



Food Service Advisory Committee

Minutes of Meeting

Date: Wednesday, February 14, 2018
Room: Davis Building, UTM Room
Attendees: V. Jezierski, L. Bailey, A. De Lorenzis, A. De Vito, S. Fakhry, S. Senese, J. Latocha, T. Guido, L. Barber, S. Coccagna, J. Wilson
Regrets: A. Humphries
Guest: O. Jideobi

1. INTRODUCTION OF GUEST

- A. De Vito introduced O. Jideobi, a 4th year social enterprise student who also has her own business and who has an interest in ethical wages and fair trade products

2. BUSINESS ARISING

Fair Trade Update – Silver Designation

- A. De Vito reiterated UTM's commitment to achieving a Fair Trade Silver designation this summer, and he reviewed the outstanding items required to achieve the designation
 - Fair Trade purchasing data – Chartwells will provide since they do all of the purchasing
 - Fair Trade purchasing policy – A. De Vito showed Chartwells' purchasing policy to the Committee, and the Committee had no objection of displaying this policy as part of UTM's Fair Trade commitment on the website
 - Fair Trade meeting and event policy – A. De Vito stated that UTM already exclusively serves Fair Trade coffee, tea, and sugar at all campus meetings and event, but mentioned that a policy outlining such needs to be added to the website
 - Steering Committee representation at Fair Trade Canada Conference – A. De Vito reminded the Committee that the Food Service Advisory Committee also acts as the Fair Trade Campus Steering Committee with representation from the Sustainability Coordinator's office and, as such, T. Guido and J. Latocha will be representing UTM at the upcoming Fair Trade Campus Conference

- All tea at non-branded outlets must be Fair Trade – A. De Vito stated that, to conform to this requirement, a decision would have to be made about Sloane tea, which has a limited amount of Fair Trade options, at the Tea Bar.
- At least 3 Fair Trade chocolate bars must be made available at any location selling chocolate bars – A. De Vito noted that Dairy Milk and Camino bars are available at some food service locations on campus, but availability of these bars must be expanded to all locations, including the Duck Stop, vending, and the Bookstore.
- Fair Trade signage – A. De Vito clarified that Fair Trade signage must be posted in all food service locations and must include educational messaging as well as product specific messaging. He also added that current signage mostly meets this requirement but must be ramped up to consistently meet this requirement in all locations.
- Sustainability Coordinator involvement in Fair Trade initiatives – A. De Vito explained that the campus’s Sustainability Coordinator needs to be more involved in Fair Trade awareness and promotional activities and on the Committee itself. The Sustainability Coordinator was supposed to attend this meeting but was sick.
- UTM’s and UTMSU’s website must contain a webpage with educational and promotional material regarding Fair Trade – A. De Vito agreed to meet with the UTMSU to work collaboratively on this initiative.
- A Fair Trade social media account must be established – A. De Vito agreed to work with Communications to make this possible
- Fair Trade program orientation must be incorporated into Orientation Week – S. Coccagna, who is involved with the Orientation Planning Committee, will bring this requirement forward.
- 1 designated Fair Trade event must occur annually – A. De Vito reported that an event promoting Fair Trade coffee from the region where the IEC trip to Guatemala visited recently took place, sponsored by Fire Roasted Coffee
- Annual article regarding Fair Trade in the campus’s newspaper – The Committee agreed that an article surrounding the efforts to achieve Fair Trade Silver should be submitted for this year
- S. Senese asked if there were brands on campus that offered Fair Trade products
 - V. Jezierski responded that Starbucks espresso and one drip coffee offering as well as a few other products are Fair Trade, Second Cup has some Fair Trade coffee options, but Tim Hortons has no Fair Trade products
- A. De Vito mentioned that the Fair Trade initiatives seem to be originating from Hospitality & Retail Services with very little support from student groups or other departments to be active and involved
 - The Committee agreed that cooperation from other departments was essential in making our Fair Trade Campus Designation an impactful one
 - The Academic Dean would like to hear more about Fair Trade initiatives on campus

- V. Jezierski mentioned that Hospitality & Retail Services is not recognized for all of the sustainability initiatives the department undertakes on campus
- V. Jezierski committed to providing support for any UTMSU event surrounding Fair Trade
- J. Wilson suggested that SAGE and UTM Global Brigades would be student groups that could get involved in Fair Trade initiatives on campus, and mentioned WUSC as a suitable organizational partner for Fair Trade initiatives on campus

Hospitality & Retail Services Budget – Food Prices

- A. De Vito updated the Committee on the fact that the Budget presented at the previous meeting was approved through governance
 - A. De Vito reviewed the impact on the Ontario Minimum Wage increase on food prices on campus
 - The budget included a 4% food price increase which would be implemented as 2% non-branded price increase starting the week of February 19, 2018 and a further 2% non-branded price increase effective May 1, 2018, with no further non-branded price increase planned for the remainder of 2018-19
 - Further branded price increases to account for the January 1, 2019 minimum wage increase are unknown at this time
 - A. De Vito showed that branded price increases from September 1, 2017 to date have averaged about 5.3%, and universities meal plan rates will be increasing by an average of 4.2% for 2018-19
 - V. Jezierski added that some schools have already raised their non-branded food prices by 10%
 - V. Jezierski also stated that UTM was able to keep non-branded price increases in check due to negotiations with Chartwells

Davis Building Reconstruction Project Update

- A. De Vito provided an update on the project
 - Phase 1 – Demolition – scheduled to be completed by late February 2018
 - Phase 2 – Food Court Construction and Meeting Place Renovation – scheduled to be completed by late August 2018
 - L. Bailey reminded the Committee that the previous Food Court opening date was set for the Fall of 2019
 - A. De Vito responded that the project timeline and phasing had changed, allowing for the Food Court opening date to be set for the upcoming Fall
 - A. De Vito confirmed that Thai Express and Harvey's will be included in the Food Court
 - Phase 3 – Bump out over Spigel patio, Renovation of Main Entrance and Exterior, Closure of TFC (once Food Court is opened) and reconstruction of TFC space – scheduled to be completed by Fall 2019

- A. De Vito pointed out that Subway, Quesada, and Booster Juice were not included in the Food Court, and decisions on the future of those brands need to be determined
- A. De Vito opened up conversation about those brands with the Committee
 - Subway and Quesada work better as stand-alone outlets
 - Booster Juice appears to be popular with some demand from residence students
 - L. Bailey suggested that Booster Juice could move to the RAWC
 - V. Jezierski stated that this move would not be profitable for Chartwells
 - V. Jezierski also confirmed that the annual fee paid to the RAWC for Booster Juice to occupy the space is too high, plus Hospitality & Retail Services would have to pay for the help desk office to be moved
 - V. Jezierski also stated that the Booster Juice signage could not be prominent in that space due to its proximity to the main RAWC entrance
 - A. De Vito identified that, as part of Phase 3, plans are in place for 2 stand-alone outlets to be located in the old TFC space, but the occupants for those spaces have yet to be confirmed

Commerce Management System Update

- A. De Vito confirmed that ITC would be replacing Blackboard as the new Commerce Management System on campus
 - The transition plan is already underway with a hard launch date of May 11, 2018
 - Customer interfaces for the new system will change, but the functionality of the TCard and the funds on the TCard will remain the same
 - Activation of the chip on the TCard is different for ITC and will require self-serve activation kiosks around campus to accommodate
 - ITC will allow for better processing of tax-exempt transactions, increasing speed of service and improving transaction accuracy
 - The meal plan sticker will no longer be required
 - ITC will accommodate the new Tim Hortons POS system
 - UTM is better positioned to offer self-serve and pre-order kiosks as well as expanding services attached to the TCard
 - ITC better integrates with existing systems for improved reporting and administration
- A. De Vito clarified that ITC best met the requirement as laid out in the Commerce Management RFP and, therefore, was awarded the contract from UTM
 - V. Jezierski also stated that Hospitality & Retail Services did not like Blackboard
- L. Bailey asked if there were any disadvantages to the ITC system

- A. De Vito replied that the reprogramming of the chip after the campus went through a reprogramming initiative with Blackboard will be inconvenient
- A. De Vito also opined that the project plan timeline for implementation was aggressive
- L. Bailey asked if ITC was less expensive than Blackboard
 - A. De Vito replied that comparing the existing contract with Blackboard and the new contract with ITC is not an apples-to-apples comparison since the financial models are different
 - A. De Vito clarified that the ITC contract may contain higher up-front costs, but provides UTM with the flexibility to expand the services accessed through the TCards by not charging any on-going user band fees
- A. De Vito provided the Committee with the Q&A associated with the transition of Blackboard to ITC that would be part of the communication to the UTM Community as the new system is launched

3. BUSINESS ARISING

Vending Feedback

- A. De Vito stated that UTM's contract with Canteen Vending expires in the summer and requested feedback regarding the current program and what the Committee would like to see in a new vending program
 - L. Bailey felt that Canteen was good at regularly keeping the machines stocked
 - L. Barber asked why UTM has a vending program
 - A. De Vito responded that the vending program was in place to provide some basic level of food service after hours, on weekends, and during periods of low campus population
 - V. Jezierski stated that she has started the conversation with Best Buy to provide one of their machines on campus
 - A. De Vito confirmed that a second My L'il Healthmart machine would be installed in the RAWC, accepting debit/credit only, with a focus on products for gym attendees

Retail Services Accessed by TCard

- A. De Vito requested feedback from the Committee regarding services that they would like to see accessed from funds attached to the TCard
 - Use at St. George and UTSC would not be popular
 - L. Bailey added that the 5% discount for Campus Value Plan holders should be incentive to increase usage
 - V. Jezierski confirmed that, in September, Hospitality & Retail Services would be working on promoting the Campus Value Plan without the \$80 minimum initial deposit if new services could be accessed using the Campus Value Plan

NEXT MEETING: TBD