

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: DOUGLAS TREADWAY

DATE: JANUARY 26, 2005

SUBJECT: DISCUSSION OF THE PROCESS APPLICABLE TO THE SALE OR  
LONG-TERM LEASE OF SURPLUS REAL PROPERTY

The Board has asked questions regarding the overall process of long-term lease or sale of surplus real property. Mr. Jim Eller, of Eller & Associates, will be present at the Board meeting to answer questions regarding the process and sequencing of events.

A basic outline guide is attached for review.

Attachment