

BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT

ACTION: **First and Final Round Approval of Revisions to Board Policy 9020; Services; Bookstore, Student Center**

Policy 9020 addresses other Auxiliary System operations including the Bookstore and Student Centers. The policy is being updated with the following changes:

- The definitions of the Auxiliary System have been added similar to other related policies.
- The language for revenue deposits to the Trustee is being updated in accordance with the Master Resolution.
- The ability to have an on-line bookstore instead of one on campus, which is the case at all three Colleges is being added to the policy.
- Apparel shops that also sell student and faculty classroom supplies have become more common and that clarification is being added to the policy.
- The contract requirements are being updated to align with current expectations.
- A termination clause is required with established deadlines that would allow for the replacement of the vendor in a timely fashion.
- The term for bookstore, or apparel shop contracts is being extended to up to nine (9) years from the current five (5). The belief is that vendors will be attracted by the ability to have a longer term contract.

The System Office recommends approval of the Revisions to Board Policy 9020; Services; Bookstore, Student Center.

ATTACHMENTS:

- Revisions to Board Policy 9020 (PDF)

Board of Trustees of the Nebraska State Colleges

Auxiliary Operations

POLICY NAME: Services; Bookstore, Student CenterOther Auxiliary Operations

POLICY NUMBER: 90209500

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.
- 1.2. 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.
- 2.4. 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. on the schedule required by state law and the indentures.~~

2. Bookstore or Apparel Shop

The Colleges shall provide facilities for the sale of ~~books, apparel,~~ equipment and supplies necessary or convenient for the use of students, ~~and 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 ~~to the students~~ through a contract with a vendor bookstore operator, proposals are to be solicited from qualified bookstore 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. Each College contracting for bookstore operation is to solicit proposals from bookstore vendors every five (5) years.
- 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 bookstore 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, when approval has been granted by the Board at least three (3) copies of the primary contract it is to will be signed by the vendor, 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:

Neb. Rev. Stat.

Policy Adopted: January 1977

Policy Revised: March 1994, June 2008, June 2010, March 2013, May 2016, [September 2023](#)