

**MARIN COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2023-12**

**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 for the 2023-2024 fiscal year;

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 Other Documents As Assigned

Assistant Vice President  
of Administrative Services

Continued

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 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 of Enrollment Services

Financial Aid Transactions  
Associated Student Checks

Buyer

Purchase Orders

The foregoing Resolution was adopted upon motion of Trustee STEPHANIE O'BRIEN  
seconded by Trustee IVANDEN TREANOR, at a regular meeting on this 20th day of  
June, 2023, by the following vote:

AYES: 6

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.



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Secretary to the Board of Trustees