

POLICY TITLE: HIRING AND CONTRACT APPROVAL POLICY

I. Purpose

This policy is intended to define the appropriate hiring authority for personnel and profession service providers utilized by the college and to clearly delineate those which are under the policy/ Board responsibility and those under the responsibility and authority of the president and administration.

II. Scope

This policy shall commence effective July 19, 2006.

III. General

- A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive the reports and information from the following, whether hired as employees, contractors, or consultants:
 - 1. President
 - 2. Board Administrative Assistant
 - 3. Legal Counsel, regular, or special counsel
 - 4. External Auditor
 - 5. Internal Auditor
 - 6. Special consultants retained on a project basis.
- B. The President shall have the authority and responsibility to hire or retain all others employees, contractors, and service providers within the Board established policy parameters.
- C. The Chief Financial Officer shall be confirmed by the Board and have the responsibility to report directly to the Board and/or the Audit Committee, as well as to the external auditors, any suspected financial irregularities, or other matters which present a significant financial jeopardy to the college. Such matters should simultaneously be reported by the CFO to the President. Suspected criminal matters must, of course, be reported to the State and appropriate law enforcement agencies for investigation.

IV. Responsibility

The College's President and Chief Financial Officer shall have responsibility for implementation of, and conformance to, this policy.

Adopted: June 28, 2006, Amended September 21, 2009