

SLCC Signatory Authority Policy
Master List of Authorized Signers of College Contracts and Agreements
6/10/2021

General Instructions and Guidance

This document shows employee positions that have been delegated signature authority for specific types of agreements and contracts related to their areas of responsibility.

Small Dollar Purchases and Agreements (Less than \$1,500)

Budget Center Managers are empowered to make small dollar purchases (less than \$1,500) of products and services for their areas of responsibility. Other individuals may be designated by the Budget Center Manager to also make small dollar purchases when properly instructed such as those approved to possess a P-Card. Most small dollar purchases are made via the P-Card and will not involve a separate contract or agreement; but if so, Budget Center Managers have the authority to sign these agreements for their areas of responsibility provided an approved College standard contract is used. Current standard contract templates can be found on the Risk Management and Purchasing Services websites. With this delegation comes the responsibility to be certain that purchases are appropriate, reasonable, necessary, are only for business purposes, comply with all internal or external (grant or donor) restrictions, and that any risks to the College are mitigated. The College risk manager and legal counsel should be consulted if there are any risk questions or issues related to small dollar contracts or agreements.

(For assistance with small dollar purchase decisions, Budget Center Managers should refer to the separately issued College "Small Dollar Purchase Guidelines".)

Purchase Requisitions (Purchases greater than \$1,500)

The College has an on-line requisition and approval process for purchasing goods and services greater than \$1,500. In general, the process exists to ensure procurement is conducted fairly, legally and that the College is getting the best value for the cost. These requisitions are approved by different supervisory levels depending on the dollar cost and whether the procured products are capital assets, or IT software or hardware. Such approved purchases normally result in "Purchase Orders or Term Contracts", which are agreements signed by the Director of Purchasing.

Non-Requisitioned Purchase Agreements/Contracts and Memorandums of Understanding (MOU)

When requesting the purchase of a "service" that may not be conducive to issuing a purchase order, the requested purchase will generally be subject to a separate agreement/contract. Because these purchase requests do not route through the online requisition/approval process, a separate agreement/contract review and approval process serves as the required procurement approval function. The proposed agreement/contract is launched into this separate process by the cognizant vice president or provost using the College "Contract Routing Sheet". Refer to the Contract Signatory Authority Policy and Procedure C1S05.01 for the routing sheet and contract approval procedures. If the agreement or contract passes all required approval reviews, it is to be signed (executed) by the appropriate authorized individual in compliance with College policy.

(Note that service purchases under \$1,500 that have a separate vendor agreement/contract must also be routed through the contract review and approval process.)

One-Time Services Up to \$3,000 and Independent Contractor Form

The College allows for the purchase of one-time services (for example: entertainer, speaker, consultant) up to \$3,000 using the appropriate standard contract template without seeking competition conducted by Purchasing Services. If the proposed contractor requires the use of their own agreement/contract, or it is in the best interest of the College to have a more detailed contract other than the College's standard contract template, then the proposed contract must be routed through the contract review and approval process.

The following is a list of agreements/contracts (not all inclusive) that generally do not go through the online requisition/approval process:

Title or Position	General Description of Contract/Agreement
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President's Office

College President

- All College Contracts over \$100,000
- College Accreditation Reports/Agreements
- Sabbatical Leave Agreements
- Faculty Tenure Agreements
- International Travel Requisitions
- Sponsored Contracts and Grants- Pre Submission Approval
- Law Suit or Legal Settlements

Chief Diversity Officer

- Workshop and Event Speaker Contracts
- Consulting Services Contracts
- Training Contracts
- Community Partnership Contracts
- MOU Partnership Agreements

Administrative Assistant to the President

- Special Event Hotel and Space Usage Contracts
- Event Speaker and Entertainment Contracts

Executive Assistant to the President

- Special Event Hotel and Space Usage Contracts
- Event Speaker and Entertainment Contracts

Finance and Administration Division
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Vice President of Finance and Administration, CFO

- All College Contracts over \$50,000
- Real Estate agreements :
 - Purchase or Sales of Buildings and Land
 - Trust deeds
 - Land, Building and Parking Lot Leases*
 - Property Right-of-Way and Easements
 - Lease of College Space or Real Estate by Private Entities
(intended to be Long-Term lease of College Facilities - term greater than one week)

- College-Wide Business Operations Related Agreements:
 - Public Safety/Police Agreements
 - Food Service Vendor/Catering Agreements
 - Retail Business Operation Agreements
 - Collection Agency Agreements
 - Pollution Remediation or Environmental Protection Agreements
 - Lease/Purchase of Equipment Agreements
 - Credit Card Processor Agreements
 - Banking Agreements
 - Debt Financing or Bond Agreements
 - College Fiscal Agency Agreements
 - College Equipment Maintenance Agreements (Not Department Specific)
 - Federal Indirect Cost Agreements

- College-Wide IT Related Agreements:
 - Major Software and Computer Agreements
 - College Phone/Communications Related Agreements

- Food Services Vendor/Catering Agreements

**Leases longer than 5 years require president signature/approval*

Chief Information and Security Officer

- College-Wide IT Related Agreements:
 - Major Software and Computer Agreements
 - College Phone/Communications Related Agreements

Title or Position	General Description of Contract/Agreement
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Media Operations Director

Web Hosting Service Agreements
Media Production Agreements

Controller/Assistant Vice President

College Purchase Orders
Term Contracts (resulting from a Purchasing Services procurement process)
Tax Returns
Vendor Credit Applications
Financial Audits - Agreements to Implement Audit Findings

Treasurer/Associate Controller

All Investment Purchases
Vendor Credit Applications
Corporate Credit Card-Employee Applications

Assistant Controller

Tax Returns
Payroll Related Tax Returns
Workers Compensation Premium Policy (Annual)

Purchasing Director

College Purchase Orders
Term Contracts (resulting from a Purchasing Services procurement process)

Purchasing Buyers

College Purchase Orders (less than \$10,000)
Term Contracts - resulting from a Purchasing Services procurement process (less than \$10,000)

Associate Vice President of Facilities Services

College Utilities Related Agreements
Water Rights
Cell Phone/Communications Agreements (Related To Facilities Dept)
Construction/Remodel Contracts
Change Orders Related to Construction/Remodeling Contracts
Small Vendor Facilities Related Service Agreements (e.g. elevator, lawn care, recycling alarm services)

Director of Real Estate and Property Management

Project House Sales Contracts and Associated Settlement Documents

Risk Director

Hardware/Software Agreements and Other Department Operation Related Agreements

Government and Community Relations Division
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Vice President of Government and Community Relations

Government and Community Relations Related Contracts (Over \$25,000 and Less Than \$50,000)

Office of Sponsored Projects Director

Publicly Funded Sponsored Projects
Private Sponsored Projects

Institutional Advancement Division

Vice President of Institutional Advancement

Institutional Advancement Division Related (Over \$25,000 and Less Than \$50,000)

Assistant Vice President of Institutional Marketing and Communications

College Marketing and Advertising Contracts
Software Licensing Agreements (Department Related - Adobe Creative Suite and Similar)

Title or Position	General Description of Contract/Agreement
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Development Office Executive Director

Corporate Sponsorship Agreements/Contracts
Private Foundation Proposals and Agreements
Alumni Benefit Affinity Agreements
Software Licensing Agreements/Donor Database Renewal
Donor Agreements and Grants

Special Events Director

Special Event Hotel & Space Usage Contracts
Event Speaker and Entertainment Contracts
Event Décor, Design and Supply Contracts
Event Printing/Advertising and Promotional Merchandise Contracts
Incentive Supply and Employee Recognition Gift Contracts
Special Events Food Contracts
Special Events Audio/Visual Contracts

Printing Services Manager

Equipment Purchases and Equipment (Copier) Maintenance Contracts

Institutional Effectiveness Division

Vice President for Institutional Effectiveness

Institutional Effectiveness Division Related Contracts (Over \$25,000 and Less Than \$50,000)

Assistant Vice President for Strategy and Analysis

Accreditation or Accountability Reports and Agreements
Institution Research and Economic Study Related Agreements
Survey Instrument/Process Agreements
Event Speaker and Entertainment Contracts
Division Related Consulting Service Contracts
Training Contracts
Course Evaluation Agreements
Data Warehouse, Reporting, Analytics Agreements
External Review Contracts

Director for Data Science and Analytics

Institution Research and Economic Study Related Agreements
Survey Instrument/Process Agreements
Event Speaker and Entertainment Contracts
Department Related Consulting Service Contracts
Training Contracts
Course Evaluation Agreements
Data Warehouse, Reporting, Analytics Agreements

Director for Strategic Analysis and Accreditation

Accreditation or Accountability Reports and Agreements
External Review Contracts

Associate Vice President for People and Workplace Culture

Event Speaker and Entertainment Contracts
Training Contracts
People and Workplace Culture Related Contracts and Agreements
Human Resources and Benefits Related Contracts and Agreements
Faculty Development and OER Related Contracts and Agreements
Staff Development and Employee Experience Related Contracts and Agreements

Director for Staff Development and Employee Experience

Event Speaker and Entertainment Contracts
Training Contracts
Staff Development and Employee Experience Related Contracts and Agreements

Director for Faculty Development and Educational Initiatives

Event Speaker and Entertainment Contracts
Training Contracts
Faculty Development and OER Related Contracts and Agreements

Assistant Vice President for Human Resources

Event Speaker and Entertainment Contracts
Training Contracts
Human Resources and Benefits Related Contracts and Agreements

Title or Position	General Description of Contract/Agreement
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Academic Affairs Division

Provost

Academic Division Related Contracts (Over \$25,000 and Less Than \$50,000)
 Faculty Contracts (and Placement Contract if Applicable)
 Faculty RFP's for Academic Support Work Agreements (Greater than \$5,000)
 Coordinator Pay Agreements
 Overload Pay Agreements (over 1.5 FTE)
 One-Time Payments over \$500
 Concurrent Enrollment and Other High School Partnership Agreements
 Clinical Affiliation Agreements (New)
 Institution-level Articulation Agreements

Academic Deans, Associate Deans and Department Chairs

Adjunct Faculty Contracts
 Faculty RFP's for Academic Support Work Agreements (Less than \$5,000)
 Overload Pay Agreements (less than 1.5 FTE)
 Accreditation-Professional Organization Agreements (Department or Program Related)
 Software Licensing Agreements - Renewals Only (Department Curriculum or Program Related)
 Equipment Maintenance Agreements (New and Renewals for Department or Program)
 Consulting Service Contracts (Department or Program Related)
 Outside Speaker Agreements (Department or Program Related)
 Professional Organization and Co-hosting Agreements (Department or Program Related)
 Student Intern Placement Agreements
 Concurrent Enrollment New Course Agreements
 Major/Program-Specific Articulation Agreements
 One-Time Payment under \$500

Assistant Provost for Curriculum and Academic Systems

University Partnership Agreements
 Software Licensing and Renewals

Learning Advancement

Associate Provost for Learning Advancement

Study Abroad Contracts

eLearning Director

eLearning Contracts

Library Director

Library/Vendor Program or Database Usage Agreements
 Library Acquisitions

School of Applied Technologies and Technical Specialties

SATTS - Dean

Academic Program/Community Organization Partnership Agreement
 FAA Agreements/Contracts - PILT, AMITT, DISP
 FAA TCO's for Part 147, 141, 65 programs

Assessment Director (SAT)

Professional Testing Purchasing/Partnership Agreements

Associate Dean (SAT)

Clinical Affiliation Agreements (New & Renewals)

School of Arts, Communication and Media

Grand Theatre & Cultural Programming Executive Director

Royalty & Performance Agreements (Related to Plays, Lectures, Films at Grand Theatre)
 Short-Term Rental of Grand Theatre and Related Equipment
 Software Licensing (Renewals) Agreements (Grand Theatre Related)
 Equipment Maintenance Agreements (New and Renewals for Grand Theatre)
 Entertainment and Performer Contracts (Grand Theatre Related)

Title or Position	General Description of Contract/Agreement
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School of Health Sciences

School of Health Sciences - Dean

Clinical Affiliation Agreements (New and Renewals)

School of Humanities and Social Sciences

Community Writing Center Director

Workshop Programming Agreements

Education and FHS Department Chair

School Partnership Agreements (for student observation of classrooms)
 Eccles Lab School-Child Enrollment Agreements
 State School Lunch Partnership Agreement
 Head Start Program Partnership Agreements

Business Development Resources

Executive Director

Division Related Partnership Agreements
 Co-signature on State and Regional SBDC Contracts/Agreements
 Second Approval Signature on Existing MBRC Contracts/Agreements Over \$2,000.00
 Miller Business Resource Center Partner Agreements less than \$2,000.00
 Second Approval Signature on SBDC Regional Agreements

Conference Center Director

Short-Term Rental of SLCC Facilities (LHM Conference Center)

MBIC incubator Manager

Rental Agreements for Incubator Clients

SBDC Director

First Approval Signature on SBDC State and Regional Agreements

Workforce and Economic Development

Associate Provost of Workforce and Economic Development

Division Related Partnership Agreements

Workforce Training and Education Director

Custom Fit Agreements (Between SLCC and Clients)
 Custom Fit Trainer Agreements (Between SLCC and Training Providers)

Continuing Education Assistant Vice President (and Office Directors)

Training Contracts (i.e. Workshop Trainers)
 Workshop/Conference Agreements
 STIT Agreements

Testing Director

College Board Testing and Other Professional Testing Purchasing/Partnership Agreements

Title or Position	General Description of Contract/Agreement
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Student Affairs Division

Vice President of Student Affairs & Enrollment Management

Division of Student Affairs Contracts (Over \$25,000 and Less Than \$50,000)
 UTA/Transportation Agreements
 Concurrent Enrollment Liaison Agreements
 All Commencement Related Contracts

Associate Vice President for Enrollment Management

Software Licensing (Renewals) Agreements (Department or Program Related)
 Equipment Maintenance Agreements (New and Renewals for Department or Program)
 Program and Financial Contracts and Other Contracts Related to Operations of: Financial Aid, Office of the Registrar and Academic Records, Admissions, Contact Center, Concurrent Enrollment

Assistant Vice President for Student Services

Software licensing (Renewals) Agreements (Department or Program Related)
 Equipment Maintenance Agreements (New and Renewals for Department or Program)
 Program and Financial Contracts with Veterans Affairs Office (Student Enrollment Related)
 Program and Financial Contracts and Other Contracts Related to Operations of: International Student Services, Veteran Services, Campus and Site Support, Child Care, Student Center Operations, and Residential Life

Associate Vice President for Student Success

Entertainment and Performer Contracts (Related to Student Life, Arts and Cultural Events)
 Software licensing (Renewals) Agreements (Department or Program Related)
 Equipment Maintenance Agreements (New and Renewals for Department or Program)
 Horizonte Partnership Agreements
 Educational Talent Search Partnership Agreements
 Program and Financial Contracts and Other Contracts Related to Operations of: Student Life and Leadership, Thayne Center, TRIO, ODMA, Career Services, Academic Advising, Orientation and Student Success
 Student Success Partnership Agreements
 PACE Partnership Agreements

Dean of Students/Assistant Vice President

Program and Financial Contracts and Other Contracts Related to Operations of: Center for Health and Counseling and the Disability Resource Center

Athletics Director

Intercollegiate Athletic Contest Agreements/Contracts
 Rental Agreements for External Facilities (short-term Athletics Related)
 Program and Financial Contracts and Other Contracts Related to Operations of: Athletics

Contact Center Director

Communication Software/Hardware (Department Related)

Disability Resource Center Director

Assistive Technology software Licenses
 Contract Steno Vendor Agreements
 Interpreter Agreements (Agency and Independent Freelancers)
 Video Captioning Vendor Agreements
 Voc Rehab Partnership Agreements

Diversity and Multicultural Affairs Director

Entertainment and Performer Contracts (Related to Student Cultural Events)
 Other Contracts Related to Operations of the Office of Diversity and Multicultural Affairs

Financial Aid Director

Dept of Education Agreements (Financial Aid Related)
 State Participation Agreements (Financial Aid Related)
 Equipment Maintenance Agreements (New and Renewals for Department or Program)

Title or Position	General Description of Contract/Agreement
Campus Card Services/One-Card Manager	Annual Equipment Maintenance Contracts Transact Campus (BlackBoard) Service Contract
International Student Services Director	International Student Recruitment Related Contracts Homeland Security Agreements (Pertaining to Non-Immigrant Students & Scholars)
LAC Coordinator and Event Manager (Auxiliary Services)	Short-Term Rental of SLCC facilities (LAC Bldg, Amphitheater, Tennis, Sand Volleyball Courts, Soccer Field)
Office of Registrar and Academic Records	National Clearinghouse Agreements (Related to Student Reporting) Equipment Maintenance Agreements (New and Renewals for Department or Program)
Thayne Center for Student Life, Leadership, and Community Engagement Director	Community Partnerships Contracts Other Contracts Related to Operations of the Thayne Center and Student Life and Leadership Entertainment and Performer Contracts (Related to Student Life, Arts and Cultural Events)
TRIO and PACE Program Director	Equipment Maintenance Agreements (New and Renewals for Department or Program) Student Support Services Partnership Agreements Educational Talent Search Partnership Agreements PACE Partnership Agreements TRIO Partnership Agreements
Veterans Services Director	Contracts Related to Veterans Services
Scheduling & Academic Support Services Director	External Rental Agreements for all SLCC Venues with the Exceptions of Miller Campus, LAC, and the Grand Theatre Program and Financial Contracts and Other Contracts Related to Operations of Scheduling and Academic Support Services