Proposed Revision(s):

CHAPTER IV
BUSINESS / FINANCE

B4.2 Checks - Authorized Signatures: The Vice President of Business and Finance shall develop and implement appropriate procedures for expediting the signing of checks for routine bills, payroll, student grants, scholarships, and refunds by the use of "impressed" funds and/or machine signature. Such policies and procedures must be approved by the College President and the College’s Board’s Audit Committee external auditor. The Vice President of Business and Finance, with approval of the President of the College, shall operate and maintain necessary checking accounts in the name of the College with the depository officially approved by the Board of Regents. Funds of the College may be withdrawn from the depository by instruments signed by either the President, the Vice President of Business and Finance, or the Director of Fiscal Services and countersigned by either the President, the Vice President, the Secretary, or the Assistant Secretary of the Board of Regents or persons with subsequent titles approved by the Board.

B4.4 Currently Vacant Contracts: No one is authorized to contractually obligate the College unless stated in policy.

B4.9 Authorization of the Buildings and Grounds Committee of the Board in Master Planning and Development: The Buildings and Grounds Committee, comprised of all members of the Board of Regents, is authorized by the Board to formulate and carry out policies and procedures involving master planning and development, including needs assessment,
construction and other capital improvement projects, budget requirements, acceptance of bids and awarding of contracts, major change orders, and acceptance of completed projects. The Buildings and Grounds Committee is authorized to select and contract with the planning and coordinating architect, project architects and engineers, and/or other professional and technical personnel as needed.

**AB4.9.1 HUB Guidelines:** The following guidelines will be used to increase the utilization of Historically Underutilized Business (HUB) firms in the awarding of contracts for the expenditure of monies from the issuance of general obligation bonds.

**AB4.9.1.1** Fees expended for Architectural and Engineering Services shall include a goal of 20% of all Architectural/Engineering projects to be expended with HUB certified Architectural or Engineering firms.

**AB4.9.1.2** Fees expended for General Construction shall include a goal of 26% of all General Construction projects to be expended with HUB certified General Contracting or Subcontracting companies.

**AB4.9.1.3** Fees expended for Heavy Construction shall include a goal of 11% of all Heavy Construction projects to be expended with HUB certified Construction companies.

**AB4.9.2 HUB Vendor:** A HUB certified vendor is one that has been certified by the State of Texas as having met all the rules established by the Texas Building and Procurement Commission (TBPC) and can present said certification to the College upon request.

**B4.10.11 College Management Strategies:** College management strategies will present specific studies dealing with the effective management of the physical plant.

**B4.10.11.1** Goals will be to minimize operational and energy consumption expenses and to simplify and streamline service delivery systems.

**B4.10.11.2** The following will be included: master utility and service plans; energy conservation program plans; space utilization analysis and space management plans; exterior graphic systems; landscape development plans, policies, and details; College development plan implementation and updating procedures; and fire protection plans.

**B4.10.12 Project Programming:** Project Programming should contain, but not necessarily be limited to, the following elements: be based on instructional or administrative planning formulated from the College’s philosophy and stated goals.

**B4.10.12.1** Academic or administrative users of the facility will state a philosophy and relate it to the stated goals of the College.

**B4.10.12.1.1** Although the program document primarily provides the required direction for the project and design architect, this portion of the document must emphasize the fulfillment by the College administration of certain of the institution’s achievements and eventual goals.
These two functions of the program document form the basis for contracted arrangements which will lead to the implementation of actions agreed upon.

Users of the facility will provide a statement or diagram of their administrative organization and of the academic organizations which will exist within the anticipated academic departments.

Users of the facility will provide a statement of deliberations of alternative actions and justification of the chosen action, as well as of a schedule of anticipated events.

Users will provide statements of space requirements for each unit to be accommodated in the proposed facility and of anticipated growth, indicating the desired expansion capabilities of the proposed facility.

Users will provide a statement of illustration of required or desired adjacency and traffic and communications patterns.

To properly function, the many elements of a user’s department should be arranged to allow the degrees of adjacency requirements to be implemented. The degrees might be absolutely required, generally required, highly desired, not desired, or not required.

Only the departmental users can make this evaluation, and because obviously all parts cannot be adjacent to all other parts, the criteria for evaluation will require cooperation and, at times, compromise.

Acquisition of Real Property and Disposition of Improvements: In order to deal fairly with property owners in the geographic boundaries of the College master plan and to make known to the public the method by which Del Mar College acquires real property and disposes of improvements, the Board of Regents authorizes the following: determines the boundaries of the College.

Boundaries: The geographic boundaries of the East Campus are Baldwin, Ayers, Edwards, Naples, Kosar, and South Staples streets; and approximately 3.5 acres across Ayers Street at the corner of Ayers and Edwards streets. The West Campus consists of 100 acres at the intersection of Morgan Avenue, Old Brownsville Road, and Airport Road. The Center for Economic Development is located at Staples and Kostoryz.

Appraisers: The administration shall designate three (3) appraisers who are members of, and certified by, the American Institute of Real Estate Appraisers and/or the Society of Real Estate Appraisers.

One of these persons shall be selected by mutual agreement of the administration and the property owner to appraise the property within the geographic limits of the master plan.
**AB4.11.2.2** The College will pay the cost of the appraisal.

**AB4.11.3 Negotiations:** The administration shall forward the appraisal report to the property owner.

**AB4.11.3.1** Should the owner offer to sell at the appraised value, the offer shall be forwarded to the Buildings and Grounds Committee of the Board of Regents for consideration.

**AB4.11.3.2** Should the owner not offer to sell at the appraised value, the administration shall negotiate with the owner, and any offer by the owner shall be forwarded to the Buildings and Grounds Committee for consideration.

**AB4.11.3.3** If unable to negotiate the sale in an equitable and reasonable manner, the College may seek condemnation of the property.

**B4.11.4 Purchases:** The Buildings and Grounds Committee is authorized to purchase such real property within the Master Plan described in **B4.11.1** and within the limits of funds available in the Plant Fund.

**B4.11.5 Costs:** The College will pay all customary closing costs except curative work required on the title.

**B4.11.6 Improvements:** The Buildings and Grounds Committee shall consider, on a case by case basis, any request by the owner to retain title to the improvements.

**B4.11.7 Surplus:** Any residential improvements owned by the College and determined by the administration to be surplus to the needs of the College shall be disposed of as follows: according to approved purchasing policies and procedures.

**AB4.11.7.1** The administration will advertise, receive bids, and award the sale of the improvements, to be moved at the bidder’s expense, to the highest bidder.

**AB4.11.7.2** If no bids are received, the administration will negotiate a sale with prospective buyers.

**AB4.11.7.3** In case of negative results from the two items above, the administration may advertise and/or negotiate a bid for demolition and removal of the improvements, or College employees may complete the demolition and removal.

**AB4.12 Property Donated:** The Vice President of Business and Finance shall, with approval of the President of the College, prepare appropriate forms to be used in accepting property, other than buildings and land, donated to the College. The College does not independently verify the stated value.

**AB4.13 Property Loaned:** The Vice President of Business and Finance shall, with approval of the President of the College, prepare appropriate forms to be used in accepting property, exclusive of buildings and land, loaned to the College.
**AB4.14 Disposal of Surplus Property:** The administration shall determine when property, exclusive of land and buildings, is surplus to College needs and shall implement procedures for sale or disposition of such items.

**AB4.15 Disposition of Abandoned and Unclaimed Personal Property:** The administration shall implement provisions of *in accordance to state law* HB 1994, which authorizes governing boards to "promulgate rules and regulations providing for the disposition of abandoned and unclaimed personal property coming into the possession of the campus security personnel where the personal property is not being held as evidence to be used in any pending criminal case."

**B4.26 Rental and Use of College Facilities:** The administration shall establish a rental fee schedule and shall provide for rental of College facilities. Rental may be denied if the administration judges the use to be in conflict or competition with College programs. The Facilities Rental Fee Schedule may be obtained from the Office of the Vice President of Business and Finance Director of Fiscal Services.

**B4.31 Land Lease — West Campus:** The administration may enter into a *farm land* -lease agreement under customary conditions that are most feasible and advantageous to the College. The area consists of acreage of the West Campus which is not utilized by campus activities.

**B4.32 Externally Funded Grants and Contracts and Agreements:** Such grants, and contracts *and agreements* must support and enhance the mission and purpose of Del Mar College as stated in the Catalog and adopted by the Board of Regents. All grants/projects/or contracts, and agreements are subject to institutional control.

**B4.32.1 Control:** Del Mar College shall maintain control of all externally funded research and instruction through direct supervision and/or appropriate administrative approvals. Any externally funded grant, contract, or cooperative agreement must be made for specific periods of time.

**B4.32.2 Approval:** Final authority and approval for all externally funded grants and contracts and agreements rest with the College President or his/her designee.

**B4.32.3 Conflict:** Participation in and activities related to externally funded grants, contracts, and projects agreements should not interfere with regular duties unless provided by administrative assignments.

**B4.32.4 Salaries:** All salaries and wages received paid through externally funded grants, and contracts, and agreements will conform to the existing salaries and wage policies of Del Mar College budget detail contained in the grant, contract, or agreement. Any exceptions shall be approved by the College President upon the recommendation of the appropriate administrators.

**B4.32.5 Funds:** All funds received for a contract or grant, contract, or agreement shall be separately identified. All expenditures shall follow established College procedures and in accordance with requirements of the grant, contract, or agreement.