



PRESIDENT'S OFFICE SIGNATURE REQUEST FORM

Reference: BP 6100, BP 6340, and AP 2710

Department: _____

Date: _____

Name: _____

Ext: _____

Document: _____

Cost: _____

Summary of Request: _____

SECTION A – Board Goals

The following information will assist with determining if documents need Board approval through Resolution or through the monthly *Warrants Paid Resolution*. **All MOUs, agreements, and/or contracts must be signed by the Superintendent/President.**

- All **new, revised, or renewal agreements** must be approved by the Board through a Resolution **unless** they pertain to maintenance, equipment services, personal or professional services, or instructional assistance **and** are under \$20,000.
• These agreements may be approved by the Superintendent/President and ratified by the Board through the approval of the warrants (BP 6340).

Instructions:

Does the agreement align with any of the following goals, or is it above \$20,000?

Board of Trustees Goals 2023-26

- | |
|---|
| 1.1 Monitor improvement in comprehensive educational plans and the timeliness to student completion. |
| 1.2 Monitor student enrollment, including growing dual enrollment and non-credit. |
| 1.3 Monitor the implementation of guided pathways. |
| 1.4 Monitor and participate in strengthening community relations to support matriculation from K-12 to the universities and/or the workforce. |
| 2.2 Monitor the improvement of information technology infrastructure, resources, and training to support student access, success, and distance education. |
| 2.3 Monitor the enhancement of basic needs services and related community partnerships. |
| 3.1 Monitor the development of CTE programs and emerging industries. |
| 3.2 Monitor and support the implementation of a CTE bachelor's degree. |
| 4.2 Monitor activities and support program to eliminate barriers to student success, including cost of attendance, basic needs, housing, access, etc. |

☐ **YES**, your agreement needs Board approval through Resolution – forward agreement to the Vice President of your area and Executive Assistant with a Resolution for Board approval.

☐ • If document has been approved by the Board; provide Resolution No. _____ Date approved: _____
☐ **NO**, continue to Section B

SECTION B – Routing

1. Type Dr. Johnson's signature block on all required areas:
Lennor M. Johnson, Ed.D. Superintendent/President or Dr. Lennor M. Johnson, Superintendent/President
2. All documents must be reviewed and approved in advance by your division's Dean, Vice President, and the CBO (or designee).
3. Identify and flag all sections, *including Section C*, requiring signatures from the Dean, VP, CBO, and Superintendent/President..
4. Route document via Adobe Sign **or** in person. Place this form as page 1 of the packet and Cc: Mabel Vargas (*Adobe Sign only*)

SECTION C – Conflict of Interest

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract if he/she/they has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of his/her/they immediate family, his/her/their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Required: I hereby confirm, to the best of my knowledge, that this agreement does not contravene ICCD AP 2710 Conflict of Interest.

Dean's Signature _____

Signatures

Dean _____

Vice President _____

CBO _____

Date _____

Date _____

Date _____