

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Gari Browning
DATE: October 8, 2008
SUBJECT: Delegate Authorization to Enter into Small Transactions

Consent Agenda item

There are a number of small transactions or contracts entered into on a daily basis that are typically around \$100 for such things as guest lecturers, office supplies, library/art materials, advertising, etc. Understanding that these small transactions require significant staff time in order to prepare reports to the Board of Trustees for ratification, the legislature enacted Public Contract Code Section 20658 (see attached sheet) to allow the Board of Trustees to delegate to the Superintendent or designee the authority to enter into these transactions. The District believes this is a prudent action to utilize staff time more effectively and to reduce clutter on Board agenda items.

Public Contract Code Section 20658 allows the governing board of any community college district by majority vote to authorize its District Superintendent, or such person as he or she may designate, to expend up to two hundred fifty dollars (\$250) per transaction for work done, compensation for employees or consultants, and purchases of supplies or materials. Ratification by the governing board shall not be required with respect to transactions entered into pursuant to this section. In the event of malfeasance in office, the District official invested by the governing board with authority to act under this section shall be personally liable for any and all moneys of the District paid out as a result of such malfeasance.

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees authorize the District Superintendent or such person as she may designate, to expend up to two hundred fifty dollars (\$250) per transaction for services, compensation for consultants, or purchases of supplies or materials.

Text of Public Contract Code Section 20658:

The governing board of any community college district may by majority vote authorize its district superintendent, or such person as he or she may designate, to expend up to two hundred fifty dollars (\$250) per transaction for work done, compensation for employees or consultants, and purchases of equipment, supplies, or materials. Ratification by the governing board shall not be required with respect to transactions entered into pursuant to this section. In the event of malfeasance in office, the district official invested by the governing board with authority to act under this section shall be personally liable for any and all moneys of the district paid out as a result of such malfeasance.