



BOARD POLICY

No. 608

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

PROPERTY MANAGEMENT

The objective of effective property management is to provide safe and adequate facilities for the students and the successful completion of their educational objectives.

The Board of Trustees has the authority to hold and convey property for the use and benefit of the District. It may acquire any property necessary to carry out the powers or functions of the District including acquisition by eminent domain. The Superintendent/President is delegated the authority to act on the Board's behalf regarding all property management matters that are necessary for the benefit of the District. These include acquisition, management, control and protection of the assets of the District. No transaction regarding the acquisition, lease, sale, or exchange of real property by the District shall be enforceable until acted on by the Board of Trustees.

Facilities Planning

The Superintendent/President or designee is responsible for:

- The planning and administrative management of the District's capital outlay and construction program.
- The monitoring of the progress of all construction work, including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.
- Annually updating the five-year capital construction plan and presenting it to the Board of Trustees for approval. The plan shall be submitted to the Board of Governors as required by law.

Facilities Management

The Board recognizes that the fixed assets of the District represent a significant investment of the community, and therefore directs the Superintendent/President or designee to conduct a continuous program of inspection and maintenance for the upkeep of all buildings and equipment that shall:

- Include a regular program of preventive maintenance of buildings, grounds, and infrastructure.
- Provide reasonable security to protect property, equipment, information and files from loss or significant damage.
- Regulate the appropriate use of District-owned equipment and facilities used in the performance of official duties.
- Acquire, encumber, or dispose of real or personal property, as approved by the Board.
- Construct or make major modifications to buildings with Board approval or ratification.
- Maintain an inventory of District property and equipment.
- Expediently repair conditions that threaten the health and safety of the occupants or integrity of the physical plant.

5 Cal. Administrative Code; 630-1, 16035-16036

Adopted: December 19, 1978

Revised: May 5, 1999

April 1, 2009