



University of Alberta Students' Union
**COUNCIL ADMINISTRATION
COMMITTEE**

**Tuesday, August 22, 2017
5:00PM
SUB 6-06**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

AGENDA (CAC 2017-09)

- 2017-09/1** **INTRODUCTION**
- 2017-09/1a** **Call to Order**
- 2017-09/1b** **Approval of Agenda**
- 2017-09/1c** **Approval of Minutes**
- 2017-09/1d** **Chair's Business**
- 2017-09/2** **OLD BUSINESS**
- 2017-09/3** **NEW BUSINESS**
- 2017-09/3a** **FLAMAN MOVES** to amend Council Administration Committee Standing Orders as follows:
- 10) 1. b. Any motions submitted requiring a vote or decision to be made shall be submitted under New Business
- 10) 2. c. Motions from the floor must require a 2/3rds majority of members in attendance.
- 2017-09/3b** **FLAMAN MOVES** to direct Council Administration Committee to create and implement an an Outline of Issue system.
- See 2017-09.01.
- 2017-09/4** **DISCUSSION**
- 2017-09/5** **CONFIRMATION OF NEXT MEETING DATE**
- 2017-09/5a** **Next Meeting:** Tuesday, September 5, 2017 at 5:00PM.
- 2017-09/6** **ADJOURNMENT**

OUTLINE OF ISSUE
Action Item

Agenda Title: **2017-2018 Rate Structure for Meals in Lister Residence**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the 2017-2018 two-tier rate structure for meals in Lister Residence at \$4,317 and \$4,782 as per Attachment 1.

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| Action Requested | <input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation |
| Proposed by | Andrew Sharman, Vice-President (Facilities and Operations) |
| Presenter | Andrew Sharman, Vice-President (Facilities and Operations) |

Details

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| Responsibility | Ancillary Services – Facilities and Operations |
| The Purpose of the Proposal is (please be specific) | <p>To adjust the current Declining Balance meal plan rate for Lister Residence in 2017-2018, as proposed by the Students' Union at the December 16, 2016 Board of Governors meeting. This will provide certainty for student applicants. Additionally, this will provide additional time for Administration to;</p> <ul style="list-style-type: none"> • continue discussions with students and representative groups over the implementation of an Any Time Dining service in Lister Residence for the 2018-2019 academic year, and • work with industry over renovations to the Central Academic Building (CAB) to support a permanent hot food outlet that provides the services students require. <p>In the interim, Ancillary Services will continue to engage key stakeholders and plan for extended meal services in CAB.</p> |
| The Impact of the Proposal is | <p>By remaining with the current Declining Balance program for one more year, it allows for the necessary time to address the following:</p> <ol style="list-style-type: none"> a) infrastructure renovations and upgrades to enhance the required services in CAB for fall 2018; b) revision to the Dining Services contract with the current contracted food provider, Aramark. c) engage and consult with the newly elected Lister Hall Student Association (LHSA). d) continued consultation with students in Lister Residence. e) engagement with the new cohort of students. |
| Replaces/Revises | N/A |
| Timeline/Implementation Date | September 2017 |
| Estimated Cost /funding source | N/A |
| Next Steps (ie.: Communications Plan, Implementation plans) | The two tier rate structure for Lister residents will be communicated via website, marketing material and other mediums in order to support recruitment for Lister residence in 2017-2018. Ongoing work with students, LHSA and key student stakeholders (contractor, Residence Assistants, consultants, Food Ambassadors). |
| Supplementary Notes and context | As a result of extensive discussion at the December 16, 2016 Board of Governors meeting and further discussions with students, Administration has considered that the most pressing matter is that applicants to Lister |

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| | <p>Residence have up-to-date information for accommodation and meals for the 2017-2018 academic year.</p> <p>Administration will return to the Board of Governors in the fall to seek approval for a proposed rate structure for 2018-2019 that supports the successful implementation of the Any Time Dining meal plan. The Any Time Dining program implementation is essential to support the 460 students in Lister Residence Tower 5, which opens in September 2018.</p> |
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Engagement and Routing (Include meeting dates)

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| <p>Participation: (parties who have seen the proposal and in what capacity)</p> <p><For further information see the link posted on the Governance Toolkit section Student Participation Protocol></p> | <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • President • PEC-O • SU/GSA Presidents |
| | <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Ancillary Services - Hospitality Services, Residence Operations, OneCard • Residence Budget Advisory Committee (RBAC) <ul style="list-style-type: none"> ○ RBAC – August 25, 2015 ○ RBAC - September 8, 2015 ○ RBAC - October 13, 2015 ○ RBAC - October 20, 2015 ○ RBAC - October 27, 2015 ○ RBAC – September 13, 2016 ○ RBAC – September 21, 2016 ○ RBAC – October 12, 2016 ○ RBAC – October 25, 2016 ○ RBAC – November 8, 2016 • Meeting with General Manager – Students’ Union – September 9, 2016 • Meeting with Students’ Union Lister Residents – September 12, 2016 • Meeting with Vice President, Student Life, Students’ Union - September 15, 2016 • Town Hall 1 – September 20, 2016 • Town Hall 2 – September 20, 2016 • Residence Life Staff Session – September 20, 2016 • Students’ Union Session 1 – September 21, 2016 • Students’ Union Session 2 – September 26, 2016 • Students’ Union Session 3 – October 5, 2016 • Meeting with Vice President, Student Life, Students’ Union – October 14, 2016 • Feedback Confirmation – November 2016 • Resident Assistant Feedback Follow Up – November/December 2016 • Food Feedback and Consultation – Monthly 2016/2017/2018 • General Manager - Student Union January 18, 2017 • Vice President F/O - Student at large (Lister Residents) January 20, 2017 • General Manger – Student Union January 26, 2017 • Director of Hospitality Services – Student at large (Lister Residents) January 26, 2017 |

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| | <ul style="list-style-type: none"> • Meal Plan Consultation Website Link • Aramark – Ongoing • Kaizen Foodservice Planning & Design Inc.- Ongoing • Board Finance Property Committee - November 21, 2016 • Board Finance Property Committee - December 13, 2016 (Special meeting) • Board Governors - December 16, 2016 |
| | <p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Residence Budget Advisory Committee • Lister Food Committee • Food Ambassadors • Residence Assistants • Lister Residence students |
| Approval Route (Governance) (including meeting dates) | February 28, 2017 - BFPC (for recommendation) March 17, 2017 – Board of Governors (for approval) |
| Final Approver | March 17, 2017 Board of Governors |

Alignment/Compliance

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| Alignment with Guiding Documents | <p><i>Institutional Strategic Plan – For the Public Good</i> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>21. Objective: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enables students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>IV Strategy: facilitate easy access to and use of university services, and systems; reduce complication and complexity; and encourage cross-institutional administrative and operational collaboration.</p> <p><i>Proposed: Heathy University Strategic Plan</i></p> <p>Objective 6: Strengthen and sustain healthy food systems on all university campuses.</p> <p><i>Ancillary Services Business Plan and Budget</i></p> <p><i>Food Service Review (Canadian College & University Food Service Association)</i></p> <p><i>UofA Student Participation Process Handbook</i></p> |
| Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers) | <p><i>Board Finance and Property Terms of Reference</i> Section 3(d) and 4(e) state:</p> <p><u>3. Mandate of the Committee</u> Without limiting the generality of the foregoing, the Committee shall:</p> <p>(d) review and recommend to the Board tuition and other fees;</p> <p><u>4. Limitations on delegation by the Board:</u></p> |

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| | <p>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</p> <p>(e) approve tuition and other like fees.</p> |
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Attachments:

1. Financial Table - 2017-2018 Rate Structure for Meals in Lister Residence (1 page)
2. Briefing Note – 2017-2018 Rate Structure for Meals in Lister Residence (2 pages)

Prepared by: Mary Paul, Special Advisor & Initiatives Lead, mary.paul@ualberta.ca