

Educational Program Series—4000

CONTRACT CLASSES

- Service Provider:**
1. Contacts appropriate **Chemeketa Community College administrator** to request service, or vice versa.
- Dean or Director:**
1. Discusses proposal with **service provider** representative and affected employees to determine if proposal meets college standards.
 2. If proposal is not approved by the college, communicates decision to **service provider**.
 3. If proposal is approved by the college, negotiates contractual terms within college policy/procedures.¹
 4. Reviews terms with **Human Resources and Business Services**.
 5. Completes educational service request form or initiates college approved contract format.
- Executive Dean or Executive Director:**
1. Approves and forwards contract to **Business Services**.
- Dean or Director:**
1. Notifies the **college bookstore** if appropriate.
 2. Communicates decision to **service provider**.

October 14, 1991

Adopted College Council
June 7, 2006

Revised

October 30, 2015

Revised by College Executive Administration

¹ See Policy and Procedure #6230