Southwestern Community College - Policies and Procedures Manual

Policy

POLICY TITLE: Contracting Authority
RESPONSIBLE DIVISION: Administrative Services
DATE APPROVED: October 1992

1. Ultimately, the power to contract on behalf of the college is vested in the Board of Trustees. The size and complexity of the college is such that individual review by the Board of Trustees of every agreement is neither feasible nor in the best interest of the college. Therefore, certain delegations of contracting authority are appropriate within the following specified guidelines for the timely, efficient administration of the college.

   a. **Contacting Authority Delegation** - the President is hereby expressly authorized and empowered to contract in the name of the college as follows:

      1. **Personnel** - All employment contracts shall be signed by the President. The President shall approve the employment of classified personnel. Personnel thus approved shall be submitted to the Board for ratification at the earliest practical time.

      2. **Capital Improvement Change Orders** - The President and the Board Chairman may jointly approve a capital improvement change order when, in the opinion of the President, the deferral of the change order until the next regular board meeting would cause a significant delay in the progress of the capital improvement project. All change orders thus approved shall be submitted to the Board for ratification at the earliest practical time.

      3. **Service** - The President shall have authority to execute service agreements for the college.

      4. **Instructional Agreements** - The College President is expressly authorized to sign all instructional agreements on behalf of the college.

      5. **Cooperative Agency Agreements** - The College President is authorized to sign all cooperative, inter-institutional and interagency agreements on behalf of the college.

   b. **Signatory Authority** - Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on behalf of the college by either the Board Chairman or the President (or his/her designee).

   c. **Custody of Contracts** - The President is hereby designated as custodian of all contracts of the college. He/she shall maintain on file in either the President's office or the Business Services Office one (1) original of every contract to which the college is a party.

   d. **Reporting** - The President shall periodically report to the Board all contracts made pursuant to delegated authority.