

**RESOLUTION #2013-36A**  
**Purchase of Supplies, Materials, Apparatus, Equipment and Services, including  
Independent Contractor Services, Pursuant to Public Contract Code 20651**

**Pursuant to Education Code §81656** the Board hereby delegates the following officers or employees of the District the authority to purchase supplies, materials, apparatus, equipment and services, including independent contractor services, to the limit set forth hereafter:

That person (or persons) employed in the position of: Director, Purchasing Services

That person (or persons) employed in the position of: Senior Buyer

That person (or persons) employed in the position of: Vice Chancellor, Business Services

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) No such purchase shall be for an amount in excess of the amount specified by section 20651 of the Public Contract Code (currently \$83,400 until January 1, 2013, except \$14,999 for public projects).
- (b) All such purchases shall be consistent with board policy and administrative procedure.
- (c) All such purchases shall be evidenced by a written agreement.
- (d) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District paid out as a result of such malfeasance.
- (e) This delegation of authority is effective until June 30, 2015.

**RESOLUTION #2013-36B (Revised 6/16/14)**  
**Purchase of Supplies, Materials, Apparatus, Equipment and Services, including**  
**Independent Contractor Services, for \$20,000 or less (except \$14,999 or less for**  
**public projects) pursuant to Public Contract Code 20651**

**Pursuant to Education Code §81656** the Board hereby delegates the following officers or employees of the District the authority to purchase supplies, materials, apparatus, equipment and services, including independent contractor services, to the limit set forth hereafter:

That person (or persons) employed in the position of: Vice Chancellor, Technology

That person (or persons) employed in the position of: Vice Chancellor, Human Resources &  
Equal Opportunity

That person (or persons) employed in the position of: President, De Anza College

That person (or persons) employed in the position of: President, Foothill College

That person (or persons) employed in the position of: Vice President, Finance & Educational  
Resources

That person (or persons) employed in the position of: Vice President, Finance & Administrative  
Services

That person (or persons) employed in the position of: Executive Director, FHDA Foundation

That person (or persons) employed in the position of: Executive Director, Facilities, Operations  
& Construction Management

That person (or persons) employed in the position of: Executive Director, Fiscal Operations

Provided, however, that if the employee with delegated authority ("delegate") is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate's power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) No such purchase shall be for an amount in excess of \$20,000 unless approved by the Board; and purchases of public projects including construction, reconstruction, erection, alteration, renovation, improvement, demolition, cabling, landscaping, painting, or repair work involving any publicly owned, leased, or operated facility shall not exceed \$14,999.
- (b) All such purchases shall be consistent with board policy and administrative procedure.
- (c) All such purchases shall be evidenced by a written agreement.
- (d) In the event of malfeasance in office, the officer or employee invested with this

authority shall be personally liable to the District for any and all money of the District paid out as a result of such malfeasance.

(e) This delegation of authority is effective until June 30, 2015.

AYES	<u>5</u>
NOES	<u>0</u>
ABSENT	<u>0</u>

Passed and adopted by the Governing Board of the Foothill-De Anza Community College District at a meeting held on June 16, 2014.

  
Linda M. Thor, Ed.D.  
Secretary to the Board of Trustees

**RESOLUTION #2013-36C**  
**Purchase of Supplies, Materials, Apparatus, Equipment and Services, including**  
**Independent Contractor Services, for \$5000 or less pursuant to Public Contract**  
**Code 20651**

**Pursuant to Education Code §81656** the Board hereby delegates the following officers or employees of the District the authority to purchase supplies, materials, apparatus, equipment and services, including independent contractor services, to the limit set forth hereafter:

That person (or persons) employed in the position of: Controller

That person (or persons) employed in the position of: Assistant Controller

That person (or persons) employed in the position of: Dean

That person (or persons) employed in the position of: Division Dean

That person (or persons) employed in the position of: Director

That person (or persons) employed in the position of: Assistant Director

That person (or persons) employed in the position of: Associate Director

That person (or persons) employed in the position of: Executive Director

That person (or persons) employed in the position of: Manager

That person (or persons) employed in the position of: Supervisor

That person (or persons) employed in the position of: Vice President

That person (or persons) employed in the position of: Associate Vice President

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) No such purchase shall be for an amount in excess of \$5,000.
- (b) All such purchases shall be consistent with board policy and administrative procedure.
- (c) All such purchases shall be evidenced by a written agreement.
- (d) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District

paid out as a result of such malfeasance.

(e) This delegation of authority is effective until June 30, 2015.

**RESOLUTION #2013-36D**

**Purchase of Services related to International Student Enrollment for \$55,000 or less  
pursuant to Public Contract Code 20651**

**Pursuant to Education Code §81656** the Board hereby delegates the following officers or employees of the District the authority to purchase services related to International Student Enrollment, to the limit set forth hereafter:

That person (or persons) employed in the position of: Dean, International Education

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) No such purchase shall be for an amount in excess of \$55,000 entered into by the position of the Dean, International Education and shall be expressly for the purpose of entering into contracts directly related to educational advising partnership agreements for international student enrollment only.
- (b) All such purchases shall be consistent with board policy and administrative procedure.
- (c) All such purchases shall be evidenced by a written agreement.
- (d) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District paid out as a result of such malfeasance.
- (e) This delegation of authority is effective until June 30, 2015.

**RESOLUTION #2013-36E**  
**Procurement Cards**

**Pursuant to Education Code §81656** the Board hereby delegates to the following officers or employees of the District the authority to use their duly issued District procurement cards to make purchases of goods and services from retail commercial outlets, vendors, and contractors for District purposes, subject to the several limitations set forth hereafter:

All those District employees to whom a procurement card has been issued by Business Services.

All District employees to whom a procurement card has been issued are subject to the procedural, transaction, and monetary limits and restrictions determined by the Vice Chancellor of Business Services. In the event of an emergency, those limits and restrictions may be temporarily modified by the Vice Chancellor of Business Services. In the absence of the Vice Chancellor of Business Services, the Controller is authorized to make such determination.

Provided, however, this delegation of authority shall be subject to the following further limitations:

- (a) Purchases shall only be for goods and certain services as defined by the District's "Procurement Card Policies and Procedures" lawful to be purchased for District purposes.
- (b) Purchases shall only be from retail commercial outlets, vendors, and contractors legally authorized to conduct business with the District.
- (c) Purchases shall only be for District purposes, which means the purchases shall only be used in the course of the employee's work for the District and shall not be for any personal or non-work purpose.
- (d) This delegation shall be effective only as to a District employee's use of a card duly issued to that person, and only for such length of time as the card remains duly issued to that person; and is further subject to Business Services current "Procurement Card Policies and Procedures" that is incorporated by this reference.
- (e) All transactions entered into by the employee pursuant to this delegation may be subject to audits and investigations.
- (f) In the event of malfeasance in office, the district employee using the card shall be personally liable for any and all moneys of the District paid out as a result of the malfeasance. For the purposes of this delegation malfeasance shall include any use of the card beyond the limits set forth herein.

**RESOLUTION #2013-36F**

**Purchase of Books and Other Retail Merchandise for Bookstore Resale Purposes Only**

**Pursuant to Education Code §§70902(d) and 81655** the Board hereby delegates to the following officers or employees of the District the authority to purchase any and all supplementary textbooks, library books, and educational films and visual materials, test materials, workbooks, instructional computer software packages or periodicals for library services or resale, and

**Pursuant to Education Code §§70902(d) and 81656** the Board hereby delegates to the following officers or employees of the District the authority to purchase any other retail merchandise for resale purposes only by the College Bookstores:

That person (or persons) employed in the position of: Associate Vice President, College Operations

That person (or persons) employed in the position of: Vice President, Finance & Educational Resources

That person (or persons) employed in the position of: Vice President, Finance & Administrative Services

That person (or persons) employed in the position of: Director, Bookstore

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) It is the intent of the Board that this delegation of authority for the purchase of books as defined above shall be limited to \$250,000 per purchase.
- (b) It is the intent of the Board that this delegation of authority for the purchase of other retail merchandise for resale purposes only shall not be for an amount in excess of the amount specified by section 20651 of the Public Contract Code.
- (c) All such purchases shall be consistent with board policy and administrative procedure.
- (d) All such purchases shall be evidenced by a written agreement.
- (e) All such purchases shall be consistent with the Board’s philosophy that the College Bookstores be operated as profit centers.
- (f) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District



paid out as a result of such malfeasance.

(g) This delegation of authority is effective until June 30, 2015.

RESOLUTION #2013-36G  
**Purchase of Perishable Commodities**

**Pursuant to Education Code §70902(d)** the Board hereby delegates to the following officers or employees of the District the authority to purchase any and all perishable foodstuffs and seasonal commodities needed in the operation of cafeterias and food services:

That person (or persons) employed in the position of: Director, Campus Center

That person (or persons) employed in the position of: Associate Vice President, College  
Operations

That person (or persons) employed in the position of: Vice President, Student Services

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

It is the intent of the Board that this delegation of authority shall be a blanket authorization in advance of its exercise, subject only to the following limitations:

- (a) It is the intent of the Board that this delegation of authority for the purchase of perishable commodities as defined above shall be limited to \$15,000 per purchase.
- (b) All such purchases shall be evidenced by a written agreement.
- (c) All such purchases shall be consistent with the Board’s philosophy that the College Food Services be operated as profit centers.
- (d) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District paid out as a result of such malfeasance.
- (e) This delegation of authority is effective until June 30, 2015.

**RESOLUTION #2013-36H**  
**Power to enter into contracts on behalf of the Governing Board**

**Pursuant to Education Code §81655** the Board hereby delegates to the following officers or employees the power to enter into contracts on behalf of the Governing Board, with the intent that this delegation shall be a blanket authorization in advance of its exercise, subject only to those limitations specified hereafter:

That person employed in the position of: Chancellor

That person (or persons) employed in the position of: Vice Chancellor, Business Services

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) This delegation of authority shall not be used as authority to purchase supplies, materials, apparatus, equipment and services pursuant to Public Contract Code section 20651 that are within the scope of any delegation made by this Board pursuant to Education Code §81656.
- (b) This delegation shall not be used as authority to enter into any contract that is subject to the competitive bid requirements of the Education Code and Public Contract Code. It is the intent of the Board to reserve to itself the Board’s statutory role in contracting that is subject to competitive bidding.
- (c) Any contract entered into pursuant to this delegation shall be in writing and in a form reviewed and approved by the Vice Chancellor, Business Services.
- (d) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District paid out as a result of such malfeasance.
- (e) This delegation of authority is effective until June 30, 2015.

**RESOLUTION #2013-36I**  
**Expenditures of Student Organization Funds**

**Whereas** Education Code §76063 requires that the funds of student organizations be expended subject to the approval of three persons, including an employee or official of the district designated by the Governing Board,

Now therefore be it resolved that the following officials are designated to approve the expenditure of the funds of student organizations:

**Foothill College:**

That person (or persons) employed in the position of: Vice President, Student Services

That person (or persons) employed in the position of: Dean, Student Affairs & Activities

**De Anza College:**

That person (or persons) employed in the position of: Vice President, Student Services

That person (or persons) employed in the position of: Dean, EOPS & Community Programs

That person (or persons) employed in the position of: Director, Budget and Personnel

Provided, however, that if the employee with delegated authority (“delegate”) is absent from duty, the Chancellor is hereby authorized to select another employee to assume the delegate’s power and authority provided hereunder for such period of time as the delegate is absent.

The limits of this delegation of authority shall be as follows:

- (a) All such purchases shall be consistent with board policy and administrative procedure.
- (b) All such purchases shall be evidenced by a written agreement.
- (c) In the event of malfeasance in office, the officer or employee invested with this authority shall be personally liable to the District for any and all money of the District paid out as a result of such malfeasance.
- (d) This delegation of authority is effective until June 30, 2015.

AYES	<u>5</u>
NOES	<u>0</u>
ABSENT	<u>0</u>

Passed and adopted by the Governing Board of the Foothill-De Anza Community College District at a meeting held on December 9, 2013.

  
\_\_\_\_\_  
Linda M. Thor, Ed.D.  
Secretary to the Board of Trustees