

Food Service Advisory Committee
Auxiliary Services

Date: December 4, 2015

Place: Fresh Food Company

Time: 12:00p.m. - 2:00 p.m.

Attendees: Rosie Ashley, Geoff Herbert, Sean Furman, Jerry Bogna, Leighanne Dean, Mariah Marshall, Deborah A. Davis, Shane Smith, Kayla Fischer, Murietta Flores, Marc Laney, Lars Grabow, Travis Ramirez, Jesse Singh, Emily Fahner, Torik Banks, Matthew Sebby, Emily Messa, Taylor Archer, Don Yackley, Tanzeem Chowdhury, Christina Martinez

Meeting Minutes

I. Open Forum

- a. **Item 1** – The Campus Dish website & app showcased meals at the dining halls over the Thanksgiving holiday break, however both dining locations were closed, what happened?
 - i. **Admin Response-** Campus Dish was notified that the dining halls would be closed however, it wasn't able to get taken down in a promptly matter. We apologize about the confusion and inconvenience it caused.
- b. **Item 2** – An email was sent in for consideration about the Meal Plan exemptions.
 - i. Email consisted of considering the Religious concerns during the Meal Plan Petition Process. Sent to SGA, Shane (SGA Representative and Committee Chair) presented to the committee.
 - ii. **Admin Response-** Send the email Deborah Davis for an appropriate response. She will work with Travis once the email is received.

II. Approvals

- a. Smoothie King Prices
 - i. Proposal to the committee to increase Smoothie King prices
 - ii. Printed out data provided
 - iii. This request comes during an unusual time, if this price request is granted they will not be eligible for another increase until 3 semesters have passed.
 - iv. **Committee Question/Comment-** Can you explain why we are voting on this now instead of last semester with all the other price increase approvals?
 1. **Admin Response-** Yes there was a glitch in getting it uploaded with the other accounts.

- v. **Vote**
 - 1. All in Favor - 4
 - 2. All opposed - 1
 - 3. Abstained - 2
 - 4. Motion Carries
 - b. Spring 2016 Hours of Operation
 - i. **Vote to Approve Changes**
 - 1. All in Favor - 7
 - 2. All opposed - 0
 - 3. Abstained - 0
 - 4. Changes Approved
 - ii. **Committee Request** - To consider adding more late night coffee locations close to the library, perhaps even adding a coffee machine in the 24 hour zone. This could be something students could great benefit from.
 - 1. **Admin Response** - Perhaps we can get some list serves sent out for possible locations.
- III. Pending\Updates\Information
- a. Introduction of new HR Director
 - i. Jesse Singh
 - b. Facilities Needs
 - i. Semester Break Projects – 2015/2016
 - 1. Replacement dishwasher will be installed over the break at Fresh Food Co
 - 2. Replacement carpet will be installed over the break at Fresh Food Co
 - ii. Equipment Overview
 - 1. Preventative maintenance schedule used to keep the equipment maintained for longer life/usage
 - c. Guest Chef Program
 - i. Overview of November Event at Cougar Woods
 - 1. The Rice Box - Nov 17
 - 2. The event was a huge success
 - ii. Status of future plans
 - 1. Other trucks are very interested – will work on schedule for the spring semester
 - d. Cougar Woods Initiatives
 - i. Specialty item of the day – still developing this concept
 - e. Calhoun Lofts C-Store hours
 - i. Overview of changes starting this semester
 - 1. Hours extended until 10pm
 - ii. Marketing outline for promotion
 - 1. Press Release, signage, social media, and websites
 - f. Quality Control
 - i. Retail staff training – utensil separation/cleaning

1. New pans and separation techniques to get help build a better control
2. Special knives and color coordinating
- ii. **Committee Question/Concern-** A student brought up concerns that the Halal food options and separations are not being fully understood. Concerns that some of the religious customs are not being met.
 1. **Admin Response-** Currently we do not have the ability to completely meet the full needs of Halal, however we are learning over time and adjusting everything we do. The program is evolving and we will continue to do as many steps that we can. We will document what we do now for future questions on this need.
- g. Extended breakfast hours at the round grill
 - i. Overview of changes starting this semester
 1. Breakfast has been extended to 11 am
 - ii. Marketing outline for promotion
 1. Signage at stations within FFCo and social media
 - iii. Students have enjoyed this new addition and we have received positive feedback.
- h. Sugar Land Food Truck Program
 - i. Truck Rotation – additional trucks/ additional days
 1. Currently interviewing trucks to add to the SL rotation and also as a backup to the main campus rotation
 - ii. Menu added to online website
 - iii. Cougar Cash usage
 1. Tablets have been ordered, targeting the start of the spring semester for SL to accept cougar cash at participating food trucks
- i. Cougar Place Food Truck Expansion Program
 - i. RHA Legislation Passed
 - ii. Possible Location
 1. Lot 13A near Cougar Woods Cafeteria & Quadrangle
 2. Pending UHPD approval
 3. It will start in the Spring if approved
 - iii. Other locations put on hold
 1. The Calhoun Lofts is on hold based off this new truck
- j. Food Donation Program
 - i. Campus Population – formal program start Fall 2016
 1. An active project still being worked on.
 2. This program will focus on our student population
 3. Will keep the committee posted on any updates
- k. Dining with the Director
 - i. A new initiative to connect with the Students
 - ii. An opportunity to get face-to-face feedback
 - iii. It will be an one on one Q & A

- iv. Will happen once a month
 - l. Finals Week Expansion Hours
 - i. Bistro Station will remain open until midnight
 - ii. Message Therapy will be offered at Fresh Food Cafeteria (Dec 8th) and Cougar Woods (Dec 9th)
 - iii. Breakfast will be provided for Dinner
 - iv. Cookie Decorating w/Coffee in the Student Center
 - m. Finals Mania – Fall 2015
 - i. Monday December 7, 2015
 - ii. Email Leighanne Dean @ lndean@uh.edu
 - n. Meal Plan Structure 2016 – 2017
 - i. Sub-committee meeting re-scheduled
 - 1. Wednesday at 11am in Calhoun Lofts Conference Room
- IV. Review of Progress
 - a. McDonald's
 - i. There were only 3 items not sold on the street.
 - 1. You can order anything from the regular menu at this McDonalds despite not seeing it on the display menu.
 - 2. The 3 items are
 - a. Wraps
 - b. Blueberry Parfait
 - c. Mocha Latte
- V. Member Items
 - a. **Member Item 1-** The sandwich bar at Cougar Woods is down on variety and condiments. It needs better management.
 - b. **Member Item 2-** An observation to maintain a healthy number of to-go boxes during this finals time. During previous years we have run out.
 - i. **Admin Response** – The program has improved, especially over the last year. We have not had the same issues of running out of boxes since we implemented the last program upgrade.
 - c. **Member Item 3-** Students have complained that they will only get one slice of pizza, instead of 2. Is there a reason for this?
 - i. **Admin Response** - Yes, during rush hour times, the pizza line will serve one slice to speedup up the line so that everyone can get something and then come back for seconds. Instead of having to wait for more pizzas to cook.
- VI. Adjourn

Next Meeting

Jan 2016