

# CCS Administrative Procedure

## 1.40.01-A Delegation of Authority

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Implementing Board Policy [1.40.01](#) and [2.10.01](#)  
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### 1.0 Purpose

State law grants the Board of Trustees authority to administer and govern Washington Community College District 17 (CCS). RCW 28B.50.140 provides the authority to delegate these responsibilities.

The Board of Trustees has delegated the authority on matters pertaining to the general business and financial affairs, organization, and management to the Chancellor. This delegation is documented in WAC 132Q-01-006 Organization and Operation, board policy 2.10.01, and board resolution numbers 02-50 and 10-34.

### 2.0 Limitations and Requirements

- 2.1 Each type of authority that is delegated requires one or more signatures of approval at various administrative levels, depending on the decision or transaction being approved and authorized. **This procedure specifies the minimum delegation of authority allowed. CCS operational entities may implement more restrictive guidelines.**
- 2.2 Delegation of authority is implemented in three categories: appointing authority, contracting authority, and other authority.
- 2.3 The term Unit, as used in this procedure means one of the following: Spokane Community College (SCC), Spokane Falls Community College (SFCC), District Office (District).
- 2.4 The term Executive, as used in this procedure means one of the following, as appropriate for the unit: Chancellor, SCC President, SFCC President.

### 3.0 Delegation of Appointing Authority

- 3.1 Position appointments include all employment except adjunct faculty, and student work study.
  - 3.1.1 Prior approval by Human Resources and the Budget Office is required for all position appointments. Additional approvals may be required for positions on soft funds.
  - 3.1.2 Prior approval by Human Resources and the Budget Office is not required for adjunct faculty or student work study appointments; the administrator noted below has final approval.
- 3.2 Position appointments, including adjunct faculty, shall be made utilizing the appropriate personnel notification forms provided by the Human Resource Office. Student work study appointments are made through the campus work study office.

Delegation of Appointing Authority		
Position Being Appointed	First Approval	Final Approval
College President	Chancellor (Recommendation)	Board of Trustees
Academic Officer, Chief Officer, Development Officer & Public Information Officer (District Officer)	N/A	Chancellor
<b>Exempt or Classified Position Reporting To:</b>		
Chancellor	N/A	Chancellor
Executive	N/A	Executive
Vice President	N/A	Executive
District Officer	N/A	Chancellor
Unit exempt or classified supervisor	Vice President District Officer	Executive
Faculty, Full-Time <sup>(1)</sup>	Vice President	Executive
Faculty, Adjunct	N/A	Dean
Part-Time Hourly	Supervisor	Director or Dean
Student Work Study	N/A	Supervisor
Note: (1) Includes annualized contracts where employment is non-tenure track and limited to that year's contractual period.		

**4.0 Delegation of Contracting Authority**

**4.1 Procurement**

The Contract Officer is the CCS Purchasing Manager, who is solely authorized to execute contracts and make binding procurement commitments. The following table establishes appropriate internal controls and the administrative authorization required for all CCS purchases.

Procurement of All Goods, Supplies, Equipment & Personal or Professional Services		
Type of Contract	First Approval	Final Approval
Greater than \$250,000 <sup>(1)</sup>	Chancellor	Board of Trustees
\$100,000 to \$250,000 <sup>(2)</sup>	Vice President District Officer	Executive/Cabinet Consultation
\$10,000 to \$99,999.99 <sup>(2)</sup>	Vice President District Officer	Executive
\$5,000 to \$9,999.99 <sup>(2)</sup>	1 <sup>st</sup> Level Administrator	2 <sup>nd</sup> Level Administrator
Less than \$5,000 <sup>(2)</sup>	Initiator	Appropriate Administrator
Notes: (1) Per item. (2) Total purchase requisition amount.		

- 4.1.1 Exceptions may be made for technology fee purchases provided CCS Technology Fee guidelines are followed. See administrative procedure 5.05.01-E Student Technology Fee.
- 4.1.2 Exceptions may be made for grant and contract procedure provided all conditions of the grant or contract are met.

4.2 Real Property and Public Works

The Contract Officer solely authorized to execute and make binding commitments for real property acquisitions and public works contracts is the CCS District Director of Facilities. The Contract Officer for leases, rentals, and limited use agreements of real property is the CCS Chief Financial Officer.

Real Property and Public Works		
Type of Contract	First Approval	Final Approval
Real property acquisitions	Chancellor	Board of Trustees (SBCTC and/or legislative approval may also be required)
Leases or rentals of real property; limited use agreements	Vice President	Executive/Cabinet Consultation (SBCTC & HECB approval may also be required)
Leasehold improvements to leased and/or rented facilities	Vice President	Executive
Capital projects approval of project design concept & budget <sup>(1)</sup>	Executive	Board of Trustees
Capital construction change orders	Per Procurement Delegation of Authority, see section 4.1, above	Per Procurement Delegation of Authority, see section 4.1, above
Architect selection	CCS Contract Officer/GA Consultant Selection Committee	CFO (Executive consultation; contracts >\$25,000 require Board of Trustees consultation)
Capital projects contract award	Contract Officer	CFO
Capital projects project acceptance	Contract Officer	CFO
Note: (1) Unless otherwise required by the funding source (i.e. student S&A funds), the authorization for capital project expenditures shall follow the Procurement Delegation of Authority, see section 4.1, above.		

4.3 Contracts to Provide Services

Prior submission of a CCS Intent to Apply for External Funding form to the District Grants and Contracts Office is required. Review by the Assistant Attorney General may be required.

Contracts to Provide Services		
Type of Contract	First Approval	Final Approval
Contracts for receipt of grant funds, awards, matching grants; or Contracts to provide instructional and other services on a cost-reimbursement basis; or Interagency Agreements.		
Greater than \$250,000	Chancellor	Board of Trustees consultation
\$50,000 to \$250,000	Vice President District Officer	Executive
Less than \$50,000	1 <sup>st</sup> Level Administrator	2 <sup>nd</sup> Level Administrator

4.4 **Other Authority**

Delegation of Authority is granted in the areas of travel, experiential learning agreements, memberships, memorandums of understanding, settlement agreements, mutual aid agreements, and other claims against CCS.

Other Authority		
Description	First Approval	Final Approval
Travel authorization (CCS travel procedures apply)	1 <sup>st</sup> Level Administrator	2 <sup>nd</sup> Level Administrator / Executive <sup>(1)</sup>
Experiential Learning Agreement (includes clinical affiliation agreements, internships, externships, coop education, etc.)	N/A	Dean
Memberships – Organizational	Per Procurement Delegation of Authority, see section 4.1, above.	Per Procurement Delegation of Authority, see section 4.1, above.
Memberships – Individual <sup>(2)(3)</sup>	See notes 2 & 3, below	See notes 2 & 3, below
Memorandums of understanding <sup>(4)</sup> ; settlement agreements to resolve tort claims, settlements to resolve contract disputes; mutual aid agreements; other claims against CCS.		
Greater than \$100,000	Chancellor	Board of Trustees
Less than \$100,000	Executive	Chancellor
<p>Notes:</p> <p>(1) Executive approval is required for three or more traveling to the same destination, exception to the maximum lodging rule, and for out-of-state travel.*</p> <p>(2) CCS funds cannot be used to pay for individual membership to any professional organizations except, (a) when conference (workshop, seminar, and the like) registration fees for non-members exceed the combined total of membership and registration fees for one or more persons attending the same conference or conferences (if more than one per year); or (b) when the executive designates an individual to be the official representative because an organizational membership is unavailable and the membership provides an organizational benefit to CCS.</p> <p>(3) The executive must approve the payment for individual memberships purchased by CCS.*</p> <p>(4) Memorandums of understanding (MOU) with general application to all members of a bargaining unit must have final approval by the Board of Trustees. MOUs regarding an individual faculty member are delegated to the Chancellor as noted above.</p> <p>*The executive may delegate this authority to an appropriate designee, provided the designee is identified in writing and submitted to the CFO.</p>		

5.0 **Related Information**

- 5.1 Administrative procedure [2.10.01-A Appointing Authority & Disciplinary Action](#)
- 5.2 Administrative procedure [5.05.01-E Student Technology Fee](#)
- 5.3 Intent to Apply for External Funding, [CCS #1509](#)
- 5.4 [WAC 132Q-01](#) Board of Trustees
- 5.5 [RCW 28B.50.140](#) Board of Trustees—Powers & Duties

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