

# CITRUS COMMUNITY COLLEGE DISTRICT

## BOARD POLICY

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### DIRECTOR OF AUXILIARY SERVICES

#### Appointment

1. The Director of Auxiliary Services is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Auxiliary Services is responsible to the Vice President-Student Services.

#### Duties

1. Establish and maintain generally acceptable accounting systems which implement a strong system of internal control for all bookshop, cafeteria, and student finances.
2. Organize and supervise auxiliary services which include all activities performed by the student services business office, bookshop, and food service.
3. Supervise all financial transactions performed by the student business services office, their collection, internal control, disbursement and accountability.
4. Supervise the personnel and activities of the bookshop.
5. Supervise the personnel and activities of the college food service, vending operations and concessions through the food service manager.
6. Supervise the personnel and activities of the student business office.
7. Complete monthly financial statements for all auxiliary activities and file with the Vice President-Business Services.
8. Develop new accounting system as needed.
9. Recommend the hiring, training and welfare of all auxiliary employees in coordination with administration.
10. Provide and supervise all student ticket sales including athletic events, social events, and other student sponsored activities.

11. Work in coordination with the Director of Student Affairs in the preparation and sale of day and evening ASB cards.
12. Assist the Director of Student Affairs with technical accounting expertise in the preparation of the ASB budget.
13. Act as trustee for all ASO trust accounts, campus service trust accounts, and scholarship trust accounts.
14. Work in coordination with the Dean of Counseling and Guidance in the disbursement, collection and accounting for scholarships, grants, and student loans.
15. Direct the negotiating, bidding, and administering of student athletic insurance coverage.
16. Administer the foreign student insurance program.
17. Provide for the accountability and internal control of all revenue collected by the performing arts center and deposited through the student business office.
18. Provide for the collection and control of parking citation fines and transmittal of delinquent citations to the county court system.
19. File all student union Federal/State payroll tax returns and sales tax returns.
20. Administer and properly report separate Public Employee's retirement contract with the State of California.
21. Perform any other duties as assigned by the Vice President-Student Services.
22. Work in coordination with the Director of Citrus Singers in the preparation of production budgets for each paid performance.
23. Act as liaison with the district business office and coordinate all expenditures under the joint musical comedy section of the district budget.

The Director of Auxiliary Services shall serve in the following capacities:

1. Chair the Bookshop Committee ex-officio.
2. Chair the Food Service Committee ex-officio.

Adopted ..... 11/3/81