



## ACADEMIC RESALE POLICY

### 7.6.1

Academic resale activities must be integral to the college's instructional mission. This includes goods and services that are sold to students, staff, and the general public provided by students participating in instructional programs. All procedures apply to the general public, LSC students and employees.

It should be clearly understood by college personnel and non-college users (customers), that the predominant theme of LSC resale activity is to provide quality, educational experiences for our students. As such, the focus of the lab experiences shall not be to provide timely and inexpensive services to "customers." Projects are accepted on a first-come, first-served basis or are scheduled as needed to match the activities required by the curriculum.

Products or services offered by the college shall normally be priced to recover, at a minimum, all costs related to producing the product or service. A nominal fee may be applied, to cover other incidental operating costs. In some shop/lab areas, a pre-determined standard fee per job type may be established. If the activity is integral to the fulfillment of the college's instructional mission, prices may be established at less than or more than full cost recovery upon approval by the president. LSC academic resale activities will not charge for labor.

For any resale activity entered into, full documentation of costs and pricing determinations must be posted. The pricing structure must be in compliance with MnSCU Board Policy 7.6 and MN Statute §135A.13, taking into consideration the impact of competition with the private sector.

Specific procedures are developed for each department involved with resale activities of any kind. These procedures must be approved prior to the commencement of any academic resale activity by the appropriate academic dean, vice president for academic & student affairs, director of business services, and vice president of finance & administration. Current procedures are kept on file with the director of business services.

Date Proposed: January 9, 2012

Date of Implementation: February 9, 2012

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Signature of College President

Date