

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>AUXILIARY SERVICES</b>
<b>EFFECTIVE DATE:</b>	<b>July 19, 2005</b>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Business (BA)

**POLICY STATEMENT**

In accordance with Louisiana Revised Statute 17:3355, “*Contracts and Purchases . . . Food Services*,” the Board of Supervisors of the Community and Technical College System is authorized to operate or contract for auxiliary services such as food services, vending operations and similar services as a service to, and incidental to, the instructional program of the College. As an LCTCS institution, this authority is extended to Delgado Community College in accordance with Louisiana Revised Statute 17:3218, “*Authority of System Boards*.”

For the purpose of this memorandum, “auxiliary services” is defined as essential services that support the mission of the College and are provided to the campus community of students, faculty, and staff. All such auxiliary service activities will be operated on a self-supporting basis by recovering their costs through fees or prices they charge for goods or services. They may be either directly operated by the College or obtained through a contract with a separate corporate entity. The selection of contracted auxiliary services must be procured in accordance with the College’s [Purchasing Procedures](#) policy, and Louisiana Revised Statute 39, Louisiana Procurement Code.

The Vice Chancellor for Business and Administrative Affairs is responsible for (1) overseeing all auxiliary services at the College; (2) ensuring the proper selection of contracted corporate entities providing auxiliary services in accordance with established procedures; and (3) reviewing all auxiliary service contracts and operations to ensure that effective services are being provided in support of the College’s mission.

*Policy Reference:*

Delgado Policy and Procedures Memorandum, [Purchasing Procedures](#)  
Louisiana Revised Statute 39, Louisiana Procurement Code; Louisiana Revised Statute 17:3218, “*Authority of System Boards*”; Louisiana Revised Statute 17:3355, “*Contracts . . . Food Services*”

*Review Process:*

Business and Administrative Affairs Council 6/28/05; College Council 7/19/05

*Distribution:*

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