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**Trent Food Services Advisory Committee**

**Terms of Reference – September 28, 2023**

***Membership:***

Executive Director, Food, Conferences and Campus Payment Services (Chair)

TCSA designate

TGSA designate

TDSA designate

TUFA designate

Student Representative from each College Cabinet (5 total)

Student Representative from Durham GTA College Residence Council

Student Representative from Trent International

Trent Market Garden

Trent Vegetable Garden

Trent International Staff member

First People House of Learning representative

Sustainability Committee representative

Trent Director of Student Housing or Designate

Trent Director of Conference Services

Chartwells General Manager

Chartwells CUPE staff member

Ceilie Pub Manager

Seasoned Spoon Manager

The Trend Manager

Starbucks Manager

***Meetings:***

Monthly during the fall and winter semesters, summer as required. Meetings are open to the entire community. Minutes will be posted online.

***Mandate:***

* To provide feedback and recommendations regarding the Trent Food Services operations
* To identify specific food needs of individuals and the community, and to ensure they are being met
* To review financial, sustainability, wellness, education and community outreach key performance indicators
* To review dining plan structures and cost for the following year
* To determine short-term and long-term food service goals and advise on planning and future directions
* To communicate with the broader Trent community about food services issues and operations
* To identify partnerships and initiatives to educate and support the Trent and Kawartha region communities, including educating students about food issues
* To assist all campus foodservice providers in developing a top-tier food service operation that is a national model for quality and sustainability

***Decision Making***

The committee is advisory in nature and will normally make decisions on a consensus basis. Typically, the only item that will be voted on will be the approval of the annual budget for Trent University Food Services and the related fees for Dining Plans for the following year. Only the representative from the TCSA and residents from each of the College Cabinets will participate in this vote.

***Sub Committees***

Sub committees and working groups, both regular and ad hoc may be established to address specific matters, for example:

* Operations and Marketing
* Sustainability and Fair Trade
* Budget
* Catering
* Ad hoc and Special Working Groups

***Role of Sub Committees***

Operations and Marketing

The role of this sub-committee is to identify the operational elements of the foodservice program that can be changed or corrected in very short time frames to create an immediate impact for customers, with a specific focus on residents. For example, the committee may recommend improvements to signage as an immediate item. The renovation of a foodservice facility would not be considered by this sub-committee

Sustainability and Fair Trade

The role of this group is to plan and execute small and targeted activities, in the two week to one month time frame, that create immediate changes in sustainable behavior, with a goal of establishing longer term habits in on-campus consumers.

Budget

The committee will advise the Executive Director, Food, Conferences and Campus Payment Services in the development of the annual operating budget for the University department. This budget is limited to Trent Foodservice and does not consider the budget of Chartwells or other on-campus foodservice providers. The group will make a recommendation to the Food Services Advisory Committee regarding the budget for Trent University Foodservice for the next fiscal year (May – April). The recommendation to FSAC, is approved, is forwarded to CASSC and then the Board of Governors for final approval.

Catering

The Catering Working Group is a subcommittee of the Food Services Advisory Committee that meets to discuss items that are unique to the users of catering services.

Ad hoc and Special Working Group

Ad hoc and special working groups may be established from time to time.