

Essex County College College Regulation

REG 3-9 AFFILIATION AGREEMENT/CONTRACT PROCEDURES

Purpose:

To establish proper submission, reviews, approval, distribution and retention of policies with respect to contracts and affiliation agreements involving the College.

Application:

1. All affiliation agreements or contracts requiring Board of Trustees approval shall be submitted through channels to the Area Head, and then to the Department of Legal Affairs. All proposed affiliation agreements or contracts will be signed by the respective external agency or institution prior to Board action.
2. The Office of General Counsel shall review the proposed agreements. If after review, the agreement is legally acceptable, and/or no amendments, revisions or additional documentation is needed, the Office of General Counsel will so note, and return it to the Area Head for preparation of the request for Board action and submission to the President.
3. If the President approves, it will be sent to the Board for its approval.
4. Immediately after Board approval, a copy of the fully executed contracts or agreements will be sent to the originating Department/Area Head.
5. The originating Department will be responsible for sending the external agency or institution a fully executed copy of the agreement or contract. Any required Certificates of Insurance shall be initiated by the Comptroller. Copies will also be forwarded to the office of the Department of Legal Affairs.
6. The department, division or area will be responsible for maintaining files for all Board approved contracts or agreements initiated and implemented by that office.
7. The Office of General Counsel will be responsible for maintaining a College file of all Board approved agreements or contracts. A copy of each fully executed contract will be provided to the Office of the General Counsel and the Purchasing Department.
8. Any future contractual modifications or side letters of agreement must be approved by the President. Subsequent to approval, all modifications of side letters will be filed with the Office of General Counsel and the initiating area, division or department. Copies will be sent to the external agency or institution by the Office of General Counsel.

Responsible Official(s):	Reference(s): <i>N.J.S.A. 18A: 64A-12(j)</i>
Regulation History: App. 12/83, Rev. 7/11, 3/17, 3/22	Attachment(s):