

1.0 Intent

- 1.1 The intent of this policy is to balance the Los Rios Community College District's interest in allowing the expeditious approval of transactions with the District's interest in maintaining appropriate control of District expenditures and ensuring that the District is adequately represented from a legal perspective.
- 1.2 This policy is intended to control documents that obligate the District to pay money to or perform a service for a third party (including a District employee) or where the District receives grant funds from a third party regardless of whether the document is described as an agreement, contract, memorandum of understanding or other written obligation. This policy is not intended to address administrative approvals within the District.
- 1.3 To expedite the execution of certain District transactions, authorization is given by the Los Rios Community College District Board of Trustees to selected District positions to sign, on behalf of the Board of Trustees, any and all documents necessary to implement particular transactions.
- 1.4 The primary purpose of external grant funds should be (1) to provide resources to move the District forward in its focused areas and/or (2) to provide incentives to improve teaching and provide better service to students.

2.0 Board Action

- 2.1 The approval of the Board of Trustees is required prior to the following transactions:
 - 2.1.1 Bid awards on facility construction projects above five hundred thousand dollars (\$500,000).
 - 2.1.2 Hiring of tenure track academic employees and management employees;
 - 2.1.3 Collective bargaining agreements;
 - 2.1.4 Agreements settling lawsuits and claims in excess of Forty Thousand Dollars (\$40,000) (The dollar amount for contract cases is those funds in excess of the amount owed under the original contract documents; the dollar amount for workers' compensation compromise and release agreements is the amount in addition to amounts already paid in the ongoing case as required by law); and
 - 2.1.5 Real property purchases.
- 2.2 The ratification of the Board of Trustees is required for the following transactions:
 - 2.2.1 Purchase of goods or services above the bid limit established in the Public Contract Code for which approval has not been previously obtained;

- 2.2.2 Real property leases.
- 2.2.3 Hiring of regular classified employees, long term temporary employees and non-tenure track academic employees.
- 2.2.4 All other transactions as required by law. (Cal. Ed. Code, § 81655.)

3.0 Approval of Contracts and Grants

- 3.1 To expedite the implementation of contracts that require ratification by the Board of Trustees, the Board of Trustees authorizes the Chancellor, or designee, to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.
- 3.2 To expedite the implementation of all grants, the Board of Trustees authorizes the Chancellor, or designee, to sign, on behalf of the Board of Trustees, any and all documents necessary for implementation.
- 3.3 All (a) grants, and (b) all contracts accepted by the Chancellor, or designee, on the Board of Trustees' behalf that require ratification by the Board of Trustees, shall be submitted to the Board of Trustees at the next regularly scheduled meeting for ratification.
- 3.4 Where a grant has been approved or ratified by the Board of Trustees, the Chancellor, or designee, may approve annual continuation, augmentations, amendments, renewals, extensions, or other modifications to grant programs without further action by the Board of Trustees.
- 3.5 Where a contract has been approved or ratified by the Board of Trustees, the Chancellor, or designee, may approve any future augmentations, amendments, renewals, extensions, or other modifications to the contract without further Board action. However, the renewal or extension of all contracts over \$15,000 shall be submitted to the Board of Trustees for ratification.

4.0 Delegation of Authority

- 4.1 Authority for all other transactions is delegated to the Chancellor who may adopt regulations authorizing further delegation.
- 4.2 Delegation of authority pursuant to this policy and related regulation shall be specifically limited as set forth in the regulation. This is intentionally contrary to the general rule of broad and easy delegation set forth in District Policy [P-4111](#), section 1.3.
- 4.3 The Chancellor, in consultation with the Board of Trustees President, may take an action that normally would require the approval of the Board of Trustees if expedited approval is critical. Such action shall be scheduled for ratification at the next regularly scheduled Board of Trustees meeting.

5.0 Administrative Regulations

5.1 The Chancellor shall develop administrative regulations to implement this policy.

(Formerly P-4514)

LRCCD

Policy Adopted: 9/1/65

Policy Revised: 11/15/70; 11/15/72; 5/15/74; 1/14/81; 6/16/82; 8/7/91; 2/4/98; 3/3/99;
1/15/03; 11/13/13

Policy Reviewed:

Adm. Regulation: [R-8315](#)