

North Orange County Community College District  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6350 Hospitality**

- 1.0 The District encourages public participation and awareness of college and college district programs and activities through direct personal contact with individuals and community groups. The Board of Trustees believes that the authorized activities specified under section 1.1 facilitate communication and increase public participation in college/district sponsored meetings, events, and activities.
  - 1.1 The Board of Trustees hereby authorizes actual, reasonable and prudent expenditures incurred by the Colleges, North Orange Continuing Education Centers, and District Office for the following:
    - 1.1.1 Functions for volunteers.
    - 1.1.2 Functions for retiring employees.
    - 1.1.3 Activities honoring individuals in education.
    - 1.1.4 College Week and/or Senior Days activities.
    - 1.1.5 Educational events sponsored by the Board of Trustees and Board meetings.
    - 1.1.6 Breakfast, luncheon, and dinner meetings sponsored by state, municipal, county, or other community agencies relating to college/district activities.
    - 1.1.7 Flowers and cards for special occasions.
    - 1.1.8 Seminars and workshops only with prior approval of the Board of Trustees.
    - 1.1.9 Service club membership dues and fees at the discretion of the Chancellor and/or Vice Chancellors/President.
    - 1.1.10 Board appointed committee meetings.
    - 1.1.11 Group planning and operational meetings.
    - 1.1.12 Business related meals.
    - 1.1.13 Other activities to encourage public participation and awareness of college and district programs and activities through direct personal contact with individuals and community groups.
- 2.0 Each year in accordance with the budget requirements, the Vice Chancellor, Finance & Facilities, shall submit a hospitality budget for Board of Trustees approval. The hospitality budget may be augmented at any time during the year pursuant to statutory requirements.
- 3.0 All expenditures authorized under section 1.1 shall be paid from interest income.

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- 3.1 All expenditures related to hospitality activities shall be identified and remain separate and distinct from any and all other disbursements. A separate bank account may be established for the specific use of hospitality activities. Any such account shall be authorized by a Board resolution. In order to maximize budget and expenditure control, no disbursement, in payment of hospitality expenses, shall be made unless such expenditures have been budgeted and approved for payment by an authorized signature. The Chancellor, Vice Chancellors, Presidents, and Vice Presidents may authorize disbursements.
- 3.2 Such approval may take the form of a disbursement order which must include where applicable, activity or event, participant(s), vendor name, quantity, unit price, and total price including applicable taxes.
- 4.0 The Chancellor will provide a financial report to the Board of Trustees on all hospitality activities/events on an annual basis.

**Date of Adoption:** February 12, 2002

**Date of Last Revision:** March 28, 2023  
November 28, 2017