

BOARD OF TRUSTEES Santa Monica Community College District	ACTION December 7, 2021
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XIII. ANNUAL ORGANIZATIONAL FUNCTIONS

**RECOMMENDATION NO. 27**

**SUBJECT:**                    **AUTHORIZED SIGNATURE RESOLUTION**

**REQUESTED ACTION:**    It is recommended that the Board of Trustees authorize the following Santa Monica College administrators to sign District documents as indicated.

Name/Title	Orders for Salary Payment	Notices of Employment	District Warrants	District Contracts	District Purchase Orders	Auxiliary Warrants	Auxiliary Contracts	Auxiliary Purchase Orders
Kathryn E. Jeffery Superintendent/President	X	X	X	X	X	X	X	X
Sherri Lee-Lewis Vice-President, Human Resources		X		X				
Christopher Bonvenuto Vice-President, Business/Administration	X		X	X	X	X	X	X
Mitchell Heskel Dean, Education Enterprise						X	X	X
David Dever Director of Auxiliary Services						X	X	X
Ngan Kim Tran Chief Director, Business Services			X	X	X			
Veronica Diaz Director, Budget			X	X	X			
Irma Haro Controller			X					
Cherry Aquino Accounts Payable Supervisor			X					

It is further recommended that the "Certification of Signatures" be completed and filed with the County Superintendent of Schools. The signatures shall be considered valid for the period of December 7, 2021 through December 15, 2022

**COMMENT:**                    The County Superintendent of Schools requires that the Certification of Signatures be approved at the annual organizational meeting of the Board of Trustees which is held within a 15-day period that commences with the date upon which a governing board member elected takes office.

MOTION MADE BY:        Sion Roy  
 SECONDED BY:            Nancy Greenstein  
 STUDENT ADVISORY:     Aye  
 AYES:                        5  
 NOES:                        0  
 ABSENT:                    2 (Quiñones-Perez, Rader)