

BROOKDALE COMMUNITY COLLEGE BOARD POLICY

4.2003 Contract Management and Third-Party Providers

I. Title of Policy

Contract Management and Third-Party Providers

II. Objective of Policy

To establish a centralized framework for the review, approval, administration, oversight, and record-keeping of College contracts, legally binding agreements, and third-party provider arrangements (hereafter, referred to collectively as “Agreements”). To ensure that Brookdale Community College maintains appropriate institutional control, accountability, compliance, and transparency with respect to Agreements entered into on behalf of the College.

III. Authority

New Jersey Statutes 18A:64A-12 and other applicable law; Board of Trustees Bylaws 1.2050 and 1.3054 and the College’s policies and regulations governing signature authority, procurement, records retention, contract administration, and third-party providers. Where applicable, this policy shall also be implemented in accordance with Middle States Commission on Higher Education (“MSCHE”) requirements.

IV. Policy Statement

Brookdale Community College shall maintain a centralized framework for the administration, review, approval, oversight, and retention of Agreements.

All Agreements entered into on behalf of the College shall be subject to appropriate review, approval, routing, record-keeping, and monitoring in accordance with College regulations and procedures. No employee shall execute any Agreement on behalf of the College except as authorized by College policy, regulation, or delegated signature authority.

The College shall maintain appropriate institutional oversight of third-party provider arrangements, including arrangements that may implicate academic delivery, student support services, student learning assessment, operational functions, accreditation obligations, or other regulatory requirements. Where applicable, the College shall comply with MSCHE requirements related to third-party providers, written arrangements, substantive change, public disclosures, and related obligations.

The Chief Financial Officer shall oversee the College's centralized contract management function. The President is authorized to establish regulations and procedures governing general contract management and third-party provider arrangements, including but not limited to intake, review routing, repository requirements, monitoring, renewals, third-party provider oversight, and compliance with external requirements. Where appropriate, the Provost and other responsible College officers shall participate in the administration of such regulations and procedures.

The President shall retain such approval authority as may be required by Board policy, applicable law, or College regulation with respect to Agreements of institutional significance.

V. Responsibility for Implementation

President and Chief Financial Officer

Approved: Board of Trustees, 06/23/2026