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MEMORANDUM

DATE: JANUARY 23, 2014

TO: ALL DISTRICT MANAGERS; EXECUTIVE SUPPORT STAFF

**CC: DR. ANDREW C. JONES, CHANCELLOR
DR. ANDREEA M. SERBAN, VICE CHANCELLOR
W. ANDREW DUNN, VICE CHANCELLOR**

FROM: BILL KERWIN, DISTRICT RISK SERVICES

**RE: DELEGATION OF AUTHORITY TO CHANCELLOR POLICY REVISIONS;
CHANGES IN CONTRACT REVIEW AND SUBMISSION PROCEDURES;
SIGNATURE AUTHORITY FOR CONTRACTS AND LIMITATIONS**

Dear Colleagues:

During fall 2013, the Board of Trustees and staff across the district have worked on revising or creating new Board Policies (BP) and Administrative Procedures (AP) pursuant to accreditation standards and our existing BP/AP 2410 Board Policies and Administrative Procedures which require regular evaluation and revisions, as needed

Part of this process, the Board of Trustees approved or ratified a number of BPs and APs dealing with the delegation of authority to the Chancellor related to implementation of board policies in operational areas including fiscal/administrative services and human resources. As a result of these revisions, we are proceeding with the implementation of these changes effective with the (revised) Board agenda for the February 5, 2014 Board meeting.

The Chancellor has been delegated the authority to approve a variety of actions, items, contracts and agreements which previously required Board approval. These items will now be submitted to the Board for *ratification* rather than *approval* such that work can start on a variety of projects and non-permanent personnel can begin work in between Board meetings. These changes will simplify operations and the process for submitting items to be included in Board agendas and improve internal efficiency. This memo and attached documents describe the changes pursuant to the delegation of authority to the Chancellor approved by the Board of Trustees.

In brief summary, the contract review, submission, and approval procedural changes include:

1. Pursuant to recent policy and administrative procedure changes, the Chancellor or Vice Chancellor, Finance and Administrative Services can execute certain contracts up to the state bid limit (2014 limit is \$84,100), in advance of board ratification. See the attached procedures for more detail.



2. The Chancellor, or Vice Chancellor, Finance and Administrative Services can execute Independent Contractor Agreements and Professional Services Agreements up to \$150,000 in advance of board ratification.

3. Any contract that is required to have been bid that is in excess of the \$84,100 threshold requires advance Board *approval*. Any Independent Contractor, Professional Services, or other non-biddable contract that exceeds \$150,000 requires advance Board *approval*.

4. The District's Board Agenda template (on "*BoardDocs*") has been modified to reflect the recent policy changes. The *Consent* and *Discussion/Action* sections of the Board Agenda have been simplified. The Board Office has consolidated several areas of the Consent section for simplicity.

For example, the *Consent* section of the Board Agenda now has specific section for "*Ratification of Approved Standard Agreements Up To \$84,100*" and a specific section for "*Ratification of Approved Non-Standard Agreements Up To \$84,100*" for the placement of agenda items under these categories. These will replace sub-categories previously listed for independent contractor agreements, clinical affiliation agreements, and other forms of standard or non-standard agreements.

5. The attached procedure also includes an "*Contracts - Administrative Approval Request*" form - to be completed as a cover sheet for any standard or non-standard contract forwarded for Chancellor or Vice Chancellor, Finance and Administrative Services signature. Any contract submitted without this form will be returned to the submitter. A copy of this form is included in the attached procedures, and will be available as a PDF-fillable document for the District.

6. Any party that submits a contract which has been approved by the Chancellor or Vice Chancellor, Finance and Administrative Services **must** complete a board agenda item for that contract, and place the agenda item into the appropriate location on the revised District Board Agenda via *BoardDocs*.

7. New Board Agenda Item templates are also included in the attached procedure. These new templates shall be used by all District personnel submitting standard or non-standard agreements for Board ratification or approval.

We have strived to provide as much detail for guidance as possible in the attached procedures. However, we recognize that questions may arise when implementing these new delegation of authority related operating procedures.

To assist the District's departments with questions, please note the following:

ISSUE

For Board Agenda questions:

CONTACTS

Julie Frazier-Mathews, Board Manager, Ext. 84607
Jane Burton, Board Office, Ext. 84610

Contract Submission/Review:

Bill Kerwin, Risk Service Manager, Ext. 84690
Colleen Rymas, Risk Services, Ext. 84688

Thank you for your patience and support during the implementation of the delegation of authority related contracts submission and review procedures.

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