

Collin County Community College District Board of Trustees

4. Finance and Audit Committee

January 21, 2020

Resource: Steven Bassett
Chief Financial Officer

DISCUSSION ITEM: Discussion of the Low-Cost Catering Options Available for External Facility Renters

DISCUSSION: In December, the Board of trustees approved the new fee schedule for the use of Collin College facilities. During that discussion, it was noted that the updated procedures would not allow outside food and beverages to be brought into any Collin College facility. At the time, we told the board that we would explore low cost options that could be provided to our customers.

To address this concern, the following is an excerpt from the letter sent to all external facility users this month:

“All events that request a drop off delivery of bottled water and/or cookies only will have the order charged at cost, without any additional markup. Bottled water will be charged at \$.33 each and cookies will be charged at \$.25 per cookie. For example, the cost for 1 dozen bottled water (\$3.96) and 1 dozen cookies (\$3) will be \$6.96. Pricing will be subject to change should our pricing increase from our vendor. There will not be a delivery fee for cookie and bottled water only orders on the Plano, Frisco, CHEC or McKinney campuses. This pricing is only applicable for drop off orders of bottled water and/or cookies.”