

<p>CONNECTICUT STATE COMMUNITY COLLEGE</p> <p>OFFICE OF PRESIDENT JOHN MADUKO</p> <p>New Britain, CT 06051</p>	<b>TOPIC:</b>
	Purchasing
	<b>SUB-TOPIC:</b>
	Food & Non-alcoholic beverages
	<b>DATE</b>
	9/11/2023

## **ADVISORY: GUIDANCE LETTER NO. 8**

### **Purpose:**

To provide campus community with updates to the food and non-alcoholic beverage procedures during deficit mitigation.

### **Summary and Background:**

CT State Community College recognizes the need to purchase food for certain meetings, and convenings that further the mission of the college. As a public agency, CT State Community College has an obligation to students, taxpayers and benefactors to use all funds as prudently as possible and in conformance with existing laws, policies, procedures and state ethics requirements.

Because of the forecast budget shortfalls, additional restrictions on the purchase of food and non-alcoholic beverages are being implemented.

Expenditures for food should be made prudently and will require approval by the appropriate CT State cabinet member (Campus CEO/President or Vice President) in advance. Each cabinet member shall maintain a log of all necessary food and non-alcoholic beverages purchased. Pursuant to existing policies and procedures the purchase of alcohol with college funds is prohibited. Under no circumstances may the cost of the meal for each participant (including tax and tip) exceed three times the appropriate GSA meal allowance. <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>

Food and non-alcoholic beverages for social functions, such as parties or summer outings attended entirely, or primarily, by college employees are prohibited.

Food and non-alcoholic beverages should not be provided at regular meetings attended by only employees. Day long meetings with employees should be scheduled with a lunch break so participants can bring a bag lunch or leave campus for food.

In certain circumstances, it may be appropriate to provide food and non-alcoholic beverages for day long meetings and convenings when there are significant external stakeholders participating.

This policy does not apply to:

- food and non-alcoholic beverage for instruction, particularly for the culinary arts program;
- food and non-alcoholic beverages for use at the student pantries;

- food and non-alcoholic beverages for students funded through Student Activity funds. Student activity funds must be spent in accordance with state law, state comptroller memoranda, board policy and should be for the exclusive use of students;
- food and non-alcoholic beverages funded by campus foundations;
- food and non-alcoholic beverages for meetings or events where the primary participants are students;
- food and non-alcoholic beverages for meetings or recruitment events where the primary participants are prospective students; and
- food and non-alcoholic beverages for individual employees related to work related travel which is governed by the travel policy and applicable collective bargaining unit agreements.

Finally, employees should not incur personal costs for food and non-alcoholic beverages expecting reimbursements. Pre-approval is required and must be attained prior to an expenditure.