

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS  
Policy No. F-8**

**COMPUTER AND COMPUTER-RELATED EQUIPMENT DONATION PROGRAM**

**Section 1. General**

- 1.1. Scope: Policy regarding the donation of computers and computer equipment to eligible organizations.
- 1.2. Authority: WV Code §18B-3-2
- 1.3. Approval Date: September 25, 2014
- 1.4. Effective Date: October 25, 2014

**Section 2. Policy**

Mountwest Community & Technical College shall establish procedures for a donation program of surplus computers and computer-related equipment to qualifying organizations, consistent with this Policy and West Virginia Code §18B-3-2. The President may delegate responsibility for establishing these procedures to the Vice President for Finance and Business Services/CFO and the Vice President for Operations/Clo or his/her designee.

**Section 3. Definitions**

- 3.1 "Surplus computers and computer-related equipment" includes any computers, laptops, computer hardware, monitors, lines, cables, connectors, modems, CD ROM, printers, and other computer-related equipment which have been determined according to College procedures unusable to units within the College and which otherwise would be transferred to storage units within Mountwest Community & Technical College.
- 3.2 A "qualifying organization" may include any educational facility, nonprofit organization, juvenile detention center, municipal and county public safety office, or other public, charitable or educational enterprise or organization within the state of West Virginia which has been approved consistent with the procedures established pursuant to this Policy.

**Section 4. Procedure**

The procedure shall identify a single office responsible for operation of the donation program and shall, at a minimum, establish methods for:

- 4.1 Identifying qualifying organizations to which donations of surplus computers and computer-related equipment may be donated;
- 4.2 Identifying surplus computers and computer-related equipment qualifying for donation under this Policy ("available equipment");
- 4.3 Identifying available equipment which would not be of value to qualifying organizations due, for example, to age or condition, and determining options for recycling, where appropriate and practicable;

- 4.4 Establishing a method for fair and impartial distribution of available equipment to qualifying organizations. The procedures shall provide that all available equipment shall be listed on a specified College Web site, that qualifying organizations shall be responsible for monitoring the list of equipment, and that available equipment shall be made available on a first-come, first-served basis, provided, however, that the procedures may provide a mechanism for limiting the amount of available equipment that may be made available on such a basis to any single qualifying organization, in order to allow other qualifying organizations an opportunity to receive equipment;
- 4.5 Creating and maintaining records and accounts that clearly identify the equipment donated, the age of the equipment, the reasons for declaring the equipment obsolete, and the name of the qualifying organization to which each surplus computer and computer-related equipment is donated. Records shall be maintained in accordance with the College's record retention policy.
- 4.6 Addressing the need for the security of data and other information contained on surplus computers and computer-related equipment identified for donation, taking into account such issues as state and federal privacy laws, proprietary information, licensed software and sensitive College information.
- 4.7 The College may enter into an agreement with a qualifying organization to provide technical support for the donated equipment.