

# CHAPTER 1: Organization and Administration



## Procedure 1A.7/11: Delegation of Authority

Type -- Authority

Name of Individual(s) Authorized to Sign

### Fiscal Authority

Bank Accounts/Investments	
Fiscal Authority	President/Vice President of Finance and Administration/Chief Financial Officer/Director of Fiscal and Auxiliary Services/Business Manager
Savings Accounts	President/Vice President of Finance and Administration/ Chief Financial Officer/Director of Fiscal and Auxiliary Services/Business Manager
Investments/Certificate of Deposit	President/Vice President of Finance and Administration/ Chief Financial Officer/Director of Fiscal and Auxiliary Services/Business Manager
Checking Account	President/Vice President of Finance and Administration/ Chief Financial Officer/Director of Fiscal and Auxiliary Services/Business Manager
Financial Aid	
Applications for Federal Funds	President/Director of Financial Aid
Inventory	
Equipment Inventory Record	Business Manager/Director of Fiscal and Auxiliary Services
Motor Pool and Travel (online)	
Monthly Travel Log Reporting	Accounts Payable Clerk
Out-of-State Travel/Special Expense Approval/Authorization (#435)	President/Vice Presidents/Chief Financial Officer
Payments	
Expense Report	President/Vice Presidents/Chief Financial Officer/Chief Human Resources Officer Administrators/Deans/Business Manager/Director of Public Safety Supervisors
\$500 and higher	
Up to \$500	
Up to \$100	
Imprest Cash Pay Order	Vice President of Finance and Administration/ Chief Financial Officer/Director of Fiscal and Auxiliary Services/Business Manager
Auxiliary Enterprises Pay Order	Vice President of Finance and Administration/ Chief Financial Officer/Director of Fiscal and Auxiliary Services
TRIO Funds	TRIO Directors
Capital Improvement Projects - Up to \$250,000	Physical Plant Manager/Chief Facilities Engineer
Repair & Replacement Projects -Up to \$250,000	Physical Plant Manager/Chief Facilities Engineer
Information Technology Orders – Up to \$50,000	Chief Information Officer

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<b>Personnel</b>	
Request for Placement on Payroll Above delegation limits Faculty (Step Limits) Administrator's Staff, MMA, MAPE, Commissioner's Plan, Managerial Plan, AFSCME Up to Step III	President/Vice Presidents/Chief Financial Officer Chief Human Resources Officer Chief Human Resources Officer Chief Human Resources Officer
Request for Leave Without Pay	President/Chief Human Resources Officer
Overtime Approval	Vice Presidents/Chief Financial Officer/Chief Human Resources Officer
Staff Development Funds	Chief Human Resources Officer
Wellness Funds	Chief Human Resources Officer
Payroll Advances	Chief Human Resources Officer
Employee Tuition Waiver	Chief Human Resources Officer
<b>Purchasing</b>	
Purchase Order	Vice Presidents/ Chief Financial Officer/Director of Fiscal and Auxiliary Services/Business Manager
Bookstore Purchase Order	Bookstore Supervisor/Director of Fiscal and Auxiliary Services
Internal Requisition  Up to \$100,000 Up to \$50,000 Up to \$25,000  Up to \$10,000 Up to \$5,000  Up to \$2,500 Up to \$2,000	Vice Presidents/Chief Financial Officer Chief Human Resources Officer Dean of Professional Training/Executive Director of Professional Training Chief Student Affairs Officer Director of Fiscal and Auxiliary Services/ Business Manager/Physical Plant Manager/Professional Training Center Director of Operations/Customized Training Reps All other Administrators/Deans/Director of Public Safety Chief Facilities Engineer/Building Maintenance Foreman
Supply Order  Over \$200 Under \$200	Business Manager Budget Owners
<b>Contracts</b>	
Technical/Educational Professional Contract  Up to \$50,000  Up to \$5,000	President/Vice Presidents/Chief Financial Officer/Business Manager Physical Plant Manager/Chief Student Affairs Officer/Dean of Professional Training/Executive Director of Professional Training/Chief Human Resources Officer/Chief Public Relations Officer
Clinical Contract	Vice President of Academic and Student Affairs

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Speaker Contract	Over \$500 Up to \$500	President/Vice Presidents/ Chief Financial Officer/ Business Manager Supervisors
Joint Powers		President/Vice Presidents/Chief Financial Officer
Software License Agreement		Chief Information Officer/Business Manager
Leases		President/Vice President of Finance and Administration/ Chief Financial Officer
Customized Training Income		Dean of Professional Training/Executive Director of Professional Training
MJSP		Vice President of Academic and Student Affairs/Dean of Professional Training/ Executive Director of Professional Training
<b>Other Fiscal</b>		
Admissions Fee Waiver		President
Check Endorsement		Business Office Staff
Public Information		President/Chief Public Relations Officer
Budget Approval		President
Budget Increase/Transfer (Up to 10% of original budget)		Vice President of Finance and Administration/Chief Financial Officer
Vendor Credit Application		Vice President of Finance and Administration/Chief Financial Officer/Business Manager
Professional Training Exception Form		Dean of Professional Training/Executive Director of Professional Training
Professional Training Waiver Form		Dean of Professional Training/Executive Director of Professional Training

### Administrative Authority

GI Bill Enrollment Certification		Campus Records and Registration Office
Student Enrollment Verification		Records Office Staff
Criminal Apprehension Report		Director of Public Safety
First Report of Injury (Worker's Comp)		Chief Human Resources Officer Supervisors must complete First Report of Injury Form and submit to Human Resources within two business days of injury.
Public Data Release		Data Practices Compliance Officer
Private Data Release		Data Practices Compliance Officer
Exception to Policy Petition		Vice President of Academic and Student Affairs /Dean of Student Life/Chief Student Affairs Officer
Suspension		Chief Student Affairs Officer/Financial Aid Director
Grant Applications	MJSP All other	Dean of Professional Training/Executive Director of Professional Training Deans and Vice Presidents/Chief Financial Officer
Employment Offer		Chief Human Resources Officer

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Facility Use Waiver	President
Telecommuting Authorization	President/Chief Human Resources Officer
Acceptance of Gift/Grant Awards	President
Bookstore Reimbursement Petition	Bookstore Manager
Parking Waiver	Parking Committee Chair
Extended Family Medical Leave Request	President/Chief Human Resources Officer
Certification Forms	Chief Human Resources Officer
Retirement Forms	Chief Human Resources Officer
Employee Benefit Forms	Chief Human Resources Officer
Insurance Forms	Chief Human Resources Officer

### Student Services Authority

Refund for Non-Credit Course Form	Dean of Professional Training/Executive Director of Professional Training
Overload Credit Approval	Vice President of Academic and Student Affairs
<b>Holds</b>	
Academic	Dean of Student Life/Chief Student Affairs Officer
Business Office	Director of Fiscal and Auxiliary Services
Financial Aid	Director of Financial Aid/Chief Student Affairs Officer
Registration/International Student	College Registrar/Chief Student Affairs Officer

### Academic Authority

Faculty Development Leave Up to 3 days Over 3 days	Deans Vice President of Academic and Student Affairs/Chief Student Affairs Officer
Sub Assignment Long Term Short Term	Vice President of Academic and Student Affairs Deans
Admission and Articulation Agreements	Vice President of Academic and Student Affairs /Chief Student Affairs Officer
Academic Standards Petition	Deans
Course Placement Petition	Vice President of Academic and Student Affairs /Director of Academic Support
Sabbatical Plan Approval	Vice President of Academic and Student Affairs
Amended Sabbatical Plan	President
Sabbatical Report Approval	Vice President of Academic and Student Affairs
Alternative Assignment Approval	Vice President of Academic and Student Affairs
Faculty Release Time Approval	Vice President of Academic and Student Affairs
<u>Contact Hours Over 20/Semester</u>	Vice President of Academic and Student Affairs
<u>Faculty Overload Pay</u>	Vice President of Academic and Student Affairs
<u>Non-Renewal of Probationary Faculty</u>	Vice President of Academic and Student Affairs

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History:

- 06.2004 Updated campus lists and combined them into a single procedure*
- 10.2005 Updated names; added Expense Reports up to \$100, TRIO payment authorization, additional personnel for GI Bill Certification, & Tuition Refund for Non-credit Courses; changed First Report of Injury authority, dollar level for business officers & facilities*
- 07.2009 Updated and included Administrative, Student Services and Academic Authority sections*
- 09.2010 Annual update.*
- 09.2011 Annual update.*
- 12.2011 Technical change correcting Amended Sabbatical Plan delegation to President.*