

## OHLONE COMMUNITY COLLEGE DISTRICT

## MEMORANDUM

Revised

TO: Board of Trustees

FROM: Dr. Douglas Treadway

DATE: July 10, 2007

SUBJECT: Approval of Resolution #21/06-07 Designation of Authorized Signatures

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The Resolution attached was approved at the Board of Trustees meeting on June 13, 2007. Staff has since determined that a clearer definition of signature authority was needed to clarify when Board approval is required first and otherwise to what limits. Therefore, the revision is underlined in this write up. There is no change to the Resolution #21/06-07 itself.

As stipulated in **BP 6150 Designation of Authorized Signatures** (*Education Code Section 85232, 85233*), authority to sign orders, contracts, and other transactions on behalf of the Board is delegated to the President/Superintendent and other officers appointed by the President/Superintendent.

As further defined in **BP 6340 Contracts** (*Education Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq.*), the Board delegates to the President/Superintendent or designees the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When bids are required according to Public Contracts Code Section 20651 and Education Code Sections 81645. The Board shall award a contract to one of the three lowest responsible bidders for the acquisition, procurement, or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods, and services who meets the specification published by the District and who shall give such security as the Board requires, or reject all bids.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the President/Superintendent is authorized to proceed with a contract.

The following people have the authority to execute contracts, purchase orders and other transactions on behalf of the District after board approval when required, and to the following limits with board ratification:

President/Superintendent, Dr. Doug Treadway up to \$100,000

VP of Administrative Services, Mike Calegari up to the current bid limit

Dean of Business Services Joanne Schultz, up to the bid limit

Director of Purchasing, Contracts and Auxiliary Services, Mark Robbins up to the bid limit

Leta Stagnaro on contracts related to Community Education and Contract Education up to \$10,000.

This resolution supersedes all other resolutions of a similar nature and is effective June 14, 2007 until such time a replacement resolution is adopted.

#### RECOMMENDATION

The President/Superintendent recommends that the Board approve the resolution 21/06-07 to set the signature authority on contracts, purchase orders and other transactions.