

Whittier College Contract Authorization Matrices

The minimum authorizations are outlined in the matrices below. Contracts involving a substantial financial commitment require added signatures as follows:

- \$25,000 - \$99,999 Two VPs – typically the sponsoring VP and CFO
- \$100,000 - \$999,999 CFO plus President
- \$1M or more CFO plus President plus Chair of Finance Committee

ID	Domain	Definitions	Required Approvals
1	Academics	Contracts for academic programs, academic affiliations, partnerships, and joint and dual degree programs	VPAA / VP,CAO
2		Contracts for continuing education, professional development programs, and related service efforts in support of lifelong learning and outreach mission of the College	VPAA / VP,CAO
		Research proposals, clinical trial agreements, and sponsored research grants and contracts with governmental, non-profit, and for-profit organizations	VPAA / VP,CAO
3		Speakers and other visitors for academic purposes involving customary honoraria and appropriate expense reimbursements	VPAA
4		Books, periodicals, and electronic resources for the College Library System	VPAA
5		Immigration matters concerning students, scholars, and faculty	VPAA / VP,CAO
6		Agreement or memorandum of understanding with a domestic or international organization relating to study abroad programs, student travel waivers, student and faculty exchange, student research collaborations, collaborative degree programs, student transfer, and articulation agreements, or any similar academic collaboration	VPAA / VP,CAO
7		All other MOUs including articulation agreements	VPAA / VP,CAO
8		SEIU Contract – Adjunct Union	VP,CAO

ID	Domain	Definitions	Required Approvals
9	Athletics	Contracts pertaining to athletic programs including playing agreements, and sponsorship agreements. Game guarantees would need VP, CAO review	Ex Dir Athletics
10		Contracts pertaining to club sports programs including playing agreements, and sponsorship agreements. Game guarantees would need VP, CAO review.	Ex Dir Athletics /
11		Use and rental of Athletics facilities by non-College groups for short term use (less than 3 months)	Ex Dir Athletics / VP, CAO
12		Student concussion injuries, protocols and agreements	Ex Dir Athletics / VP, CAO
13		Travel agreements	Ex Dir Athletics / VP, CAO
14		Liability, waivers, and risk management agreements	Ex Dir Athletics / VP, CAO
15		Licensing of College athletic apparel	Ex Dir Athletics / VP, CAO
16		Any other memorandums of understanding	Ex Dir Athletics / VP, CAO

ID	Domain	Definitions	Required Approvals
17	Auxiliary and Ancillary Sales of Good and Services	Bookstore merchandise and operation agreement. Books would need VPAA approval	VP,CAO / VPAA
18		Contracts related to student housing and short-term housing rentals (less than 3 months)	VP SL, DOS
19		Contracts related to College parking and transportation services, campus mailing services, and other College venues that sell general merchandise	VP,CAO
20		Contracts related to food services, campus dining, vending services, and other items related to student living and amenities	VP,CAO
21		Contracts related to non-athletic College facilities for events and conferences by external parties	VP,CAO
22		Contracts for sales of auxiliary and ancillary goods and services, or any other such contract that results in revenue generation not specifically noted.	VP,CAO
23		Licensing of College merchandise	VP,CAO
24		All other contracts related to auxiliary service departments: College bookstore, Mail service, Grounds, Housekeeping, Facility maintenance, Food service, Outside catering, Vending services, Sale of general merchandise on campus, Conference housing, Shannon Center,	VP,CAO
25	Campus Safety	All MOUs including Whittier Police Department	VP,CAO
26		Third party agreements for security services	VP,CAO
27		Alarm and safety system agreements	VP,CAO
28		Contracts concerning the provision of public safety including the protection and security of the College community, prevention and detection of crime, maintenance of public order, and safeguard and response to crimes	VP,CAO

ID	Domain	Definitions	Required Approvals
29	Enrollment Management	Contracts involving the development, assessment, analysis, and execution of enrollment management strategies and tactics including undergraduate student recruitment, marketing, and admission, as well as student financial assistance, and enrollment services, operations, and systems.	VP EM
30	Facilities	Contracts and commitments associated with the planning design, construction, and maintenance of the College physical assets	VP,CAO / CFO
31		Furniture purchases, including classrooms	VP,CAO
32		Support services including mail, moving, fleet, surplus, and warehousing	VP,CAO
33		Contracts pertaining to the lease of College property from a third party for College use or long-term lease (greater than 3 months) of College property to a third party for their use	VP,CAO / CFO
34		Agreements for the sale of college property and equipment	VP,CAO / CFO
35		AQMD agreements and services	VP,CAO

ID	Domain	Definitions	Required Approvals
36	Finance	Contracts that are primarily financial in nature, including but not limited to treasury services, procurement of goods and services, and capital and operating leases	CFO
37		SCAQMD – Rule 2202 Compliance	CFO
		Financial management systems leases	CFO
		Equipment leases, including copiers	CFO
38		Filings with federal, state, and local authorities, including, but not limited to tax returns and other required informational returns	CFO
39		Contracts that are related to easements, property rights or that are related to the real estate of the College.	CFO / VP, CAO
40		Contract related to the management of investments and endowment assets, banking, repurchase agreements, and other treasury arrangements	CFO
41		Debt arrangements, bonds, promissory notes, mortgages, working capital loans, lines of credit, and letters of credit	CFO
42		Engagement of internal and external auditors	CFO
43	Gifts	Agreements of which the College is the recipient of a charitable contribution or gift to the College	VP Devt
44		Agreements of which the College is the donor, sponsor, or conduit of a charitable contribution or gift to the College	VP Devt

ID	Domain	Definitions	Required Approvals
45	Human Resources	Agreements regarding appointment, hiring, separation, tenure, and termination of faculty and graduate students as well as related living and housing amenities accommodations including temporary and permanent housing, relocations, moving, and allowances	VP,CAO
46		Agreements regarding hiring, separation, and termination of staff and related living and housing amenities or accommodations including temporary and permanent housing, relocations, moving, and allowances	VP,CAO
47		Agreements with labor unions including matters resolving grievances and arbitrations arising under staff union contracts and non-union labor matters	VP,CAO
48		Labor Agreements, union contracts, and non-union labor matters	VP,CAO
49		Immigration matters concerning staff	VP,CAO
50		Workers' compensation agreements, support services, clinics, and related services	VP,CAO
51		Grievance and arbitrations	VP,CAO
		Training MOU's, temporary agency contracts, background clearance, DOJ, EDD, legal, agreements.	VP,CAO
52		Matters concerning employee benefits including but not limited to medical and dental insurance and pension and retirement	VP,CAO / CFO
53		Management and administration of the College pension and retirement plans including but not limited to the 403(b) and 457 plans	CFO / VP,CAO
54	Intellectual Property	Licensing, sale, or assignment of intellectual property	VP,CAO / CFO
56		Licensing of College marks on merchandise including athletic apparel	VP,CAO
57		Licensing or other authorized use of College seal	VP,CAO

ID	Domain	Definitions	Required Approvals
58	International Contracts	Contracts with entities outside of the United States related to academic programming	VPAA / VP,CAO
59		Contracts involving College operations outside of the United States other than those noted	President / VP,CAO
60	Legal	Contracts pertaining to representation, analysis, and settlement of College legal matters including, but not limited to the engagement of outside counsel and experts, arbitration, mediation agreements, and settlement agreements	VP,CAO
61		Legal agreements that are not categorized by the terms above	VP,CAO
62	Multi-Element Contracts	Multi-element contracts include arrangements that obligate the College to provide more than one product or service across divisions and/or may yield revenue generation with a corresponding obligation	CFO / VP,CAO
63	Public Affairs/Relations	Contracts concerning Public Affairs, including press releases, publicity, advertising, and marketing for the College	VP Comm / VP EM
64		Contracts surrounding website management including strategy, content creation, and design	VP EM
67	Risk Management	Contracts related to the placement of insurance policies and the engagement of broker services to support the College's risk management programs, including, but not limited to brokerage service agreements, broker fee agreement, amendment and endorsements to policies, authorizations to bind insurance coverage, actuarial service agreements, claims administration services, and indemnity agreements for student activities	CFO / VP,CAO
69	Student Affairs	Student events – COI's, indemnification, fieldtrip waivers, on campus third party agreements	VP SL, DOS / VP, CAO
		Student housing agreements	VP SL, DOS
		Health center agreements, counseling center agreements	VP SL, DOS / VP, CAO
70		Contracts related to student parking or transportation services	VP,CAO
		All other contractual third-party relationships	VP SL, DOS / VP, CAO

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71	Technology	Contracts related to information technology including equipment, software, and cloud-based solutions that benefit the College	VP AA / CFO
72	Works of Art	Contracts for the purchase of works of arts for public collection at the College	VP,CAO
73	Other	Title IX agreements including training	VP,CAO