

REFRESHMENTS AND MEALS AT DISTRICT FUNCTIONS

The Board of Trustees encourages public participation and awareness of community college district programs and activities through direct personal contact with individuals and community groups. The Board believes that the serving of refreshments and meals for District approved functions facilitates communication and increases public awareness of, the District and its colleges, and improves participation in District sponsored meetings and functions.

The Board of Trustees authorizes the serving of refreshments and/or meals at functions referenced below and designate the Chancellor or his/her designee to approve or disapprove all such requests prior to the event which are:

1. Events open to the public and/or representatives of other educational agencies;
2. Board, District-wide, College-wide and ATEP meetings, with college and/or district staff which may or may not include an outside partner representative (does not include division/school, departments or committee meetings).
3. Meetings including workshops, training and retreats, which are of sufficient length (greater than 4 hours) as to interfere with normal meal and break periods. One example could be a full workday training meeting during which break time refreshments and lunch are brought to the participants so that training can continue efficiently.

The cost of refreshments and meals which are served at duly authorized activities in accordance with this policy shall be paid from District funds and shall meet all legal and District requirements for expenditure of District funds (California Education Code, Section 70902). All expense requisitions must be submitted using object code 5271 to the Directors of Fiscal Services at each college for approval through the Escape process. The District Director of Fiscal Services will be the Chancellor's designee for District final approval for all events. These expenditures shall be prudent and reasonable and the benefit to an individual may only be incidental.

State Staff Development funds may not be used for meals or refreshments, except for travel pursuant to AR 4052.

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