

## CATERING POLICY

### Use of Institutional Funds for Food/Catering

#### I. Purpose and Objectives

Hostos Community College establishes procedures for use of institutional funds to purchase food or catering services. Objectives include:

- Ensuring College community members execute advance planning and preparation to ensure successful College events for all parties involved.
- Providing guidance on purposes and circumstances under which institutional funds should and should not be used.
- Ensure relevant parties are involved in decisions involving institutional funds.
- Ensure catered functions advance the mission of the College through application of the institution's strategic plan.

Use of Hostos Cafe Catering is required for on-campus events where food is served due to College investments in fixed resources (services and equipment) associated with delivering complete dining and catering services.

#### II. Policy Goal

The goal of this policy is to maximize to the greatest extent possible the overall value obtained from the use of institutional funds and to minimize the real dollars leaving the campus except in circumstances that will overextend the College's catering resources. The true incremental cost to the College associated with any catering order consists only of the variable costs. The use of outside vendors incurs true costs to the college consisting of both the fixed and variable costs. Maximum value can be achieved through the use of internal resources, i.e. reduced costs to the College by using Food Services' volume purchase agreements and utilizing staff who are already on the schedule, as well as equipment which the college already owns. Goal points:

- To keep board charges and on-campus food prices to a minimum. Hostos Café has a responsibility to establish policies that serve the interests of the student body and of the entire College community. This policy contributes to keeping prices low by spreading costs over as high a volume of business as possible.
- To maintain a positive public image. Those attending functions and activities at Hostos Community College generally assume that the College provides food served; the quality provided is a major factor in projecting a positive image of college's facility guests.
- To cover all costs associated with catering events. Clean up and related Policy/Procedure - Use of Institutional Funds for Food costs are incurred at catering events. These costs are included in the pricing structure of food furnished by Hostos Café Food Service Provider.
- To ensure that food not consumed at an event remains the property of Hostos Community College. Health guidelines mandate that the College assume responsibility for and have control over unused food.

#### III. Food Service Provider

MBJ Food Services (MBJ) is the exclusive catering and food service provider for Hostos Community College. It is a woman-led minority-owned food service management company and has a forty-five year partnership with CUNY colleges. MBJ provides a variety of customized food service programs tailored to the needs of the Hostos community in addition to providing fresh foods with real time progressive cooking methods. The varied menus include sandwiches, wraps, salad bar, fruit salads, meat, turkey, and veggie burgers, assorted chips, cupcakes, cookies, beverages, and many other options.

#### IV. Catering Exceptions/Use of Off-Campus Caterers

Exceptions allowing outside caterers to serve food or beverages on campus will be made by the Hostos Café Food Service Provider, MBJ Food Services. Exceptions may be requested by contacting the Catering Manager at Remona@MBJFoodServices.com and Catering@MBJFoodServices.com. Exceptions will be granted on a case-by-case basis and at the discretion of the Hostos Café Food Service Provider. Any group wishing to qualify for an exception must meet with Hostos Café Catering Manager no less than three weeks prior to the date of the event or an exception will not be considered. Exceptions, when granted, will apply only to events hosted on Hostos Community College facilities. Hostos Café may grant exceptions for:

- Events where food is unique to the sponsor's ethnicity and cannot be prepared by the Hostos Café Food Service Provider
- Private Events where the Hostos Café Food Service Provider cannot provide the requested services providing requests are reasonable and of acceptable practices

A department or student group granted an exception to use an outside food caterer must comply with the New York City Department of Health requirements for food handling including, but not limited to, food sanitation procedures and catering license. Where an outside caterer will provide services at an event on college property, the host department or group must notify the [Hostos Office of Environmental Health & Safety](#) three weeks prior to the event. The Office of Environmental Health and Safety personnel may inspect the food for compliance purposes prior to serving. Host department or group must also notify the [Campus Security](#) and [Venue Rental](#) Offices to make any necessary arrangements.

#### V. Use of Institutional Funds

Use of institutional funds for any purpose is subject to the approval of the Departmental Head/Chair/Dean. Requests for all catered functions that are to be funded by institutional funds (Tax Levy & non-Tax Levy) shall be made through Hostos Café Food Service Provider, MBJ Food Services. Institutional funds for the purchase of food and beverage or for catered functions shall be requested through the College budgeting process. Budget requests shall be reviewed and approved or denied by the respective division heads. Use of institutional funds for purchase of food, beverage or catering shall be:

- A. To support College community events.
- B. To support officially recognized College group events.
- C. To support academic initiatives that broadly affect College community members.
- D. To support College fundraising and community outreach efforts.

#### VI. Institutional Funding Source & Spending Threshold

Use the chart below to determine your per-person spending threshold for your catering needs.

HOSTOS COMMUNITY COLLEGE PER-PERSON CATERING THRESHOLD			
Fund Type	Fund Name	Breakfast	Lunch
Tax Levy	HOSPR-Hostos CC	\$ 9.00	\$ 15.00
Non-Tax Levy	HOS02-Hostos Auxiliary Enterprises Corp	\$ 12.00	\$ 23.00
Non-Tax Levy	HOS03-Hostos Student Associations	\$ 12.00	\$ 23.00
Non-Tax Levy	HOS04-Hostos Children Center	\$ 12.00	\$ 23.00
Non-Tax Levy	HOS55-Hostos Other Non-Tax Levy	\$ 12.00	\$ 23.00
Non-Tax Levy	Hostos Foundation (HCF)	Discretion of HCCF	
Non-Tax Levy	Research Foundation	Discretion of RF	

\* Costs for linen and utensils are not to be sourced through tax levy funds.

\*\*Per person cost must include all tips, delivery charges, set-up, and incidentals.

#### VII. Institutional Allowable Expenses

As an entity that is funded primarily by public support and that also relies on student tuition and fee payments, gifts from donors, and sponsored awards, the college has a fiduciary obligation to use its funds prudently. This means that all employees must use the college resources in the fullest support of CUNY's mission. To that end, all expenses must be reasonable and necessary and not lavish or extravagant. The Funds Expense Matrix will assist you in determining the allowable expenses for your events.

**HOSTOS COMMUNITY COLLEGE FUNDS EXPENSE MATRIX**

<b>Category/Type of Expenses</b>	<b>Tax Levy (HOSPR)</b>	<b>Auxiliary Enterprise Corp (HOS02)</b>	<b>Foundations (RFCUNY, HCCF)</b>	<b>All Other Non-Tax Levy (HOS03, HOS04, HOS55)</b>
Community development events	YES	NO	YES	YES
Community-sponsored programs, conference, continuing education courses	YES	YES	YES	YES
Departmental refreshments (use by offices and departments such as coffee)	NO	YES	YES	YES
Employer Incentive or Recognition Programs (if using City funds must follow Directive 6)	YES	NO	YES	YES
Food for personal recognition events such as birthdays, weddings, baby showers, housewarming, etc.	NO	NO	NO	NO
Food for onsite or offsite faculty and staff retreat, conferences, training seminars, etc. *	YES	YES	YES	YES
Food for onsite or offsite student retreats, conferences, etc. **	YES	YES	YES	YES
Food for other employee work related achievement or employee morale building event	NO	NO	YES	YES
Food for student conferences and retreats, workshops, etc. with mission-related programs	YES	NO	YES	YES
Food for student orientations, formal receptions, program & department graduation events	YES	YES	YES	YES
Food Vouchers for programs and students	YES	YES	YES	YES
Fundraising events (can be combined with retirement or welcome)	NO	NO	YES	YES
Meals and food supplies at Recruitment interview/meetings	YES	YES	YES	YES
Meals at onsite business meetings (Guidelines for Meals Served on Premises for Business Meetings)	YES	YES	YES	YES
Offsite business* meals (not while in travel status)	NO	YES	YES	YES
Program related food purchases	YES	YES	YES	YES