



Administrative Policy

Policy Title:	Memorandum of Agreement
Policy Number:	3103
Date Adopted:	9/7/2004
Version:	6.0
Review Cycle:	Annually
Date Last Reviewed:	5/29/2024
Office Responsible:	President's Office
Reviewing Committee:	Leadership Council
Related Policies:	Contract Authority, Purchasing
Related Laws:	N/A

Policy Summary:

In the course of conducting its business, Jackson College (JC) may find it necessary to enter into a relationship for purposes of advancing the College's mission and maximizing available resources. In all cases, care should be taken by any College employee involving implied, verbal, or written agreements, or general understanding, as contracts are legally binding and establish obligation.

Policy Statement:

The following parameters have been developed regarding all agreements entered into by any employee of JC:

1. Any partnership agreed to for the exchange of services and/or remuneration, will be prepared as a Memorandum of Agreement (or, as appropriate, a Memorandum of Understanding) utilizing a standardized format available in the Office of the Chief Operating Officer.
2. All proposed agreements must be submitted to the President or designee for review, consideration, and authorization;
3. All agreements will be entered into through writing only. No employee is authorized to make commitments, on behalf of the College, without express authorization from the College President (or designee); and
4. All agreements should be reviewed by legal counsel prior to authorization from the College President and finalization.

Given the serious nature of non-compliance with this policy, and the potential for significant obligations to the College through incompetence or employees intentionally



violating any of the aforementioned requirements will face serious repercussions and possible dismissal.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
8/28/2012	2.0	Updates to Template, Edits	A. Stiers
10/29/2014	3.0	Updated logo, Name change	S. Johnson
1/18/2017	4.0	Biennial review	S. Perkin
4/14/2020	5.0	Biennial Review	Chief of Staff
5/29/2024	6.0	Annual review – Substantial clarifying edits throughout.	President's Office

