


PROCEDURE

Subject	Auxiliary Enterprises	Number: 5.01.01
Source	Vice President, Finance and Administrative Services	Reference (Rule #) 6HX14-5.01
President's Approval/Date:	 7/17/2018	

PURPOSE:

The purpose of the Auxiliary Enterprises Procedure is to afford organizations, both on Campus and off Campus, to be considered to enter into a sponsorship agreement with College to provide products / services to faculty, students, staff and invitees of College.

PROCESS:

The following process must be followed for any proposing sponsor of Auxiliary Enterprises:

- Any proposing Auxiliary Group must approach College through the Director, Business Services.
- The Director, Business Services may prepare a complete presentation to the Vice President, Finance and Administrative Services and others at College to discuss the proposed enterprise venture.
- All considerations will be given in concert with the mission of College or with the standards set by the President for the proper operation of all College campuses.
- Auxiliary Enterprise must not be in conflict or in direct competition with any existing College-sponsored enterprise.
- State regulations or Department of Education regulations may require College to go out to formal bid to allow all eligible enterprises the opportunity to respond to deliver the desired services
- Applications, agreements, indemnity agreements, insurance verification and all necessary forms will be collected by the Director, Business Services prior to any approval.
- Once all documents are successfully collected and approved, draft contracts will be negotiated for approval and signature. Negotiations in good faith should be accepted by both parties.