

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES CONTRACTING AUTHORITY	Policy 7.03.04
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The Trustees of Southwestern Community College (the "Board") is the official legal entity. Unless otherwise delegated, the power to contract on the Board's behalf is solely vested with the Board. The College's size and complexity, however, is such that individual review by the Board of Trustees of every agreement is neither feasible nor in the College's best interest. Therefore, certain delegations of contracting authority are appropriate within the following specified guidelines.

- A. **Contacting Authority Delegation** - the President is hereby expressly authorized and empowered to contract in the Board's name as follows:
1. **Personnel** - All employment contracts shall be signed by the President. The President shall approve the employment of classified personnel. Personnel thus approved shall be submitted to the Board for ratification at the earliest practical time.
 2. **Capital Improvement Change Orders** - The President and the Board Chairman may jointly approve a capital improvement change order when, in the opinion of the President, the deferral of the change order until the next regular board meeting would cause a significant delay in the progress of the capital improvement project. All change orders thus approved shall be submitted to the Board for ratification at the earliest practical time.
 3. **Service Agreements** - The President shall have authority to execute service agreements on the Board's behalf.
 4. **Instructional Agreements** - The President is expressly authorized to sign all instructional agreements on the Board's behalf.
 5. **Cooperative Agency Agreements** - The President is authorized to sign all cooperative, inter-institutional and interagency agreements on the Board's behalf.
- B. **Signatory Authority** - Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on the Board's behalf by either the Board Chairman or the President or his/her designee.
- C. **Custody of Contracts** - The President is hereby designated as custodian of all Board contracts. He/she shall maintain on file in either the President's office or the Business Services Office one (1) original of every contract to which the Board is a party.
- D. **Reporting** - The President shall periodically report to the Board all contracts made pursuant to delegated authority.

Legal Reference: N.C.G.S. § 115D-14

Adopted: October 1992

Revised: July 22, 2014