

HARTNELL COMMUNITY COLLEGE DISTRICT  
BOARD POLICY AND ADMINISTRATIVE PROCEDURE  
ROUTING /TRACKING FORM

Review and approval by the various college governance groups is requested:  Yes  No

Policy/Procedure #: AP 6346

Policy/Procedure Name Contract Review and Monitoring

New  Revised  Replaces existing policy/procedure

New policy/procedure or revisions initiated/proposed | Administrative Services

Reason for new policy/procedure or revisions: Implement policy

		Approval/Comments
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Routed to:

uncil: Admin Services

x L-39 Chief Steward



HARTNELL COMMUNITY COLLEGE DISTRICT

AP6346 Contract Review and Monitoring

References Education Code Section 81656

The District generates many different types of contracts. The Chief Business Officer has been designated as the Contracts Administrator and will provide general oversight over the creation, monitoring, and updating of these contracts. The Chief Business Officer will review all new contracts and those with changes and is also responsible for reviewing documents and determining if legal review is needed.

The Dean/Manager/Supervisor/Principal Investigator over an area that needs to develop and negotiate a contract is responsible for working in collaboration with program/area faculty and/or staff and with the contracting agency. The Dean/Manager/Supervisor/Principal Investigator should draft new contracts and track existing contract(s) in their areas of supervision to ensure that they are current. In the event of the creation of a new contract or the revision of a contract requiring significant changes, it is the responsibility of the Dean/Manager/Supervisor/Principal Investigator to present the draft(s) of such contracts to the Chief Business Officer for review and determination of the need for legal review.

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1. It is recommended that the creation of a new contract or the review of an existing contract begin at least three (3) months prior to the implementation of the new contract or the termination date of an existing contract. Such initiation or review shall be conducted by the Dean/Manager/Supervisor/Principal Investigator of the particular program or area working in collaboration with program/area faculty and/or staff.
2. At the College level, the President or designee, Vice President of Academic Affairs or Vice President of Student Affairs and immediate supervisor should be informed of the contract activity being undertaken. At the District level, the Superintendent/President Chief Business Officer and immediate supervisor should be informed of the contract activity being undertaken.
3. The contracting agency should be contacted about agency-initiated changes or to inform the agency of District-requested changes.

4. After the appropriate information is received from the contracted agency, a new or revised contract is drafted.
5. New contracts and those with significant changes are reviewed by the Chief Business Officer to determine the need for legal review.
6. If you are uncertain as to whether or not the changes are significant, it is best that the Chief Business Officer review the contract.
7. After all needed input is received, including legal when required; a revised contract is drafted and shared with contracted agency.
8. After agency review, consideration is given to suggested agency changes. If appropriate, Chief Business Officer and legal review may be necessary before finalizing the contract.
9. Prior to securing the Superintendent/President's approval to move the contract to the Board, the Superintendent/President of the District has the authority to sign contracts up to \$50,000, or the Chief Business Officer at the District level has the authority to sign contracts up to \$50,000, relative to their areas of service.
10. The Superintendent/President has the authority to sign contracts up to \$100,000 and all contracts exceeding \$50,000 must secure the Superintendent/President's signature.
11. The contract is to be placed on the Board of Trustees meeting agenda, with the recommendation for approval. All contract renewals shall be placed on the agenda as a consent (ratification) item. All new contracts shall be placed on the agenda as an action item. Colleges and District Services are responsible for submitting Board agenda items pertaining to their particular areas of service within sixty days per Education Code section 81656.
12. After Board approval, all required signatures are obtained on two sets of the contract, with one sent to the contracted agency and the other retained in the Chief Business Officer's office. A file copy should be kept in the Dean/Manager/Supervisor/Principal Investigator's office for tracking purposes. The Chief Business Officer will create and maintain a master list database of all District contracts.

Attached is the Contract Tracking Sheet Template to be used for reviewing and monitoring the creation or revision of a contract. A copy of the completed template should be kept with the contract in the Dean/Manager/Supervisor/Principal Investigator's office and also attached to the original contract filed in the Chief Business Officer's office.

See Board Policy 6300, 6340 and Administrative Procedures 6300, 6340, 6341, 6350, 6360, 6365, and 6370

Approved by Superintendent/President: \_\_\_\_\_

Note: Academic Senate recommendations in red

Note: Administrative Services recommendations in blue