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Chapter: Fiscal and Administrative Affairs

Modification No. 003

Subject: **Auxiliary Services**

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- I. The auxiliary services are those functions which provide essential services, conveniences and amenities to enhance the educational environment of the College community in support of campus and College programs on a timely and self-supporting basis. Those functions include food services, bookstore services, child care centers and appropriate associated services. Additional auxiliary services must have the approval of the President (or designee) prior to being implemented, and the President (or designee) is authorized to discontinue existing services, as warranted.
- II. The President or the President's designee is authorized to establish and charge fees for services rendered or supplies provided by the various auxiliary services for student, faculty, staff, or other authorized persons, such fees to be directly related to but not necessarily equal to the cost of the service provided.
- III. College policies and procedures applicable to the control of fiscal, procurement, contractual, personnel, and other operations are applicable to auxiliary services operations.
- III. The College President (or designee) is authorized to establish procedures for the administrative management of the College auxiliary services.

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Board Approval: April 4, 1977; February 25, 1985; June 16, 2003.

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I. Definition and Scope of Auxiliary Services

- A. Auxiliary services are those activities which provide services, conveniences and amenities to the members of the College community in support of campus educational programs. These activities are operated and administered as a self-supporting, enterprise fund of the College. In general, the services provided include:
1. Bookstores
  2. Cafeterias
  3. Snack bars
  4. Vending machines (includes food, drink, coin-operated photocopying, etc.)
  5. Recreation centers
  6. Child care centers
  7. Copying and Desktop Publishing Centers
- B. Additional auxiliary services beyond those cited in the Board policy must have the prior approval of the Executive Vice President for Administrative and Fiscal Services before being implemented and may be discontinued by the Executive Vice President, as warranted. The President and Board of Trustees will be informed of new services or discontinued services during the budget review process.
- C. The public may be served incidentally by some auxiliary services.
- D. Each auxiliary service must have its own clearly written, detailed administrative procedures for any aspect of its operation not generally provided for by College policies and procedures. If an outside agency or vendor conducts the activity, the written procedure is replaced by a legal contract or agreement.
- E. Student activities and athletics for which the student activity fee is charged are not considered an auxiliary service.

II. Fiscal Management

- A. Each auxiliary service, except Child Care Services, is expected to generate sufficient revenue to pay its share of general administrative expenses, as well as direct operating expenses, including provision for renewal and replacement of furniture and equipment. Each year, the President (or designee) shall establish the limit of any revenue shortfall in Child Care Services.

- B. Proceeds from all auxiliary services will be deposited in the Auxiliary Enterprises Revolving Fund and administered in accordance with applicable financial policies and procedures.
- C. Personnel employed by Auxiliary Services shall be notified at the time of hire that the unit is funded outside of the College operating budget and that continuation of positions established within the unit is contingent upon the availability of funds.
- D. Each type of auxiliary service will have a budget developed and administered in accordance with College policies and procedures.

III. Sales and Services

- A. Unit heads shall consult with the Director of Auxiliary Services before establishing or contracting for services that may compete with existing auxiliary services.
- B. The use of College buildings and grounds for private commercial sales or other profit-making activities must be approved in advance by the Director of Auxiliary Services.
- C. When a College or community group desires to serve food at an activity or event, arrangements for the food service must be made through the Office of Auxiliary Services. The fee for the service is established by Auxiliary Services and the food service contractor. Exceptions may be made by the Director of Auxiliary Services.
- D. The Director of Auxiliary Services shall implement procedures to authorize the use of alcoholic beverages at the College and is responsible, as the President's designee, for approving, or disapproving, all such requests.

IV. Functional Responsibilities

- A. The Executive Vice President for Administrative and Fiscal Services is designated by the President as being responsible for overall supervision of the management of the auxiliary services unit.
- B. The Director of Auxiliary Services is responsible to the Executive Vice President for Administrative and Fiscal Services for the operation of all College auxiliary services.

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Administrative Approval: June 8, 1977; February 26, 1985; June 16, 2003.