

February 15, 2016

TO: Laura A. Cruickshank, University Master Planner and Chief Architect

FR: Susan Herbst, President

CC: Richard F. Orr, Vice President and General Counsel

Scott A. Jordan, Executive Vice President for Administration and Chief Financial Officer

RE: **Supplement to President's Contract Signing Authority Delegation**

The University of Connecticut, Board of Trustees' Resolution dated February 18, 2010 ("Board Resolution") grants the President signing authority for all University contracts. Pursuant to the Board Resolution, which authorizes the President to delegate such signing authority, I issued the President's Contract Signing Authority Delegation on April 30, 2013 ("President's Delegation").

In accordance with the Board Resolution and in addition to the President's Delegation, I hereby issue the following supplement to the President's Delegation.

**Clarification**

a. Successors in Function.

The President's Delegation names specific administrative positions that have contract signing authority. From time to time the titles for such positions may change but their functions remain the same. A change in title does not change the delegation. The authority delegated to a position listed in the President's Delegation shall remain in effect for the position's successors in function.

b. Proposed Change Orders.

Section 7 of the President's Delegation provides authority to sign "all professional design, professional services (including additional services notices to proceed), pre-construction, or construction-related contracts or amendments thereof (including construction change directives and change orders within the scope of such contracts)." The authority to sign construction-related contracts, amendments and change orders includes the authority to sign all "proposed change orders."

### **Additional Delegation**

a. Scope.

Pursuant to the Board Resolution and in addition to the signing authority already delegated to the University Master Planner and Chief Architect ("Chief Architect"), I further authorize the Chief Architect to sub-delegate the authority to sign all professional design, professional services (including additional services notices to proceed), pre-construction, or construction-related contracts or amendments thereof (including construction change directives, change orders and proposed change orders within the scope of such contracts) with a value less than or equal to \$25,000.00.

b. Limitations.

The following limitations apply to the sub-delegation of authority:

1. The sub-delegations permitted by this authority may only be made to University employees (not a consultant or contractor) holding a director level position or higher.
2. All sub-delegations must be made in writing using a delegation form approved by the Office of General Counsel.
3. Employees receiving a sub-delegation may not further sub-delegate their authority.
4. The Chief Architect is responsible for ensuring that the employee receiving the sub-delegation has the training and expertise required to use the delegated authority appropriately and knowledgeably.
5. The Chief Architect is responsible for taking appropriate measures to insure the proper exercise of the sub-delegation of authority including appropriate review of the actions taken under the sub-delegation and that the existing sub-delegations continue to be appropriate.

### **Effective Dates**

- a. The authority provided herein to the Chief Architect is effective immediately.
- b. A sub-delegation shall become effective upon approval by Office of the General Counsel.
- c. Sub-delegated authority shall automatically be rescinded upon an employee's separation from the University or on the date an employee ceases to serve in the position described in the sub-delegation.