

MARIN COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 2022 – 64

Revised November 15, 2022

WHEREAS, Board Policy 6150 states that the Board of Trustees will authorize and approve all authorized signatures, and

WHEREAS, authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President;

WHEREAS, the authorization to sign is based on the District's purchasing matrix as posted on the Fiscal Services Department website (attached);

WHEREAS, the authorization to sign enables the District to conduct normal business in a timely manner;

NOW, THEREFORE BE IT RESOLVED that signature authorization be approved for the individuals in the following positions effective January 1, 2023;

Superintendent/President

All District Related Documents

Assistant Superintendent/Vice President
of Administrative Services

Financial Transactions
Loan Requests/Tax Revenue Anticipation
Notes
Contracts, Agreements, Leases
Health and Welfare Benefits
Associated Student Checks
Signature Authority on behalf of
Superintendent/President
Advancement Transactions
Resignations
Other Documents As Assigned

Assistant Superintendent/Vice President
for Student Learning and Success

Academic Transactions
Academic Site/Clinical Agreements
Advancement Transactions
Associated Student Checks
Resignations
Other Documents As Assigned

Executive Director of Human Resources

Labor Agreements
Tentative Agreements
Benefit Contracts

General Counsel

Labor Relations
Tentative Agreements
Legal and Litigation Documents
Contracts and Agreements with
Attorneys
Contracts and Agreements with
Investigators

Continued

Other Documents As Assigned

Assistant Vice President
of Administrative Services

Financial Transactions
Loan Requests/Tax Anticipation Notes
Associated Student Checks
Signature Authority on behalf of
Asst. Superintendent/VP of
Administrative Services
Other Documents As Assigned

Director of Fiscal Services

Financial Transactions
Loan Requests/Tax Anticipation Notes
Bond/Treasury Notes
Signature Authority on behalf of
Asst. Superintendent/VP of
Administrative Services
Other Documents As Assigned

Director of Facilities Planning,
Maintenance and Operations

Facilities and Building Related
Contracts
Other Documents As Assigned

Director of Capital Projects

Measure B Bond Related Documents
Other Documents As Assigned

Director of Information Technology

Software and Hardware Related
Contracts
Other Documents As Assigned

Director of Community Programs

Facility Rental Contracts
Faculty Assignment Sheets
Other Documents As Assigned

Dean, Enrollment Services

Financial Aid Transactions
Associated Student Checks

Buyer

Purchase Orders

The foregoing Resolution was adopted upon motion of Trustee PAUL DA SILVA
seconded by Trustee WANBEN TREANOR, at a regular meeting on this 15th day of
November, 2022, by the following vote:

AYES: 7
NOES: 0
ABSENT: 0
ABSTAIN: 0

STATE OF CALIFORNIA)
)
COUNTY OF MARIN)

I, David Wain Coon, Superintendent/President of the Marin Community College District of Marin County, California, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at a regular meeting thereof, held at its regular place of meeting at the time and by the vote above stated.



Secretary to the Board of Trustees

