

	POLICY	Motion No.	EXEC 1005-2025
	THIRD-PARTY PROVIDERS POLICY	Effective Date	2/18/2025
		Responsible Department	President's Office
		Reviewed by an attorney	N/A

Purpose

This policy aims to define the College's expectations and requirements for entering into written arrangements and/or contracts with third-party providers.

While Pennsylvania Highlands Community College strives to conduct most institutional services internally, it must at times contract with third party providers (TPP) to conduct some essential functions. However, the College is dedicated to ensuring the quality, integrity, and transparency of all activities conducted in its name including services and programs delivered by those third-party providers. The College shall maintain control and ownership over all activities conducted by third-party providers and shall ensure that all third-party arrangements align with the College's mission, values, and standards and must comply with applicable laws, federal and state regulations, collective bargaining agreements and accreditation standards.

Third-party providers are organizations/businesses with which the College has a written arrangement and/or contract to provide ongoing services to the College or its students. According to the Middle States Commission on Higher Education (MSCHE) Third-Party Providers Procedures, TPPs may include but are not limited to, the following types of services:

- The delivery of student learning opportunities such as non-credit workforce development training, internships, clinical experiences, and/or credit bearing educational programs.
- Student support services such as counseling, tutoring, food or dining services.
- Operational or business functions of the institution.

All relationships with third-party providers must be formalized through written agreements or contracts. Agreements must clearly define the terms of the arrangement, including roles, responsibilities, and performance expectations where appropriate. The College will disclose information about third-party provider relationships as required by accrediting bodies and regulatory agencies.

Approval Process for New TPP Arrangements

Proposed third-party arrangements must undergo a thorough review and approval process initiated by the College department most likely to oversee/work with the TPP. The process shall include assessment of potential risks and benefits and must align with college goals, regulatory/accreditation standards, and with collective bargaining agreements. All contracts and written agreements must follow the College's standard approval process and must align with the Purchasing Guidance Policy.

Third Party Provider Assessment

As part of the normal administrative assessment process, managers of the College department working with the TPP will ensure the quality and effectiveness of services that TPPs provide by conducting regular assessments. Assessment results will be communicated with Cabinet.

Effective Date	Motion Number	Document Author	Description of Change
2/18/2025	EXEC 1005-2025	Executive Committee	Initial Release