

STATE BOARD OF COMMUNITY COLLEGES

System Office Contract Report as of December 31, 2009

State Board Requirement: On August 19, 2005, the State Board approved an increase to the authority of the System President to sign and execute contracts without prior State Board approval, from a \$5,000 to a \$25,000 delegation. Included in Board action was a requirement that such approved contracts be presented “For Information” to the Finance and Capital Needs Committee on a semi-annual basis.

Result of Action: Based on the increased delegation and other reporting factors, the Division of Business & Finance implemented new procedures for the processing and approval of contracts effective August 22, 2005. Under these new procedures, we enhanced our internal approval processes for all Contract Administrators and System Office vice presidents to complete prior to Chief Financial Officer and President’s signature. In addition, our process has incorporated information relating to specific state requirements regarding Foreign Nationals and the re-employment of retired state employees.

Summary of Report: During the reporting period of July 1, 2009 through December 31, 2009, 14 contracts were approved below the \$25,000 delegation and are listed in this report. The total of these contracts is \$148,762 of which \$117,062 (78.69%) are funded by federal or private grants.

Under the previous delegation of \$5,000 and above, 8 of these 14 contracts would have required State Board approval.

Of the 14 contracts, 2 contracts were to community colleges.

Academic & Student Services issued 9 contracts.

Office of the President issued 3 contracts.

Technology & Workforce Development issued 0 contracts.