

## EDUCATIONAL VENDORS

To: Faculty and Staff

From: Delgado Office of Safety and Risk Management

As Delgado does business with numerous educational vendors, please be reminded that as a state institution, all Delgado employees are bound by the [Louisiana Code of Governmental Ethics](#). Accordingly, all faculty and staff are required to participate in the state-wide online training course intended to inform faculty and staff of how they are impacted by this legislation.

***Please be reminded that except for promotional items with no substantial resale value, faculty and staff generally cannot accept any gift of "economic value" from an educational vendor. However, the following provisions do apply in the following circumstances:***

**1) Regarding donations of equipment or movable property to the division, department or the College –**

Such donations must be handled in accordance with the College's [Donations of Movable Property policy](#), which ensures that equipment donations are processed in accordance with state property control regulations, the assignment of donated property to individual departments is documented, and acceptance of usable equipment is acknowledged.

**2) Regarding vendor-sponsored professional development opportunities –**

All professional development/travel must be processed in accordance with the state's travel regulations, specifically through Delgado's established [professional leave and travel policy and procedures](#). Educational vendors *may* be allowed to donate funds to the Delgado Community College *Foundation* to fund the cost of professional development/travel for faculty and staff, but this must be reviewed prior to travel. If the donation to the Foundation is approved for professional development/travel purposes, the ***professional development/travel must be handled through state's established travel process and not directly between the traveler and the educational vendor.*** Accordingly, the following steps apply:

- The travel must be processed through Delgado's standard travel process. However, the paperwork must document that the educational vendor (include the vendor's name) is making a donation to the "Delgado Community College *Foundation*" to cover the cost of the travel and must include documentation from the vendor to support this (copy of vendor's donation check or vendor's written commitment to donate the cost of the travel).
- Total college expenses must be determined on the travel request paperwork, and this amount must be provided to the vendor so a donation payable to the "Delgado Community College *Foundation*" can be made prior to your travel.
- The Delgado Foundation must be notified of the intended donation and its purpose, and steps must be taken for the Foundation to process the funds over to the College to cover the cost of the travel.

**3) Regarding food or drink donated by a vendor for meetings with or involving faculty and/or staff –**

On occasion, educational vendors offer to provide food and drink for meetings with or involving faculty and/or staff. Any such requests ***must be approved by the division dean or department head, and the vendor must be present for the consumption of the food or drink, which must be valued at a reasonable amount.***

Please understand the serious potential for faculty and staff to commit ethics violations by receiving gifts from educational vendors. When in doubt, please contact Scott St. Pierre, Safety, Risk and Compliance Manager, at [sttpie@dcc.edu](mailto:sttpie@dcc.edu) to address any specific situations. Also, if any faculty or staff member would like additional information, please repeat the required training at <https://eap.ethics.la.gov/EthicsTraining/login.aspx>.

Thank you for your assistance in ensuring compliance with state Ethics rules and regulations.