

**OTTER STUDENT UNION AT CSU MONTEREY BAY**

**BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING**

**WEDNESDAY, SEPTEMBER 25, 2019**

**6:00 PM - 7:00 PM**

**Room 120, Student Center**

**I. CALL TO ORDER**

Time: 6:00pm

**II. ROLL CALL (1 minute)**

Board Directors

- a. Ashley Smith, Chair Present
- b. Trevor Peterson, Vice Chair Present
- c. Giovanni Gonzalez, Secretary Present
- d. Ian Kyle Contreras, Treasurer Present
- e. Dr. Chelsea Buffington, Director of OSU Present
- f. Konnor Callihan Present
- g. Zoë Carter, Alumni Present
- h. Dr. Chi-Chun Chou, Faculty Absent, Unexcused
- i. Cinthia Kneemeyer Present
- j. Dominique Paneda Present
- k. Hamza Saleem Present
- l. Dr. Bettye Saxon, Community Absent, Unexcused
- m. Christy Underwood, Student Affairs Present
- n. Noah Wuollet Present

**III. APPROVAL OF MINUTES FROM 8.28.19 (1 minute)**

Recommended Motion: *To approve the minutes of the Board meeting on 4.24.19.*

Noah motions

Hamza seconds

Motion passes

**IV. APPROVAL OF AGENDA 9.25.19 (1 minute)**

Recommended Motion: *To approve the agenda for this week's meeting.*

Ashley motions

Ian seconds

Motion Passes

**V. INTRODUCTION OF NEW DIRECTOR (3 minutes) - Director of OSU**

Not here- postpone possibly

**VI. AUDIT REPORT - Treasurer**

Last monday, OSU Audit report has been approved  
No issues have arose regarding the audit report  
Will be available in office 150

**VII. DISABILITY ACCOMMODATIONS POLICY - Vice Chair**

OSU must comply with ADA requirements in regards to the new building and be regulated with  
ADA laws in mind  
Noah motions  
Cinthia Seconds  
Motion passes

**VIII. ESCHEATMENT POLICY - Chair**

This is the process of turning money over to the estate if unused or “lost”  
Ashley motions  
Dominique seconds  
Motions passes

**IX. OPEN CAMPUS UPDATE - OSU Staff**

Discover CSUMB- raft weekend trying to get students to come to campus  
Looking for volunteers for the event, looking for folks to help with accommodations, setting up the  
event and ensuring people find what they need  
OSU is supporting Battle of the Bands in collaboration with the local community  
Speakers will be set up around campus and a live stream will be provided for Battle of the Bands  
performances

**X. OSU PROJECT UPDATE - Director of OSU**

Tour of the new building for the board around 4/4:30pm before our next OSU board meeting  
As of next week, final pours for the building will be done  
Roof is also being “dried in” before the rainy season  
Project is moving towards interior work rather than exterior  
Send secretary an email if you are going to be able to attend the site tour  
Secretary will send a reminder to the board before the site tour

**XI. OSU UPDATES (15 minutes) - OSU Staff**

All 8 OC3 interns have been chosen  
Sat/Sun- women’s leadership retreat  
Safe Zone application is now closed  
There is a training with the office of Diversity and Inclusive excellence

Alumni is coordinating with panels, trip to the aquarium

Battle of the Bands on Oct 25th

Next week "My Culture is Not Your Costume" will be tabling in the library

There will be a formal wear drive before the All Black Gala followed by a pop up shop for those in need of formal clothing

Werk Witch will be taking place next month, please get your tickets asap!

## **XII. ADJOURN**

6:25 pm

Cinthia Motions

Hamza seconds

Motion passes

Submit an agenda item to the Otter Student Union Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Please submit by 12:00pm 1 week prior to the next meeting.

\*Electronic submissions of agenda items:

- Email Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org)
- Include in the subject line "OSU Agenda Item"
- Provide title for the agenda item
- Provide a brief description of the agenda item
- Provide the name of the individual who will present the agenda item or a designated appointee
- If applicable, provide an attached written proposal for the item

Legal Compliances Notices:

In compliance with the *Gloria Romero Open Meetings Act of 2000, California Education Code 89306. (a) (1)*, any member of the campus community or public shall have the ability to directly address the OSU Board on any item on the agenda. Participation beyond addressing the committee more than once may be regulated if necessary in the interest of time.

In compliance with the American with Disabilities Act (ADA) of 1990 (42 U.S.C. Sec. 12132), if individuals need special assistance to access the OSU Board of Directors Meeting location or otherwise participate in the meeting, including auxiliary aids or services, please contact the Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Notification at least forty-eight (48) hours prior to the meeting will enable the OSU Board of Directors to make reasonable arrangements to ensure accessibility to the meeting.

In compliance with the *California Public Records Act aka CPRA (California Government Code 6250-6270)*, this agenda packet and all meeting materials distributed during this public meeting shall be made available upon request and if requested, in an appropriate alternate format to accommodate a person with a disability.

**OTTER STUDENT UNION AT CSU MONTEREY BAY**

**BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING  
WEDNESDAY, SEPTEMBER 25, 2019**

**6:00 PM - 7:00 PM**

**Room 120, Student Center**

List of Attachments

1. Meeting minutes from 8.28.2019 Board meeting
2. Audit Report (see email for attachment)
3. Disability Accommodations Policy
4. Escheatment Policy

**OTTER STUDENT UNION AT CSU MONTEREY BAY**  
**BOARD OF DIRECTORS**  
**ORGANIZATIONAL AND BUSINESS MEETING**  
**WEDNESDAY, AUGUST 28, 2019**  
**5:30 PM - 7:00 PM**  
**Room 120, Student Center**

**I. CALL TO ORDER**

Time: 5:54 pm

**II. ROLL CALL (1 minute)**

Board Directors

- a. Ashley Smith, Chair Present
- b. Trevor Peterson, Vice Chair Present
- c. Giovanni Gonzalez, Secretary Present
- d. Ian Kyle Contreras, Treasurer Present
- e. Dr. Chelsea Buffington, Director of OSU Present
- f. Konnor Callihan Present
- g. Zoë Carter, Alumni Present
- h. Dr. Chi-Chun Chou, Faculty Present
- i. Cinthia Kneemeyer Present
- j. Dominique Paneda Present
- k. Hamza Saleem Present
- l. Dr. Bettye Saxon, Community Absent, excused
- m. Christy Underwood, Student Affairs Present
- n. Noah Wuollet Present

**III. APPROVAL OF MINUTES FROM 4.24.19 (1 minute)**

Recommended Motion: *To approve the minutes of the Board meeting on 4.24.19.*

Ashley motions to approve last meetings minutes from 4.24.19

Ian seconds to approve last meeting minutes.

Motion passed.

**IV. APPROVAL OF AGENDA 8.28.19 (1 minute)**

Recommended Motion: *To approve the agenda for this week's meeting.*

Director moves to amend the agenda to remove introduction of new director.

Treasurer moves to amend the agenda to remove the travel policy from agenda because update is not needed.

Noah motions to amend and approve amended agenda.

Ashley seconds motion.

Motion passed.

**V. ~~INTRODUCTION OF NEW DIRECTOR (3 minutes)~~ - Director of OSU**

**VI. INTRODUCTION OF BOARD (4 minutes) - Director of OSU**

Board goes around the table and introduce themselves by name, major(if applicable), and position on board.

**VII. CONGRATS TO DR. CHI-CHUN CHOU (2 minutes)- Secretary**

Board recognizes Dr Chi-Chun Chou on being promoted to full professor!

**VIII. CONFLICT OF INTEREST/DUTY OF CARE (4 minutes) - Vice Chair**

Related party questionnaire passed out to and collected from board.

**IX. TECHNICAL AMENDMENTS (2 minutes) - Director of OSU**

Language and grammatical errors in past policies were updated.

**~~X. TRAVEL POLICY UPDATE (2 minutes)~~ - Treasurer**

~~Recommended Motion: To amend the travel policy as stated by Treasurer.~~

**XI. HOSPITALITY PROCEDURE (10 minutes)- Chair**

Recommended Motion: *To approve the hospitality procedure.*

No discussion

Konnor moves to approve hospitality procedure.

Cinthia seconds to approve hospitality procedure.

Motion passes.

**XII. OSU UPDATES (15 minutes) - OSU Staff**

Shantel, Allymyr, Bianca, Tony, Michelle and Vania introduce themselves.

Late night at Student Center happening during Otter Days.

New Student Union showcase happening tomorrow.

Werk Witch happening again this semester: Oct. 12th.

More events: Battle of the Bands, petting zoo etc.

OC3 events: 600 people attended the block party last Saturday, training on social justice and intergenerational trauma for the physician's assistant program at CSUMB, Dia De Los Muertos event in collaboration with Salinas City Center. Now accepting OC3 intern applications.

Nearly 5,000 people attended OSU Welcome Back Barbecue.

No parking will be taken due to AS farmer's market. Please go and support.

**XIII. ADJOURN**

**Time: 6:21pm**

Submit an agenda item to the Otter Student Union Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Please submit by 12:00pm 1 week prior to the next meeting.

\*Electronic submissions of agenda items:

- Email Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org)
- Include in the subject line "OSU Agenda Item"
- Provide title for the agenda item
- Provide a brief description of the agenda item
- Provide the name of the individual who will present the agenda item or a designated appointee
- If applicable, provide an attached written proposal for the item

Legal Compliances Notices:

In compliance with the *Gloria Romero Open Meetings Act of 2000, California Education Code 89306. (a) (1)*, any member of the campus community or public shall have the ability to directly address the OSU Board on any item on the agenda. Participation beyond addressing the committee more than once may be regulated if necessary in the interest of time.

In compliance with the American with Disabilities Act (ADA) of 1990 (42 U.S.C. Sec. 12132), if individuals need special assistance to access the OSU Board of Directors Meeting location or otherwise participate in the meeting, including auxiliary aids or services, please contact the Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Notification at least forty-eight (48) hours prior to the meeting will enable the OSU Board of Directors to make reasonable arrangements to ensure accessibility to the meeting.

In compliance with the *California Public Records Act aka CPRA (California Government Code 6250-6270)*, this agenda packet and all meeting materials distributed during this public meeting shall be made available upon request and if requested, in an appropriate alternate format to accommodate a person with a disability.

**OTTER STUDENT UNION AT CSU MONTEREY BAY**

**BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING**

**WEDNESDAY August 28, 2019**

**5:30 PM - 7:00 PM**

**Room 120, Student Center**

List of Attachments

1. Minutes from 4.24.19 Board meeting
2. Conflict of Interest/Related Party Questionnaire
3. Travel Policy
4. Hospitality Procedure

**OTTER STUDENT UNION AT CSU MONTEREY BAY**



**BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING  
WEDNESDAY, April 24, 2019  
6:00 - 7:00 PM  
Room 120, Student Center**

**I. CALL TO ORDER**

Called to order at 6pm.

**II. ROLL CALL - 2 MINUTES**

Board Directors

- a. Ashley Smith, Chair: present
- b. Selene Yabes, Vice Chair & Secretary: present
- c. Beth Johnson, Treasurer: present
- d. Rebecca Harbison : present
- e. Noah Wuollet: present
- f. Emily Tate: present
- g. Konnor Callihan: present
- h. Ashley Genasci: present
- i. Jared Hernandez: absent, unexcused
- j. Zoë Carter, Alumni: present
- k. Dr. Chi-Chun Chou, Faculty: present
- l. Chelsea Buffington, Director : present
- m. Christy Underwood, Student Affairs : absent, excused

**III. APPROVAL OF MINUTES FROM 3.27.19 - 1 MINUTE**

Recommended Motion: *To approve the minutes of the Board meeting on 3.27.19*

Beth motions

Rebecca seconds

Motion is approved

**IV. APPROVAL OF AGENDA 4.24.19 - 1 MINUTE**

Recommended Motion: *To approve the agenda for this week's meeting.*

Ashley motions

Emily seconds

Agenda is approved

**V. OLD BUSINESS: PROCUREMENT POLICY - 8 MINUTES**

No discussion

Noah moves to approve

Ashley seconds

Motion passes by all

**VI. BUDGET - 8 MINUTES**

Discussion re: space usage, deferred maintenance,

Emily motions

Noah seconds

Motion passes by all

**VII. TECHNICAL AMENDMENTS POLICY - 8 MINUTES**

No discussion

Konnor moves to approve

Beth seconds

Motion passes by all

**VIII. WIRELESS DEVICES FOR BUSINESS USE POLICY- 8 MINUTES**

Rebecca moves to amend to add a “t”

Noah seconds

Change from: The expense allowance is non-taxable and will no be included to The expense allowance is non-taxable and will not be included i

Motion to approve amendment passes

Noah motions to pass

Rebecca seconds

Motion passes by all

**IX. DEMONSTRATIONS PROCEDURE - 8 MINUTES**

No discussion

Beth moves to approve

Konnor seconds

Motion passes sans abstention by Rebecca

**X. OFFICIAL INTRODUCTION OF NEW BOARD - 10 MINUTES**

Would like to officially note the new executive officers

Chair: Ashley Smith

Vice Chair: Trevor Peterson

Secretary: Hiovanni Gonzales

Treasurer: Ian Kyle Contreras

Directors of the Board:

Dominique Paneda

Hamza Saleem

Konnor Callihan

Cinthia Kneemeyer  
Noah Wuollet  
Tifiny Jones  
Zoe Carter  
Chi-Chun Chou

Christy Underwood  
Chelsea Buffington

Anticipating community director appointment by President Ochoa

**XI. OSU UPDATES - 5 MINUTES**

Affinity Graduation Celebrations

- Rainbow Grad this Sunday
- Next week three:
  - Veterans Grad May 3
  - Undocu Grad May 4
  - Chicanx/Latinx May 5
- Week after:
  - SADE May 10
  - APIA May 11
  - Family Friendly May 12
- Finals Week
  - Native American May 15
  - Black Grad May 17

Otterlands

- Review rules
- Sold out

NCORE

- Able to take 8 students, including Hio!

**XII. ADJOURN - 1 MINUTE**

Rebecca motions to adjourn

Konnor seconds

Meeting adjourns at 6:35pm

We welcome your concerns!

Submit an agenda item to the Otter Student Union Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Please submit by 12:00pm 1 week prior to the next meeting.

\*Electronic submissions of agenda items:

- Email Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org)
- Include in the subject line "OSU Agenda Item"
- Provide title for the agenda item
- Provide a brief description of the agenda item
- Provide the name of the individual who will present the agenda item or a designated appointee
- If applicable, provide an attached written proposal for the item

Legal Compliances Notices:

In compliance with the *Gloria Romero Open Meetings Act of 2000, California Education Code 89306. (a) (1)*, any member of the campus community or public shall have the ability to directly address the OSU Board on any item on the agenda. Participation beyond addressing the committee more than once may be regulated if necessary in the interest of time.

In compliance with the American with Disabilities Act (ADA) of 1990 (42 U.S.C. Sec. 12132), if individuals need special assistance to access the OSU Board of Directors Meeting location or otherwise participate in the meeting, including auxiliary aids or services, please contact the Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Notification at least forty-eight (48) hours prior to the meeting will enable the OSU Board of Directors to make reasonable arrangements to ensure accessibility to the meeting.

In compliance with the *California Public Records Act aka CPRA (California Government Code 6250-6270)*, this agenda packet and all meeting materials distributed during this public meeting shall be made available upon request and if requested, in an appropriate alternate format to accommodate a person with a disability.

## **OTTER STUDENT UNION AT CSU MONTEREY BAY**

### **BOARD OF DIRECTORS ORGANIZATIONAL AND BUSINESS MEETING**

**WEDNESDAY April 24, 2019**

**6:00 - 7:00 PM**

**Room 120, Student Center**

List of Attachments

1. Minutes from 3.27.19 Board meeting

2. Procurement Policy
3. Budget
4. Technical Amendments Policy
5. Wireless Devices for Business Use Policy
6. Demonstrations Procedure

**OTTER STUDENT UNION AT CSU MONTEREY BAY**

**BOARD OF DIRECTORS  
ORGANIZATIONAL AND BUSINESS MEETING**

**WEDNESDAY, March 27, 2019**

**6:00 - 7:00 PM**

**Room 120, Student Center**

**I. CALL TO ORDER**

Meeting called to order at 6:04pm.

**II. ROLE CALL**

Board Members

- a. Ashley Smith, Chair: present
- b. Selene Yabes, Vice Chair & Secretary: present
- c. Beth Johnson, Treasurer: present
- d. Associated Students:
  - a. Rebecca Harbison, present
- e. Inter-Club Council:
  - a. Noah Wuollet, present
- f. Otter Cross Cultural Center:
  - a. Emily Tate, present
- g. Recreation:
- a. Konnor Callihan absent, excused
- h. Residential Housing Association:
  - a. absent, excused
- i. Multicultural Greek Council:
  - a. Jared Hernandez, present
- j. Alumni Association:
  - a. Zoe Carter, present
- k. Faculty:
  - a. Dr. Chi-Chun Chou, absent, excused
- l. Chelsea Buffington, Director: present
- m. Christy Underwood, Student Affairs: present

**III. APPROVAL OF MINUTES FROM 2.27.19**

Recommended Motion: *To approve the minutes of the Board meeting on 2.27.19*

Motion to approve by AS

Second by Alumni

Minutes are approved

**IV. APPROVAL OF AGENDA 3.27.19**

Recommended Motion: *To approve the agenda for this week's meeting.*

*Moved to approve by ICC*

*Seconded by Chair*

Motion passes

#### **V. OFFICER COMPENSATION**

- Move into closed session for discussion of officer compensation at 6:07pm.
- Closed session ends at 6:38pm.

#### **VI. CONTRACTS POLICY**

- Chair moves to amend the contracts policy to remove the second sentence under section B of the contracts policy and adding "Refer to OSU Contracts Procedure" to Section F.
- Student Affairs seconds
- Motion to approve the amendment passes unanimously
- Chair moves to approve the policy as amended
- AS seconds
- Motion to approve the policy passes unanimously

#### **VII. PROCUREMENT POLICY**

- ICC moves to table the policy for the next meeting
- OC3 seconds
- All in favor to table; motions passes unanimously

#### **VIII. OSU UPDATES TO THE BOARD**

- Safe zone
  - will be on April 19 & 26
  - In the last year been partnering with Interim, a nonprofit in Monterey County
  - Works with social workers who work with people who are homeless/transitional
  - Contacted by Skyline community college to come and observe the training so they can create their own
  - Safezone for students starts Friday; will go on for four weeks
- Otterlands
  - Bringing E40! We are out of guest tickets, no wait list. Almost out of student tickets, about 30 left. There will be a waitlist for student tickets, come at the date of show. Ticket holders must arrive at 9:30pm. Students must have Otter ID, guests must come with you, have valid Government ID. Staff must have

**Otter ID. Alumni must show valid government ID. No weapons, no bags of any kind, no smoking, no food or beverage, no cameras (non-cellphone cameras), no storage space at the UC Ballroom.**

- **Affinity Grads**
  - **The themes of each affinity grad represents our mission and vision as well as the population we are serving. Encouraging people to participate in the celebrations. Different keynote speakers for each.**  
<https://csumb.edu/oc3/affinity-graduation-celebrations>

## **IX. ADJOURN**

**Chair motions**

**AS seconds 7:16pm.**

We welcome your concerns!

Submit an agenda item to the Otter Student Union Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org).

Please submit by 12:00pm 1 week prior to the next meeting.

\*Electronic submissions of agenda items:

- Email Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org)
- Include in the subject line "OSU Agenda Item"
- Provide title for the agenda item
- Provide a brief description of the agenda item
- Provide the name of the individual who will present the agenda item or a designated appointee
- If applicable, provide an attached written proposal for the item

Legal Compliances Notices:

In compliance with the *Gloria Romero Open Meetings Act of 2000, California Education Code 89306. (a) (1)*, any member of the campus community or public shall have the ability to directly address the OSU Board on any item on the agenda. Participation beyond addressing the committee more than once may be regulated if necessary in the interest of time.

In compliance with the American with Disabilities Act (ADA) of 1990 (42 U.S.C. Sec. 12132), if individuals need special assistance to access the OSU Board of Directors Meeting location or otherwise participate in the meeting, including auxiliary aids or services, please contact the Secretary at [secretary@otterstudentunion.org](mailto:secretary@otterstudentunion.org). Notification at least forty-eight (48) hours prior to the meeting will enable the OSU Board of Directors to make reasonable arrangements to ensure accessibility to the meeting.



In compliance with the California Public Records Act aka CPRA (California Government Code 6250-6270), this agenda packet and all meeting materials distributed during this public meeting shall be made available upon request and if requested, in an appropriate alternate format to accommodate a person with a disability.

<b>2019-2020 Otter Student Union Budget</b>	
<b>Revenues</b>	
Student Fees	\$ 4,793,600.00
Fee Waivers	\$ (15,000.00)
Revenues Other	\$ 15,000.00
Rollover	\$ 220,000.00
Reserves	\$ 85,000.00
<b>Total Revenues</b>	<b>\$ 5,098,600.00</b>
<b>Expenses</b>	
Telephone	\$ 3,500.00
Travel	\$ 18,000.00
Professional Development	\$ 20,000.00
State Pro Rata	\$ 8,250.00
Contractual Services/Programming	\$ 80,000.00
Consultants	\$ 10,000.00
Maintenance Contracts	\$ 2,000.00
IT Hardware	\$ 5,000.00
Staff/Student Salaries & Benefits	\$ 930,000.00
Equipment	\$ 8,000.00
Printing	\$ 1,500.00
Supplies	\$ 18,000.00
Insurance	\$ 3,500.00
Postage	\$ 500.00
Advertising/Promotional	\$ 8,000.00
CSUMB Overhead	\$ 48,500.00
Chancellor's Office Services	\$ 12,500.00
Space Rental	\$ 500.00
Expenses-Other	\$ 5,000.00
Memberships	\$ 3,000.00
Employee Relocation	\$ 3,000.00
Special Programs	\$ 4,000.00
Hospitality Expense/Catering	\$ 12,000.00
Uniforms	\$ 7,000.00
Staff Recruitment	\$ 5,000.00
Ucorp Admin Fee	\$ 59,669.00
Building Utilities/Maintenance	\$ 15,500.00
Custodial	\$ 3,000.00
<b>Total Expenses</b>	<b>\$ 1,294,919.00</b>
<b>Total Projected Balance</b>	<b>\$ 3,803,681.00</b>
<b>Transfer to OSU Construction/Debt Service</b>	<b>\$ 3,565,000.00</b>
<b>Reserves (1 month operating expenses)</b>	<b>\$ 104,805.75</b>
<b>Projected Ending Balance</b>	<b>\$ 133,875.25</b>

---

SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**

SUBJECT: **PROCUREMENT POLICY**

---

PURPOSE: The purpose of this policy is to provide guidance to the Board of Directors on how OSU conducts procurement of products or services.

EFFECTIVE DATE: [Date]

HISTORICAL:

---

Procurement Policy

I. Introduction

The Otter Student Union (“OSU”) uses a variety of methods to purchase goods and services. The purpose of this document is to establish the Procurement Policy for OSU purchases. OSU purchases include those made utilizing OSU funds. The purchasing functions, policy, and procedures have been established using sound business practices with the key goal of service to the OSU and its employees.

OSU is firmly committed to a program of “Best Value.” Best Value considers all transactions from many perspectives, including but not limited to, best dollar value, outreach to vendors, promotion of fair and open competition, lifecycle, operational requirements, quality and matching of products and services to the Otter Student Union’s needs. Retention of artists, entertainers, lecturers, and speakers for services are not subject to the provisions of this policy.

II. Policy, Regulations and Guidelines

A. Policy Provisions

1. Purchases are to be made in a cost-efficient manner that supports and facilitates the competitive bidding process and the lowest cost while still meeting operational requirements of OSU such as quality, specifications, service, and product availability, such that the lowest bid may not always be the bid that is selected.

2. Purchases shall follow what is customary in the marketplace for a particular commodity or product and consummated in such a manner to constitute a reasonably prudent documented business transaction.
3. Sustainable and/or recycled products shall be considered for procurement in place of non-sustainable/recycled products whenever such products are available at no or minimal additional cost.
4. Volume or pool purchases, annual purchase agreements, and master service agreements shall be utilized when deemed advantageous to OSU.
5. All purchases with OSU funds must have a legitimate OSU or California State University, Monterey Bay (CSUMB) business purpose.
6. Travel and travel related purchases are subject to the Travel Policy and the Travel Procedures.
  - a) Travel Privileges can be granted by the OSU Director for use of Procurement Cards for travel purchases, specifically for air travel, ground transportation, lodging, registrations, meals, and related expenses.
7. Hospitality expenses shall comply with this policy.
8. To protect from possible allegations of conflict of interest, purchases with OSU funds should not be made from companies in which OSU staff or family members have an economic interest. Employees with conflicts of interest must disqualify themselves from making or participating in a decision that would have a material effect on a personal financial interest. No OSU Director of the Board, OSU employee, or CSUMB employee by virtue of their position, can personally derive any benefit, gain, or receive preferential treatment from the purchase of materials, equipment, supplies, or services by OSU.

### III. Methods of Purchasing

OSU uses a variety of methods for the purchase of goods and services, including procurement cards, personal reimbursement, direct pay via check requests, and purchase orders.

- A. Procurement Card Purchases: OSU has determined that it is in its best economic and administrative interest to use a procurement credit card ("Procard") for transactions.
- B. Direct Payment/Check Requests: OSU may pay vendors directly for the purchase of supplies and services by completing a Check Request Form and submitting it

to The University Corporation at Monterey Bay, which performs financial services for OSU.

- C. Purchase Orders (PO): Purchase orders are required for purchases of capital assets that total more than \$5,000.

- i.) Purchases of Capital Assets:

A capital asset is defined as a tangible piece of property such as computer equipment, machinery, and vehicles, with an acquisition cost greater than \$5,000, including tax, and a useful life of one year or greater. Capital assets will be capitalized and depreciated over the economic life of the asset.

- D. Personal Reimbursement: OSU employees may be reimbursed for OSU business-related purchases by using the Personal Reimbursement Form and submitting it to The University Corporation at Monterey Bay, which performs financial services for OSU.

#### IV. General

- A. Information Technology (IT): CSUMB IT provides OSU's IT support. CSUMB IT must approve all IT-related products prior to purchase or lease. This applies to all hardware, software, applications, copiers, and other non-computing devices regardless of the dollar amount. CSUMB IT will not support IT-related products that have not been reviewed and approved prior to purchase.
- B. Contracts/Agreements/Leases: All contracts between OSU and another entity or individual are to be prepared and executed in written form. The Director of OSU or designee is the signatory for any OSU contract. OSU will not accept as legally binding any oral agreement that is not finalized and executed in written form.
- C. Authorizations: All requests to purchase and pay must be signed by a signer who is authorized for the account to be charged.

#### V. Purchasing Requirements by Cost

- A. Thresholds: The dollar thresholds listed hereunder are considered in the aggregate; purchases cannot be split to circumvent these policies and procedures.
  - 1. Purchases up to \$10,000: Such purchases shall be accomplished in a manner customary to the marketplace using sound business practices.

2. Purchases of \$10,001 to \$50,000: The requester must submit in writing a minimum of two (2) quotes. If two quotes are not obtained, a written explanation why the minimum was not met must accompany the quote.
  3. Purchases of \$50,001 to \$ 100,000: The requester must submit a minimum of three (3) price quotes based on the same written specifications. If three written quotations are not obtained, a written explanation why the minimum was not met must accompany the quote(s).
  4. Purchases greater than \$100,000: The requester must submit a minimum of three (3) formal bids from providers based on written specifications from a solicitation or request for proposals or quotes. If three formal bids are not obtained, a written explanation why the minimum was not met must accompany the bid(s).
- B. Sole Source: Sole source purchases on a non-competitive basis, regardless of the cost threshold, must meet sole source requirements and will require written justification by the authorized signer and approval by the Director of OSU or designee.

#### VI. Purchasing Authority and Approvals

- A. Account Authority: Only authorized signatories of an account may request an expenditure of funds from that account.
- B. Authority to expend funds versus authority to sign agreements: The persons who have been authorized by OSU to sign agreements for purchases or other purposes are very limited and are noted in Delegation of Signature Authority Policy. Having authority to expend funds through purchase orders or check requests from a specific account does not give that person the authority to sign purchase agreements.
- C. Additional Approvals: Prior management approval by the OSU fiscal authority and the supervisor for the account signatory is required if a contemplated purchase is not within an approved operating budget for the requesting operation or program.
- D. OSU Approval:
  1. Purchases of \$5,000 or less may be approved by the appropriate administrator(s) designated by the Director of OSU.
  2. Purchases in excess of \$5,000 must receive approval from the Director of OSU or his/her designee.

3. Confirming purchase orders may be approved under unusual circumstances when time is of the essence and based on the expected cost of the purchase.

- E. Compliance with approved budget: All purchases must be made within the appropriate approved budget authority for the program, contract, grant, or business unit.
- F. Commercial unit: Purchase of food stuffs and commodities retail merchandise, and graphic systems, shall be approved by the appropriate OSU program or unit administrator or his/her designee within the parameters of their respective operating guideline budgets.
- G. Standing Purchase Orders: Standing purchase orders may be used for routine, repetitive purchases from the same vendor. Standing purchase orders may not be used to purchase equipment, for a single purchase over \$5,000, or to circumvent this policy statement.

## VII. Insurance Requirements

OSU has specific insurance requirements for services, projects, and in some cases, goods. Vendors providing services on campus may be required to provide proof of insurance and a services contract prior to purchase order issuance and/or commencing work. Equipment that is borrowed, loaned, rented, leased, or purchased through OSU will be scheduled to insure for losses due to damage or theft; the requester or department should notify OSU prior to receipt of equipment to insure coverage.

## VIII. Preferences

Whenever feasible, purchases should be made from small businesses and local vendors to help support the local economy, which has been a goal of CSUMB since its inception. OSU also encourages purchases from minority-owned business enterprises, women-owned business enterprises, and disabled veterans. OSU encourages purchases with energy efficiency, sustainability, and the utilization of earth-minded, renewable (aka "green") products and services.

## IX. Enforcement

Individuals not following this Procurement Policy may be subject to personal liability, notification to their supervisors, disciplinary action, financial obligation, and revocation of purchasing privileges.

OTTER STUDENT UNION

SECTION NO.

POLICY MANUAL

DOCUMENT NO.

---

SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**

SUBJECT: **TECHNICAL AMENDMENTS POLICY**

---

PURPOSE:                      This policy establishes guidelines for adopting amended policies with minor revisions considered “technical and non-substantive” and does not require the approval of the Otter Student Union (OSU) Board of Directors.

EFFECTIVE DATE:        [Date]

HISTORICAL:

---



## I. Introduction

This policy establishes guidelines for adopting amended policies with minor revisions considered “technical and non-substantive” and does not require the approval of the Otter Student Union (OSU) Board of Directors.

## II. Policy

The Otter Student Union Board of Directors authorizes the Director to make periodic revisions to Board Policies under the following circumstances:

- a. revised provisions do not alter the nature, scope, or intent of the Board-adopted policy;
- b. revised provisions are expressed and published in writing as an amendment to the policy statement in the prescribed form; and
- c. the Board is informed of the revisions made by the Director at the next Board meeting following the policy revision.

## III. Review

This policy will be reviewed as needed to ensure its consistency with the objectives of the OSU and changes in applicable laws. For any proposed amendment or variation to this policy that, in circumstances other than those stated above, the Board retains exclusive authority to adopt new or revised policy statements.

OTTER STUDENT UNION

SECTION NO.

POLICY MANUAL

DOCUMENT NO.

---

SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**

SUBJECT: **WIRELESS DEVICES FOR BUSINESS USE POLICY**

---

PURPOSE: Policy regarding Otter Student Union (OSU) employees who are required to carry a wireless device for business purposes.

EFFECTIVE DATE: [Date]

HISTORICAL:

---

## I. Introduction

With the passage of the Small Business Jobs Act of 2010, there is a change to the treatment of wireless devices such as cell phones. Previously, cell phones were considered “listed property” and required strict policies with stringent detailed recordkeeping requirements, particularly if there were components of both business and personal use. Cell phones and similar devices have now been removed from the listed property classification and employees’ personal use of business cell phones and similar devices will not need to be reported as income.

## II. Policy

For employees who are required to carry a wireless device for business purposes, the Otter Student Union (“OSU”) will provide a monthly expense allowance towards usage fees. OSU management will determine the usage fee allowance and make adjustments as necessary. No further expense allowances or reimbursements with regard to wireless devices for business use will be made.

## III. Policy Guidelines

A. This policy applies to employees who are required by OSU to carry a wireless device so as to be available (generally 24 hours a day, 7 days a week) while away from campus and/or to use their wireless device as an integral, non-optional tool in performing their assigned duties.

1. OSU management will determine if an employee is required to have a wireless device for business purposes.
2. OSU will create and maintain a single comprehensive list of employees to receive this allowance.

B. The expense allowance is non-taxable and will not be included in the employee’s W-2 as taxable income.

C. This expense may not be used as a salary supplement.

D. Wireless devices include but are not limited to cell phones, smart phones, and personal digital assistants (PDAs).

E. Any exceptions to this policy must be approved by the OSU Director in writing.

## IV. Adoption and Review

- A. This policy shall be evaluated ten years from its adoption date to determine its effectiveness and appropriateness. The policy may be evaluated before that time as necessary to reflect substantial organizational, financial, or physical change(s) at the OSU or any change required by law or other governing policy.

OTTER STUDENT UNION  
XX  
State of California

SECTION NO.

POLICY MANUAL  
XX

DOCUMENT NO.

---

SECTION: **REGULATION STATEMENT- DEMONSTRATIONS PROCEDURE**  
SUBJECT:

---

PURPOSE: To support the rights of free speech and demonstration related to the Otter Student Union (OSU) at California State University Monterey Bay.

EFFECTIVE DATE: [DATE]

HISTORICAL

---

## **DEMONSTRATIONS PROCEDURE**

### **I. PURPOSE**

a. The Otter Student Union (OSU) supports the rights to free expression and peaceful demonstration by Community Members of California State University Monterey Bay and the surrounding community, including faculty, staff, students, and invited guests. For purposes of this policy, the term *demonstration* has the meaning stated in definitions below.

### **II. PROCEDURE**

- a. General Guidelines
  - i. Rights.
    - 1. No staff of the OSU or Community Member at an OSU event or in an OSU facility may prevent or obstruct the speech of a Community Member (student, faculty, staff, or invited guest), except under the lawful direction

of the California State University Monterey Bay Police or University Officials.

2. No staff of the OSU or Community Member at an OSU event or in an OSU facility may deprive or attempt to deprive others of participation in an OSU or University activity, threaten use of force against any community member, or interfere with the function of others.

#### ii. Otter Student Union Operations

1. No staff of the OSU or Community Member at an OSU event or in an OSU facility may prevent or obstruct the regularly scheduled activities of the University, such as meetings, interviews, ceremonies, University business, etc. No community member may use or occupy Otter Student Union facilities so as to impede the carrying forward of such events or activities.
2. Groups may occupy space but not in a manner that blocks movements around OSU events or facilities or surrounding campus (including but not limited to entrance to or from the OSU facilities, or University-owned and/or University-maintained roadway or pathway) unless authorized by the OSU and/or University Official.

#### iii. Signs

1. Placards, banners, and signs may not obstruct the view of those assembled or endanger other community standards and must abide by OSU Operating Hours, Posting, and Use of Space After Hours Policy.

#### iv. Facilities

1. All events are subject to the requirement and limitation of the event's location in/at the OSU, including room occupancy, etc. All events must comply with the Otter Student Union Risk and Emergency Management Policy [forthcoming].

#### v. Other laws and policies

1. Participants in demonstrations or protests are subject to other California State University Monterey Bay policies, city ordinances, and state and federal law in addition to this Procedure.

#### vi. Consequences

1. If faculty, staff, students, or student organizations are suspected for violating any of the listed requirements, the matter will be referred to the appropriate office or department for follow up under University policies and procedures (including the handbook for student code of conduct and any Time, Place, and Manner Policy or Interim policy).
2. There is no typical sanction associated with violations of this procedure. Each case is context specific; in determining whether a sanction is warranted, considerations include the severity of the violation of this and any other relevant policies and procedures as well as any prior misconduct.

#### vii. As an entity created to support California State University Monterey Bay, the OSU follows California State University Monterey Bay policies regarding demonstrations.

### **III. DEFINITIONS**

- a. Demonstration- for purposes of this procedure, is any public display of individual or group speech or other expression occurring on or near the California State University Monterey Bay campus or at University-sponsored events.
- b. Community Member- for purpose of this procedure, any student, faculty, staff, or invited guests.

### **IV. REFERENCES**

- a. California State University Monterey Bay Interim Time, Place and Manner Policy
- i. <https://csumb.edu/policy/time-place-and-manner-policy-interim>
- b. California State University Handbook of Free Speech
- i. <https://www.calstate.edu/gc/Docs/FreeSpeechHandbook.pdf>
- b. Operating Hours, Posting, and Use of Space After Hours Policy.  
[https://docs.google.com/document/d/1SC00DdxpsDdGj8tQga1tNmPCezztNL5\\_cmTPDrGCxJM/edit](https://docs.google.com/document/d/1SC00DdxpsDdGj8tQga1tNmPCezztNL5_cmTPDrGCxJM/edit)
- a. Student Code of Conduct
- i. <https://csumb.edu/studentconduct>

## Otter Student Union

## Related Party Questionnaire &amp; Conflict of Interest Certification

Fall 2019

- 1) Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions since July 1, 2018 – June 30, 2019 to which the organization was, or is to be, a party?

	YES	NO
• Sale, purchase, exchange, or leasing of property?	<input type="checkbox"/>	<input type="checkbox"/>
• Receiving or furnishing of goods, services, or facilities?	<input type="checkbox"/>	<input type="checkbox"/>
• Transfer or receipt of income or assets?	<input type="checkbox"/>	<input type="checkbox"/>
• Maintenance of bank balances as compensating balances for the benefit of another?	<input type="checkbox"/>	<input type="checkbox"/>
• Other transactions?	<input type="checkbox"/>	<input type="checkbox"/>

- 2) Do you or any related party of yours have any interest, direct or indirect, in any of the following pending or incomplete transactions to which the organization is, or is to be, a party?

	YES	NO
• Sale, purchase, exchange, or leasing of property?	<input type="checkbox"/>	<input type="checkbox"/>
• Receiving or furnishing of goods, services, or facilities?	<input type="checkbox"/>	<input type="checkbox"/>
• Transfer or receipt of income or assets?	<input type="checkbox"/>	<input type="checkbox"/>
• Maintenance of bank balances as compensating balances for the benefit of another?	<input type="checkbox"/>	<input type="checkbox"/>
• Other transactions?	<input type="checkbox"/>	<input type="checkbox"/>

- 3) Have you or any related party of yours been indebted to or had a receivable from the organization at any time since July 1, 2018 – June 30, 2019? Please exclude amounts due for ordinary travel and expense advances.

YES ☐ ☐ NO ☐ ☐

- 4) Do you know of any related party that has misappropriated assets or committed other forms of fraud against the organization?

YES ☐ ☐ NO ☐ ☐

- 5) Do you know of any person or organization that should be receiving this questionnaire?

YES ☐ ☐ NO ☐ ☐

- 6) Have you or any related party of yours had any interest, direct or indirect, in any transactions since July 1, 2018 – June 30, 2019, or in any pending or incomplete transactions, to which any pension, retirement, savings, or similar plan provided by the organization was, or is to be, a party? Do not include payments to a plan or payments by the plan made pursuant to the terms of the plan.

YES ☐ ☐ NO ☐ ☐

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief. I have received, read and will comply with the organization's *Standards of Conduct Policy Statement*.

Print Name	Signature
Date	Title

OTTER STUDENT UNION

SECTION NO. XX

---

SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**

SUBJECT: **TRAVEL POLICY**

---

PURPOSE: To provide OSU staff and students a guide on how to conduct travel

EFFECTIVE DATE: 10/24/18

HISTORICAL:

---

### Travel Policy

#### I. Introduction

Auxiliary organizations that provide reimbursement for travel expenses are required by the Office of the Chancellor to develop a written policy for such reimbursements.

#### II. Policy

This policy applies to Otter Student Union at Monterey Bay ("OSU") employees and other individuals traveling on OSU business or projects administered by OSU. OSU travel procedures will comply with the requirements of the Internal Revenue Service ("IRS"). Exceptions to the Travel Policy require prior approval by the OSU Director.

#### III. Policy Guidelines

- A. All Travel **MUST** be approved in advance by the OSU Director, utilizing forms and directions provided by the Office Coordinator of the OSU.
- B. Travel expenses are submitted using the Travel Expense Claim Form, the common form used by all University entities.
- C. Student Travel shall be conducted in accordance with policies, regulations and guidelines of the California State University - Monterey Bay. Refer to Executive Order 1041 for the Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claim requirement. Students traveling on OSU Business must complete an OSU Travel Release Form.
- D. Receipts - itemized receipts are required for all travel over \$75 and:
  1. Demonstrates the cost (shows an itemized list of what was purchased) and
  2. Provides proof of payments (shows how it was paid) and
  3. Includes the date of purchase.



- E. Original itemized receipts should be submitted with the Travel Expense Claim. Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record.

IV. References

- A. University Corporation - Travel Policy
- B. California State University - Executive Order - 1041

OTTER STUDENT UNION

SECTION NO.

POLICY MANUAL

DOCUMENT NO.

---

SECTION: **PROCEDURE STATEMENT - GENERAL AND ADMINISTRATIVE**

SUBJECT: **HOSPITALITY**

---

PURPOSE: Establishes a procedure that ensures hospitality expenses incurred on Otter Student Union business are done so in an appropriate and reasonable manner.

EFFECTIVE DATE: [Date]

HISTORICAL:

---

## **HOSPITALITY PROCEDURE**

### **I.**

This procedure governs the manner and extent to which the Otter Student Union at California State University, Monterey Bay (OSU) funds may be used to provide hospitality to employees, students, donors, guests, visitors, volunteers, and other individuals as part of activities and events, including academic symposia; business meetings; meetings of a learned society or professional association, recreational, sporting or entertainment events; or other occasions that promote the mission of OSU. The procedure also addresses meals served to employees as part of morale-building functions and meals provided to prospective students and student and professional employees.

### **I. Scope**

- A. This procedure governs the appropriate use of OSU funds, including sponsored program administration funds for hospitality activities unless legally exempted or otherwise restricted. Hospitality expenses (including memberships) may not be charged to grants and contracts accounts unless the expense has been approved by the sponsoring entity.

### **II. Authority**

- A. Integrated California State University Administrative Manual (ICSUAM) §1301.

### **III. Allowable Expenditures and Occasions**

- A. Hospitality expenses must be directly related to, or associated with, the active conduct of OSU business. When an employee acts as an official host, the occasion must, in the best judgement of the approving authority, serve a clear OSU business purpose, with no personal benefit derived by the official host or other employees. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of OSU funds.

### **IV. Conformation to IRS Regulations**

- A. All hospitality expenses must conform to IRS regulations, including employee business meal or entertainment expenses. An employer's reimbursement of an employee business meal or entertainment expense may be considered taxable income to an employee if:
  - 1. The activity is not directly related to the employee's job.

2. The expense is lavish or extravagant under the circumstances.
3. The expense is not substantiated with supporting documentation.

V. Evaluation by Approving Authority

A. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, acceptable industry practice under like or similar circumstances, and any alternatives that would be equally effective in accomplishing the desired objectives.

B. Examples of Permitted Activities:

1. OSU hosts or sponsors business meetings that are directly concerned with the welfare of the OSU or in promoting an OSU program or activity;
2. OSU hosts official guests, including employees visiting from another work location, students, donors, visitors, volunteers, and other individuals with an interest in OSU, including individuals being recruited for staff or faculty positions;
3. OSU is the host or sponsor of a meeting of a learned society or professional organization.
4. OSU hosts receptions held in connection with conferences, symposia, meetings of a learned society or professional organization, meetings of student organizations or groups, student events such as commencement exercises and graduation celebrations, and events or meetings of other OSU-related groups, including alumni groups;
5. OSU hosts community relations or fundraising events to promote goodwill, recognize distinguished service, or cultivate donors, collaborators, and/or sponsors of OSU programs and activities;
6. OSU hosts receptions for the benefit of employee morale, employee recognition, or memorials. Positive employee morale is a valuable resource. Therefore, the guidelines allow expenditures supportive of employee morale (other than those identified as not allowed). OSU relies on the judgement of the approving authority in this area as they are most capable of assessing the benefit to OSU of such expenditures;
7. Representatives of OSU participate in community outreach to enhance partnerships, promote goodwill, recognize distinguished service, or cultivate donors, collaborators, and/or sponsors of projects, programs, and/or events.

C. Business Partners

1. Entertainment of business partners to solicit donor support should be restricted to those situations where (1) OSU already has, through contract or purchase order, established the business relationship(s) with the vendor; or (2) OSU does not intend to do contractual business with the vendor. At the judgement of the approving authority, entertainment of vendors to establish or improve relationships dependent on personal interaction is allowable.

D. Special Rules for Employee Meetings and Recognition Events

1. Meals, light refreshments, or related provided to employees may be permitted if the expenses occur infrequently and are reasonable and appropriate to the business purpose. Meals, alcoholic beverages, and/or light refreshments provided to employees on a frequent or routine basis are considered taxable income by the IRS and are therefore not permitted under this procedure. Some general guidelines follow:
  - a) Meals, light refreshments, or related should be limited to no more than twelve times per year, per activity/event type. The official host and approving authority are responsible for monitoring the frequency of events.
  - b) Meals or related provided to a group should be counted on an event basis, e.g., two-day meeting should be counted as one event in determining compliance with this procedure.
  - c) Meals or related provided in the course of a business meeting must be modest and reasonably priced. When a meeting takes place over an extended period of time and the agenda includes a working meal, there may be justification that the meal is integral to the business function. Examples include:
    - (1) A meeting where there is a scheduled speaker during the meal period;
    - (2) A meeting where the participants work through the meal period;
    - (3) Circumstances where it would be too time-consuming or disruptive for participants to take a meal break away from the meeting location.
2. In general, OSU will not pay for or reimburse costs for meals taken with individual colleagues at the same work location unless a clear business purpose can be established and is specifically approved by the approving authority.
3. It is noted that employee events where it is appropriate to serve alcoholic beverages are rare and should be carefully reviewed by the approving authority.
4. This procedure establishes maximum per person reimbursement rates for meals, alcoholic beverages, light refreshments, and related inclusive of tax and tip. See Appendix A.

E. Special Rules for Spouses and Domestic Partners

1. Hospitality provided to the spouse, domestic partner, or other family member of an employee may be permitted when it serves an OSU business purpose. Their presence is considered to serve an OSU business purpose if they have a significant role in the proceedings or if they make an important contribution to the success of the event. Official functions to which spouses or domestic partners are invited as a matter of protocol or tradition, such as ceremonial functions, fundraising events, alumni gatherings, athletic games, and community events, may be considered

business related. An agenda, invitation, or similar documentation should be included with the payment record. Hospitality for the spouse, domestic partner, or other family members of an employee should be carefully reviewed by the approving authority.

F. Special rules for Students and Prospective Students

1. Hospitality provided to students or prospective students may be permitted when it serves an OSU business purpose. Permissible activities may include recruitment efforts, student activities, student programs, student organization events, student recognition events, and commencements and graduation celebrations. Students may be hosted to attend fundraising and other community-relations events that enhance their learning experience, in recognition of their student achievement, to engage with alumni and donors, or as representatives of elected or appointed student leadership. Hospitality provided to student athletes and recruits must be in accordance with the rules, regulations, guidelines, standards, and procedures of the intercollegiate athletic association's national governing board; e.g., National Collegiate Athletic Association.

G. Special Rules for Federal Officials

1. Federal officials are subject to complicated and extensive rules that should be carefully reviewed before any exchange of an item of value, including meals and entertainment. It is the responsibility of the hosting official to disclose to the approving authority that federal officials will be present at a hosted event. Both the hosting official and approving authority are responsible for determining the appropriateness of hosting federal official(s).

VI. Awards and Prizes

- A. OSU wants to find meaningful ways to recognize faculty, staff, and student employees while also complying with IRS regulations. Property gifts (flowers, trophies, apparel, plaques, etc.) to employees are not taxable if de minimis (up to \$100).
- B. Cash equivalent items such as gift cards and gift certificates, no matter how small, are always taxable to an employee on their W-2. Cash equivalents or miscellaneous payments to students may impose restrictions on receipt of other financial benefit from the University or US Government funds and/or may have tax implications. The approving authority is ultimately responsible for ensuring that any prizes or gifts are reported to the appropriate department as required.

VII. Disallowed Expenditures (expenditures that may not be charged to OSU funds)

A. Personal Benefit

1. Hospitality expenses that are of a personal nature and not related to the active conduct of official OSU business will not be paid or reimbursed. Examples include, but are not limited to weddings, baby showers, and gatherings that are not official OSU functions.

B. Discrimination

1. Hospitality expenses will not be paid or reimbursed for membership in social organizations, activities, or entertainment services that discriminate

based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, veteran status, or disability.

C. Funding Sources

1. Grant/Contract Projects

- a) Federal, State, or Local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by the agency policy. In the event of a conflict between agency and OSU policy and procedures, the stricter of the two policies or procedures shall apply. Federal funds may not be used to purchase alcoholic beverages or tobacco products.

(1) Expenditures for food and related items integral to a grant are not considered hospitality expenses for purposes of this procedure. These expenses should be processed as regular expenses following the current OSU procurement policy.

2. Trust and Agency Funds Held for Third Parties

- a) Trust or agency funds held by OSU in a purely custodial capacity (assets equal liabilities) on behalf of third parties are subject to applicable laws and written agreements.

VIII. Approving Authority Documentation

- A. All hospitality expenditures and reimbursements must be approved by an approving authority as defined in the definitions.
- B. In order to ensure the independence of the approval process and avoid conflict of interest issues, individuals delegated this authority cannot approve their own expense(s).
- C. In addition, delegated individuals may not approve expenses of their spouse, registered domestic partner, significant other, child, parent, or other near relative.

IX. Additional Approval Required

- A. OSU retains the authority to request additional approval of a hospitality expense if the documentation is insufficient to demonstrate a clear connection between the activity and the benefit to OSU.
- B. Additional approval may be requested in the form of one-up authorization—the next level above the current approval in the administrative reporting line. One-up authorization cannot be another authorized signer on OSU funds.
- C. The following specific activities are sensitive areas and may be determined by OSU to require one-up approval to ensure that expenses are necessary, appropriate to the occasion, reasonable in amount, and serve a purpose consistent with the mission and vision of OSU.
  - 1. Reimbursement of hospitality expenditures for alcohol.
  - 2. Reimbursement of hospitality expenditures for recreational, sporting, or entertainment events.
  - 3. Reimbursement of hospitality expenditures for a spouse, domestic partner, or other family member of an employee or official guest.
  - 4. Reimbursement of hospitality expenditures for memberships in social organizations as defined in definitions.

5. Reimbursement or payments of hospitality expenditures for federal officials.

X. Exceptions

- A. When hospitality expenditures will exceed the per-person maximum, a written justification must be provided and an exception must be approved by the appropriate approving authority. The approved justification must include why non-adherence to the procedure was inevitable and necessary to achieve an OSU business purpose.
- B. When appropriate and necessary, the Director of OSU may make a limited exception to the Hospitality Procedure; the purpose of the exception must be documented.

XI. Documentation Requirements

- A. Receipts and invoices should be provided when possible. When not available, a justification must explain the lack of receipt or invoice.

XII. Definitions:

A. Alcoholic beverages

1. Beer, wine, or any beverage containing distilled spirits. Serving of alcoholic beverages may be appropriate depending on the event. The serving of alcoholic beverages at events using OSU funds shall be reviewed carefully by the approving authority to ensure that it is reasonable and appropriate to accomplish the business purpose of the event. Appendix A of the procedure establishes the maximum per person rates for this expense, inclusive of tax and tip.

B. Approving authority

1. A person that has been designated as having authority to expend funds for hospitality expenses.

C. Awards and service recognition

1. Something of value given to an individual, group, or entity in recognition of service to the OSU or achievement benefitting the OSU; e.g., financial prizes, trophies, plaques, and flowers.

D. Business partners

1. Individuals or entities with whom the OSU has an established business relationship.

E. Employee

1. An employee of OSU.

F. Employee Meetings and Recognition Events

1. Meetings that serve an OSU business purpose.

G. Official Host

1. An employee of OSU responsible for hosting an activity of event officially on behalf of OSU.

**Common Types and Allowable Sources for Payment of Hospitality Expenses:**

General Hospitality Expenses that may include meals and light refreshments, alcohol, and membership in social organizations.

<b>Allowable expenditures and/or concerns</b>	<b>Auxiliary Funds to the extent there are no restrictions by laws, regulations, or funding source agreements</b>
Alcoholic beverages, including tax, gratuity, and service charges	Yes
Business meetings attended by employees from other campus work locations or official guests	Yes
Business meetings attended only by employees from the same work location	Yes



Commencement exercises and graduation celebrations	Yes
Community relations/fundraising	Yes
Employee morale/recognition	Yes
Employee meetings	Yes
Entertainment expenses	Yes
Entertainment services	Yes
Gifts with expectation of benefit or other bona fide business purpose	Yes
Memberships in social organizations	Yes
Personal benefit: memorial services, get well expenses, retirement celebration, farewells	Yes
Personal benefit: e.g. weddings, baby showers	No
Professional organization meeting	Yes
Promotional items for employees	Yes
Promotional items for non-employees	Yes
Receptions <sup>1</sup>	Yes
Service recognition	Yes
Spouses and Domestic Partners who attend a hospitality event and serve an OSU purpose	Yes
Student recognition events and commencement	Yes
Student recruitment efforts	Yes
OSU hosts official guests including employees visiting from another work location, students, donors, visitors, and volunteers	Yes

**See procedure guidelines for conditions and particular types of expenses.**

## **Appendix A**

### **Per person Rates for Meals, Light Refreshments, and Alcoholic Beverages**

---

<sup>1</sup> Hospitality permitted when the University holds receptions held in connection with conferences, meetings of learned societies or professional organizations, meetings of student organizations, student events such as commencement, and meetings of other CSU related groups.

Maximum rates for meals, light refreshments, and alcoholic beverages for on-campus and off-campus meetings and events, including employee meetings.

Meal Type	Maximum per Meal per Person Rates
Breakfast:	\$30
Lunch:	\$40
Dinner:	\$75
Light Refreshments:	\$30

SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**SUBJECT: **Disability Accommodation**

---

PURPOSE: Overview of legal authority granting rights to employees with disabilities

EFFECTIVE DATE: [Date]

HISTORICAL:

---

**Disability Accommodation**

**Policy** The Otter Student Union is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local laws, including providing disability accommodations.

**Disability** An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

**Major Life** Major life activities may include, but are not limited to:

**Activities**

- Caring for oneself
- Performing manual tasks
- Seeing, hearing, eating, sleeping
- Walking, standing, sitting, reaching, lifting, bending
- Speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, etc.
- Bodily functions

<b>Reasonable Accommodations</b>	The term "reasonable accommodation" may include making existing facilities readily accessible to and usable by individuals with disabilities.
<b>Response Timeline</b>	The OSU ensures that all requests will be handled in a timely matter when provided with proper documentation, evidence, and support.
<b>Documentation</b>	Documentation about the disability and limitations must come from an appropriate health care or rehabilitation professional.

OTTER STUDENT UNION

SECTION NO.

POLICY MANUAL

DOCUMENT NO.

---

SECTION: **POLICY STATEMENT - GENERAL AND ADMINISTRATIVE**

SUBJECT: **ESCHEATMENT POLICY**

---

PURPOSE: Ensures compliance with California Unclaimed Property Law and minimizes escheatable property.

EFFECTIVE DATE: [Date]

HISTORICAL:

---

## I. Introduction

Escheatment relates to unclaimed property. California's Unclaimed Property Law requires annual reporting and delivery of unclaimed property to the State's Controller's Office. The following policy ensures compliance with California Unclaimed Property Law and minimizes escheatable property.

## II. Policy

The Otter Student Union ("OSU") will comply with the California Unclaimed Property Law, Civil Code Procedure Title 10, Chapter 7 §1500 et seq. At the OSU Board meeting that occurs after the State reporting deadline there will be a report to the Board on what, if anything, was escheated.

## III. Policy Guidelines

- A. Accounting Controls: Appropriate accounting controls and procedures will be established to limit escheatable property, including but not limited to:
  - a. Maintaining proper accounting systems,
  - b. Developing controls to prevent credits from being absorbed,
  - c. Creating reports that identify and age on-account cash, outstanding checks, and open credit memos, and
  - d. Reconciling accounts and researching discrepancies on a regular basis.
- B. Reporting to the State: Funds or property escheated to the state of California must be reported to the State Controller pursuant to California Code of Civil Procedure Title 10, Chapter 7 §1530.

- a. Accounting will file the report using the form dictated by the State Controller and will include all information requested in Code of Civil Procedure Title 10, Chapter 7 §1530.
  - b. Accounting will file the report before November 1st of each year as of June 30th or fiscal year-end.
  - c. The OSU will verify the report prior to submission.
  - d. Accounting will file a second report between June 1 and June 15 of the following year confirming the remainder of unclaimed property, if any, which was not claimed after the initial report was filed. Unclaimed property will be remitted with the second report.
  - e. The OSU will verify the second report prior to submission.
  - f. If there is nothing to escheat, a report to the State is not required unless one is requested by the State in writing.
- C. Records: Accounting will keep records pertaining to escheated funds or property for seven (7) years after such funds or property is reported to the State Controller, pursuant to California Administrative Code Title 2-- Subchapter 8 §1174.
- D. Annual Report to the OSU Board of Directors: At the OSU Board meeting that occurs after the State reporting deadline, there will be a report to the Board on what, if anything, was escheated.

#### IV. Terms & Definitions

*Escheatment:* The process of turning over unclaimed or abandoned property to the State. Escheatment can cover situations in which a payee or creditor cannot be located for payment purposes.

*Unclaimed Property:* Any financial asset that has been left inactive by the owner for three years or more if payment was for goods and/or services and for one year or more if wages, payroll, salary. The California Unclaimed Property Law does NOT include real estate.

*Dormancy Period:* A period of time, as defined by State law, during which property remains unclaimed.

*Holder:* Any person in possession of property belonging to another, or who is trustee in case of a trust, or indebted to another on an obligation.

*Owner:* A depositor in case of a deposit, a beneficiary in case of a trust, or creditor, claimant, or payee in case of other chooses in action, or any person having a legal or equitable interest in property, or his or her legal representative.

#### V. Resources

- A. Code of Civil Procedure: Title 10, Chapter 7 -- Unclaimed Property Law
- B. California Administrative Code: Title 2, Subchapter 8 -- Unclaimed Property Regulations