IDA 616

July 1, 2019

VICE CHANCELLOR–DIVISION OF FINANCE AND ADMINISTRATION
ASSOCIATE VICE CHANCELLOR, CAMPUS OPERATIONS–DIVISION OF
FINANCE AND ADMINISTRATION
EXECUTIVE DIRECTOR, REAL ESTATE SERVICES–DIVISION OF FINANCE AND
ADMINISTRATION

RE: Delegation of Authority – Approve and Execute Leases

The following authority was delegated to Chancellors by Presidential Delegation DA 2629
(Item 8), April 5, 2019:

Approve and execute leases (including exercising renewal options, ancillary documents,
amendments, and other modifications to leases), that have:
(i) a term not to exceed 10 years excluding options when UC is Tenant but including
options when UC is Landlord; and
(ii) an initial base annual consideration not to exceed $2 million provided that all
commitments with an initial base annual consideration in excess of $1 million shall be
memorialized by either:
   (a) a UC Standard Form Lease without material modification, or
   (b) an agreement reviewed by Real Estate Services & Strategies and approved by the
       Office of General Counsel as to legal form.

Authority excludes approval and execution of ground leases, and execution of options to
purchase.

Guidance and requirements for the implementation of this authority can be found in the
following area of the Facilities Manual: 2.7.8 Requirements to Lease, License, and Granting
Easements or Rights-of-Way Under Delegated Authority.

I am redelegating my authority as follows to the:

1. Vice Chancellor–Division of Finance and Administration: my full authority;

2. Associate Vice Chancellor, Campus Operations–Division of Finance and Administration:
   authority to execute leases (including renewal options, ancillary documents, amendments,
   and other modification) as long as the total value of the original or modified lease does
   not exceed $100,000/year;
1. Executive Director, Real Estate Services—Division of Finance and Administration: authority to execute leases (including renewal options, ancillary documents, amendments, and other modification) as long as the total value of the original or modified lease does not exceed $35,000/year;

provided the indemnity and insurance provisions of the lease agreements have been approved by the campus risk manager.

UCI Real Estate Services shall be the office of record for original executed lease agreements and amendments thereto made pursuant to this delegation.

This authority may not be further redelegated and supersedes my September 1, 2017, delegation of authority on the same subject (IDA 589).

Howard Gillman  
Chancellor

cc:  UCOP Capital Asset Strategies  
    Provost and Executive Vice Chancellor  
    Vice Chancellors  
    Chief Executive Officer—UCI Health System  
    Office of Campus Counsel  
    Associate Provost and Executive Vice Chancellor  
    Associate Vice Chancellor, Chief of Staff—Health Affairs  
    Associate Vice Chancellor—Facilities Management  
    Assistant Vice Chancellor—Accounting and Fiscal Services  
    Assistant Vice Chancellor—Design & Construction Services  
    Assistant Vice Chancellor—Campus Physical and Environmental Planning  
    Director—Internal Audit  
    Chief Procurement Officer—Procurement Services  
    Risk Manager  
    Manager—Administrative Policies