

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****4.3001****I. Title of Policy**

Use of Consultants

II. Objective of Policy

To establish the framework within which the College will engage consultants to provide services outside the expertise of College personnel.

III. Authority

Bylaws of the Board of Trustees, section 1.3034

V. Policy Statement

A consultant shall be defined as an individual or designee of a firm, outside the full-time employ of the College, who performs a service considered to be outside the expertise, time capability, or appropriateness of the College's existing personnel. With the approval of the President, certain College personnel, in unique circumstances, may perform consulting duties for the College as long as these duties are outside of the employee's routine and expected function and responsibility within the College.

Consultants may be utilized for the following activities:

- A. Research and evaluation;
- B. Specification and design;
- C. Academic, service, and administrative development;
- D. Special needs (such as transitions between incumbents and new employees, etc.)

The approval process for the use of consultants shall be as follows:

- A. Annually, the Board of Trustees will appropriate a sum within the operating budget that reflects the justified and anticipated need for consulting services.

- B. All consultant and architectural fees for construction and design projects, whether new, renewal, or replacement, shall be defined individually within the proposed construction budget which will be submitted to the Buildings and Grounds Committee of the Board of Trustees for approval.
- C. With the approval of the annual budget, the Board of Trustees authorizes the President to approve all consulting agreements to a maximum of \$5,000, including expenses, per individual consultant or firm. Such agreements shall be reported to the Finance Committee of the Board of Trustees on a regular basis.
- D. Individual consulting engagements of \$5,000 or multiple engagements whose sum total is in excess of \$5,000 shall require the approval of the Board prior to contracting for the service.
- E. The President shall develop a College regulation setting forth the internal approval process for the engagement of consultants.

Consultants employed by Brookdale Community College must adhere to all Federal and State requirements with regard to affirmative action compliance.

V. Responsibility for Implementation

President.

Approved: Board of Trustees
4/22/93

Revised: 10/24/96