



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

FACILITIES AND SERVICES

SUB-TOPIC

FOOD SERVICE ADVISORY COMMITTEE

In September 1996, the inaugural meeting of the Food Service Advisory Committee was held. The membership of the committee consists of seven (7) voting members, which includes four (4) students appointed by the Student Government President and three (3) members from the University faculty and staff appointed by the Senior Vice President for Business Affairs. The Assistant Vice President for Student Affairs and Dean of Students, the Director of Food Services, and the Coordinator of the Student Union shall serve as non-voting, ex-officio members. The Senior Vice President for Business Affairs shall serve as the Responsible University Official.

- A. Purpose: The Food Service Advisory Committee is charged to advise the Senior Vice President for Business Affairs on policies, procedures, and rules, which will optimize the overall operation of food service. The scope of the Committee's purview shall include such areas as physical operations, facilities, and all other matters relating to food service that the Committee shall deem it appropriate to consider, including matters referred to it by the Dean of Students and/or the Student Government Association. The Committee shall also have input in the initial selection or renewal of a contract of a food service vendor. In addition, the Committee shall make recommendations to the Senior Vice President for Business Affairs regarding the interests and concerns of all food service customers.
- B. Meeting Schedule/Membership Term: The Student Government President shall convene the first meeting of the Committee each Fall term for the purpose of selecting the chairperson and vice chairperson. Each member will serve for a one-year term starting September 1 and continuing to August 31.

After the first meeting, the newly elected chairperson shall convene the Committee for meetings at least twice a semester or as needed to deal with specific issues.