

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

Delegation of Signature Authority

BP 8-60

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REFERENCE(S): C.R.S. § 23-5-106, Authority of Governing Boards; C.R.S. §§ 23-60-101 *et seq.*, Community College and Occupational Education Act of 1967; C.R.S. § 24-30-202, Accounts and Control; State Fiscal Rules

APPROVED:

Landon Mascareñaz, Chair

Policy Statement

In recognition of its fiduciary responsibility, the State Board for Community Colleges and Occupational Education (SBCCOE or Board) will exercise control over the administration by the Colorado Community College System of funds, services, and property.

Scope

All arrangements which commit the Board to provide or receive services, goods, property, or money are subject to this policy. This includes leases, revenue contracts, capital construction contracts, expenditure contracts, grants, allocations, awards, and any other similar arrangements (“contracts”), which may be entered into on behalf of the Board or the Colorado Community College System, including its Colleges (CCCS or System).

Delegation to the Chancellor

The Board hereby delegates to the Chancellor the authority to approve the following contracts:

- Training agreements, capital construction contracts, and other project documents acting in the capacity of principal representative for projects which have been

funded by the General Assembly as line item (specific) appropriations and approved by the Board.

- Personnel contracts which do not involve legislative liaison services.
- Any contracts for the provision of services, goods, property, or money so long as they involve less than \$500,000, or the equivalent, in the aggregate.
- Contracts for the purchase of textbooks for resale up to \$2 million per transaction.
- Any contract to sell real estate so long as it involves less than \$500,000.
- Any contract to receive student financial aid monies or grants.
- Any contract to receive gifts of services, goods, property, or money so long as there is no debt or obligation attached to the gift.

Emergency Purchases

Emergency purchases may be made in accordance with System Procedure (SP) 19-40d and are subject to subsequent approval or ratification by the Board or Chancellor in accordance with the dollar thresholds established in this policy.

Authority to Further Delegate

The Board hereby authorizes the Chancellor to further delegate signature and approval authority, in writing, to Vice Chancellors, College Presidents, College Business Officers, and other specified employees for the following contracts:

- Capital construction contracts and other project documents acting in the capacity of principal representative for projects which have been funded by the General Assembly as line item (specific) appropriations and approved by the Board.
- Training agreements, and personnel contracts.
- Textbooks purchased for resale up to \$1 million per vendor, per year, delegated to College Presidents.
- Textbooks purchased for resale up to \$150,000, delegated to College Business Officers and/or Directors of Auxiliary Services.
- Any other contracts that commit the Board to payment of money, or the equivalent, so long as the aggregate cost is not in excess of \$500,000 for delegations to Vice Chancellors, and not in excess of \$200,000 for all other delegations.
- Any contract to sell real estate so long as the amount is not in excess of \$200,000.
- Any contract to receive student financial aid monies or grants, and to receive gifts, services, goods, property, or other money so long as there is no debt or obligation attached to the gift.
- The authority of the Chancellor may be provisionally delegated, in whole or in part, to the person authorized to act on behalf of the Chancellor during an absence or incapacity.

Further delegation of authority by the above delegates up to \$50,000 is permitted.

These delegations are conditional and contingent upon the adherence to controls established by system procedures implementing this policy; the availability of funds

within approved budgets; and compliance with federal and/or state statutes, State Fiscal Rules, Board policy, and other state and federal rules and guidelines. The Chancellor may restrict or withdraw delegations at any time.

Notwithstanding the delegations outlined in this policy, any contract may be referred to the Board for action if deemed appropriate by the Board Chair, Chancellor, or other delegate.

Reporting Requirements

The Chancellor and Colleges shall inform the Board of executed transactions or contracts that commit the Board to payment of value in excess of \$200,000. The Chancellor and Colleges shall also inform the Board of contracts for receipts in excess of \$500,000.

Procedure

The Chancellor shall promulgate such procedures as may be needed to implement this policy.