
REFERENCES

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Contractual Agreements

III.D.16

Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution and the quality of its programs, services, and operations.

Evidence of Meeting the Standard

All proposed contracts undergo review and approval. Contractual agreements with third party entities are typically initiated at the department or division level, in order to achieve department-level or college wide planning goals. Proposed contracts are reviewed and require approval by the appropriate Dean, Vice President, and President. Properly approved contracts are forwarded from the College to the YCCD Executive Vice Chancellor's Office to be processed and executed.

According to YCCD Board Policy [6340](#) [\[245\]](#), the Board delegates to the Chancellor the authority to enter into contracts on behalf of the YCCD. Board Resolution No. 15-16.06 [\[135\]](#) designates the Chancellor, Executive Vice Chancellor, and Vice Chancellor as the official signers of contracts for the YCCD. YCCD procedure requires all business and educational contracts to be processed through the YCCD Executive Vice Chancellor's Office for signature. In an effort to ensure the College Presidents are involved in the process of contracting for services, materials, leases, and equipment, a cover sheet with the appropriate approvals [\[822\]](#) is forwarded with the contract to the YCCD Executive Vice Chancellor's Office.

YCCD Board Policy [6330](#) [\[244\]](#) states, "Transactions \$10,000 and over shall be reviewed by the Board every 60 days" [\[106, 107\]](#). Contracts are reviewed at the YCCD level for risk exposure by the YCCD Risk Management Office. On an as needed basis, legal counsel reviews contracts.

Analysis and Evaluation

The College and YCCD have a systematic process in place to maintain the integrity of the institution. YCCD Board Policies 6340 and 6330 govern contractual agreements. Appropriate

