


PROCEDURE

Subject	Auxiliary Enterprises	Number: 5.01.01
Source	Vice President, Business and Administrative Services	Reference (Rule #) 6HX14-5.01
President's Approval/Date: 7-1-09		

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. In all considerations for such agreements, any organization being considered for such sponsorship agreement must contract with the College through the Department of Business Services through the Director of Business Services and Public Safety in building #7 room 141. Final approval for such sponsorship will be granted by the College President.

Process:

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

- Any proposing Auxiliary Group must approach College through the Director of Business Services and Public Safety and arrange for a face to face interview.
- Upon approval, the Director of Business Services will prepare a complete presentation to the Vice President of Business 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.
- Depending upon State regulations or Department of Education regulations, it may become necessary for 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 of Business Services and Public Safety in building #7 room 141 prior to any approval.
- Once all documents are successfully collected and approved, draft contracts will be created and forwarded to sponsoring auxiliary enterprise for approval and signature. Negotiations in good faith should be accepted by both parties.