



March 9, 2026

Property Sale or Conveyance Evaluation

The State Board may sell, exchange, or otherwise convey any or all interests in its real and personal property when it determines that the property is surplus or when a sale or exchange serves the best interests of the community and technical college system, upon recommendation of the local board of trustees. For purposes of this evaluation framework, property may be considered surplus when the State Board determines that it is no longer needed to support the current or reasonably foreseeable instructional, operational, housing, or strategic needs of the college, district, or community and technical college system, and that retention of the property does not meaningfully advance adopted plans, mission priorities, or long-term institutional objectives.

This evaluation framework is intended to guide colleges and the system in assessing proposed conveyances and to ensure that decisions are consistent with institutional mission, strategic priorities, financial stewardship, community interests, legal requirements, and operational considerations. Local boards have authority to sell, lease, or exchange property received in accordance with RCW 28B.50.140(8).

In evaluating requests for the sale or exchange of college property, the State Board will consider the following factors:

- 1. Local Board Support**
Whether the proposed sale or exchange is supported by the local board of trustees, as evidenced by a formal resolution or board minutes.
- 2. Alignment With Mission and Purpose**
The extent to which the proposed conveyance and subsequent use of the property support the role, mission, and purpose of the college, the district, and the community and technical college system.
- 3. Consistency With College Planning Documents**
How the property and its proposed use align with the college's campus and facilities master plan.
- 4. Community Need and Support**
The relationship of the property and its proposed use to the needs and interests of the community, including how the community has expressed support for or opposition to the proposed conveyance.
- 5. Financial Impacts and Funding Sources**
The anticipated expenses related to the proposed conveyance over the next six years and the sources of funds that will be used to pay those expenses.
- 6. Risk Management and Liability Mitigation**
The measures proposed to limit risk to the college and the state, including approaches such as insurance coverage, performance bonds, cost sharing, or other risk-mitigation strategies.

7. Involvement of the Department of Enterprise Services

The nature and extent of involvement by staff from the state Department of Enterprise Services in the conveyance process, whether completed or anticipated.

These items are intended to guide colleges in assembling and submitting relevant information and documentation. Not every factor will apply to every transaction, and the State Board may consider other relevant factors depending on the proposal. In all cases, sufficient information should be provided to allow the State Board to adequately evaluate the request.

Proposed Property Conveyance Review Information

Please provide the following information about the property that the College wants to sell or exchange and convey any or all interest in.

Property Information

College: _____

Site address: _____

County: _____ Parcel #s: _____

Lot size / acreage: _____

When and how was the property acquired: _____

Acquisition History (purchase or gift, any restrictions): _____

Purchase price: _____

Description of any improvements: _____

Facility UFI's: _____

Proposed Conveyance

Relationship of the property and its intended use to the college's main campus:

Location/geographic: _____

Programmatic/service: _____

Financial Considerations

Estimated value of property: _____

Basis of valuation (appraisal, market survey, opinion of value): _____

Expected sale price: _____

Potential Buyer or Lessee of the property: _____

Criteria

Reason for Disposal or Surplus Determination: The basis for the college's determination that the property is no longer needed to support current or foreseeable instructional, operational, or strategic purposes.

Alternatives Considered: Whether the college has evaluated reasonable alternatives to disposal, such as repurposing the property for another college or system use, or leasing the property to support institutional or public objectives.

Impact on College Operations: The extent to which the proposed disposal would affect college operations, including instruction, student services, housing, enrollment capacity, or future growth.

Alignment with Master Plans: Whether retaining or disposing of the property is consistent with the long-term goals and assumptions reflected in applicable system, district, or campus

master plans, including consideration of the date of the most recent master plan and whether the plan remains current and relevant to the proposed disposition.

Submit all information to Darrell Jennings, SBCTC Capital Budget Director at djennings@sbctc.edu.