

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION
May 10, 2023

TOPIC: Board Approval of Prior Period Ratification of Purchases

PRESENTED BY:

Dr. Patty Erjavec, President – Pueblo Community College

RELATIONSHIP TO THE STRATEGIC PLAN:

Value proposition through accessibility, affordability, quality, accountability, resource development and operational excellence.

EXPLANATION:

Pueblo Community College initiated two purchases in fiscal year 2022 in which the college did not seek appropriate board approval as prescribed for Delegation of Signature Authority, per BP 8-60. BP 8-60 states that "Further, the System President or his/her designee is hereby delegated authority to approve any other commitment to provide services, goods, property, or money by means of contracts, leases, and/or other arrangements, so long as they involve less than \$500,000, or the equivalent, in the aggregate. System President shall inform the board of executed transactions or contracts that have a value in excess of \$200,000."

Since discovery of these infractions, Pueblo Community College has ratified both purchases using the Colorado State Purchasing Procedures with the Colorado State Controller and today seeks Board approval for the following two purchases *ex post facto* in order to rectify the purchasing violation identified in the recent internal audit. The Trane purchase used federal HEERF funds and the Legends Group purchases used college funds.

Vendor	Purchase Description	Document(s)	Total Transaction(s) Amount	Transaction Dates
Trane Co.	Air Filtration System	I0109048	\$759,153.20	9/22/2021
The Legends Group	Einstein Bagel Construction	I0110778, I0110777, I0108409, I0110395, I0109729, I0109195, I0111838, I0110425, I0116345, I0116344	\$610,730.16	8/20/21 thru 10/28/22

Pueblo Community College has a full accounting team in place and as such, all responsibilities have been aligned to ensure proper and necessary separation of duties. All fiscal rules have been reviewed with each current and new employee, and ongoing training will continue to ensure compliance with all State of Colorado and CCCS policies and procedures.

RECOMMENDATION:

PCC recommends the Board approve the purchases *ex post facto* as described above, bringing the purchases into compliance.

ATTACHMENTS:

None