

PURCHASING AND ACQUISITION

CF
(LOCAL)

General Policy

The Board gives critical attention to the purchase of goods and services by the College District. In each case, the Board seeks to accept the lowest responsible bid that represents the best value for the College District after considering all legal permissible factors in awarding a contract. In determining the best value, the Board will act faithfully and exercise its best judgment to best serve the interests of the College District and will always exercise its honest discretion in seeking to accomplish the objective sought. The College District will strictly comply with all laws governing the purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

**Purchasing
Authority**

The Board delegates to the District President or designee the authority to make budgeted purchases for goods and services. Purchases that require an amendment to the budget will be taken to the Board for consideration in advance of the purchase, except those purchases as authorized by the Board's grant of emergency authority to the District President. All purchases valued at \$100,000 or more in the aggregate will be taken to the Board for approval. As a part of the annual fiscal audit, the audit firm will have a plan for reviewing purchases above ~~\$50,000~~100,000. In addition, a quarterly information report identifying purchases between \$50,000 and \$100,000 will be provided to the Board.

The Board grants the District President the authority to approve amendments to contracts and purchase requests up to ten percent of the approved amount, not to exceed ~~\$50,000~~100,000, and to accelerate the timing of spending within the contract when needed to conduct College District business and accomplish strategic priorities in a timely manner. Such amendments and rationale will be reported to the Board.

The Board also grants the District President the authority to approve payments for legal or professional fees and expenses incurred in the defense of an insurance claim up to the amount of the per claim deductible designated under each type of insurance coverage approved by the Board each year.

The Board delegates to the District President or designee the authority to contract without prior Board approval for the replacement, construction, or repair of College District equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff in the event of a catastrophe, emergency, or natural disaster.

This policy applies to the purchase of tangible property and/or services.

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Purchasing Procedures	The District President or designee will develop purchasing procedures to implement the requirements of state and federal law. [See CAAB and CH(LEGAL)]
Purchasing Methods	The Board delegates to the District President or designee the authority to determine the method of purchasing in accordance with state and federal law.
Competitive Bidding	If competitive bidding is chosen as the purchasing method, the District President or designee will prepare bid specifications for items/services to be purchased. Bids may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the invitation to bid. Bidders may view the bid tabulation electronically immediately after the invitation to bid is unsealed or may attend a public bid opening in the College District's purchasing office. Any bid may be withdrawn prior to the scheduled date and time for closing. Bids received after the specified time will not be considered. No material changes may be made to a bid once it is submitted. The College District may reject any or all bids and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College District.
Proposals	If competitive sealed proposals are chosen as the purchasing method, the District President or designee will prepare the request for proposals and/or specifications for items/services to be purchased. Proposals may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the request for proposal. Proposals received after the specified time will not be considered. The name of all proposers submitting proposals will be available online at the time that the request for proposal is unsealed, or proposers may attend a public proposal opening to hear the name of those companies submitting proposals. Proposals may be withdrawn prior to the scheduled time for closing. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened. The College District may reject any or all proposals and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College District.
Electronic Bids or Proposals	Bids or proposals that the College District accepts through electronic transmission will be administered in accordance with Board-adopted rules. Such rules will safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

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Responsibility for Debts	The College District will be responsible for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted budget, state law, Board policy, and current College District administrative procedures. The College District will not be responsible for debts incurred by persons or organizations who are employees or duly authorized agents of the College District. Persons making unauthorized purchases will assume full responsibility for all such debts.
Purchase Commitments	All purchase commitments will be made by the District President or designee through purchase order, contract, procurement card, or check request, subject to budget availability and in accordance with administrative procedures.
Personal Purchases	College District employees will not be permitted to purchase supplies or equipment, or services for personal use through the College District's business office.
Equal Opportunity	The College District encourages participation in the proposal process by small, minority, and woman-owned businesses. The College District will not discriminate on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other basis protected by law.
Delinquent Franchise Taxes	Each corporation contracting with the College District will certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it will certify a statement to that effect. Making a false statement as to corporate franchise tax status will be considered a material breach of the contract and will be grounds for cancellation of the contract.

NEW POLICY

Graduation Requirements

The Board of Trustees will establish graduation requirements in a manner consistent with applicable law. The College District catalog will address the degrees and certificates, the semester credit hours or continuing education units, and other requirements that must be satisfied to obtain each baccalaureate degree, associates degree, or certificate awarded by the College District.

To be eligible for graduation, a student should submit an application in accordance with procedures established by the District President or designee and published in the College District catalog.

Notwithstanding the foregoing, the College District may graduate current and former students who have met graduation requirements with or without student consent.

Award of Honorary Degrees

Upon recommendation of the District President or designee, the Board of Trustees may award an honorary associate's degree as the highest form of recognition offered by the College District to individuals of exceptional distinction or in cases of extraordinary or compelling circumstances.

Honorary degrees may be awarded at commencement, in absentia, or at another designated event.

The following requirements will be met before the College District may award an honorary degree:

1. The individual has demonstrated a long-lasting commitment of noteworthy service to the College District.
2. The individual is determined to have made significant, noteworthy contributions to the College District or to the local area community at large. Specific contributions could include exceptional accomplishments in education, promoting educational opportunities, humanitarian efforts, extraordinary public service, or other extraordinary contributions to business, industry, professional, civic, or scholarly areas.
3. The individual has made special contributions to the College District student body or exemplifies the highest ideals of the College District for its students. If the individual is a student or former student, at the time of consideration, the student must have been in good academic standing, without a financial aid hold, and not under any disciplinary penalty for conduct violations.

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Current faculty, staff, and Board members are not eligible to receive an honorary degree. Faculty, staff, and Board members who have been separated from the College for at least six (6) years are eligible to be nominated for an honorary degree, and such time period may be waived for good cause and compelling circumstances.

Generally, the College will award no more than two honorary degrees in any academic year, unless the District President or designee finds good cause and compelling circumstances for additional awards.

The District President or designee will be responsible for developing and maintaining nomination and selection procedures of an Honorifics Committee for the award of honorary degrees consistent with this policy. The Honorifics Committee will be an advisory committee appointed by the District President or designee. The Honorifics Committee will be comprised of appointed representatives from the faculty, administration, staff, alumni, or student government association.

Award of Posthumous Degrees

Upon recommendation of the District President or designee, the Board of Trustees may also award posthumous degrees that recognize the loss to the College District, family, and friends when a student is deceased while enrolled at the College District.

The award of a posthumous degree may be an appropriate recognition of a student's academic achievement when that student's progress would have likely fulfilled the requirements of a degree, but for the occurrence of death. Posthumous degrees may be awarded at commencement or at another designated event. Family members or other students are encouraged to notify the Office of the Registrar upon learning of the death of an enrolled student.

The following requirements will be met before the College District may award a posthumous degree:

1. The student must have been enrolled or on an approved leave of absence at the time of death.
2. The student was enrolled in courses that would complete degree requirements and had completed at least fifty percent (50%) of all course requirements for the degree at the time of death.
3. The student must have been in good academic standing with a cumulative grade point average of 2.0 or higher, for all courses included in the degree program, at the time of death.

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4. The student did not have a financial aid hold at the time of death.
5. The student was not under any disciplinary penalty for conduct violations at the time of death.
6. The request for a posthumous degree is made within two years of the student's passing.

An active member of the armed forces killed in the line of duty who was enrolled as a College District student at the time of his/her death or an inactive College District student due to deployment at the time of death, will receive a posthumous degree without regard to required criteria. All exceptions must be approved by the District President or designee.

Students who are not awarded posthumous degrees, may, upon determination by the District President or designee, be awarded a posthumous certificate or other special recognition by the College District.

The District President or designee will be responsible for developing and maintaining nomination and selection procedures for the award of posthumous degrees consistent with this policy.