

Board of Trustees of the Nebraska State Colleges

Auxiliary Operations

POLICY
NAME: Other Auxiliary Operations

POLICY
NUMBER: 9500

A. PURPOSE

A. To identify other Auxiliary operations such as the Bookstore and Student Centers.

B. DEFINITIONS

1. **Auxiliary System:** Facilities comprised of housing facilities, buildings and structures used for athletic and wellness purposes, student centers, medical centers, and parking facilities that are pledged under a bond resolution.
2. **Bond Resolution:** The legal document between the bond issuer and the bondholder(s) containing the details related to the bond issue, including the purpose, obligations of the issuer, rights of bondholders, and includes the Master Resolution.
3. **Master Resolution:** The Board adopted a Master Resolution on June 11, 2002 that created a combined system of housing and auxiliary facilities for the three Colleges. The Master Resolution contains the bond covenants and is also considered a Bond Resolution.
4. **Revenue Bonds:** A series of bonds issued to finance the construction, purchase, remodel, repair, furnish and equipping of Auxiliary System facilities.

C. POLICY

1. **Other Auxiliary Operations**

The student center operations are supported by a fee assessed to all students and committed to the Auxiliary System. Net revenues from operations within the student centers including food service and bookstores are also committed to the Auxiliary System.

1.1. Revenue Account

Receipts and disbursements shall be handled through the Revenue Bond Revenue Account of each College. All monies received shall be deposited daily in the official local depositories approved by the Board and amounts

above \$5,000 will be transmitted to the Revenue Bond Trustee at least once every seven days.

2. Bookstore or Apparel Shop

The Colleges shall provide facilities for the sale of apparel, equipment and supplies necessary or convenient for the use of students, staff, and the College community. The Colleges shall also provide facilities for the sale of books or contract with an on-line service. The College may operate their own bookstore or College apparel shop or contract with qualified vendors.

2.1. Contract Requirements

- Should a College choose to provide bookstore or College apparel services through a contract with a vendor, proposals are to be solicited from qualified vendors.
- The initial term of any contract cannot exceed five (5) years, with clearly identified start and end dates, but may have options to renew for four additional one-year periods beyond the initial period.
- A copy of the proposed contract is to be submitted to the System Office for legal review prior to submitting it to the Board for approval.
- The Request for Proposal should not be incorporated as an Appendix to the contract. Any necessary representations in the RFP should be part of the contract terms.
- The contract should not include any mandatory renegotiation terms.
- The contract must have a termination clause that will allow the College to terminate the contract with appropriate notice and clearly established deadlines that will allow sufficient time to replace the vendor before the start of the next fiscal year.
- Annual renewals beyond the original term of the contract must be submitted to the Board for approval upon recommendation of the President.

The contract offered to the selected vendor is to be approved by the Board upon recommendation by the President. The College is to provide a contract signed by the vendor to the Board for approval. Once the Board has approved the contract, it is to be signed by the President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: January 1977

Policy Revised: March 1994, June 2008, June 2010, March 2013, May 2016, September 2023