

FOOD SERVICE ADVISORY COMMITTEE (FSAC)

BY-LAWS

Committee Purpose:

This committee serves in an advisory capacity to the Senior Vice President for Administration and Finance and the Associate Vice President for Administration with regard to the University's residential and retail food/beverage program and the vending program. The base purpose of the committee includes the following:

The Food Service Advisory Committee is to work with various constituent groups, in a proactive way, to ensure there is support for future food service offerings and operational plans, new program initiatives, utilization of Cougar Cash and UH decentralized food service environments, and other issues which affect satisfaction, quality and service orientation.

Food/Beverage Program

1. To serve as a conduit for the exchange of information and ideas between the University communities represented by the membership of the committee, and the food service contractor on matters pertaining to venues and locations, menu selections, hours of operation, food quality and types of services offered;
2. As needed or dictated participate in Ad hoc, Sub Committee or Selection Committee activities of the Advisory Committee in a capacity that provides input and advice pertinent to the food service contract
3. To provide the Food Service provider with action items for review and implementation
4. To review monthly reports provided by the food service operator, including: meal plan usage for all plans, secret shopper, budget, purchasing (e.g., food costs per facility), sustainable purchasing, and other contractually obligated and requested reports.

Vending Program

1. Independent of the Food Service contract, the Committee shall provide advice and input on pricing and product selection for the campus vending providers.
2. As needed and dictated, members shall serve on Ad hoc, Sub Committee and Selection Committees pertinent to the vending contracts.
3. To review monthly reports provided by the operators.

Voting Members:

At Large Student Representative (1) applications reviewed and selected by FSAC (must be commuter student)

At Large Residential Student Representative (2) applications reviewed and selected by FSAC (*All applicants must live on campus. This includes residents of on-campus residence halls as well as Cambridge Oaks, Cullen Oaks, and Bayou Oaks.*)

Student Government Representatives (4) appointed by Student Government Association

Residence Halls Association (2) appointed by RHA

Student Center Policy Board (2) appointed by SCPB

Faculty Members (2) appointed by the Faculty Senate

Staff Members (2) appointed by Staff Council

Ex-Officio Members (Non-Voting):

Executive Director for Auxiliary Services

Associate Vice President for Administration or Designee

Representative from Auxiliary Services

Representative from Student Housing & Residential Life

Representative from the Student Centers

Representatives from University Dining Services (ARAMARK)

Committee Chair and Vice Chair:

Elected annually and shall be a representative of students, faculty or staff voting members

Terms:

Terms begin June 1 and end May 31 each year.

Term Limits per Appointment:

At-Large Representatives (General/Residential)	1 Year Term Limit
2 Student Government Representatives	2 Year Term Limit
2 Student Government Representative	1 Year Term Limit
2 Residence Halls Association Representative	1 Year Term Limit
2 Student Center Policy Board Representatives	1 Year Term Limit
Faculty	3 Year Term Limit
Staff	3 Year Term Limit

Ex-Officio Appointing Authority:

Executive Director, Auxiliary Services

Administrative Support for the Committee shall be provided by:

Food Service Operator

Food Service Advisory Committee Organization:

1. The Food Service Advisory Committee (FSAC) shall organize itself in September, electing its Chair (one year term), and Vice Chair (one year term) from among its membership, and fix its time and place of meeting. (1st Friday of the month 12:00P -2:00P). Other meetings may be called as necessary.
2. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
3. These By-laws may be amended by a 2/3 vote of the voting members present at any regular or special meeting of FSAC, provided that written proposed amendments are presented to FSAC members via the Chair at least two weeks prior to the meeting. A quorum is defined as six or more voting members present, as long as at least four of those present are students.

Meetingschedule:

During the academic year the committee shall meet on the first Friday of each month.

Food Service Advisory Committee Pre-Meeting Procedures:

1. An orientation will be held for all committee members.
2. The Committee Chair, Vice Chair, Representatives from Dining Services, and Auxiliary Services shall meet prior to the committee meeting to develop an agenda for the meeting in advance.
3. FSAC members shall have the right to request items to be included onto the meeting agenda for the committee to review.
4. The Auxiliary Services Program Director shall compile recommendations, proposals, or grievances regarding food services for Committee review.
5. An agenda of items to be considered at any meeting shall be sent to both voting and non-voting members of the Committee, and appropriate administrative personnel not less than 24 hours prior to the meeting.

Food Service Advisory Committee Meeting Procedures:

1. Meeting organizer will send the committee a meeting reminder at least one week in advance.
2. Members are expected to attend all meetings. If a member is absent from two meetings, they may be removed from the committee.
3. Committee chair shall ensure that committee follows a formal process which includes calling meeting to order, establishing quorum and ensuring quorum is met, gaining approval for prior meeting minutes, eliciting formal votes when applicable, and adjourning meeting. Each committee meeting shall begin with an open forum, which will allow members of the University constituency to address the committee.
4. FSAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
5. Meeting minutes should reflect any action(s) taken by the Committee.

Calendar of Activities

At the beginning of each academic year, the Committee shall be presented with a calendar of key committee activities (including meal plan development schedule, proposed town hall dates, and Board meetings).

Food Service Advisory Committee and Changes to Food and Beverage Contracts

Representatives of the Food Service Advisory Committee membership and the Student Government Association President should be engaged in the selection process for new vendors related to these contracts. Additionally, the Food Service Advisory Committee and the Student Government Association President should be apprised of any changes prior to execution of these agreements, including discussion of changes and presentation of term sheets. This includes presentation of final contract documents and amendments.

Financial Transparency Responsibility

In the October meeting, Auxiliary Services will present a report regarding the financial performance of its food service and vending contracts from the prior fiscal year, including revenues, expenses, fund balance, overall performance, and plans for future use of any balances. Food service funds should never be allocated outside the food service program.

Committee Role in Meal Plan Development

One of the committee's important roles is the review and approval of meal plan recommendations for the upcoming academic year. The timeline for meal plan discussions and deliberations is as follows:

October – First Draft of Meal Plans (to include presentation of assumptions, all models considered, and reasoning in the development of such plans, including the potential impact to auxiliary services)

November – Second Draft of Meal Plans

December – Final Draft and Vote on Meal Plans for Up-Coming Year January –

Town Halls (Spring Semester Town Hall)

Duties of Food Service Advisory Committee Members

Food Service Advisory Committee members will be responsible for participating in a formal evaluation of food and vending operations, as part of their committee service. The process and procedures for this evaluation will be discussed in the first committee meeting of the academic year.

Executive Session:

The voting membership of the Food Service Advisory Committee, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the Food Service Providers if deemed appropriate and necessary. This shall be judiciously performed and reasonable access to the committee for the Food Service Providers shall not be unreasonably withheld.

Town Hall Meetings:

The Food Services Advisory Committee will host Town Hall meetings in the fall and spring semesters. The town hall meetings will be held in conjunction with Student Housing & Residential Life to present upcoming plans for the two areas along with addressing any concerns regarding the services being provided to the campus community.

To ensure the maximum amount of participation the meetings will be held during both the lunch and dinner hours for a total of 2 meetings in the spring semester. All questions from the audience will be properly recorded and answered during the town hall if time permits. If time does not permit, the questions will be answered by the committee and posted on the official FSAC website.

Items Requiring Action by Food Service/Vending Provider(s):

All agenda items presented at Food Service Advisory Committee meetings that entail action or resolution, shall require the Food Service Provider to respond in writing, within 3-5 business days of the meeting with a plan of action that shall be submitted to the Food Service Advisory Committee, through the Chairperson. Said action plan shall be reviewed and recommendations from the Advisory Committee shall accompany the report to the Associate Vice President for Administration for review and/or execution within 5-10 business days of receipt.

Reporting:

At the end of each monthly meeting, the agenda, meeting minutes, presentations (if any), reports, and sign-in sheet shall be posted to the official committee website to support information sharing and collaboration among university committees and the community as a whole.

