

LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS

INDEX NUMBER B-19

REFERENCE: Board Rule 7100, et seq.	TOPIC: Delegation of Contracting Authority to College Presidents
ISSUE DATE: September 20, 2000	INITIATED BY: Business Services
CHANGES: Sections I; II and V	DATE OF CHANGES: December 10, 2003

I. Delegations

- A. As used in this regulation, "College President" means a person appointed by the Board as the regular or interim president, and will not apply to anyone serving in an acting or day-to-day substitute capacity unless specifically authorized in writing by the President.
- B. As used in this regulation, "Vice President" means a person appointed as the regular or interim Vice President of Administration/Administrative Services. However, a College President may, pursuant to Section III, designate in writing to the Chancellor for contracts to be executed by an acting or day-to-day substitute for the Vice President of Administration/Administrative Services.
- C. As used in this regulation, "Senior Vice Chancellor" means a person appointed by the Board as the regular or interim Senior Vice Chancellor, and will not apply to anyone serving in an acting or day-to-day substitute capacity unless specifically authorized in writing by the Senior Vice Chancellor.
- D. As used in this regulation, "Executive Director of Facilities Planning & Development" means a person appointed by the Board as the regular or interim Executive Director, and will not apply to anyone serving in an acting or day-to-day

substitute capacity unless specifically authorized in writing by the Executive Director.

II. Delegation of Authority to College Presidents, Senior Vice Chancellor and Executive Director of Facilities Planning & Development

- A. Effective December 1, 2000, the Chancellor hereby delegates the authority and the responsibility to the College Presidents to negotiate, draft, sign and enter into the following contracts:
- (1) Purchase authorities which do not require formal bidding
 - (2) Grant agreements and agreements with subgrantees which do not require formal bidding
 - (3) Music and other licensing of intellectual property for District use (excluding licensing issues with employees)
 - (4) Student intern agreements, including CalWorks
 - (5) Work study contracts
 - (6) Unconditional donations
 - (7) Permits for Use/Civic Center permits
 - (8) Insurance for special events
 - (9) Contracts for student government organizations
 - (10) Revenue sharing agreements, such as with local fire and police agencies
 - (11) Contract education
 - (12) Designation of Branch locations for the Colleges which may include leases for no more than \$5.00 annually
 - (13) Educational travel
- B. Effective February 1, 2001, the Chancellor delegates the authority and the responsibility to the College Presidents to negotiate, draft, sign and enter into the following contracts:
- (1) Disposal of surplus property pursuant to Education Code section 81450
 - (2) Software and campus master planning consultants
 - (3) Student Health Centers
 - (4) Conditional donations

- (5) Rent/lease and maintenance of equipment not involving financing
- (6) College Foundation master agreements
- (7) Instructional software agreements and non-instructional software agreements which do not require formal bidding
- (8) Service agreements which do not require formal bidding

C. The responsibility and the authority for the following contracts remains with the Senior Vice Chancellor, the Executive Director of Facilities Planning & Development, the Director of Business Services and the Director of Facilities Planning & Development:

- (1) Contracts requiring formal bidding under state or federal law or by District policy
- (2) Financing
- (3) Real property transactions, such as purchases, leases and joint occupancy agreements with the exception of leases developed pursuant to Section II A. (12)
- (4) Contracts with insurers, except for special events
- (5) Approvals of levels of insurance required
- (6) Architects whose plans or specifications are related to public works which require a Project Manager; auditors and attorneys
- (7) Special agreements with College Foundations
- (8) Non-instructional software which requires formal bidding
- (9) Purchase authorities above formal bidding limits, currently \$59,600
- (10) Any other contract, purchase order or agreement which has not been expressly delegated

D. Effective October 1, 2001, the Chancellor authorizes the use of purchasing cards to make purchases of materials, supplies and services, including travel-related items, not exceeding \$2,500 per transaction and \$10,000 per month for each card. The Chancellor delegates to the College Presidents, Senior Vice Chancellor and Executive Director of Facilities Planning & Development the authority and responsibility to:

(a) designate District employees under their control to be issued purchasing cards, and (b) establish spending limits and other controls on the use of such cards. Issuance of purchasing cards to College Presidents shall be subject to approval by the Chancellor. Use of purchasing cards shall be governed by policies and procedures established by the Director of Business Services. The College Presidents, Senior Vice Chancellor and Executive Director of Facilities Planning & Development shall be accountable for the appropriateness and legality of any purchasing card transactions made by employees they designate as cardholders.

- E. Effective December 10, 2003, the Chancellor delegates to the College Presidents the authority to sign contracts utilizing Proposition A or Proposition AA funds for contracts up to \$10,000. The College Presidents do not have the authority to commit or expend Proposition A or Proposition AA funds for contracts in excess of \$10,000 in the absence of written approval by the Chancellor, Senior Vice Chancellor or Executive Director of Facilities Planning & Development, or their designees.

III. Delegation of Authority by College Presidents to Vice Presidents

- A. The College Presidents may delegate to their respective Vice Presidents of Administration or Administrative Services and to acting or day-to-day substitutes for the Vice Presidents of Administration/Administrative Services, the authority for all, some or none of the contracts within the College Presidents' delegated authority. Any person that is delegated authority by a College President must participate in the Districtwide Contracts Training Sessions. The College President continues to be accountable for the appropriateness and legality of any agreement(s) signed by designated employees.
- B. Delegations by College Presidents shall be made in writing to the Chancellor, and copied to the Senior Vice Chancellor, the Controller, the

Director of Business Services and the General Counsel. Delegations must be limited to a specific period of time, but such delegations will be revocable at any time by the Chancellor, or by the College President, in writing, with a copy to the Senior Vice Chancellor, the Controller, the Director of Business Services, the General Counsel, and the Vice President.

IV. Use of Forms

- A. In exercising their delegated authority, College Presidents, Vice Presidents and acting or day-to-day substitutes for the Vice Presidents of Administration/ Administrative Services will use forms authorized by the Chancellor, Senior Vice Chancellor or the Director of Business Services with standard provisions and such additional provisions that are reasonable, necessary, legal and prudent.
- B. Any modifications to the standard provisions in the authorized forms will require advance approval by the Senior Vice Chancellor, Director of Business Services or Contracts and Purchasing Manager.
- C. Additional provisions which overrule, eliminate or modify the standard provisions shall not be included.

V. Ratification by the Board of Trustees

In accordance with Education Code section 81655, the District shall not be bound to any contract unless and until that contract is authorized or ratified by the Board of Trustees. Any employee who signs a contract in violation of law or in violation of his or her authority may be disciplined. In addition, in accordance with Education Code section 81655, any such employee may be personally liable to the District for any and all monies of the District paid as a result. District funds incurred as a result of such actions may be charged to the location which created the liability, as determined by the Chancellor or his designee.

Expenditures of Proposition A or Proposition AA funds pursuant to this delegated authority are subject to audit and review as may be directed by the Chancellor, Senior Vice Chancellor, Executive Director of Facilities Planning & Development, Controller, or their designees.