



# Westchester Community College

State University of New York

39696

April 15, 2014

To: Board of Acquisition and Contract

From: Dr. John F.M. Flynn  
Interim President

Re: Authority to enter into an agreement with the University of Cambridge  
Institute of Continuing Education for a summer study abroad program

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The University of Cambridge in the United Kingdom (“Cambridge”), has for over 90 years offered summer programs to international students in a number of different disciplines. Honors students from Westchester Community College (the “College”) have been participating in these programs for 11 years. The students pay the tuition and fees directly to Cambridge and there is no cost to the College. Until last year, the College was not required to enter into a formal agreement with Cambridge. An agreement was executed for the Summer 2013 program. The agreement for the Summer 2014 program requires the College to indemnify Cambridge for any third party claims relating to the program.

Accordingly, attached is a resolution that would authorize the College to enter into an agreement with The Chancellors, Masters and Scholars of the University of Cambridge, acting by and through the University of Cambridge Institute of Continuing Education for a summer study abroad program. There will be no cost to the College, but the College will indemnify Cambridge for any third party claims relating to the program. The term of the agreement will commence July 20, 2014 and expire August 1, 2014.

This agreement is exempt from the operation of the Westchester County Procurement Policy pursuant to Section 3(a)(ix) therein.

I believe that it is in the best interest of the College to enter into this agreement; and I therefore, recommend that you act favorably on the annexed proposed resolution.

JFMF:me  
Attachment

**RESOLUTION**

Upon a communication from John F.M. Flynn, Interim President, Westchester Community College, be it hereby

**RESOLVED**, that the County of Westchester acting by and through Westchester Community College (the “College”) is hereby authorized to enter into an agreement with The Chancellors, Masters and Scholars of the University of Cambridge, acting by and through the University of Cambridge Institute of Continuing Education (“Cambridge”) for a summer study abroad program for the period July 20, 2014 through August 1, 2014; and be it further

**RESOLVED**, there will be no cost to the College, but the College will indemnify Cambridge for any third party claims relating to the program; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
N/A						

Budget Funding Year(s) Start Date: 7/20/2014 End Date: 8/1/2014  
 (must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_ Contractor Federal I.D. No./ Social Security No.: \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 Federal Aid \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
 Other \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
 (must match resolution)