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I. PURPOSE

This Procedure establishes the process and delegation of signatory authority at the College pursuant to Policy 2.3.11 - Signature Authority. It defines who may execute contracts and legally binding documents on behalf of the College and the scope of such authority. This Procedure serves as an official instrument designating power of attorney to legally bind the College in connection to specified aspects of College operations to each individual as specified herein.

II. PRIMARY DELEGATION OF SIGNATURE AUTHORITY TO THE PRESIDENT

Pursuant to Policy 2.3.11, Section II, all contracting authority is shared and delegated by the Board to the President, with the exception of the following:

- 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.

Pursuant to Policy 2.3.11, Section III, the President may delegate signature authority to other College personnel as deemed necessary and proper by the President. This Procedure is made effective by the adoption of the President in consultation with the President's Council, fulfilling the requirement that further delegations of the President's signature authority be in writing.

III. DELEGATION OF AUTHORITY MATRIX

The matrix below details the signature authority delegations made by the President:

Name	**Title**	**Authorizations**
Lisa Chapman	President	All documents on behalf of the College except: ● Purchasing or sale of real property; ● Leasing of real property where CCCC is the lessee and lease term exceeds three (3) years; ● Leases of real property when the College is the lessor and the duration of the lease is greater than one (1) year in duration; ● Capital improvement project and change order approvals; ● Contracts explicitly specifying the Board of Trustees; and ● Contracts of interest to the Board and those exceeding established thresholds.
Margaret Roberton	Chief of Staff & Vice President of Workforce Development	● Third-Party Instructional Agreements for instructional delivery within division; and ● In the event of Presidential incapacity and with Board Chair acknowledgment, all signatory powers vested in the President.

Name	Title	Authorizations
Meghan Brown	Vice President, Advancement and Operations	● Contracts, letters of support, MOUs, & other documents relating to receiving or expenditure of grant awards, grant subawards, externally funded projects, college partnerships, or other strategic initiatives; ● Purchase of services or goods (including insurance and warranties) up to $100,000; ● Establishment of line of credit or similar arrangements up to $100,000; ● MOUs and agreements involving exchange of money with third-party entities (e.g., child care agreements); ● Insurance policy contracts of any value; ● Bank accounts; ● Foundation agreements, including agreements with donors and agreement with student-recipients of Foundation funds, and ● Related effectuation documents (title, registration, licenses, forms).
Scott Byington	Vice President of Student Engagement	● Financial Aid agreements and forms as required by federal or state authorities.
Mark Hall	Provost, Chatham County, & Associate Vice President of Communications	● Approvals regarding advertising, graphic design, and similar work for marketing efforts.
Jon Matthews	Provost, Harnett County, & Associate Vice President of Facilities	● Approvals regarding building designs, and ● Change orders when a) the change order would not cause a particular project to exceed its contingency allocation, b) the value of the change order is less than $100,000, and c) the change order has been reviewed by both the Chief Financial Officer and the Provost over Facilities.

Name	Title	Authorizations
Kristi Short	Vice President & Chief Academic Officer	● Third-Party Instructional Agreements for instructional delivery within division; ● Agreements establishing instructional or clinical affiliations with third-party entities not involving exchange of money; and ● Articulation or enhanced transfer partnership agreements.
Jonathan White	General Counsel	● Waivers of liability, releases, consents; ● MOUs not involving exchange of money or instructional matters; ● Agreements with outside counsel; and ● Institution-wide non-disclosure agreements.
Drew Goodson	Associate Vice President & Chief Financial Officer	● Contracts & documents relating to receiving or expenditure of grant awards or subawards; ● Purchase of services or goods (including insurance and warranties) up to $100,000; ● Establishment of line of credit or similar arrangements up to $100,000; ● MOUs and agreements involving exchange of money with third-party entities (e.g., child care agreements); ● Insurance policy contracts of any value; ● Bank accounts; and ● Related effectuation documents (title, registration, licenses, forms).
David Foster	Director of the Dennis A. Wicker Civic & Conference Center	● Contracts relating to licensing or rental of Civic Center space.

Name	Title	Authorizations
Brandi Hernandez	Director of Purchasing	● Purchases of services or goods up to $5,000; ● Establishment of lines of credit or similar arrangements up to $5,000; ● Related effectuation documents (title, registration, licenses, forms); and ● Effectuation documents related to services, purchases, establishment of lines of credit, or similar arrangements over $5,000 when signed by other authorized individuals.
All College Personnel	N/A	● Certifications and verifications within scope of duties; ● P-Card receipts and authorizations (with subsequent review by Purchasing & Legal); ● Individual-specific non-disclosure agreements after prior review by appropriate Executive Leader and General Counsel; ● Documents requiring an individual to cosign when the document has already been signed by an authorized individual; and ● Documents where signature by an authorized individual is impractical, so long as 1) the signer has written authorization from an authorized individual for that particular document and 2) the authorization is only valid for the particular instance in question.

IV. DURATION AND RETENTION OF DELEGATIONS

All delegations are effective upon the date of adoption of this Procedure and shall continue in force until one of the following occurs:

- For all delegations, the President separates from the College;
- For all delegations, the Procedure is repealed, revised, or replaced; and
- For individual delegations, the respective individual separates from the College.

To ensure that all signatures are appropriately supported by documented delegated authority, this Procedure and all future revisions of this Procedure shall be maintained at all times with the Office of the President or the President's designee.

V. ENSURING RECENCY OF DELEGATED AUTHORITY

The most up-to-date version of this Procedure shall be made available on the Policy and Procedure Manual page of the College's website, which may be found at https://www.cccc.edu/consumer-information-compliance/policies-procedures. Other parties entering into agreements or receiving documentation from the College may rely on this Procedure as evidence of the agency and authority of the respective employees contained herein.

VI. PERIODIC REPORTING OF CERTAIN CONTRACTS TO THE BOARD

Pursuant to Policy 2.3.11, Section V and request by the Board, all contracts valued at or above $50,000 in value annually will be presented to the Board at the first Board meeting of each fiscal year or as soon as reasonably possible thereafter.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

PROCEDURE HISTORY

October 25, 2025	Adopted.
November 17, 2025	Removed authority to sign change orders delegation to Jon Matthews. Added new delegation reservation by the Board due to revisions to Policy 2.3.11 - Contract Authority. Corrected minor punctuation and grammar errors.
February 10, 2026	Reinstated authority to sign change orders delegation to Jon Matthews subject to restrictions of newly revised Policy 2.3.11 - Contract Authority. Revised delegation reservation of the Board due to revisions to Policy 2.3.11 - Contract Authority.
October 26, 2026	Updated to reflect title changes and organizational structure changes.