

**POLICY TYPE: Learner Success**

**POLICY TITLE: Goods and Services Provided**

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Responsible Administrator: Vice President for Learner Success

Location of Related Procedures: Office of Vice President for Learner Success  
Office of Executive Dean for Outreach Learning  
Office of Executive Dean for Learning Programs

The provision of goods and services is permissible only if the activity is:

1. Deemed important to the fulfillment of the District's education, training, and economic functions;
2. Needed to provide goods or services necessary for District operations at a reasonable price, on reasonable terms, and at a convenient location and time; and
3. Carried out with sensitivity to the larger community for the primary benefit of the district community.

All activities competitive with the private sector shall be integral to the fulfillment of the District's instructional, research or public service missions or meet at least one of the following criteria:

1. There are compelling reasons of economic efficiency. Economic efficiency means that District resources can be made available to the larger community at relatively little additional cost to the District.
2. The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of the lack of quality or quantity of the product or service.
3. The product or service is a major convenience to the district community including students, staff and other members of the public participating in district activities. Convenience is typically defined in geographic terms; i.e., private sources are too far away to be, practically, the supplier, although other factors may also be involved.
4. The District's offering of the product or service is of major importance to the maintenance of the quality of the District's operations and facilities.

The pricing of goods or services offered shall recover full costs or be set higher so as to be comparable to private sector prices unless a reduced price is demonstrated to be necessary to fulfill a function integral to the mission of the district.

The College President will recommend to the District Board appointments to a seven-member private sector relations review committee that will review specific areas of potential competition with the private sector. The membership of the committee shall include three district administrators, two members from the private sector and two members of the general public. Any proposed provision of goods and services presented to the committee shall include full documentation of costs and pricing considerations. The duties of the committee shall include:

1. Review of proposals for compliance with the above criteria.
2. Review the goods and/or services pricing structure for compliance with the above pricing criteria.
3. Review any proposed pricing structure changes.
4. Report findings and recommended proposed pricing structure changes to the College President.

*July 1998*