

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

4.3001 Use of Consultants

I. Title of Policy

4.3001 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

N.J.S.A. 18A:64A-25.1, et seq. Bylaws of the Board of Trustees, section 1.3054

IV. Policy Statement

A consultant shall be defined as an individual or designee of a firm, outside the employ of the College, who performs a service considered to be outside the expertise, time capability, or appropriateness of the College's existing personnel.

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.);
- e. Such other special needs as defined by the Board of Trustees.

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 Finance and Facilities 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 and Facilities 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: 4/22/1993

Revised: 10/24/1996

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018