

General Policy - Contract Review

Policy:

1. Any contract involving Bismarck State College must be signed by the President and/or Executive Vice President, or their designated representative or as otherwise stated in the section below.
2. The following positions have contractual authority in the stated areas:
 - Provost & Vice President for Academic and Student Affairs, Dean of NECE, Dean of Humanities, Arts and Sciences and Dean of Current and Emerging Technologies— academic and training agreements
 - Director of Continuing Education or designee— conference agreements, workforce contracts and facility use agreements
 - Chief Information Officer – software site licensing and campus information technology projects. Definition of information technology includes, but is not limited to hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video.
 - Associate Vice President for Finance and Operations – purchase agreements and leases
 - Dean of Student Affairs – student affairs agreements
 - Chief Institutional Effectiveness & Strategic Planning Officer – institutional research and institutional effectiveness contracts
 - Chief Human Resources Officer/Title IX Coordinator – appropriate Human Resources contracts
 - Vice President for College Advancement and Executive Director, BSC Foundation – grant contracts and applications
 - Director of Athletics – rental agreements
 - Chief Buildings and Grounds Officer – agreements/contracts pertaining to Buildings and Grounds
 - Facility Manager, MDU Resources Community Bowl – agreements for rental of the facility
 - Director of Student and Residence Life – agreements/contracts pertaining to housing and student activities

3. Delegated authority to sign as a designated representative shall be in writing. All contracts must be approved by ND University System (NDUS) legal counsel pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the college.

Reference:

State Board of Higher Education Policy 840.

History:

Approved by the President's Cabinet October 21, 2005.

Revisions: June 4, 2008; September 5, 2012; reviewed by the Operations Council on June 24, 2013 and approved by the Executive Council on July 17, 2013; August 4, 2014; July 28, 2016; October 20, 2016.