

## College Operating Procedures (COP)



**Procedure Title:** Auxiliary Enterprises  
**Procedure Number:** 08-0104  
**Originating Department:** Office of Auxiliary Services

**Specific Authority:**

Board Policy **6Hx6:1.07; 6Hx6:4.06**  
Florida Statute **1001.64; 1004.70**  
Florida Administrative Code **6A-14.077**

**Procedure Actions:** Adopted: 05/2009; 06/2009; 03/2010; 10/2010; 11/1/2010;  
01/20/2021

**Purpose Statement:** This procedure establishes guidelines for auxiliary enterprises.

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### **Guidelines:**

Auxiliary Services are those functions which provide essential services, conveniences, and amenities to enhance the educational environment of the College community in support of campus and College programs. Those functions include food services, bookstore services, event services, printing services, vending services and appropriate associated services. Additional auxiliary services must have the approval of the President (or designee) prior to being implemented, and the President (or designee) is authorized to discontinue existing services, as warranted.

### **Procedures:**

#### **I. REQUEST FOR NEW AUXILIARY ENTERPRISES**

- A. Any proposing Auxiliary Service must approach the College through the Manager, of Auxiliary Services.
- B. The Manager of Auxiliary Services will prepare a complete presentation to the Vice President of Operations/Chief Financial Officer (CFO) and others at the College to discuss the proposed enterprise venture.
- C. All considerations will be given in concert with the mission of the College or with the standards set by the President for the proper operation of all College campuses.
- D. Auxiliary Services must not be in conflict or in direct competition with any existing College sponsored enterprise.
- E. College policies and procedures applicable to the control of fiscal, procurement, contractual, personnel, and other operations are applicable to auxiliary services operations.

#### **II. CONTRACTS AND AGREEMENTS**

- A. In accordance with Florida Statute and State Board Rule, it may become necessary for the College to go out to formally solicit auxiliary enterprises.
- B. Applications, agreements, indemnity agreements, insurance verification and all necessary forms will be collected by the Auxiliary Services Manager and approved by the Vice President of Operations/CFO and/or designee prior to any approval.
- C. 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.