole Work Opportunity  
Seniors First  
Sexual Abuse Treatment Program  
Snow Babies  
Solid Rock Christian Fellowship Inc.  
Southeastern Data  
Southland Christian School  
Spirit of Joy Lutheran Church  
Spouse Abuse  
Spring of Life  
St. Andrew Catholic Church  
St. Francis House  
St. Mark Preparatory School  
St. Matthew Holiness Church  
St. Paul AME Church  
St. Paul's Presbyterian Church  
St. Vincent De Paul Society  
Stepping Stone Distribution  
Stepping Stone Medical Equipment Bank  
Sunrise Dental Inc.  
Sunrise Drop In Center  
Teen Challenge  
Temporary Living Center  
The Apostolic Church of Jesus Inc.  
The Branch Christian Church  
The Bridge Alliance  
The Galilean Family Worship Center  
The Life Academy  
The Russell House  
The Transition House Inc.

The Word of God Church  
Threshold, Inc.  
Trace Academy  
Tri-L Christian Academy Inc.  
Trinity Christian School  
Trinity Downtown Lutheran School  
United Amputee Services  
United Bible College  
United Cerebral Palsy  
United Church of the Nazarene  
United Community Outreach Inc.  
University of Central Florida  
University of Florida  
Urban League  
Valencia College  
Victory Outreach  
Vine of Life Ministries

Vision Educational Learning Center  
Way of Grace Ministries  
Way of Life Ministries  
We Care Crisis Center  
Wells Built Museum  
Westminster Retirement Community  
Westside Tech  
Williams Chapel Missionary Baptist Church  
Windermere Elementary School  
Winter Haven Elementary School  
Winter Haven Police Dept.  
Winter Park Public Library  
Witness to Hope Alive in Christ  
Women's Residential Counseling Center  
Wycliff Bible Translators  
Yashua International Assembly Ministries  
Youth & Family Services

# Property Deletion Detail

Wednesday, April 27, 2016

Asset Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
<b>Missing</b>					
00221058	11/19/2013	1314	Laptop, DELL, E6430s	\$1,278.10	\$0.00
1 detail record				\$1,278.10	\$0.00
<b>Outdated</b>					
00108595	9/14/1993	9394	Printer, HEWLETT PACKARD, 4M	\$2,008.34	\$0.00
00113840	3/17/1998	9798	TV, MITSUBISHI,	\$1,047.50	\$0.00
00114700	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114701	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114702	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114703	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114704	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114705	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114706	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114707	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114708	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114709	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114710	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114711	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114712	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114713	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114714	5/25/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114730	5/31/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114731	5/31/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114732	5/31/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00114733	5/31/1999	9899	Signal Oscilloscope, HEWLETT PACKARD, 54645D	\$3,496.50	\$0.00
00117205	12/14/2000	0001	Automotive Diagnostic Kit, DIAGNOSTIC SYSTEMS,	\$1,599.00	\$0.00

Asset Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00117957	3/21/2001	0001	Pana Board, PANASONIC, KX BP635	\$1,663.00	\$0.00
00119537	11/15/2001	0102	TV, PIONEER, PDP-502MX	\$8,505.00	\$0.00
00203291	5/29/2003	0203	Printer, HEWLETT PACKARD, 4600N	\$1,981.00	\$0.00
00206763	4/5/2005	0405	PCI Host Bus Adapter, SUN MICROSYSTEMS,	\$1,419.50	\$0.00
00206764	4/5/2005	0405	PCI Host Bus Adapter, SUN MICROSYSTEMS,	\$1,419.50	\$0.00
00206987	6/7/2005	0405	Printer, HEWLETT PACKARD, 4650N	\$1,907.00	\$0.00
00208115	1/17/2006	0506	Succession Signaling Server, NORTEL MERIDIAN,	\$3,217.24	\$0.00
00209644	10/19/2006	0607	PC, DELL, GX620	\$1,141.97	\$0.00
00209877	12/5/2006	0607	PC, DELL, 745	\$1,220.16	\$0.00
00210618	4/17/2007	0607	PC, DELL, 745	\$1,186.98	\$0.00
00210976	6/7/2007	0607	Master Console, , LAB 300	\$29,979.00	\$0.00
00211407	8/30/2007	0708	PC, APPLE, MAC PRO	\$2,587.00	\$0.00
00212429	5/15/2008	0708	Signaling Server, NORTEL MERIDIAN, RELEASE 4.5	\$3,575.00	\$0.00
00212433	3/25/2008	0708	Video Server, AXIS, 241Q	\$1,058.75	\$0.00
00212807	6/17/2008	0708	PC, DELL, 755	\$1,673.22	\$0.00
00214384	8/20/2009	0910	Spectrum Analyzer, HAMEG INSTRUMENTS, HM5510	\$2,136.80	\$0.00
00214858	10/6/2009	0910	Laptop, DELL, E6400	\$1,539.36	\$0.00
00214976	11/24/2009	0910	PC, DELL, 760	\$1,011.17	\$0.00
00215108	12/21/2009	0910	PC, DELL, 780	\$1,073.50	\$0.00
00215555	5/13/2010	0910	Copier, PANASONIC, DP-8035	\$6,365.00	\$0.00
00215598	5/25/2010	0910	PC, DELL, 780	\$1,030.95	\$0.00
00215647	6/24/2010	0910	PC, DELL, 780	\$1,015.64	\$0.00
00215655	6/24/2010	0910	PC, DELL, 780	\$1,015.64	\$0.00
00215705	6/30/2010	0910	Laptop, DELL, E6410	\$1,167.71	\$0.00
00215920	8/24/2010	1011	PC, DELL, 780	\$1,072.52	\$0.00
00215956	8/31/2010	1011	Copier, PANASONIC, 19 PPM	\$1,282.89	\$0.00
00216018	9/16/2010	1011	PC, DELL, 780	\$1,070.46	\$0.00
00216059	9/23/2010	1011	PC, DELL, 780	\$1,035.62	\$0.00
00216153	10/7/2010	1011	Laptop, DELL, E6410	\$1,538.78	\$0.00

Asset Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00216454	1/20/2011	1011	PC, DELL, 780	\$1,122.59	\$0.00
00216525	1/27/2011	1011	PC, DELL, 780	\$1,064.97	\$0.00
00216526	1/27/2011	1011	PC, DELL, 780	\$1,064.97	\$0.00
00216527	1/27/2011	1011	PC, DELL, 780	\$1,064.97	\$0.00
00216528	1/27/2011	1011	PC, DELL, 780	\$1,064.97	\$0.00
00216529	1/27/2011	1011	PC, DELL, 780	\$1,064.97	\$0.00
00216661	3/1/2011	1011	PC, DELL, 780	\$1,120.97	\$0.00
00216669	3/1/2011	1011	PC, DELL, 780	\$1,120.97	\$0.00
00216837	4/21/2011	1011	PC, APPLE, MAC PRO	\$2,301.84	\$0.00
00216857	4/21/2011	1011	PC, APPLE, MAC PRO	\$2,301.84	\$0.00
00217250	6/30/2011	1011	PC, DELL, 790	\$1,026.21	\$0.00
00217305	6/30/2011	1011	Laptop, DELL, E6520	\$1,627.00	\$0.00
00217735	11/22/2011	1112	PC, DELL, 790	\$1,311.32	\$0.00
00217932	2/2/2012	1112	PC, DELL, 790	\$1,295.52	\$0.00
00218925	9/25/2012	1213	Laptop, DELL, E6530	\$1,501.49	\$0.00
00219156	11/16/2012	1213	Laptop, DELL, E6430s	\$1,495.00	\$0.00
00219177	11/16/2012	1213	Laptop, DELL, E6430s	\$1,495.00	\$0.00

68 detail records

\$179,023.30 \$0.00

### Economically Unrepairable

00101729	7/15/1985	8586	Polyscience Polarimeter, POLYSCIENCE, 13-792	\$1,585.00	\$0.00
00108307	9/14/1993	9394	Vehicle, FORD, F250	\$11,643.00	\$0.00
00109004	3/22/1994	9394	Laminator, GBC, 4250	\$1,240.00	\$0.00
00118608	6/19/2001	0001	Refrigerator, REVCO,	\$2,250.00	\$0.00
00200407	1/10/2002	0102	Wireless Intercom System, RADIOCOM, BTR 800	\$3,808.00	\$0.00
00219062	1/10/2013	1213	Water Still, ,	\$9,033.63	\$3,613.45
00219063	1/8/2013	1213	Automatic Collection System, ,	\$1,954.72	\$0.00

7 detail records

\$31,514.35 \$3,613.45

### Other

00209374	8/10/2006	0607	Wall/Countertop, MORRIS ASSOCIATES BUSINESS INTERIORS,	\$4,975.00	\$0.00
----------	-----------	------	--	------------	--------

Asset Number	Date of Purchase	FY	Description, Make, Model	Original Cost	Book Value
00209375	8/10/2006	0607	Supply Cabinet, MORRIS ASSOCIATES BUSINESS INTERIORS,	\$4,975.00	\$0.00
2 detail records				\$9,950.00	\$0.00
<b>Grand Total</b>	78 detail records			\$221,765.75	\$3,613.45