

AUXILIARY SERVICES

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MISSION STATEMENT FOR AUXILIARY SERVICES

To Provide books and supplies, food and vending services, and reproductive/copying services effectively and efficiently to our customers—students, faculty, staff, administrators and outside customers—in a way that adds to—rather than subtracts from—other resources that can be used for teaching and learning.

XII. AUXILIARY SERVICES

(References: The Alabama College System's Board Policy Manual, December 8, 1994, 320.01, 502.01, 803.01, 806.01, 805.02, 807.01; Bond Issue Publication for Community Colleges, Jeff Foshee; Code of Alabama, 1975, Section 21-1-40, Section 40-23-4)

POLICY

An auxiliary enterprise exists to furnish goods or services to students, faculty, or staff, and charges a fee directly related to, although not necessarily equal to, the cost of goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity. An organizational chart with job descriptions has been developed and policies established for the operation of each auxiliary entity. The college should define the purpose of each auxiliary service and include it in college publications.

Auxiliary functions recognized by the Alabama College System are athletics, bookstores, campus housing, community education, day care, farm activities, food services/vending, and student activities. Other services recognized, as an auxiliary enterprise by the institution should be administered using the same guidelines as those recognized by the Alabama College System.

MANAGEMENT OF AUXILIARY SERVICES

Successful management of auxiliary services begins by establishing current and long range goals and by developing a financial plan that is at least self-supporting. Recommendations and goals prepared by the Vice President of Administrative and Student Services are submitted to the president for approval. After approval, budgets developed for each function are included with the institution's budget in the unrestricted current fund.

Accounting records must be maintained that include all receipts and disbursements, using the Accounting Manual prescribed by the Alabama College System. Procedures established for operating each auxiliary service must include adequate internal controls, periodic inventories of merchandise and supplies, and an equipment inventory. Profits, from auxiliary enterprises may be used for institutional purposes that benefit all students.

The Department of Postsecondary Education requires that auxiliary enterprise operations be reported separately for management purposes. Therefore, LSCC financial reporting includes two sub-groups under the current unrestricted funds—unrestricted and unrestricted auxiliary.

ATHLETICS

POLICY

Policy for athletic participation is established by the State Board of Education in Board Policy No. 806.01. The policy allows each institution (and its full service branches) that are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to participate in intercollegiate athletics, provided they are conducted and administered following the policies of the Alabama State Board of Education, the Alabama Junior & Community College Conference (AJCCC), and the national Junior college Athletic Association (NJCAA). The Commissioner of the Alabama Junior and Community College Conference is charged with the enforcement of the AJCCC and NJCAA policies. The AJCCC publishes an annual handbook establishing guidelines for participation within the State of Alabama. Colleges are also required to abide by NJCAA guidelines. Athletic directors should have copies of the manuals referenced.

Revenue sources for athletics are gate receipts, booster club contributions, and student activity fees. A booster club consisting of local citizens and college personnel can be established to support and raise funds for the college's athletic activities. In addition, the college president may expend up to \$40.00 per student, per year, in accordance with Board Policy No. 803.01, 4.1, Student Activity and Organization Expenditures. Athletics is a recognized student activity and a portion of the fee can be designated by colleges qualifying to participate in intercollegiate athletics.

Athletic scholarships, Board Policy No. 805.02, may be awarded, not to exceed a total of 125, and to conform to the number of scholarships per team as allowed by the NJCAA. Additionally, eligible colleges may award up to 10 manager/trainer scholarships (not to exceed three per team) and up to 10 cheerleader/dance team scholarships. All scholarships will be awarded according to the criteria and procedures established through the college's scholarship committee (board Policy No. 805.01). Only one of the above scholarships may be awarded to a student.

Unless otherwise stated, scholarship covers all tuition, fees, and books. The term "all tuition and fees" is inclusive of both-in-state and out-of-state tuition charges.

Private parties may donate athletic scholarships to the colleges. Such funds donated for the purpose of athletic scholarships do not reduce the total number of tuition waivers (125) allowed by State Board of Education policy (interpretation by 13DPSE General Counsel, 1/8/96).

The State Board of Education prohibits noncompliance of equal access in athletics for men and women as specified in Title IX of the Education Amendments, the Americans with Disabilities Act (ADA) for the disabled, and other appropriate federal statutes.

Intercollegiate football is prohibited in the Alabama College System.

BOOKSTORES

Each college may establish a bookstore to furnish books, supplies, tools, and other items of interest to the college population. The college store should be similar to a commercial retail operation. Retail methods in purchasing, pricing, and displaying of merchandise should be used. In addition, the college should provide efficient service and convenient store hours to its customers.

The bookstore may also be used as a **CENTRAL SUPPLY STORE** for the college faculty and staff. Quantity purchases of commonly used supplies can be made and released as needed upon request by a college employee. A system of internal controls must be established to account for all items issued to personnel from a CENTRAL SUPPLY STORE. A cost center for each department receiving supplies should be established, and supplies that are issued should be entered into the accounting records monthly.

All sales are taxable, except those exempt under Code of Alabama, Section 40-23-4. Sales taxes are submitted monthly to the Alabama Department of Revenue in time for any allowed discounts to be taken.

Each bookstore is required to do an annual inventory on September 30, and have such inventory checked by an examiner from the Department of Public Accounts.

OPERATING PROCEDURES

Lawson State Community College operates a campus bookstore on each campus to furnish books, supplies, tools, and other items of interest to the college's student population. The college bookstore also serves as the campus store for faculty and staff. The Coordinator of Auxiliary Services serves in the capacity as the Bookstore Manager. The Vice President of Administrative and Student Services is responsible for supervising the Bookstore Manager in operating the bookstore using the retail methods in purchasing, pricing, and display of merchandise, efficient service and convenient store hours. The Vice President of Administrative and Student Services is responsible for preparing a quarterly profit and loss statement for the bookstore operation and submitting it to the President.

The bookstore does not grant credit to faculty or staff. Credit may be granted for students who enroll under an authorized student financial aid program. The Bookstore Manager must order and price book, supplies and tools so they are available for sale on or before the first day of classes.

The bookstore serves as a Central store where the college faculty and staff receive commonly used operating supplies. The Bookstore Manager is responsible for administering the Central Store operations and allowing only authorized personnel to receive merchandise.

All sales are taxable, except under Code of Alabama, 1975 Section 40-23-4. The Vice President of Administrative and Student Services and Bookstore Manager are responsible for implementing and enforcing the sales taxes law. Sales taxes are submitted to the Alabama Department of Revenue monthly in time for any allowed discounts to be taken.

BOOKSTORE HOURS

The bookstore operating hours are:

Monday through Thursday 8:00 a.m. to 6:00 p.m.

Friday 8:30 a.m. to 2:30 p.m.

Extended hours are published during registration.

The Bookstore Manager is responsible for verifying the information before forwarding it to the Business Affairs Office in the form of a purchase requisition for approval and a purchase order.

PURCHASE RETURNS AND ALLOWANCES

Immediately after the add/drop period each term, the Bookstore Manager must inventory textbooks and determine the textbooks that are over stocked, identify edition changes that will affect re-sales, and verify the number of used books on hand for the coming term.

Textbook returns shall be determined by checking the coming term class schedule to determine if the same course number will be taught the next term. If the course will not be taught the next term, and there are textbooks on hand, they must be returned to the publisher. Textbooks are returned if an edition change is being made. Textbooks returned by the bookstore to the publisher/vendor should generate a credit to be issued to the college. A copy of the notification of the credit issued by the publisher should be provided to the Accounts Payable Office. The Accounts Payable Manager will contact the vendor to request payment in the form of an official check made payable to Lawson State Community College. Upon receipt of the check, the cashier will receipt the funds to the bookstore account.

BOOKSTORE SALES

POLICY

A record of all merchandise leaving the bookstore must be recorded by a cash receipt and recorded to an authorized student financial aid program or issued through the Central Store receipt. All sales are processed using Bookstore Receipt entry (BKRE). All sale items must be entered in inventory in order to be sold from the ACCESS System. Sale in the bookstore creates general ledger transactions that interface upon update at the end of the day.

CASH RECEIPTS

A receipt must be issued to the customer from the ACCESS System in BKRE at the time of sale by recording the sale on the student account. The customer must receive a receipt before the transaction is completed. The student is required to sign the carbonated receipt. A copy of the signed receipt is maintained in the bookstore. The customer must be informed that the receipt is required when requesting a refund.

At the close of the business day, the Bookstore Manager or clerk for all operating batch numbers prints a Bookstore Receipt Listing (BKRL) for that day.

The bookstore BKRL provides a listing of cash receipts issued by batch, a list of transactions charged to financial aid awards a list of books sold and removed from the inventory and a report of expected cash.

The cash drawer total provides a list of total collected by each clerk, including total cash, checks, master card, and visa accepted for payment.

All bank deposits are delivered to the bank by campus police in the daily bank run. A copy of the bank deposit ticket is delivered to the cashier on the Birmingham Campus for update. The cashier verifies the total for the deposits with bookstore receipt listing before updating. All differences are reconciled with the appropriate cashier or forwarded to the Director of Accounting for resolution.

CASH RECEIPTING FOR BUDGET CENTER

In order to make departmental purchases from the college bookstore, the purchaser must have a completed and signed requisition. The requisition must be completed with itemized information including quantity and estimated price. The requisition must have all required signature.

The requisition should be checked and approved by the Business Office Accountant for accounting code and appropriate signatures. If budget account is sufficient, the accountant will initial and supply the appropriate 4-digit budget center code, then the requester may present the requisition to the bookstore to receive goods listed.

The bookstore will charge the purchases directly to the approved budget center. The bookstore staff must verify the budget center 4-digit code to see if applicable to the account code on the requisition.

If goods are not available in the bookstore, the bookstore should receipt only those items available. The budget center will only be charged for items received. The purchaser should sign the carbonated receipt and retain the blue copy for departmental files. The bookstore copy should be attached to the requisition and placed in a pending file. Items not available may be ordered by the bookstore. When the items are received by the bookstore, the bookstore staff should pull the requisition from the pending file, charge the item to the budget, receipt the items, and send items to the appropriate department. Once the department receives all items on requisition, the requisition with receipts attached should be file as complete. Requisitions processed in bookstore should be maintained in a permanent file during the fiscal year for audit. Requisitions should be file by departments or by accounting month.

REFUNDS AND EXCHANGES

POLICY

The College Bookstore will issue a refund for textbooks returned in new and saleable condition (with no writing) or other soiled conditions. The customer must furnish a receipt as proof of purchase for the item (s) being returned.

Cash refunds may be made if cash was paid for items purchased. Cash refunds must not be issued for purchases by check within 5 days of deposit of check.

Refunds for purchases in the bookstore must be submitted to the Business Office on Wednesday in order for refund to be processed by Thursday of that week.

FOOD SERVICES/VENDING

The college's food service program must relate directly to the objectives of the college. In establishing or conducting a food service program, quality food must be served adequate facilities provided, and health department regulations met. Good business management practices must be used to provide a self-supporting service.

There are two types of food service: (1) meal charges included in the amount charged for dormitory rent, and (2) cash operations such as cafeterias, snack bars, canteens, and vending operations. These services can be operated by the college, or contracted to a food service vendor. Meal charges included in dormitory rent must be approved by the Alabama State Board of Education.

Food service operations are required to do an annual inventory on September 30, and have such inventory checked by an examiner from the Department of Public Accounts.

Alabama State law requires the college to grant preference to blind persons for the operation of vending services. The general requirements to be followed when bidding vending services in order to give preference to licensed blind vendors, defined as a blind person licensed by Rehabilitation Services to operate a vending stand, are listed below:

- A.** Bid Invitation Process - any state two-year college which desires the presence of one or more vending stands upon any of its campuses shall invite written sealed bids from interested vendors by way of:
 - 1. Advertising in a local, weekly, or daily newspaper of general circulation that the college is soliciting bids for the provision of the desired vending services(s);
 - 2. Notifying by letter each party which the college has reason to believe has an interest in bidding for the desired vending service(s);
 - 3. Notifying by letter the Business Enterprise Program for the Blind that the college is soliciting bids for the desired vending service(s);
 - 4. Including in all of the above notices the deadline for the acceptance of bids and a statement that bids by licensed blind vendors are encouraged.

- B. Award of Bid**
 - 1. On the first business day after the deadline date for the acceptance of bids for vending services, the respective college will open the sealed bids in the presence of any bidders who desire to be present for the opening. After opening and reviewing all bids, the college will consider each bid which conforms to the advertised bid invitation and will make a determination as to:

- a) Which bid(s), if accepted, would be the most financially beneficial to the college; and,
 - b) Whether or not any licensed vendor has made a bid conforming to the advertised bid invitation.
2. Upon a determination as to which is the highest responsible bid for the vending services, the colleges shall award the subject vending contract to the highest responsible bidder, provided that:
- a) If a licensed blind vendor makes a bid equal to the highest bid made by any other responsible bidder, then the licensed blind vendor shall be offered the subject vending contract; or
 - b) If a licensed blind vendor does not make the highest bid, but makes a bid within five percent of the highest responsible bid, then the licensed blind vendor shall be offered the subject vending contract; or
 - c) In the event that the college receives the same highest bid from more than one responsible party, and none of the highest bidders is a licensed blind vendor, and there is no bid by a licensed blind vendor within five percent of the highest bids, then the college may request supplemental sealed bids from each of the parties submitting the equally high bids, and the college will award the bid to the then highest bidder.
 - d) In the event that a college receives only one conforming bid in response to an invitation to bid for vending services, and the bid is not from a licensed blind vendor, then the college shall have the option of accepting the sole bid or negotiating with the bidder for a higher bid. If the ultimate bid by the sole bidder is unacceptable to the college, the college may reopen the bid process.
 - e) If the sole responsible bidder for vending services is a licensed blind vendor, then the college shall award the Vending contract to said bidder without further negotiation or re-invitation for bids.

CAFETERIA OPERATIONS

Lawson State Community College operates a cafeteria on both campuses. The Cafeteria is managed by the Cafeteria Manager employed by the College. The Cafeteria hours of operation are Monday through Friday from 7:30 a.m. to 2:30 p.m. for the convenience of the students and staff.

The Cafeteria operates primarily on a cash basis. Meal tickets are available in the bookstore to be used to purchase food in the cafeteria. Cash receipts collected in the cafeteria are recording using a food service cash register. Cash register tapes are totaled at the end of the day and forwarded to the Cashier to be verified, recorded in the Cash Receipts Module of the ACCESS System and transmitted to the bank with the daily bank deposits.

The Cafeteria is available for special events for college sponsored functions as well as private and community events. In order to reserve the College cafeteria for special events, reservations must be made through the normal college facility use process.

RESERVATIONS

Please reserve needed functional space with the Public Relations Department prior to booking your event with Cougar Catering Services.

Booking and Scheduling Your Event

Before booking your event with Cougar Catering Services you must complete a *campus activities form* and submit it for approval to the Dean of Business & Finance.

Advance Notice/Lead Times

A catering contract will be generated at the time of booking the event. This contract must be approved, signed, and returned to the catering office at least ten (10) business days prior to date of event. Failure to return signed contract will result in cancellation of the event.

Contracts placed less than ten (10) days in advance will have a late charge of 15% of the total bill or \$25.00, whichever is greater, applied to the final bill.

Contracts placed less than one week (7 days, excluding holidays) in advance will have a late charged of 25% of the total bill or \$35.00, whichever is greater, applied to the final bill. Orders placed less than one week in advance may not be possible at the desired level of service. Other options are available for short notice requests. Late charges cover additional labor and food costs incurred as well as encourage timely placement of catering orders. Extenuating circumstances may sometimes prevent timely placement of orders in these instances, please inquire regarding charges.

To guarantee that all items and services will be available for your event, please submit your campus activities form to the Dean of Business & Finance perhaps Facility Planning Management as soon possible.

Minimum Lead Times For Event Bookings

Refreshment Breaks (Continental Breakfast, AM/PM Breaks) 5 working days
Food Orders (Lunch, Dinner, or Receptions) 10 working days
Full Service, Large or Special Events (<50 people) 15 working days
Full Service, Large or Special Events (>50 people) 30 working days
Order Changes / Cancellation (without fee) 4 or 5 working days

Final Guests Count

When placing a catering contract, you must provide an estimated guest count reflecting the realistic number of guests you anticipate attending your event.

A final guest count is due three full business days (excluding holidays) prior to the event.

TUESDAY EVENTS:	COUNT IS DUE PREVIOUS WEDNESDAY
WEDNESDAY EVENTS:	COUNT IS DUE PREVIOUS THURSDAY
THURSDAY EVENTS:	COUNT IS DUE PREVIOUS FRIDAY
FRIDAY EVENTS:	COUNT IS DUE PREVIOUS MONDAY
SATURDAY, SUNDAY, AND MONDAY	COUNT IS DUE PREVIOUS TUESDAY

Catering will be prepared to serve an additional 5% over your final count to accommodate last minute guests for buffet and plated meals only.

Billing is based on the final guest count, or the actual number of guests whichever is Greater. If no final guest count is provided the estimated guest count will be billed.

Guest counts that are increased after the final guest count deadline that can be accommodated by catering are subject to additional charges.

BILLING AND SIGNED CONTRACTS

* All campus department-catering contracts must have the proper signatures.

* Cougar Catering Services must have received the signed catering contract with correct account number prior to the event. Events that are honored and performed prior to receipt of the signed contract and/or correct account number will be billed an additional \$25.00 processing fee. Contracts that remain incomplete five working days following the event will be billed an additional 10% late fee until final payment.

Changes

- To ensure the success of your event, only slight changes should be made to your catering contract once it has been submitted. Please note the more changes made to an event, the more likely an error can be made.
- Any changes to your contract should be made when your final guest count is due. However, dramatic changes in count, style of services, location or date would necessitate immediate notification.
- Menu, style of service and event times may not be changed less than one week prior to your event. Some changes may not be possible if requested after this deadline.

Excessive changes may require submission of a revised catering contract. Changes in service that are called in after the final guest count, that can be accommodated by catering, are subject to a processing fee of \$25.00.

Cancellations

- Events or menu items may be cancelled anytime prior to one week (7 days, excluding holidays) before the event with no charge.
- Events or menu items cancelled less than one week (7 days, excluding holidays) before the event will result in a \$50.00 processing fee or 33% charge of the total price of all items ordered, whichever is greater.
- Orders cancelled within 48 hours of the event may result in a 100% charge for all items ordered.

CUSTOM MENUS, SPECIAL SERVICES, SPECIAL GUESTS, AND PRESIDENTIAL LEVEL SERVICE

You can customize any menu to fit your needs or we can create a custom menu that will suit your tastes and budget.

Decorations and Flowers

Flowers and decorations are included with most buffets at no extra charge, however, they are the property of the catering department.

Any decorations and/or flowers, provided by Cougar Catering Services, removed from the event will result in appropriate charges being added to the final bill.

To Go Boxes and Carry Outs

Due to health regulations, perishable leftovers may not be removed from the event site. Cougar Catering Services will not be held liable for food items removed without our knowledge and prior consent. If catering equipment is removed from the event site, appropriated charges will be added to the final bill.

Outside Caterers

Cougar Catering Services reserves the right to be the first choice for catering on Lawson State Community College Campus; however, there may be times when an outside caterer is needed; then a 15% gratuity of the grand total is assessed, payable to Lawson State Dining Services.

If Cougar Catering Services must remove another caterer's service or clean up after another caterer in order to prepare a service we are providing, appropriate charges will be automatically assessed to the client's bill.

Any missing equipment or linens from Cougar Catering's set up at the scheduled time of pick-up will automatically be assessed to the client's bill.

The Leon Kennedy Student Center does not permit the use of nails, staples, nor does the center allow affixing anything to the walls, ceilings, windows, or floors.

**LAWSON STATE COMMUNITY COLLEGE
COUGAR CATERING SERVICE
3060 WILSON ROAD
BIRMINGHAM, AL 35221
205.929.6356 FAX 205.292.2010**

CATERING CONFIRMATION CONTRACT

Please accept reservation of the undersigned for _____ persons who will attend a private party to be catered by Cougar Catering Services (CCS) on _____ day of _____ 200 _____ from _____ o'clock ___ to _____ o'clock _____. This contract is by and between the CCC and the Contractor (hereinafter Client). All reservations and agreements are subject to the rules and regulations of the CCC.

XIII. PAYMENT

All Departments must complete a campus activities form and submit it for approval to the Dean of Business and Finance before booking an event with campus catering. The invoice for payment should be submitted to the Business Office and a copy sent to the Catering Department.

Invoice of the undersigned, payable to the order of the Lawson State Community College Dining Services in the sum of \$_____.

XIV. GUARANTEES

The number of guests stated in the contract is subject to adjustment by the client until 3 days prior to the date of the event. If the client does not notify the CCC at least 3 days prior to the date of the event payment for at least the guaranteed number of guests will be required.

XV. MENU

Agreed upon menu for the reservation to be supplied to CCC at least 2 weeks prior to your function. Total food and beverage cost for the aforementioned is \$_____. Due to Jefferson County Health Department regulations, no perishable foods are allowed to leave the premises.

Cougar Catering	Client (Contractor)
Name _____	Name/Title _____
Title _____	Date _____
Date _____	Address _____
	Phone Number _____

STUDENT ACTIVITIES

Student activities must be organized to provide educational development not otherwise provided in the regular academic curriculum. Social sororities and fraternities and/or secret societies are considered a conflict with the junior college philosophy and are prohibited (Board Policy No. 807.01). However, student organizations having an educational base may seek endorsement by the Alabama State Board of Education.

Funding of student activities is provided by State Board Policy No. 803.01, 4.1 allowing up to \$25.00 per student, per quarter, to be transferred from tuition revenue to student activities in auxiliary services. The president has the authority to determine the amount, up to \$25.00, which will be used for student activities. Funds designated for tuition collections should be transferred from the unrestricted current fund to the auxiliary fund. The Chart of Accounts includes pertinent account codes. It is recommended that transfers be made quarterly.

Activities classify, as "Student Organizations" must operate under the supervision of the college administration. Funds collected by these organizations must be recorded in the Agency Fund if the organization requests the college to act as fiscal agent.

COMMUNITY EDUCATION

Colleges may expend funds for community education when the program is authorized by the State Board of Education. Current unrestricted funds can be used to match funds from a community social service agency, when providing an educational service to the community and an educational experience to students. However, credit hours for community service courses are not included in the present funding formula.