



Resident Student Dining Committee

Minutes of Meeting

Date: Monday, November 24, 2014, 1:00pm

Location: DV3129

Attendees: UTM Andrea D., Beth S., Mariam S., Vicky J.
Students Adrian T., Carmen Z., James H., Tsz Y.T., Gen Y. (for Vishal T.)

1. Old Business

A. Follow-Up on Actionable Items from Last Meeting

- The two Committee members selected to sit on the Food Services Advisory Committee are Tsz Yan Tam, Vishal Thekkumpurath
- Pop Tarts were made available in all Snack Vending Machines on November 21st
- Andrea spoke to Chartwells about the smell in the dish return room and concluded that the smell was not a result of a cleanliness issue
 - Andrea spoke to the UTM's pest control contractor who will be installing a commercial air freshener for the dish return room on December 3rd
- Andrea and Beth have placed a work order to Facilities to install a water bottle filling station outside of the OPH washrooms on the main floor
 - Installation will be complete by the new year

B. Colman Commons Expansion Update

- Andrea reported that the UTM still had not received official occupancy for the Colman Commons expansion area and, as such, cannot access the space as of yet to setup the new food service outlet
- Andrea stated that, despite this delay, the target opening date of January 4th was still a strong possibility
- **UPDATE – On Monday, December 1st, the UTM received notification from the Building Inspector that the space passed inspection, which means that occupancy will be turned over to the UTM very soon**

2. New Business

A. Food Service Budget

- Andrea briefly reviewed the UofT's governance process and indicated that the consultation with the Resident Student Dining Committee was part of that process
- Andrea also outlined key factors regarding the Food Service Budget to provide context to the students:
 - Food Services is an ancillary, which operates like a business
 - Self-sustaining and must show that it has revenues to support its current and future expenses
 - Separate from Student Fees and Tuition – Food Services receives no subsidies from the University's Operating Budget
 - Increases driven by CPI and increases in annual expenses

- If meal plan rate increases don't parallel increases in the price of food, then the purchasing power of meal plan holders is reduced
 - Food prices will always increase and, although there are other factors that determine meal plan rates, meal plan rates will likely always increase as well
- Food Services needs to fund Capital Growth
 - Construction Reserves are always maintained to ensure that the operation is sustainable
- End Goal of the Food Services ancillary is to break-even
 - Any contributions from positive operating results will be re-invested into the program
- Andrea reviewed key points from the **2014-15 Food Services forecast**:
 - Meal plan revenue is forecasted to be higher than expected despite losing 100 EH rooms due to a higher proportion of people buying larger meal plans and an increase in non-resident students by resident student meal plans
 - Cafeteria (retail) revenue is forecasted to be higher than expected due to the more positive incremental impact of Deerfield than originally predicted and due to positive contributions from the Food Truck program
 - Catering revenue is forecasted to be higher than expected as a result of the increase in catering and special event orders, likely due to new spaces more than offsetting the anticipated decrease due to loss of Argos being
 - Vending revenue is forecasted to decrease due to negative impact of price increase and less product availability – working with Canteen to fix this issue
 - Cost of Sales is forecasted to increase as a result of the direct correlation with the increase in revenue
 - Salaries is expected to increase due to planned addition of casual communications person in new year
 - Depreciation/Non-Depreciable Assets – Procedures on how purchases over \$5000 were handled changed in Feb 2013 (after the 2014-15 budget was submitted)
 - Any purchase over \$5000 must be capitalized (previously able to expense), resulting in the forecasted increase in Depreciation and the forecasted decrease in the purchase of Non-Depreciable Assets to offset each other
 - Other Expenses are forecasted to increase as a result of:
 - Increased consulting expenses associated with new builds
 - Earlier than expected start to planning of Davis Building Food Court
 - Significant increase in Goodwill expenses to support community initiatives
- Andrea reviewed key points from the **2015-16 Food Services budget** as compared to the 2014-15 Forecast:
 - Meal Plan revenue will increase due to a proposed weighted average Meal Plan rate increase of 1.5%
 - Cafeteria (Retail) revenue will increase due to a forecasted food price increase of 2.76% plus an increase in expected population at the UTM
 - Cost of Sales will increase as a result of its direct correlation with the increase in revenue
 - Contribution Margin will decrease significantly due to an expected decrease in Commission from the new Food Service Contract and possibly from a new Catering Contract (which may be tendered separately)
 - Salaries will increase due to a planned expanded role for the communications person
 - Furniture and Equipment Depreciation will increase sharply as a result of incurring the first full year of depreciation for Deerfield, Kaneff/Innovation Complex, and Colman
 - The expected increase in operating results will be primarily attributed to aforementioned decrease in commission and increase in depreciation

- Andrea presented the proposed **2015-16 Meal Plan Rates**
 - Andrea reviewed some key factors the UTM needs to consider when setting its Meal Plan rates:
 - In order to qualify for full tax exempt status, a meal plan must equal:
 - 10 meals per week x average cheque x number of weeks per academic year
 - Tax Exempt Status of the meal plan applies to BASIC Dollars only
 - Food prices will always increase due to ever-increasing product and labour costs
 - Although there are other factors involved, as prices increase, meal plan rates must increase to maintain the same purchasing power, or value, from year-to-year
 - Only the Small meal plans from each Group are *required* for first- and upper-year Resident Students – purchasing a large meal plan within a given Group is optional
 - The relative meal plan rate increases should only apply to the Small meal plans in each Group
 - Proposed Small Group A Meal Plan increase 1.4%
 - Proposed Small Group B Meal Plan increase 2.6% (in line with forecasted 2.76% price increase)
 - Andrea stated that the UTM was able to minimize the increases of the Group B by offsetting the required increase in Basic Dollars to satisfy the Meal Plan legislation by a reduction in the amount of Flex by \$50 per plan
 - The justification for this decrease in Flex Dollars (as compared to 2014-15 Meal Plans) for each Group B plan is due to the increase in available Carryover for each Meal Plan, which means more Flex Dollars will be available for returning students (hence, lower Flex Dollars required when purchasing a new Meal Plan)
 - Andrea reviewed the Carryover policy
 - All Basic Dollars remaining, once the Minimum Commitment is spent, can be carried over
 - All remaining Flex Dollars, even in the Group B plans, can be carried over (new for 2014-15)
 - Andrea showed a Meal Plan rate comparison between other Ontario Universities with declining balance Meal Plans
 - All universities on the list are much larger than UTM and have more well-established Resident Student Meal Plan programs
 - The UTM is ranked in the middle in terms of Meal Plan First-Year Meal Plan rates, but is one of the very few Ontario universities that offers a reduced Upper-Year Meal Plan rate
 - Andrea pointed out that the UTM has been able to sustain its rapid growth over the past few years (and projected for the next few years as well) by maintaining its Meal Plan rate ranking – the growth of the Food Service Program was not placed on the backs of the Resident Students
 - The Students commented that they were happy with only a weighted average 1.5% increase in Meal Plan rates and had no issues with the other parts of the forecast/budget that were presented
- B. Hours of Operation during Fall Exams**
- Andrea presented the proposed Food Service Hours of Operation for Fall Exams

	Mon Dec 8 to Thu Dec 11	Fri Dec 12	Sat Dec 13	Sun Dec 14	Mon Dec 15 to Tue Dec 16	Wed Dec 17	Thu Dec 18	Fri Dec 19
Tim Hortons	7:30am to 10pm	7:30 am to 7pm	8:30am to 4pm	11am to 4pm	7:30am to 10pm	7:30am to 10pm	7:30am to 10pm	7:30am to 10pm
Second Cup Kaneff	8am to 3pm	8am to 3pm	Closed	Closed	8am to 3pm	8am to 3pm	8am to 3pm	8am to 1pm
Subway	11am to 7pm	11am to 7pm	11am to 4pm	11am to 4pm	11am to 7pm	11am to 7pm	11am to 7pm	11am to 2pm
Pizza Pizza*	11am to 5pm	11am to 5pm	Closed	Closed	11am to 5pm	11am to 5pm	11am to 5pm	11am to 2pm
Starbucks	7:30am to 12am	7:30am to 12am	12pm to 8pm	1pm to 11am	7:30am to 12am	7:30am to 11pm	7:30am to 10pm	7:30am to 4pm
Second Cup IB	8:30am to 5pm	8:30am to 5pm	Closed	Closed	8:30am to 5pm	8:30am to 5pm	8:30am to 5pm	8:30am to 1pm
Panini IB	11am to 4pm	11am to 4pm	Closed	Closed	11am to 4pm	11am to 4pm	11am to 4pm	11am to 1pm
Colman Commons**	7:30am to 11pm	7:30am to 9pm**	7:30am to 9pm**	9am to 11pm	7:30am to 11pm	7:30am to 11pm	7:30am to 11pm	7:30am to 6pm
Coffee North Side Bistro	9am to 5pm	9am to 4pm	Closed	Closed	9am to 5pm	9am to 5pm	9am to 5pm	Closed
Rest of North Side Bistro	11am to 5pm	11am to 4pm	Closed	Closed	11am to 5pm	11am to 5pm	11am to 5pm	Closed
LIBRARY	24hrs	Open until 12am	12pm to 9pm	Open at 12pm	24hrs	24hrs	24hrs	Open until 5pm

- Andrea stated that the TFC would be closed during exams because the UTM needed the space for exam writing
 - Pizza Pizza and Tandori items would be sold from the space in the Meeting Place at the top of RAWC stairs where the Second Cup used to be
- Andrea also mentioned that, on nights when Colman Commons closed at 9pm, the C-Store and On the Go areas would be open for another hour
- The Students did not have any questions or issues with the hours of operation
- **ACTION – Andrea agreed to send the Students the Food Service Hours of Operation for Fall Exams to be posted at Residence (Email sent Monday, November 24th)**

C. Food Service Options during Winter Break

- Andrea reviewed Food Service options for the Winter Break that have been discussed at Resident Student Dining Committee meetings in previous years
 - The option of having Colman Commons open for meal periods only, and students could purchase a board plan for the Winter Break
 - This option proved too cost prohibitive for the Resident Students, particularly since it required a minimum number of people to buy-in to be viable
 - The option of pre-ordering frozen entrées that was put in place last year was reviewed
 - Andrea mentioned that there was no participation in this program
 - Andrea proposed that Steamplicity entrées, which are currently available at the Innovation Centre Café, can be made available for purchase and/or pre-order from Colman Commons
 - Andrea showed the Steamplicity options to the Committee and gave each Student a sample entrée to try

- Steamplicity entrées can be purchased using existing Basic Dollars (no additional meal plan funds need to be purchased) for \$6.99
- Andrea stated that the Steamplicity entrées have a 5-day shelf life when refrigerated, but, if they are being purchased for use over the Break, they must be kept frozen and heated following the instructions
- Beth mentioned that the deadline to apply for staying in Residence over the Winter Break was Friday, November 28th
- **ACTION – Andrea agreed to send the Students the Steamplicity Brochure for review with the rest of Rez Council (Email sent Monday, November 24th)**
- **ACTION – The Students would bring this information forward to the rest of the Rez Council to review and provide feedback on how the Steamplicity entrées should be provided (pickup or pre-order)**
- **ACTION – Andrea agree to send Beth the Steamplicity Brochure for posting at Residence prior to the Winter Break Residence application deadline of November 28th (Email Sent Monday, November 24th)**

D. Other New Business

- Andrea re-confirmed being open to attending a Rez Council tabling session to answers questions regarding Food Services
- Beth suggested that Tara from Student Housing and Residence Life, who puts out the weekly newsletter to Resident Students, could make a spot in the newsletter available for Hospitality and Retail Services for cross-communication opportunities

Next Meeting: New Year