

6013

ADMINISTRATIVE REGULATIONS ON
AUXILIARY ORGANIZATION OPERATIONS

6013.1 The Vice President, Administrative Services, or designee, shall administer these regulations.

6013.2 Definitions:

- A. Auxiliary/auxiliary organization – the term Auxiliary or auxiliary organization means the Long Beach City College Auxiliary, Inc.
- B. Board of Directors – the term Board of Directors means the governing board of the Long Beach City College Auxiliary, Inc.
- C. Board of Trustees – the term Board of Trustees means the Board of Trustees of the Long Beach Community College District.
- D. Board of Governors – the term Board of Governors means the Board of Governors of the California Community Colleges.
- E. Superintendent-President – the term Superintendent-President means the Superintendent-President of the Long Beach Community College District.
- F. District – The term District means the Long Beach Community College District.

6013.3 The Long Beach City College Auxiliary, Inc. shall provide supportive services and specialized programs for the benefit of the Long Beach Community College District.

6013.4 Food services, bookstores, and vending services may be operated by the Auxiliary or by a qualified vendor.

6013.5 The Auxiliary shall maintain Articles of Incorporation and Bylaws establishing its purpose and the composition of its Board of Directors. The Auxiliary shall conduct its business in accordance with its articles of incorporation and bylaws.

6013.6 Under the direction of the Board of Directors, the District Director of Business Support Services shall have the authority to:

- A. Manage the operations of the Auxiliary.

- B. Appoint and remove agents and employees and to fix their respective duties and compensation.
- C. Supervise all agents and employees to the end that their duties may be properly performed in accordance with sound business practices.

6013.7

The Auxiliary shall maintain adequate records and shall prepare an annual report for the District showing its operations and financial status.

- A. The Board of Directors of the Auxiliary shall approve all expenditure authorizations via the adoption of an annual budget.
- B. The Auxiliary shall:
 - 1. Utilize a standard accounting and reporting system established by the District in accordance with regulations of the Board of Governors of the California Community Colleges.
 - 2. Implement financial standards which will assure the fiscal viability as established by the District in accordance with regulations of the Board of Governors of the California Community Colleges. Such standards shall include proper provision for professional management, adequate working capital, and adequate reserve funds for current operations, capital replacements, contingencies, and adequate provisions for new business requirements.
- C. Should the Superintendent-President, or designee, determine that any program or appropriation planned by the Auxiliary is not consistent with District policy and regulations, the program shall not be implemented. Further, should a program or appropriation which has received approval, upon review be determined to be outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the Superintendent-President, or designee, until further review is accomplished and an appropriate adjustment is made.

6013.8

Funds:

- A. All money collected by or on behalf of the Auxiliary shall be deposited in any one or more of the ways specified in Sections 76063 and 76064 of the California Education Code.
- B. Funds of the Auxiliary shall be used for purposes consistent with District policy and regulations, where applicable, and shall not be used:

1. To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of the state or any subdivision thereof or any city, municipality, or local government entity of any kind.
 2. To make personal loans for non-educationally related purposes, except that such loans be made when specifically authorized by a trust instrument under which the funds were received.
- C. Grants, bequests, trusts, donations, and gifts accepted by the Auxiliary shall be maintained in accordance with policies and regulations established by the District.

6013.9 Authority and Responsibility of Long Beach City College Auxiliary, Inc.

- A. All services, programs and activities that may be undertaken by the Auxiliary shall be maintained for the general benefit of the District.
- B. The Auxiliary may not enter into any contract or other business arrangement involving real property, either by lease or by purchase, without prior notification and consultation with the Superintendent-President and the approval of the Board of Trustees.
- C. No member of the Board of Directors of the Auxiliary shall be financially interested in any contract or other transaction entered into by the board of which he or she is a member. Any contract or transaction entered into in violation of this section is void.

Adopted: May 14, 2013