

REVIEW AND SIGNATORY AUTHORITY CHART

Contracts do not bind College of the Mainland unless they have been signed by the parties' *authorized* representatives. Only individuals with expressly delegated contract authority may sign contracts on the college's behalf, and no individual may contractually bind the college beyond the limit of his or her delegated authority. Contract authority is delegated by policy and/or by Board action from the Board of Trustees to the College President. Only the President may delegate contract authority within the President's authority to one or more college employees. Therefore, unless you have delegated authority from the President, you must not sign any contract on behalf of the college.

<u>ACADEMIC AGREEMENTS</u>				
No Expenditure of Funds				
CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
AFFILIATION AGREEMENTS: <i>Agreements with other entities for student clinicals, internships, etc.</i>	Academic Dean		VP-Academic Affairs	General Counsel review if not using COM standard contract
ARTICULATION AGREEMENTS: <i>Agreements with other institutions of higher education regarding transfer of courses.</i>	Academic Dean		VP-Academic Affairs	General Counsel review required
ACADEMIC AGREEMENTS <i>Contracts related to interagency, study abroad, MOU's.</i>	Academic Dean		VP-Academic Affairs	General Counsel review required
ACADEMIC AGREEMENTS <i>Dual Credit agreements with ISD, etc.</i>	Student Affairs Dean		VP-Student Affairs	General Counsel review required.

PURCHASING AGREEMENTS

IMPORTANT: ALL CONTRACTS REGARDLESS OF THE TOTAL CONTRACT VALUE REQUIRE REVIEW BY PURCHASING PRIOR TO OBTAINING SIGNATURES IN ACCORDANCE WITH COM PROCUREMENT POLICY.

CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
TOTAL CONTRACT VALUE: *** UNDER \$25,000 <i>Contracts for goods or services, including contract term extension, modification, or renewal of contracts</i>			Director of Purchasing or VP Fiscal Services	General Counsel review if not using COM standard contract
TOTAL CONTRACT VALUE: \$25,000- \$49,999 <i>Contracts for goods or services, including contract term extension, modification, or renewal of contracts</i>			VP Fiscal Services	General Counsel review if not using COM standard contract
TOTAL CONTRACT VALUE: \$50,000- \$99,999. <i>Contracts for goods or services, including contract term extension, modification, or renewal of contracts</i>			President	General Counsel review if not using COM standard contract
TOTAL CONTRACT VALUE: \$100,000 AND ABOVE <i>Contracts for goods or services, including contract term extension, modification, or renewal of contracts</i>		X	President *	General Counsel review if not using COM standard contract
EMERGENCY PURCHASES <i>Contracts for the replacement, construction, or repair of College District equipment or facilities.</i>	<ul style="list-style-type: none"> • Director of Facilities • VP Fiscal Services • VP Administrative Services • General Counsel 		President	
TECHNOLOGY HARDWARE/SOFTWARE AGREEMENTS & SERVICES: Total value up to \$49,999***			Chief Information Officer	General Counsel review if not using COM standard contract
TECHNOLOGY HARDWARE/SOFTWARE AGREEMENTS & SERVICES: Total value \$50,000 to \$99,999	<ul style="list-style-type: none"> • CIO 		President	General Counsel review if not using COM standard contract
TECHNOLOGY HARDWARE/SOFTWARE AGREEMENTS & SERVICES: Total value: \$100,000 and above	<ul style="list-style-type: none"> • CIO 	X	President *	General Counsel review if not using COM standard contract

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CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
EQUIPMENT LEASE <i>Rental of equipment for COM use.</i>			VP Fiscal Services	
MEMBERSHIPS <i>Purchase of organization affiliations, subscriptions, membership dues for individuals, groups, or the College.</i>	<ul style="list-style-type: none"> • Department Head • Dean/Senior Admin. • Appropriate Vice President 		VP Fiscal Services	
LIBRARY PURCHASES <i>Books, subscriptions, reference materials, memberships to obtain publications, database services and lease agreements for electronic library materials.</i>	Director Library		VP Academic Affairs	Exempt from the purchasing code under Tex. Ed. Code 44
ADVERTISING AGREEMENTS Total Value Up to \$49,999	General Counsel		VP Strategic Initiatives	
ADVERTISING AGREEMENTS Total value \$50,000 to \$99,999	<ul style="list-style-type: none"> • VP Strategic Initiatives • General Counsel 		President	
ADVERTISING AGREEMENTS Total Value \$100,000 and above	<ul style="list-style-type: none"> • VP Strategic Initiatives • General Counsel 	X	President*	
CONSTRUCTION Total Value Up to \$99,999 <i>Agreements/GMP/Amendments/Change Order</i>	<ul style="list-style-type: none"> • General Counsel 		President	.
CONSTRUCTION Total Value \$100,000 and above <i>Agreements/GMP/Amendments/Change Order</i>	<ul style="list-style-type: none"> • General Counsel 	X	President*	

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CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
CONSULTING SERVICES Total Contract Value Under \$100,000 <i>Agreements for consulting services as defined by TX Gov't Code 2254.021.</i>	<ul style="list-style-type: none"> • Purchasing Director • General Counsel 		President or Designee	
PROFESSIONAL SERVICES Total Contract Value Under \$100,000 <i>Contract for prof. services under TX Gov't Code 2254.002 which are limited to specific categories of professionals such as engineers, architects, medical providers, appraisers, etc.</i>	<ul style="list-style-type: none"> • Requires preapproval of Director of Purchasing to ensure compliance with statutory requirements. • General Counsel 		President	
ENTERTAINMENT EVENTS Total Contract Value under \$50,000 <i>Agreements to hire performers/entertainers.</i>			VP-Academic Affairs or VP-Student Affairs	
ENTERTAINMENT EVENTS Total Contract Value \$50,000-\$99,999 <i>Agreements to hire performers/entertainers.</i>			President	
EDUCATIONAL TESTING SERVICES Total Contract Value up to \$49,999			VP-Student Affairs	
EDUCATIONAL TESTING SERVICES Total Contract Value \$50,000- \$99,999.			President	
AUTOMOBILE, PROPERTY, GENERAL LIABILITY, AND OTHER INSURANCE		X	President*	
PROFESSIONAL LIABILITY INSURANCE FOR STUDENTS		X	President*	

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HUMAN RESOURCES

All actions in the following sections require Executive Director Human Resource Approval

CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
OFFER LETTERS <i>(Conditional letters of appointment to Faculty)</i>			President	
OFFER LETTERS <i>(Conditional letters of appointment non-Faculty)</i>			President	
FACULTY CONTRACTS		X	President*	
PROFESSIONAL STAFF CONTRACTS		X	President*	
OTHER HIRES – <i>Temporary Hires (part-time faculty, adjunct faculty).</i>			VP- Academic Affairs	
OTHER HIRES – <i>Temporary Hires (part-time staff).</i>			Appropriate VP	
CLASSIFIED SUPPORT STAFF <i>Approval of appointment offers</i>			President	<i>See: DC (Local)</i>
EMPLOYEE BENEFITS CONTRACTS <i>Group Insurance and other agreements with 3rd parties for employee benefits.</i>	VP Fiscal Services	X	President*	
WORKER'S COMPENSATION INSURANCE CLAIMS PROCESSING OR SETTLEMENT		X	President*	General Counsel review required for settlements.

OTHER AGREEMENTS				
CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
REVENUE GENERATING CONTRACTS <i>Includes training contracts, bookstore, licensing revenue, etc.</i>			President	General Counsel review required.
REVENUE GENERATING CONTRACTS FOR COM EMPLOYEES TO PROVIDE PROGESSIONAL OR CONSULTING SERVICES <i>COM is performing the service to an outside entity</i>	Exec. Dir. Human Resources		VP of Related Area	
REVENUE GENERATING CONTRACTS FOR PERSONAL PROPERTY TRANSFER AGREEMENTS <i>Includes agreements for the transfer of college assets</i>	<ul style="list-style-type: none"> VP Fiscal Services Purchasing 		President	
REVENUE GENERATING CONTRACTS TO LICENSE COM MARKS/INTELLECTUAL PROPERTY TO 3RD PARTIES			President	General Counsel review required
NONDISCLOSURE/CONFIDENTIALITY AGREEMENTS	General Counsel		President	
GENERAL MEMORANDUM OF AGREEMENT OR UNDERSTANDING (LETTER AGREEMENT) <i>Programmatic commitments between COM and 3rd party entities; contracts to perform educational and services activities consistent with COM's mission without compensation.</i>	General Counsel		President	
INTERLOCAL AGREEMENTS <i>All Interlocal Agreements of Any Category</i>	General Counsel	X	*President	

CATEGORY	REVIEWED BY	BOARD APPROVAL REQUIRED	AUTHORIZED SIGNATORY	ADDITIONAL INFORMATION
GRANT PROPOSALS <i>Can only be submitted through Grant Office</i>	Cabinet		President	See CAA (Local)
GRANT CONTRACTS <i>Can only be submitted through Grant Office</i>			President	General Counsel review is required. See CAA (Local)
GIFTS <i>Authority to accept unsolicited gifts (other than conditional gifts or gifts of real property.)</i>			President	see: CAM (Local) Policy
GIFTS <i>Authority to accept gifts which are made conditional upon College's use for a specified purpose, or gift of real property.</i>		X	President*	see: CAM (Local) Policy

*The President will sign the contract with Board approval.

**Requisitions for Purchase Orders shall be approved in Datatel by appropriate Budget Manager/V.P.

*** For contracts spanning multiple years, the **Total Contract Value (TCV)** is the total cost over the entire term of the agreement.