CCCD RISK SERVICES - CONTRACTS REVIEW PROCEDURES (2009)

1.
Campus originates and forwards proposed contracts through President or Business Office to R/S for legal review (non-standard contracts)

Use of *New Standard Contracts* adopted by Board in 2009 do not require legal review unless amended

2.
R/S forwards non-standard contract to general counsel for legal review / and receives written feedback from general counsel

3.
R/S provides this feedback to campus President or Business office and contract originator and works with them in obtaining changes

4.
(a) Campus originator (and R/S if necessary) contacts other party to the contract and negotiates amendments to the non-standard contract

(b) Campus President or Business office sends (4) revised originals to R/S (to the extent agreed upon)

(c) Campus President or Business office confirms *board agenda item* is drafted correctly and submits 24 copies of nonstandard agreements to board office

5.
R/S holds 4 originals of contract until the Tuesday prior to Board approval – then forwards contracts for Board signature

6.
Upon Board Signature and return of Originals to R/S

R/S returns executed originals to campus for distribution
(R/S keeps 1 original)
(Board office keeps 1 original)