

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations**

#### **I. Title of Policy**

Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

#### **II. Objective of Policy**

To establish the authority of the Brookdale Community College Board of Trustees, working through the President, and the Brookdale Foundation, working through the Executive Director of the Foundation and Alumni Association, to coordinate the solicitation of individuals, and the public and private sector, for gifts in support of the College, and to deaccession materials (i.e. books, collections, art works) based on legal requirements, their current and potential usefulness, and management requirements.

#### **III. Authority**

New Jersey State Statutes — County Colleges, 18A:64A-12K (General Powers of Boards); United States Office of Management and Budget Circular A-133; Public Law 101-121

#### **IV. Policy Statement**

A gift or donation is a voluntary and irrevocable transfer of money, property or other assets made by a donor (individual, organization, business corporations, or other legal entity) without any expectation or receipt of direct economic benefit or any other tangible compensation (i.e. goods and services) from the donee that is commensurate with the worth of the donation; or subject to any conditions or restrictions as the donor may prescribe. A gift or donation may be restricted for a limited use (e.g. Scholarships; Athletics; Radio Station). The gift must not be in conflict with any provision of College policy or public law. Under no circumstance will the College accept a gift or donation from any donor who engages in practices or policies which discriminate against any person on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status, civil union status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected category or activity (i.e. opposition to prohibited discrimination or participation in the complaint process). Gifts and donations will be accepted on behalf of the College by the Foundation Board, the College Board of Trustees, and/or the President. The "Gift Acceptance" form must be completed and submitted to the Advancement office with a recommendation made to the President to accept the gift or reject it.

The solicitation of all gifts or donations must be coordinated through the Advancement Office. This encompasses all forms of solicitation including written grant applications, direct-mail campaigns, and verbal requests by faculty, staff, students and student organizations.

Acceptance of a gift or donation is not automatic but based on the desirability of the gift or donation in relation to College needs, and the nature and degree of obligation that acceptance of the gift or donation imposes on the College. If a donor approaches any employee of the College with a gift or donation, or other forms of private support in the name of Brookdale Community College, the employee must contact the Advancement Office to aid in coordinating the gift or donation process.

An annual audit of the Foundation's fiscal affairs will be conducted and subsequently approved by the College Board of Trustees. The College and the Foundation will make available to the College and the general public an annual report of major activities and fiscal procedures.

The basic principles guiding deaccessioning are transparency, consistency, documentation and ethical, responsible practice. Deaccessioning, in certain circumstances, is a continuum of archival practice, and a regular part of the College's collections management. Legal issues of ownerships and promises made in donor agreements will be taken into account. Deaccessioning for the primary purpose of generating operating income; satisfying personal interests, aversions or prejudices; and pleasing donors or resource allocators are not consistent with Best Practices. For materials in the College archives, disposition will be regulated by the records schedules of the New Jersey Division of Archives & Records Management, Trenton, New Jersey.

## **V. Responsibility for Implementation**

President

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Approved: Board of Trustee  
3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Approved:

19 November 2015

Original title: Development and Acceptance of Gifts and Grants:

The original policy has been split into two separate policies:

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations, and, 2.0000-B Application and Acceptance of Grants

See also:  
Brookdale Community College Foundation Gifts Procedures  
2.0000-B Application and Acceptance of Grants