

Policy on Change Orders

WHEREAS, the Board desires to assure that contracted work is not delayed pending approval of requested change orders which currently require prior Board of Trustee approval; and

WHEREAS, the Board deems it appropriate to authorize the College President or Vice President for Business and Finance to authorize change orders without prior Board approval;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the College President or Vice President for Business and Finance be authorized to approve a change order where (i) the amount of the change order does not exceed Fifteen Thousand Dollars; and (ii) the aggregate of change orders authorized without Board approval does not increase the contract sum by more than ten (10%) percent. All change orders approved by the College President or Vice President for Business and Finance pursuant to this resolution shall be reported in writing to the Board of Trustees' Lands & Buildings Committee meeting next occurring after the approval date.