



Policy

Title: Ancillary Services

Policy Statement:

The Board directs Ancillary Services not to unduly contribute to the general operating costs of delivering learner services. The Board shall receive semi-annual operating and financial services for ancillary service and will annually evaluate their performance.

Approved: Original copy signed by the Chair of the Board
(Daniel Vandermeulen, Chair of the Board)

June 15, 2017
(Date)

Sponsorship: Facilities and Ancillary Services

To Be Reviewed: June 15, 2022

Review and Revision Date: September 22, 2009, February 14, 2017, June 15, 2017.

First Approval Date: March 12, 1998

Stakeholders Consulted (Date):

Policy Review Committee – February 14, 2017; Board of Governors – June 15, 2017.

Reference to other Documents:

List in Appendix A

Definitions:

Ancillary Services are goods and services provided by the college to students, staff and others that are not core to the academic training of students but may support students, staff and community. These services may be provided for a fee and the fee will be determined by such factors as: cost to provide goods and services, market value, financial means of the customer and other relevant social factors.

Purpose:

To ensure that learner services are not negatively impacted by the delivery of ancillary services and the cost of ancillary services delivery are reported to enable evaluation of the services

Guidelines:

Senior Leadership shall prepare semi-annual operating and financial statements for ancillary services and present to the Board.

Appendix A - List of Related Documents:

Policies:
Campus Status Policy
Delegation of Authority: Financial Resources Policy
Delegation of Authority: Human Resources Policy
Governance - Board and Officer Indemnification Policy
Governance - Delegation of Authority: Physical Resources Policy
Governance - Delegation of Authority: Programs and Services Policy
Governance - Health and Safety Policy
Health and Safety – Alcohol Policy
Student Services - Accommodation for Students with Disabilities Policy
Procedures:
Academic - Student Field Trips Procedure
External Relations – Service of Alcohol on College Property Procedure
Facilities & Ancillary Services - Ordering, Shipping, and Distribution of College Materials Procedure
Facilities and Ancillary Services - Book Distribution Centre Inventory Management Procedure
Facilities and Ancillary Services - Disposal of Assets Procedure
Facilities and Ancillary Services - Equipment Rental and Usage Procedure
Facilities and Ancillary Services - Identification Access Cards (Employees) Procedure
Facilities and Ancillary Services – Third Party Tenant Signage Procedure
Facilities and Ancillary Services - Use of College Facilities by External Users Procedure
Finance – Purchasing Procedure
Finance - Travel and Transportation Procedure
Student Services - Student Appeals Procedure