



**Title of Policy:** Vendor Access Policy

**Applies to (check all that apply):**

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_  
Division/Department \_\_\_\_\_ College X

**Topic/Issue:**

Baltimore City Community College is often approached by vendors or sales representatives to have access to employees or students for the purpose of soliciting the sale of goods or services for personal use. While the College is not opposed to vendors offering their products to potential customers, including BCCC employees and students, the staff is concerned about fairness, consistency and equitable treatment of all vendors. Consequently, BCCC does not want to appear to favor one vendor over another unadvisedly, nor does it promote, endorse or approve any product or vendor over another. This policy does not in any way prohibit BCCC from allowing vendor access in all cases, nor does it prohibit the College from allowing access to State-approved vendors, vendors which have existing contractual relations with the College or the State, friends or supporters of the College, or vendors whom it is deemed by BCCC officials will cause no conflict of interest. In addition, this policy does not prohibit vendors from being invited to campus to participate in various student events, subject to the prior approval of the President, the Vice President for Student Affairs, or their respective designees.

**Background to Issue/Rationale for Policy or Procedure:**

**(For procedures, cite appropriate approved College Policy addressed)**

**State/Federal Regulatory Requirements (cite if applicable):**

N/A

## **Policy Language:**

### **1.0 PURPOSE**

It is the policy of Baltimore City Community College to establish a policy to ensure the fair and consistent treatment of vendors wishing access to solicit Baltimore City Community College employees for the sale of goods or services.

### **2.0 INTRODUCTION**

Often vendors and sales representatives make requests of officials or employees to have access to Baltimore City Community College employees or students for the purpose of soliciting sales of goods or services for personal use. While BCCC is not opposed to vendors offering their products to potential customers, including BCCC employees and students, BCCC is concerned about fairness, consistency and equitable treatment of all vendors. Consequently, BCCC does not want to appear to favor one vendor over another unadvisedly, nor does it promote, endorse or approve any product or vendor over another.

This policy does not in any way prohibit BCCC from allowing vendor access in all cases, nor does it prohibit the College from allowing access to State-approved vendors, vendors which have existing contractual relations with the College or the State, friends or supporters of the College, or vendors whom it is deemed by BCCC officials will cause no conflict of interest.

In addition, this policy does not prohibit vendors from being invited to campus to participate in various student events, subject to the prior approval of the President, the Vice President for Student Affairs, or their respective designees.

### **3.0 POLICY**

Vendors may not enter the Baltimore City Community College campus for the purpose of solicitation of BCCC employees or students for the sale of goods or services without prior authorization and approval from the President or the Vice President for Administration or their respective designees. This includes solicitations to the BCCC Community by-mail using the College computer network as well as physical presence. Violations of this policy may result in a request that the vendor leave the premises, or disciplinary or legal action as deemed appropriate.

3.1 **COMMERCIAL USE OF BCCC INFORMATION TECHNOLOGY RESOURCES**

BCCC information resources should not be used for commercial purposes except in a purely incidental manner or as permitted under other written policies of BCCC or with the written approval of a BCCC officer having the authority to give such approval. Any such commercial use should be properly related to BCCC activities, take into account proper cost allocations for government and other overhead determinations and provide for appropriate reimbursement to BCCC for taxes and other costs BCCC may incur by reason of the commercial use.

3.2 **ADVERTISEMENTS**

In general, BCCC's electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions. Some public bulletin boards have been designated for selling items, etc., and may be used appropriately, according to the stated purpose of the list(s). Vendors may send product information and technical material to specific mailing lists, with the permission of the manager of the mailing lists.

**Approved by the Board of Trustees:** January 20, 1999

**Originator/Division:** President's Office

**Reformatted:** August 4, 2008