



June 14, 2022  
**DA 1058**

CHIEF OPERATING OFFICER - Summer Sessions, Study Abroad and Lifelong Learning (SSALLEX)

**RE: Delegation of Authority 1058 - *Execution of Agreements***

Effective immediately, in accordance with authority delegated to Chancellors by President Gardner on December 30, 1991, and redelegated on August 28, 2014, to me as the Associate Vice Chancellor - Finance and Chief Financial Officer, subject to the requirements set forth below I am redelegating to you, in your role as CHIEF OPERATING OFFICER - SSALLEX, the authority to execute certain service agreements that are required with outside organizations, agencies and individuals to implement approved EWSUM - Summer Sessions & Study Abroad programs and activities. The service agreements you are authorized to execute are those related to the business operations of EWSUM - Summer Sessions & Study Abroad, limited to those identified in Attachment A, as may be amended from time-to-time by written authorization of a representative of the Office of Business Contracts and Brand Protection ("BCBP"), after consultation with the Office of Legal Affairs.

This delegation replaces the authority previously issued to the Director of Study Abroad on March 3, 2015.

One of the limits on redelegations under Delegation of Authority 1058 is that you may not execute agreements that (1) contain provisions falling within the restrictions and limitations set forth in Standing Order 100.4(dd)(9); (2) require approval of The Regents because of specific Regental policy; or (3) require approval by the President pursuant to specific memoranda issued from time to time. (Notwithstanding Standing Order 100.4(dd)(9), State of California Standard Agreements (Form STD2) that include an indemnity clause under which the University assumes liability for the conduct of persons other than University personnel, may be executed.) While the service agreements you are authorized to execute will have been approved by the Office of Legal Affairs and the Office of Risk Services and should be in compliance with the above limits, please be vigilant for circumstances that may cause an agreement to fall outside of the limits.

In addition, please note the following special limits on your redelegation:

(1) Executed agreements must not deviate from the approved forms attached to Attachment A except for necessary program or event-specific information such as the name, address and contact information of the contracting party; amounts due; workshop or project descriptions; dates; etc. Scopes of work must not include substantive contractual terms and conditions. Agreements that deviate from their forms in all other ways should be submitted to the Office of Business Contracts and Brand Protection (or its successor) for processing and execution on behalf of The Regents.

(2) In accordance with standard BCBP protocol, agreements must be executed by the other party first. If necessary, exceptions may be made for agreements with schools or school districts, and for agreements between the University and local, state or U.S. government agencies. Any agreements eligible for the exception will be identified in Attachment A. When an agreement is executed by the Regents first, every reasonable effort must

be made to obtain a fully executed agreement from the other party. If special circumstances require a non-eligible agreement to be signed by the Regents first, the agreement should be submitted to the Office of Business Contracts and Brand Protection (or its successor), for processing and execution on behalf of the Regents.

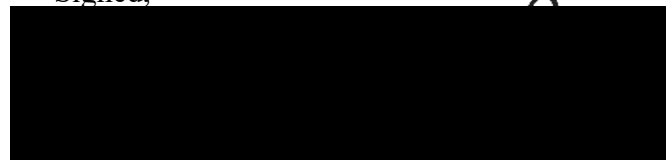
(3) EWSUM - Summer Sessions & Study Abroad must create a complete record for each executed agreement in the contract management system of the Office of Business Contracts and Brand Protection (or its successor), including a copy of the fully executed agreement.

All agreements under this redelegation must be executed in accordance with applicable University policies and procedures governing the particular transaction, including, but not limited to, the University's Business and Finance Bulletins, its relevant policies and guidelines issues by the appropriate functional areas within the UC Berkeley campus and Office of the President. In accordance with University policy, all agreements attached to Attachment A have been approved by the Office of Legal Affairs for the Berkeley campus or the Office of General Counsel. Other conditions as stated in President Gardner's December 30 1991 letter apply, but are not reiterated in this letter.

This authority may not be further redelegated.

Please contact the Assistant Delegations of Authority Coordinator Andrea Whipple-Samuel at [delegations@berkeley.edu](mailto:delegations@berkeley.edu) with any questions you may have regarding this delegation of authority.

Signed,

A large black rectangular redaction box covers the signature area.

Rosemarie Rae, AVC-CFO

Attachments: Registration Center Template  
Institution Template

cc: David Robinson, Chief Campus Counsel  
Laila DeBerry, Delegations of Authority Coordinator  
Andrea Whipple-Samuel, Assistant Delegations of Authority Coordinator

Attachment A

Agreements

1. Summer Sessions Agreement - Institution Agreement (Ver. 9-10-14), in the form attached hereto.
2. Summer Sessions Agreement - Registration Agreement (Ver. 9-10-14), in the form attached hereto.