

## **COAST COMMUNITY COLLEGE DISTRICT**

### **Procedures for the Submission of Standard and Non-Standard Agreements Inclusion on Board Agenda and Signature Process**

#### **CCCD “Standard” Agreements**

**A CCCD Standard Agreement is an agreement that is drafted by the District, with terms favorable to the District, and approved for use by the Board of Trustees. Any alterations or changes to the terms of a Standard Agreement turn it into a non-standard agreement.**

- District Standard Agreements require the submission of at least 4 original documents for signature
- A Board Agenda Item must be submitted for the “named” Standard Agreement to be included on the board agenda
- The originator must fully complete all blank fields of the Standard Agreements, and the Standard Agreement *and* the Board Agenda items must always include the all blank field information, including the following:
  - Term of agreement (beginning/end date – with beginning date being the date after board approval or later)
  - Full Legal Party name – of the person we are entering into the agreement with
  - Defined compensation terms (amount, frequency of payment, reimbursable expenses)
  - Full and Clear statement of Scope of work (using blank field information from agreement)
  - Reimbursable expenses and costs, if any

#### **Consent Calendar Items (Yellow pages of the CCCD Board Agenda - examples)**

- a. Independent Contractor Agreements
- b. Professional Expert Agreements
- c. Clinical Affiliation Agreements
- d. Student Internship Agreements
- e. Annual Agreement for Contractor Services
- f. Other Standard Agreements after verification with Risk Services

Action Items (*Green Pages* of the CCCD Board Agenda)

- g. Study Abroad Service Provider Agreements
- h. Architectural Agreements
- i. Construction Management Agreements
- j. OCDE Bid Documents
- k. Contractor Agreements (bids/projects)
- l. RFPs
- m. Other Standard Agreements Requested for Inclusion on Action Section of Agenda (i.e. by Chancellor, Vice-Chancellor, or Campus President)

Non-Standard Agreements

**A Non-Standard Agreement is any agreement other than our Standard Agreement – typically agreements created by negotiation or use of the other party’s template agreement.**

All *Non-Standard* Agreements will require review by the District’s General Counsel prior to being placed on the District Board Agenda. The Non-standard agreement should be submitted to Risk Services for General Counsel’s legal review ***no less than*** 22 days prior to the board date on which the agreement is being considered. Emergency exceptions will be addressed on a case-by-case basis.

The campus originator is primarily responsible for negotiating any suggested changes to the non-standard agreement. Risk Services will actively assist each campus in this process if requested.

All *Non-Standard* Agreements– shall be placed on the Action Items section (*Green Pages*) of the CCCD Board Agenda for Board approval and signature. Non-Standard agreements require at least 4 originals for signature and 24 copies / 2-sided / 3 hole punched for distribution by the Board Office.

- The non-standard agreement *and* the corresponding Board Agenda item must always include the following information:
  - Term of agreement (beginning/end date – with beginning date being the date after board approval or later)
  - Full Legal Party name – of the person we are entering into the agreement with
  - Defined compensation terms (amount, frequency of payment, reimbursable expenses)
  - Full and Clear statement of Scope of work (using blank field information from agreement)
  - Reimbursable expenses and costs, if any

### **ROUTING OF ALL CONTRACTS/AGREEMENTS**

- Each Campus Business *or* President's Office shall route the 4 or more originals of Standard and Non-Standard agreements through the Risk Services Office.
- The 24 copies of Non-Standard Agreements shall be forwarded to the Board Office with the corresponding approved Board Agenda item.

All Final Non-Standard Agreements *pending* board approval shall (*must*) be received by Risk Services prior to the Board Meeting date. These Non-Standard Agreements will be forwarded to the Board Office for signature on the day prior to the board meeting. The Board Office will route these agreements back to Risk Services for distribution after board approval.

Standard CCCD Agreements shall be submitted to Risk Services as promptly as they can be provided. Those Standard Agreements that are available will be forwarded to the Board Office for signature on the day prior to the board meeting. Standard Agreements received after board approval will be expeditiously routed for signature.