Brookdale Community College
College Policy

4.6000 Auxiliary Services

I. Title of Policy

Auxiliary Services

II. Objective of Policy

To establish guidelines for the classification, operation, financial feasibility and sustainability of Auxiliary Services.

III. Authority

New Jersey Statutes 18A:64A-12

IV. Policy Statement

Auxiliary Services are intended to provide goods, services, facilities and activities that support Brookdale Community College students, employees, and where appropriate, the broader community, while enhancing the for the educational, operational, student support, and community engagement purposes of the College.

Auxiliary Services are defined as College operations that provide goods, services, facilities, or activities to students, employees, visitors, partners, and members of the broader community, and for which a fee, charge, or other revenue is generated.

Auxiliary Services are generally intended to be financially self-supporting over time, to the extent practicable, through user fees, sales, contracts, commissions, or other related revenues. Auxiliary Services shall be operated with the goal of financial sustainability and, where practicable, shall recover direct costs and an appropriate share of indirect costs.

The College may consider institutional mission, student support, community benefit, market conditions, contractual obligations, and operational needs when evaluating the financial performance of an Auxiliary Service. Any surplus of revenues over expenditures shall be retained in the Auxiliary Services Fund for reinvestment in auxiliary operations, student services, facilities, or other College purposes consistent with the annual budget approved by the Board of Trustees.

Auxiliary Services offered at Brookdale Community College shall be included in the annual audit prepared by the College's independent auditor. The President, or designee, shall determine which Auxiliary Services are appropriate to offer and shall include the related revenues and expenditures in the College's annual budget request.

The Auxiliary Services budget shall be submitted annually to the Board of Trustees for approval.

V. Responsibility for Implementation

President

Approved: 4/26/73
Revised: 10/24/96
Approved: 10/27/2026