I. DELEGATION OF SIGNATURE AUTHORITY..... 1
II. RETAINED AUTHORITY..... 1
III. FURTHER DELEGATION OF PRESIDENT'S SIGNATURE AUTHORITY..... 2
IV. CUSTODY OF CONTRACTS..... 2
V. REPORTING..... 2
VI. SUNSETTING PROVISION..... 2

I. DELEGATION OF SIGNATURE AUTHORITY

Unless otherwise retained by the Board, the power to contract on the Board's behalf is shared and delegated to the President, who may further delegate signature authority pursuant to this policy. Signature authority extends to all forms of agreements, including but not limited to contracts involving the exchange of money or in-kind payments, clinical affiliation agreements, articulation agreements, memoranda of understanding, letters of intent, certifications and verifications, and applications or forms that may result in any of the aforementioned agreements.

II. RETAINED AUTHORITY

The Board hereby retains sole signature authority over the following areas:

- Purchases and sales of real property,
- Leases of real property when the College is the lessee and the duration of the lease is greater than three years in duration,
- Leases of real property when the College is the lessor and the duration of the lease is greater than one (1) year in duration,
- Forms and agreements for capital improvement project and change order approvals, when the total amount of change order approvals exceed the contingency allocated to a particular project,
- Contracts expressly designating The Board of Trustees of Central Carolina Community College as one of the signatories, and
- Contracts traditionally reserved for review and signature by the Board, including but not limited to contracts for food and beverage vending services, bookstore services, and campus-wide security services, when applicable.

Notwithstanding the above, the President and the Board Chair may jointly approve a capital improvement change order when, in the opinion of the President, delay in the execution of the

change order until the next regular board meeting would have significant adverse financial impacts to the College or would create an unreasonable scheduling impediment in the completion of the project. All change orders thus approved shall be submitted to the Board for ratification at the earliest practical time.

III. FURTHER DELEGATION OF PRESIDENT'S SIGNATURE AUTHORITY

The President may delegate their signature authority to other College personnel as he or she deems necessary and proper. Any such delegation shall be made in writing, with all such delegations recorded and maintained by the President or the President's designee. Upon separation of the President or a delegate from the College, all signature delegations related to the office of the separated employee shall be automatically and immediately revoked.

IV. CUSTODY OF CONTRACTS

The President is hereby designated as custodian of all Board contracts. The President shall maintain on file in either the President's office or the office of the appropriate delegate one of every contract to which the Board is a party. Contracts may be maintained in physical or electronic form.

V. REPORTING

Upon request by the Board and within a reasonable time thereafter, the President shall report to the Board all contracts made pursuant to delegated authority or a specified subset thereof.

VI. SUNSETTING PROVISION

Upon separation of the President, whether through resignation, dismissal, or otherwise, this Policy shall be automatically revoked. Notwithstanding this provision, the Board may elect to extend this Policy, in whole or in part, during the tenure of an interim president until a new president has been hired.

REFERENCES

Statutory References	N.C.G.S. §§ 115D-14, 115D-15, 115D-20, Ch. 160A Art. 12
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 2.2.5 - Design Professional Services & Construction Work

POLICY HISTORY

February 12, 2025	Adopted.

November 12, 2025	Revised Section II to include, “Leases of real property when the College is the lessor and the duration of the lease is greater than one (1) year in duration.”
February 10, 2026	Technical clarification regarding extent of Board’s retention of authority regarding change order approvals.