

Delegation of Authority Policy

Approval Date: 3/24/2026

Last Revision Date: 3/24/2026

Board Policy Alignment: [BCD-3 Delegation to the President](#)

Responsible Official: President

Purpose

The Board of Trustees of Frederick Community College (“FCC” or the “College”) has delegated certain authority and responsibilities to the President via the Board-CEO Delegation of Authority Policy (BCD-3) and the Ends and Executive Limitations policies referenced therein. Per these policies, while the President is ultimately responsible to the Board of Trustees for all operations, the President may delegate certain responsibilities and authority to other members of senior leadership at the College. The purpose of this policy is to articulate those areas of authority and responsibility that the President has delegated to other members of senior leadership.

Scope

This policy applies to all actions by all employees on behalf of the College.

Policy

General

This policy is organized by type of action. The authority for any action on behalf of the College that is not reserved for the Board of Trustees and not otherwise delegated in this policy is reserved for the President.

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The following actions require approval of the Board of Trustees, per the referenced Executive Limitation:

- Purchase, lease, condemn, or otherwise acquire or dispose of any real property ([EL-4 Financial Conditions and Activities](#))
- Creation or purchase of any subsidiary corporation ([EL-9 Asset Protection](#))
- Change the organizations’ name or substantially alter its identity in the community ([EL-9 Asset Protection](#))
- Incur or expend funds outside the approved budget ([EL-4 Financial Conditions and Activities](#))
- Establish or change the President’s compensation and benefits ([EL-11 Compensation and Benefits](#))
- Set credit tuition and fees (MD Code reference) Maryland Code, Education § 16-103(j)
- Create New Degree or Credit Certificate Programs (MD Code reference) Maryland Code, Education § 16-103(i)

Administrative Policies

The President holds all authority for the approval of all administrative policies. Policy creation and revision is governed by the Policy for Policy Development and Review. The President delegates the authority for the enforcement of each respective policy via the naming of a Responsible Official in each administrative policy document. The following is a summary list of delegated authorities:

Financial Matters

Action	Delegated Authority	Applicable Limits
Open and close bank accounts	Chief Financial Officer	
Open and close merchant accounts, including Stripe, Paypal, Cashapp, Venmo, and other ad hoc processing apps	Chief Financial Officer	
Apply for vendor credit	Chief Financial Officer	
Apply for College credit/purchasing card	Chief Financial Officer	

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Action	Delegated Authority	Applicable Limits
Grant and revoke College credit card privileges of employees	Chief Financial Officer	In alignment with applicable policies on cardholder accountability.
Open and close investment accounts	Chief Financial Officer	
Approve disbursements (wire and check)	Chief Financial Officer	
Approve expenditure of budgeted funds	President's Council Members	Per procurement thresholds outlined in the FCC Financial Procedures Manual
Execute contracts for goods and services	Chief Financial Officer	Contracts over \$100,000 require Board approval per COMAR
Obtain necessary insurance for property and operations of the College	Chief Financial Officer	
Maintain the College's Chart of Accounts for financial reporting	Chief Financial Officer	
Maintain an inventory of all College physical assets	Chief Financial Officer	
Application for and acceptance of grants and sponsored projects	Chief Financial Officer	

Nonfinancial Matters

Action	Delegated Authority	Applicable Limits
Approve credit articulation agreements	Provost	
Approve marketing collateral and branding	Chief of Staff	
Determine the equivalency/articulation of courses transferred in on student transcripts	Provost	
Approve use of facilities by third parties	Chief Financial Officer	

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Action	Delegated Authority	Applicable Limits
Approve international travel arrangements involving faculty and students	Provost	
Preside over the process for resolving alleged violations of the Student Code of Conduct	VP for Student Experience	
Preside over the process for resolving alleged violations of the Employee Code of Conduct	VP for Talent and Culture	
Preside over the process for resolving alleged violations of the Visitors, Guests, & Volunteers Code of Conduct	Chief Financial Officer	
Approve partnerships with 3 rd parties for co-branding events or initiatives	Chief of Staff	
Execute employment offers and agreements	VP for Talent and Culture	For budgeted positions only
Coordinate and execute processes necessary during voluntary and involuntary terminations of employment	VP for Talent and Culture	
Respond to Public Information Requests	Chief of Staff	
Issue public statements on behalf of the College	Chief of Staff	
Determine closure/delay for inclement weather or other emergent situations	Chief Financial Officer	
Safeguard College Data and Information Systems, including policies related to acceptable use and protection of personally identifiable information	CIO	
Enforce policies related to student and employee safety on campus	Chief Financial Officer	

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Action	Delegated Authority	Applicable Limits
Ensure adequate facilities, including planning for maintenance and replacement of buildings and systems	Chief Financial Officer	
Determine a student's residency status for the purpose of tuition assessment	VP for Student Experience	
Setting academic standards	Provost	
Administration of Student requests for religious or disability accommodation	VP for Student Experience	
Administration of Employee requests for religious or disability accommodation	VP for Talent and Culture	
Preside over the process for resolving complaints placed under Title IX for students.	VP for Student Experience	
Preside over the process for resolving complaints placed under Title IX for employees.	VP for Talent and Culture	