

HIRING AND CONTRACT APPROVAL

I. Purpose

To define the Board of Trustees' authority for hiring certain personnel and contracting with professional service providers.

II. Scope

Except as provided in sections 1.6.1 and 1.10.5 of the Board's Bylaws or Governance Policies this policy applies to employees, contractors, or consultants hired by the Board.

III. General

A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive reports and information from the following, whether hired as employees, contractors, or consultants:

- 1) Legal Counsel, regular, or special counsel
- 2) External Auditor
- 3) Internal Auditor
- 4) Special consultants retained on a project basis.

B. The President shall have the authority and responsibility to hire or retain all other employees, contractors, and service providers within the Board's established policy parameters.

C. The Chief Financial Officer (CFO) 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. The involuntary separation of the CFO must be approved by the Board.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Board of Trustees or designee.

Adopted: June 28, 2006

Revised: September 21, 2009, 12/17/2018, 04/17/2023