

5.B.4

The institution has a written procedure for maintaining instructional equipment and for replacing or disposing of obsolete equipment.

Exhibit 5.B.4.1 — Facilities Operations & Maintenance Plan Excerpt (p. 2)

In the case of specific program equipment, the program director or faculty are the experts. In some cases, maintenance or repairs can be performed internally, while other situations may require the outsourcing to technical experts. Each program has an equipment budget that is controlled by the program director. During the budgeting process, the program can make requests for the replacement, disposal, and/or upgrade of equipment.

Each department and program budgets for and purchases the supplies that are necessary for its operations.

Source: [Facilities Operations & Maintenance Plan](#)

Exhibit 5.B.4.2 — Technical Infrastructure Plan Excerpt (pp. 1–2)**Ongoing operation and maintenance of technical infrastructure**

Instructional and non-instructional Equipment and supplies will be used in accordance with manufacturer recommendations and standard practices.

As part of the regular schedule, the Information Technology department performs preventative maintenance and upgrades to the physical resources and technical infrastructure. In the case of highly technical maintenance, repairs, replacement, or disposal of non-instructional equipment and supplies, the work may be contracted with a qualified company.

In the case of specific program equipment (i.e., instructional equipment), the program director or faculty are the experts. In some cases, maintenance or repairs can be performed internally, while other situations may require outsourcing to technical experts. Each program has an

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equipment budget that is controlled by the program director. During the budgeting process, the program can make requests for the replacement, disposal, and/or upgrade of equipment.

Each department and program budgets for and purchases the supplies that are necessary for its operations. The Director of Information Technology develops an annual budget for IT support function supplies.

Source: [Technical Infrastructure Plan](#)

Exhibit 5.A.4.3 — Sample Program Budget vs Actual (Practical Nursing) with Equipment Maintenance Highlighted

10 - Education & General Fund				
FUND 10	FY 2025			
	Budget	YTD Actual	(Over) Under	%
7175 · Telephone/Computer equip.		-		
7120-6 · Custodial Supplies	-	-		
7100 · Total Facilities		-	-	
7203 · Instructional Supplies		63.85		
7203 · Instructional Supplies	3,000.00	63.85	3,000.00	2.1%
7204 · Equip. & Furnit less than \$5K		18,906.21		
7210 · Equipment Maintenance		358.53		
7215 · Advertising & Marketing		3,112.89		
7215 · Advertising & Marketing - Other		-		

Source: Additional budget samples are available [here](#). All budgets are available on the [Employee Hub](#).

Exhibit 5.B.4.4 — College Property & Fixed Asset Policy
4. Policy
4.1. Acquisition


- 4.1.1. Acquisition of all College property must be in accordance with the Southwest Technical College Purchasing Policy.
- 4.1.2. College property shall be considered capital based on the thresholds set in Board of Higher Education (BHE) Policy R561. For accounting and financial control purposes, Finance may establish inventory limits less than capitalization thresholds stated in BHE Policy R561.

4.3. Disposal

- 4.3.1. All property owned by the College shall be disposed of in compliance with applicable guidelines, policies and procedures regardless of the funding source or circumstance within which it was acquired. All property Disposal must be under the direction of or with approval from the Finance department, as specified in the Asset Tracking, Capitalization and Disposal Procedures.

Source: [College Property & Fixed Asset Policy](#)

Exhibit 5.B.4.5 — Asset Tracking, Capitalization, and Disposal Procedures

 SOUTHWEST TECH <small>SOUTHWEST TECHNICAL COLLEGE</small>	Finance Asset Tracking, Capitalization and Disposal Procedures Updated: May 16, 2024
<p>Inventory Tracking: An equipment inventory will be maintained on all capital outlay items exceeding \$3000; other items of lesser values may be added at the Vice President of Finance's discretion. The inventory will serve both the functions of control and conservation. All equipment will be properly tagged and identified upon receipt of the asset by the VP of Finance or designee. A master tracking spreadsheet will be maintained including a description of the item, date tagged and tag number.</p>	
<p>Disposal: Items identified that need to be removed from inventory should be submitted to the Finance office complete with the reason for disposal. Insofar as feasible and practical, the Finance office will transfer surplus property between departments. Surplus property shall first be offered to the general public through public auction for a period of 14 days. If the item does not sell through public auction, the item may be listed for a second time at a reduced price or the auction time may be extended for a reasonable period. It is recognized, however, that some types and classes of items can be sold more readily and advantageously by other means. In such cases, the College President may authorize disposal by other means advantageous to the college.</p>	










Source: [Asset Tracking, Capitalization, and Disposal Procedures](#)

Exhibit 5.B.4.6 — Southwest Technical College Asset Inventory from Asset Panda

Asset ID	Category	Description	Department	Current Building	Current Room
1803	Equipment	Bend-Pak Alignment Hoist	Automotive	A&T Building	104
1805	Equipment	Hunter Roadforce Tire Balancer	Automotive	A&T Building	104
1818	Equipment	Rotary Lift	Automotive	A&T Building	104
1821	Equipment	Rotary Lift	Automotive	A&T Building	104
1823	Equipment	Rotary Lift	Automotive	A&T Building	104
1829	Equipment	Rotary Lift	Automotive	A&T Building	104
1831	Equipment	Rotary Lift	Automotive	A&T Building	104
1833	Equipment	Rotary Lift	Automotive	A&T Building	104
1835	Equipment	Rotary Lift	Automotive	A&T Building	104
1926	Equipment	Hunter TC 3710EW Tire Changing Machine	Automotive	A&T Building	104
2528	Equipment	MD500-se Chassis Dynamometer System	Automotive	A&T Building	104
3641	Equipment	Pico Scope	Automotive	A&T Building	104
3644	Equipment	Hunter Brake Lethe	Automotive	A&T Building	125
3651	Equipment	Automatic Parts Washer	Automotive	A&T Building	104
3660	Equipment	Sunnen #CH-100 Line Honing Machine, nt Rottler - U	Automotive	A&T Building	125
3662	Equipment	Kwikway Surfacing Machine	Automotive	A&T Building	125
3663	Equipment	Power Stroked Connecting Rod Honing Machine	Automotive	A&T Building	125
3664	Equipment	Sunnen CV-616 Automatic Verticle Honing Machine Diamond Cyli	Automotive	A&T Building	125
3665	Equipment	Kwik Way Seat & Guide Machine with Serdi, Rottler, Sunnen Type	Automotive	A&T Building	125
3669	Equipment	Sandblaster	Automotive	A&T Building	125
4305	Equipment	Hunter Alignment Lift	Automotive	A&T Building	104
4306	Equipment	Hunter Alignment System	Automotive	A&T Building	104
4350	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4353	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4354	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4355	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4356	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4357	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4358	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4359	Equipment	ATECH Electrical Trainer	Automotive	A&T Building	104 (Storage)
4360	Equipment	Compressor	Automotive	A&T Building	AT Boiler Room

Source: [Asset Panda Export](#)

Exhibit 5.B.4.7 — GovDeals Disposal for Surplus Auction

INV#	Photo	Short Desc	Status	Start Date	End Date
Motorcycle Lift		Titan R Motorcycle Lift	Sold	10 Mar 2025 11:00 AM MT	24 Mar 2025 02:00 PM MT
		Pittsburgh 1 Ton Telescoping Gantry Crane	Sold	12 Feb 2025 09:30 AM MT	26 Feb 2025 02:45 PM MT
Telescoping Gantry Cranes		Pittsburgh 1 Ton Telescoping Gantry Crane	Sold	12 Feb 2025 09:00 AM MT	26 Feb 2025 03:00 PM MT
PRO Welder		Lincoln Electric Invertec V350 PRO Welder	Sold	19 Aug 2024 10:15 AM MT	02 Sep 2024 10:24 AM MT
Interactive Panel		Clear Touch CTI-6075U-UH20 75" 6000U Series Interactive Panel	Sold	25 Sep 2024 08:42 AM MT	09 Oct 2024 02:24 PM MT
Solar Telescope		Lunt LS60THaPT Solar Telescope with Peripherals	Sold	16 Aug 2024 01:10 PM MT	26 Aug 2024 01:22 PM MT
CNC Mill		Southwestern Industries, Trak LPM 3 Axis CNC Mill	Sold	09 Aug 2024 12:18 PM MT	23 Aug 2024 04:32 PM MT
Lincoln Ranger 250		Lincoln Ranger 250 GXT Generator	Sold	14 May 2024 10:47 AM MT	23 May 2024 04:12 PM MT
Ice Cream Machine		Taylor Commercial Ice Cream Machine	Sold	26 Jan 2024 08:00 AM MT	31 Jan 2024 08:55 AM MT

Source: [GovDeals](#)