



Committee Meeting: Policy & Governance Committee	Date: August 16, 2019
Committee Chair: Kathleen Masiello – members present on page 2	
New or Edited: Edited College Contracts Policy, last approved June 27, 2019.	

POLICY NAME: College Contracts Policy

POLICY TYPE: Managerial

SUBMITTED BY: Penelope G. Howard, EVP for Administration and Finance

ISSUE OR STATEMENT OF PURPOSE: This policy establishes which offices have authority to sign college contracts and creates a procedure for signing contracts.

NEW OR EDITED POLICY: Edited to include rescission of IV-A-3 Articulation and Affiliation Agreements. Policy, last approved 09/00.

A. Definitions

Educational Services Agreement. An academic agreement between the College and an external party where either party provides an academic product without a financial commitment. These include Articulation Agreements, Affiliation Agreement, Service Learning Agreements, Internship Agreements, and MOU's.

Business Service Agreement. An agreement between the College and an external party where either party provides a product or service with a financial commitment. Please reference the Purchasing for Good, Commodities, Professional Services and Specialized Products Policy.

Workforce Agreement. An agreement between the division of Workforce Development (WFD) and an outside party where WFD provides a service to an external party for a fee.

- B. The President is hereby authorized to sign, on behalf of the Board of Trustees, all agreements and contracts between the College and an external party, subject to Board of Trustees acceptance.
- C. The President may delegate to the Provost and Executive Vice President the authority to sign Educational Services Agreements.
- D. The President may delegate to the Executive Vice President for Administration and Finance the authority to approve normal operating purchases and to sign Business Service Agreements. The Executive Vice President for Administration and Finance may delegate the authority to approve certain Business Service Agreements to the Purchasing Director.



POLICY NAME: College Contracts Policy - **Continued**

E. The president may delegate to the Executive Vice President for Administration and Finance and the Provost and Executive Vice President the joint authority to approve Workforce Agreements.

DOES IT SUPERCEDE A POLICY/WHICH ONE: Yes, College Contract Policy last accepted 06/27/19.

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:

Policy & Governance Committee recommends the Board of Trustees accept the Managerial policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to College Contracts Policy, including IV-A-3 Articulation and Affiliation Agreements.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT: Trustee Kathleen Masiello, Executive Vice President for Administration and Finance Penelope Howard, Director of Human Resources Tracey Cleveland, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, and Dean of Liberal Arts and Sciences Jamie Smith

DATE OF BOARD ACCEPTANCE: August 29, 2019

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:

Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

Monroe Community College 2.4 College Contracts Policy

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of August 16, 2019.