



Committee Meeting: Policy & Governance Committee	Date: November 8, 2019
Committee Chair: Kathleen Masiello – members present listed on page 2	
New or Edited: Edited Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value	

**POLICY NAME:** Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value

**POLICY TYPE:** Board

**SUBMITTED BY:** Penelope Howard, Executive Vice President for Administration and Finance

**ISSUE OR STATEMENT OF PURPOSE:** To supplement College resources and to advance the mission of SUNY Erie Community College through the in-kind donation of equipment, vehicles and other items of value via the Erie Community College Foundation. The intent of this policy is to ensure that donated items are properly approved, recorded and valued before acceptance and prior to any encumbrance incurred by the College from the donation by affirming that all donations will be received through the Erie Community College Foundation.

**NEW OR EDITED POLICY:** Edited Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value

The SUNY Erie Board of Trustees delegates the acceptance of in-kind donations to the Erie Community College Foundation.

SUNY’s Policy 9600 “Foundations Guidelines” authorizes state-operated campuses to contract with campus-related foundations to “support fundraising, real property management or other activities and functions that are not specifically vested with the campus. Fundraising activities allow for receipt and management of charitable gifts on behalf of the campus.”

In addition, in accordance with the College’s operating agreement with the Erie Community College Foundation (“the Foundation”), the Foundation shall serve as the “means of receiving and managing gifts” and “support the educational objectives including, but not limited to, fund raising on behalf of the College.” The Foundation maintains its own comprehensive gift policy.

Therefore, to support the separation of the College and the Foundation:

- All donations will proceed through the proper processes established by the Foundation. This includes monetary and in-kind, non-monetary donations, including those of equipment, vehicles (new or used; lab



**POLICY NAME:** Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value - **Continued**

or otherwise), computer hardware/software, merchandise, supplies, or other items of value.

- A completed Erie Community College Foundation, Inc. In-Kind Donation Form (Exhibit A) must be submitted to the Director of Donor Engagement at the Foundation before the gift is accepted. It is the responsibility of the donor to assign a realistic market value to all donations regardless of value and to obtain a completed certified appraisal form for those gifts with a value in excess of \$5000.

The Foundation will determine the usefulness of a particular donation considering such things as age, yearly maintenance costs, educational program suitability, general College usefulness, or any other applicable conditions, prior to acceptance by the Foundation of potential gift items after consulting the appropriate department/faculty/administrator.

Gifts of chemicals or of a potentially hazardous nature must be reviewed by the SUNY Erie's Chemical Safety Officer and/or Manager of Environmental Health and Safety. Their recommendations for acceptance must be included as part of the approval process.

All donations, monetary and non-monetary, will be reported to the President and the Board of Trustees through the agreed upon terms regarding written notifications from the Foundation.

**DOES IT SUPERCEDE A POLICY/WHICH ONE?** Yes, Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:** Policy & Governance Committee recommends the Board of Trustees approve this Board policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to the Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value Policy.

**POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:** Trustee Kathleen Masiello, Trustee Leonard Lenihan, Executive Vice President for Administration and Finance Penelope Howard, Provost and Executive Vice President of Academic and Student Affairs Douglas Scheidt, Employee Relations Manager Daniel Kaufmann, Dean of Liberal Arts and Science Joanne Colmerauer, Dean of Liberal Arts and Science Jamie Smith and Dean of Students Petrina Hill-Cheatom

**DATE OF BOARD APPROVAL:** December 19, 2019

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:** Following Board of Trustee Approval, a copy of this policy will be transmitted to the Foundation and included in the SUNY Erie Community College Board of Trustee Policy Manual.



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**INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:**

Erie Community College Foundation In-Kind Donation Form (Exhibit A)  
 SUNY Policy 9600 Foundation Guidelines  
 Erie Community College Foundation Operating Agreement – April 2019  
 Policy and Procedures 2018 Foundation – draft  
 Erie Community College Board Oversight and Management of College Resources Report of Examination.  
 Period Covered September 1, 2013 – July 2, 2015 2015M-212

This Policy has been reviewed and discussed at the Policy & Governance Committee meetings October 11, 2019 and November 8, 2019. The policy was reviewed by the EVP of Institutional Advancement & Efficiency/Executive Director of the Foundation and the Director of Donor Engagement of the Foundation.

**History**

<b>Item:</b>	<b>Date:</b>	<b>Explanation:</b>
Policy adopted	June 1988	
BOT Review/Reaffirmed	September 2000	
BOT Review/Reaffirmed	April 2010	Donation of Equipment/Materials/Other to the College
Revised, Renamed and BOT Approved	January 27, 2017	Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value
Revised and BOT Approved	December 19, 2019	

**SUNY Erie Cross References**

<b>Policy Name or Procedure:</b>	<b>Where to find:</b>



**SUNY ERIE-ECC FOUNDATION, INC.,  
IN KIND DONATION**

**STEP 1 - Donor:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**ITEM DONATED:** \_\_\_\_\_

**ITEM VALUE:** \_\_\_\_\_  **New Merchandise**  **Used Merchandise**

**GIFT VALUE OVER \$5,000**

A certified appraisal document for used merchandise/equipment or catalog pricing for new merchandise/equipment is required.

**FACULTY/STAFF CONTACT NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**STEP 2 - Send this completed form & any supporting documents to the Foundation Office.**  
**DATE REVIEWED :** \_\_\_\_\_

**STEP 3 - DELIVERY DATE:** \_\_\_\_\_ **PHOTO**  
**PROOF OF DELIVERED ITEMS MUST BE SENT TO FOUNDATION BEFORE DONATION**  
**LETTER WILL BE SENT TO DONOR.**

**STEP 4 - ITEMS WILL BE LISTED ON THE NEXT FOUNDATION REPORT TO INFORM THE**  
**BOARD OF TRUSTEES**

121 Ellicott St., Room 160 \* (716) 851-1992 \* Fax No. (716) 270-4418  
\* Email: [fcongengo@ecc.edu](mailto:fcongengo@ecc.edu) REVISED 12/2019

SUNY Erie shall accept the donated assets 'as-is'. Donor warrants to the best of its knowledge the item(s) is/are fit for its intended use, in good operating condition and, if properly operated, will not cause danger or damage to SUNY Erie property or personnel.