



PRESIDENT'S OFFICE SIGNATURE REQUEST FORM

Reference: Board Policy 6100

Department: _____
Name: _____

Date: _____
Ext: _____

Document: _____
Summary of Request: _____
Funding Source: _____

Cost: _____

SECTION A – Board Goals

The following information will assist with determining if documents need Board approval through Resolution or the monthly *Warrants Paid Resolution*.

- All new, revised, and/or renewal agreements must be approved by the Board unless the MOU/ Agreement/ Contract is for **maintenance, equipment services, personal/professional services, or instructional assistance** and for **less** than \$20,000.
 - These agreements may be approved by the Superintendent/President with ratification from the Board by 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 2026-29	
1.1	Monitor, assess, and evaluate district-wide student completion, retention, and transfer trends, and direct the CEO as appropriate to advance institutional objectives.
1.2	Monitor and evaluate the continued implementation and effectiveness of 8-week scheduling, guided pathways, and comprehensive educational planning, and direct the CEO to address areas requiring improvement.
1.3	Review and assess reports on dual enrollment, transfer velocity, and student momentum metrics to ensure progress toward strategic student success goals.
2.1	Monitor, assess, and evaluate the development and expansion of career technical education, workforce programs, and emerging industry partnerships, and provide direction to the CEO to move objectives forward.
2.2	Monitor and evaluate the planning and implementation of the district's noncredit division and adult learner strategy, directing the CEO as appropriate to ensure alignment with community needs and Vision 2030/2035 priorities.
2.3	Assess and support the development of short-term credential and certificate pathways responsive to regional workforce and economic demands.
3.2	Monitor and evaluate district efforts related to housing, food security, transportation, and mental health services to ensure barriers to student success are being addressed.

_____**YES**, your agreement needs Board approval through Resolution – forward agreement to the Vice President of your area and Executive Assistant with 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. If your document does not require Board approval through a Resolution, type Dr. Limbaugh's signature block on all required areas: James M. Limbaugh, Ph.D. *Interim* Superintendent/President **or** Dr. James M. Limbaugh, *Interim* Superintendent/President
2. Flag all areas where Dr. Limbaugh needs to sign.
3. Your Dean, Vice President, and the CBO (if applicable) must review prior to Dr. Limbaugh's review/approval.
4. Once your document is ready for review, route via Adobe Sign or in person. Place this form as page 1 of the packet and Cc: Mabel Vargas.

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.

Director, Associate Dean, Dean, Vice President Signature _____ NAME: _____

Signatures

Dean _____
Date _____

Vice President _____
Date _____

CBO _____
Date _____