

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Signing Authority

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BOARD OF TRUSTEE APPROVAL: 4/23/2025

EFFECTIVE DATE: 4/24/2025

Contractual commitments between the College and other individuals or corporations can only be made by the President or the Vice President of Finance and Operations of Highland Community College. In the case of faculty employment contracts, administrative contracts, and benefits-eligible salary letters only the President may make a commitment on behalf of the College.