Fleming College

Foodservice Advisory Committee

Brealey Campus, SAC Boardroom, November 8

Meeting Notes

In Attendance:

Mark Murdoch, Foodservices, Linda Humphries, Purchasing, John Kerr, ARAMARK, Travis Doak, Residence, Chris Smith, SAC, Trish O’Connor, Sustainability, Rachel Cunningham, Student at large, Julien Feyen, College staff.

1. Introductions were made and everyone was welcomed and thanked for their participation and support.
2. Our shared values were reviewed. Building upon a process that was started in late 2009, the College, Residences and the two student governments, a program of redevelopment was undertaken. The goals of the Foodservice Strategy were to create contiguous spaces for social interaction, more seamlessly blending the College spaces with the SA/SAC spaces. This has been largely successful as the program has improved, participation rates have climbed and First Year Key Performance Indicators have improved form bottom quartile to top quartile in a single year. The goal of the Food Service Advisory Committee is to provide guidance to the College and ARAMARK in the continuous improvement of the foodservice program.
3. The Terms of Reference were reviewed. The Values entrenched in the Food Service Strategy will be added to the Terms of Reference. The Terms of Reference, along with meeting notes, will be posted to some location on the web. Julien Feyen will assist with this.
4. Meetings are open to the campus community.
5. A notice of the next meeting will be posted to the entire community to provide awareness of the committee’s role.
6. Meeting frequency will normally be twice per semester. An adhoc meeting may be called if required.
7. Normally, all communication will be by e-mail. The notes from the meeting will be distributed to a) the membership of both committees and b) an established distribution list, and c) anyone who attended the meeting and provided contact info. If information has to be passed to/from another level, the person representing that area will be responsible for that information being passed along. For example, if the SAC Board needs the information, the representative from SAC will be responsible to forward the information to the SAC Board. A report or question from the SAC Board will flow through the SAC rep on FSAC.
8. Holiday hours for all foodservice locations were reviewed. These will be posted no later than December 1. Copies attached.
9. The change of hours for Breaktime was reviewed. The building population, after 6 pm does not support having both Breaktime and Tim Hortons open after 6 pm so the decision was made, by the College, to close Breaktime at 6:00 pm effective November 5. A notice of the change in hours was posted on October 29.
10. ARAMARK reported that sales on a year to date basis are up 17%. The reporting period for Chartwells may have been slightly different, so this number could be a little bit off, but the trend is clear. More customers are eating more often, so they must be happy with the program.
11. The STARS (Sustainability Tracking and Reporting) process was discussed. The College is seeking Bronze Level certification. A more comprehensive discussion of the STARS program will be delivered at the next meeting.
12. There was a discussion of the handling of post-consumer waste. A waste audit is being conducted by OMNI and BFI of Tuesday November 13.
13. There was a question about the “exclusivity” provisions in the agreement with ARAMARK. There are effectively two tests that require exclusivity: the location of the event and the source of funds. Any foodservice that is being provided in or from any of the foodservice spaces and attached dining rooms must be provided by ARAMARK. Any event that is being paid for with funds from the College, SAC, SA or clubs and agencies funded by the College, SCA or SA must use ARAMARK.
	1. If a group has a meeting in the SAC Boardroom, but is using their own money to buy food for the meeting, they do not need to use ARAMARK.
	2. If the same group was using funds provided to them by SAC, they would be required to use ARAMARK.
14. Other items:
	1. Better access to nutritional information is required either at source of purchase or on-line.
	2. ARAMARK will be hosting a Classic Fare catering showcase November 21 at Brealey and November 28 at Frost. An invitation was sent to all faculty and staff. FSAC members are encouraged to attend.
	3. ARAMARK will be conducting a Sustainability Forum on December 4 and 5.
	4. Residences will survey students about a number of satisfaction items in the next few weeks. ARAMARK and Residences will work together to include relevant foodservice questions.
	5. There was a problem with Breaktime running out of food late in the day. The quantity of food has been increased.
	6. More silverware is required at Brealey. ARAMARK to remedy.
	7. Customers want trays as carrying multiple items, especially heavy china dishes, is very difficult without them. ARAMARK has trays in storage and will put them out for use.
15. Early in the New Year, all groups will have to make a concerted effort to support the First Year Key Performance Indicator survey.
16. Next Meeting – January Date and Location TBD.



***Food Services***

***Christmas Holiday Hours of Operation December 15, 2012-January 7, 2013***

***McRae Campus***

Monday to Friday 7:45am – 1:45pm

Closing Friday December 15

Opening Monday January 7

***Brealey Campus***

**Brealey Eats** Monday to Friday – 8:00am – 1:30pm

 Closing Friday December 21 at 1:30pm

 Open January 7

**Tim Hortons** Monday to Thursday- 8:00am to 3:30pm

 Friday – Closed at 3pm

 Opening January 2, Mon-Fri 8:00-3:30

**Breaktime** Monday to Thursday- 7:30am to 3:30pm

 Friday December 15 – closed

 Open January 7, 2013

**Residence Marketplace** Closed Friday December 14 at 9:00 pm

 Open Sunday January 6, 2013, 11:30am

**The Steele Centre** Closed

 Opening January 7, 2013

***Frost Campus***

**Origin Cafe** Monday to Friday - 7:00am to 3:30pm

 Closing Friday December 21 at 1:30pm

 Opening January, 2 2013 8-1:30

 Regular Hours Jan 7

**Kawartha Grille** Closing Friday December 14 at 4:30

 Open January 7, 2013

***Haliburton***

Monday to Friday - 8:30am to 2:00pm

Closing Friday December 15

Opening Monday January 7