

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.33 (BP 3600 and 6900)

BOARD POLICY
San Mateo County Community College District

Subject: 8.33 Auxiliary Services
Revision Date: 10/12; xx/xx
Policy References: Education Code Section 72670, Statutes of 1976; Education Code Sections 81676 and 88003.1; Civil Code Section 1798.90

1. Auxiliary Services

- a. Auxiliary Services consists of bookstores; vending services; cafeterias; fitness centers; Community, Continuing and Corporate Education and any other programs established by the Board.
- b. Auxiliary Services as a whole is intended to be self-supporting, with funds from operations covering all direct and indirect costs, including repairs, maintenance, equipment, utilities, telephone, administrative and support services.
- c. A quarterly financial summary, covering the operations of each of the Auxiliary programs shall be presented to the Board.
- d. Any Retained Earnings from the Auxiliary Services operations beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to financial support for students, student success, and service improvements.

2. Bookstores

Under the direction of the Executive Vice Chancellor, uniform District operating procedures, including those relating to fiscal practices, shall be established for all bookstores in accordance with Education Code provisions for auxiliary organizations and the California Community Colleges Budget and Accounting Manual. ~~A single quarterly financial summary, covering the operations of all three bookstores shall be presented to the Board.~~

- a. College bookstores will be self-supporting, with funds from operations covering all direct and indirect costs, including repairs, maintenance, equipment, utilities, telephone, administrative and support services and an annual assessment for rental for the space occupied by the stores. This rental assessment will be utilized to provide improvements in delivery systems to students based on annually established priorities approved by the Board.
- b. College bookstores shall be operated on a ~~not for profit self-supporting~~ basis, primarily as a service for students, faculty and staff. ~~Any Retained Earnings at the bookstores beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements within the District.~~
- c. College bookstores shall comply with the requirements of the Reader Privacy Act.

3. Vending Services

Vending revenue will be reviewed annually by the District Auxiliary Services Advisory Committee, which shall recommend its uses and allocation to the Executive Vice Chancellor.

8.33 Auxiliary Services (continued)

4. Cafeterias

The cafeterias may be operated by an outside management firm **as directed by the San Mateo County Community College District and College administration** and the District will operate on a ~~not for-profit~~ **self-supporting** basis, primarily as a service to students, faculty, and staff.

5. Fitness Centers

- a. Fitness centers may be operated by an outside management firm as directed by the San Mateo County Community College District and College administration and the District will operate on a ~~not for-profit~~ **self-supporting** basis, primarily as a service to students, faculty, staff and the community. ~~Any Retained Earnings at the fitness centers beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements within the District.~~
- ~~b. A single quarterly financial summary covering the operations of the fitness center(s) shall be presented to the Board.~~
- b. The Health and Wellness Center/Pool is a joint use facility shared by the academic programs at College of San Mateo and the San Mateo Athletic Club (SMAC). Scheduling is determined by the Kinesiology, Athletics, and Dance Division Dean and the Vice President of Instruction in consultation with the Vice Chancellor of Auxiliary Services and SMAC. The ultimate goal is that each program benefit the other and that both be successful.

6. Continuing, Corporate and Community Education

Continuing, Corporate and Community Education is a financially self-supporting department designed to create impactful learning opportunities for San Mateo County residents, families, businesses, nonprofits and governmental agencies, as well as international students seeking increased educational opportunities within the San Mateo County Community College District.

For additional information, see Policies 6.90, Community Education Classes, and 6.94, Contract Courses and Services.

Note: This policy was reviewed by the DPGC in May and changes were made in accordance with suggestions made by DPGC members.