3.9.10 Distribution of Profits from Bookstore, Vending Machines, and Other Convenience Concessions

Last Revised: January 2011

Policy Statement: The Piedmont Community College Board of Trustees, in accordance with the State Board of Community Colleges, establishes this policy covering the distribution of profits from its bookstore, vending machines, and other convenience concession operations. This policy is equitable to the student body and consistent with the Board of Trustees’ responsibility to establish policy for the internal fiscal operations of the College, including its bookstore, vending machines, and other convenience concessions.

Purpose/Definitions: This policy outlines the procedure for using monies collected from the bookstore, vending machines, and other convenience concessions.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services has monitoring authority for this policy.

Procedure: The President of the College is authorized to distribute and expend the profits derived from the bookstore, vending machines, and other convenience concessions according to the following policy and in the following priorities:

Bookstore profits may be used for the following:
- To support the bookstore.
- Student aid and/or scholarships.
- Other expenditures of direct benefit to students. (e.g., funding of positions for financial aid; support of The Student Government Association)*
- Other similar expenses authorized by the board of trustees. (e.g., new faculty positions for start-up of new programs, counselors, and instructional equipment)
- The construction and renovation of the Bookstore.*
- The Student Center (operations of student associations and activities, and the construction and renovation).*

Bookstore profits may not be used for the following:
- To supplement salaries or bonuses of any personnel.
- Administrative support of the college other than that allowed above.
- College entertainment expenses. Educational activities for non-college personnel or college personnel to enhance student success are permissible. Functions in which the primary purpose is lobbying or soliciting donations would be considered entertainment and are not permissible.
- Construction not listed in allowable use above.

Profits from vending machines and other convenience concessions:
- The Board of Trustees will adopt local policies consistent with G.S. 115D-58.13 for the budgeting, accounting and expenditure of funds generated through vending machines and other convenience concession activities. Funds generated through vending facilities, vending
machines, and other convenience concession activities will not be used to supplement the salary of the President.

All expenditures will be consistent with the mission and purpose of PCC and the North Carolina Community College System.

**Legal Citation:** 23 NCAC 02D.0312; GS 115D-58.13; GS 115 D-5(a1); *Revised based on State Board Approval 03/17/06*

**History:** Effective August 1972, Revised January 1988, Reviewed September 2010, Revised January 2011, Reviewed March 2011