POLICY FOR CHANGE ORDERS AND AMENDMENTS ASSOCIATED WITH CONSTRUCTION CONTRACTS

In the administration of construction contracts, change orders or amendments might be necessary for prompt and effective completion of the construction project. Such change orders or amendments shall be authorized in accordance with the following rules:

Change orders and amendments shall be divided into two classes – minor and major.

1. **Minor change orders and amendments** shall be those having a value less than $20,001 or 10% of the construction contract, whichever is the smaller amount.

2. **Major change orders and amendments** shall be all those having greater value than minor change orders and amendments.

The President, or his designee, is authorized to approve individual minor change orders and amendments. In those cases where the aggregate of the minor change orders and amendments for any one prime contract exceeds $100,000 or 15% of the construction contract, whichever is the smaller amount, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.

The Board of Trustees shall approve all major change orders and amendments.

In unusual circumstances the President of the College, in consultation with the Executive Committee of the Board of Trustees, is authorized to approve major change orders and amendments if there is reason to believe that to wait for the next meeting of the Board of Trustees meeting would compromise the progress of the construction project. In such cases, the change order or amendment and the reason for action shall be reported to the Board of Trustees at the next scheduled meeting.

Board of Trustees
March 13, 2003