



The College at Brockport

Category:

Office of Human Resources

Responsible Office:

Human Resources

Policy Title:

Commercial Enterprise Policy

Policy:

(SUNY Administrative Policies Manual) No authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide for food, legal beverages, campus bookstore, vending, linen supply, laundry, dry cleaning, banking, barber and beautician services and cultural events. This resolution shall not be deemed to apply to Auxiliary Services Corporation activities approved by the University.

Procedure:

As a state agency, the College must not provide services to commercial enterprises except as required by contracts. Many vendors approach us offering reduced rates and special services for our employees and requesting permission to distribute and post marketing materials to alert our employees to their products and services. With few exceptions, it is improper for any state employee to use College resources (campus mail services, FAX, telephones, and even the employee's own work time) to assist private enterprise. All such requests should be referred to the Office of Human Resources where they will be routinely denied unless the vendor has a contract that provides access to our employees (i.e., ING, MetLife, TIAA-CREF, and Valic ... contracted providers of retirement related benefits, etc.). The other exception is that through the College's membership in the Rochester Area Recreation and Employee Services Association (RARES), the Welcome Center will continue to provide discount tickets for recreational activities only (i.e., Theme Parks, Ski Life Tickets, Red Wing Baseball tickets, etc.). However, the College will not participate in any merchandise or service discount offerings through RARES or any other organization.

These prohibitions apply equally to our own employees who are engaged in outside commercial activities (i.e., Avon sales, etc.).

Reference(s):

SUNY Administrative Policies Manual