ATTENDEES:
Don Hickey, Chair (Vice-President, Facilities and Operations)
Doug Dawson (Associate Vice-President, Ancillary Services)
Masoud Khademi (GSA VP External)
Francesca Ghossein (SU, VP Student Life)
Sarah Wolgemuth (Assistant Dean, Student Life)
Benjamin Curry (Augustana SA President) via phone

REGRETS:
Heather Zwicker (Dean, Grad Studies and Research)

Comments from the Chair
  • D. Hickey introduced the attendees to the purpose of the meetings
    o RBAC meetings assist in understanding where each party is coming from; students to F&O
    o Noted that the parties will not always agree on topics – this is an opportunity to express and explain viewpoints.
    o Listed some of the expenses that come into play when deciding on rent fees: carbon levy, CPI, minimum wage rate change, Union agreements, deferred maintenance projects, performance based investments, furnished units.

Review of Terms of Reference
  • D. Hickey distributed and reviewed the Terms of Reference

Items for Discussion
  • D. Dawson reviewed the key drivers of the rental rates for 2017 and briefed the attendees on possible items for this year’s committee:
    o CPI
    o Liability Insurance – stated that an insurance product that could be rolled into the rent for liability is being researched. S. Wolgemuth stated that the University of Calgary has implemented liability Insurance.
    o Deferred maintenance projects: discussed the purpose of the deferred maintenance plan and briefly noted some of the financial figures that have resulted. D. Dawson stated that financial information would be presented at future meetings.
    o Any Time Dining (formerly All You Care to Eat – AYCTE): discussed the reasons and data that constituted the need for change. There is still work that is needed and the next meeting will go through the specifics of the plan.
    o Others? D. Hickey listed the projects that were being looked at: Michener Park, Lister tower, Family residence, South campus. D. Dawson stated that he has all of the documents on residence buildings if anyone would like to review. D. Hickey discussed the challenge of tax bases for classroom vs residence.
Timelines and Schedules – RBAC Monthly dates distributed – it was noted that the majority of work for the RBAC members would be completed by November or December 2016. 2017 meetings are projected to be as needed.

Presentations: All presentations to the Board of Governance by RBAC would be discussed by RBAC prior to being brought to the Board.

Round Table:
  o D. Dawson – noted that the RBAC meetings were not the only time that committee members are able to bring issues forward. Ancillary Services is able to meet with students during office hours, during weekends, and after hours (on occasion). Further to the items discussed above, Ancillary Services would like to propose that, in the future, Lister Hall's meal plan rate and rent rate be presented as one fee (Room and Board) as is done at Augustana and is proposed to be done at Peter Lougheed Hall. As is currently the case, rent and meal plan costs will be presented to RBAC separately for discussion but combined into one fee proposal for Board approval. It is believed that this will be simpler for students and their families to understand.
  o F. Ghossein – requested clarification on the Any Time Dining proposal; proposal information is planned to be distributed to the committee for the next RBAC meeting.
  o D. Hickey noted that Wi-Fi issues are an item of concern – restrictions and policies involved

Adjourn: 3:55 pm
Residence Budget Advisory Committee (RBAC)  
Terms of Reference

1. Purpose

The Student/University Administration – Residence Budget Advisory Committee (R-BAC) is the student and senior administrative committee that ensures open and effective communication between the students and senior administration, in relation to Residence Services budgeting process and those budgeting issues that have a direct impact on student rent.

2. Committee Mandate

The Student/University Administration – R-BAC will:

- Consult and discuss proposals with consideration to the institution’s guiding documents.
- Consult, review, consider and discuss issues affecting Residence Services’ budget planning and development process as they relate to student rents.
- Assist the students and senior administration in developing common strategies in approaching government on matters relating to the availability of student housing.
- Ensure the effective communication between the organizations and offices represented on the Committee.
- Residence Fees will be brought forward to the Board on an annual basis.

3. Committee Composition

The committee shall consist of the following standing and resource members:

Standing Members
Vice President, Facilities and Operations, Chair
Vice-Provost and Dean of Students or designate
Dean, Faculty of Graduate Studies and Research or designate
President, Graduate Students' Association (GSA) or designate from executive
President, Students' Union (SU) or designate from executive
President, Augustana Students' Union or designate from executive

Resource Personnel
Associate Vice President, Ancillary Services
Assistant Dean of Students, Residence Life
Director, Operations, Ancillary Services
Senior Financial Officer, Facilities and Operations
Finance Supervisor, Ancillary Services
4. **Committee Meetings**

The Student/University Administration – R-BAC will meet at least twice annually at the call of the Chair with meetings to coincide with the budget planning cycle of the University.

Meetings of RBAC are supplemented by meetings of the Vice President, Facilities and Operations, the Dean of Students, the Director, Residence Services and the Executive Director, Ancillary Services with stakeholders.

5. **Secretariat**

The Office of the Vice-President, Facilities and Operations will provide secretariat support to the committee.

Official records of the committee’s deliberations will be held by the Office of the Vice-President, Facilities and Operations. The records of the Committee will be subject to the provincial FOIPP legislation and comply with the records retention schedule of the Office of the Vice-President, Facilities and Operations.
RESIDENCE BUDGET ADVISORY COMMITTEE (RBAC) MEETING

Wednesday, September 21, 2016
1:30pm – 2:30pm
2-04A SAB (South Academic Building)

ATTENDEES:
Andrew Sharman, Vice-President (Facilities and Operations), Chair
Doug Dawson (Associate Vice-President, Ancillary Services)
Masoud Khademi (GSA VP External)
Francesca Ghossein (SU, VP Student Life)
Sarah Wolgemuth (Assistant Dean, Student Life) (Designate for Andre Castopoulos)
Benjamin Curry (Augustana SA President) via phone

REGRETS:
Debbie Ritchie, Senior Financial Officer, Grad. Studies & Res. Fac. (Designate for Heather Zwicker)

Agenda Items – checked for changes or additions to the agenda.

Review Meeting Notes (Sept 13, 2016)
- A. Sharman requested any changes or edits to meeting notes.
- D. Dawson noted as interest that a name change is being looked at for “Anytime Dining”.

Responses/clarification of September 13, 2016 RBAC meeting
- D. Dawson reviewed the clarification document in response to questions raised at the September 13th meeting.
- Further to the above referenced clarification document, F. Ghossein requested more information on the Level 1 and Level 2 top-up levels for each of the years referenced in the table in section 3
- D. Dawson will provide this information ASAP.
- F. Ghossein inquired about the feedback flow of information – to Ancillary services or the provider for such things as the expansion of the cafeteria and the plans for this?
- D. Dawson stated the plans for Wild Rose Room were being considered. Ancillary Services (Dolores March, Director, Hospitality Services) would need to be the point of contact for feedback in order to better address student’s needs.
- F. Ghossein stated feedback she has received: options for partial meal plans rather than full service
- D. Dawson noted that other institutions have found these plans to be largely unsuccessful and were trending back to full service only.
- In response to a question from D. Dawson re: consultation with SU earlier in the day, F. Ghossein responded that many of the questions the SU had were answered satisfactorily.
- F. Ghossein indicated that more information was required as to the extent to which the “flex” component of the meal plan fee proposal was mandatory.
- D. Dawson will provide more information once the working group has completed their deliberations and reviewed comments from students.
- D. Dawson informed the committee that D. March would be available on the Residence Advisory Committee to address operational issues/concerns leading up to implementation.

Residence Rates Proposed 2017-2018
- No further information is needed at this time and the proposed rates will advance for approval once the PLH rates have been finalized.

2017-18 Project List
- D. Dawson presented the Capital Project Budget 2017-2018 spreadsheet for consideration.
  o Health, Safety and Security Projects
  o Energy Management Projects
Stewardship and Other Deferred Projects

- S. Wolgemuth requested that D. Dawson talk a bit about the furnishing program
- D. Dawson reviewed some of the items that have been installed (e.g., study cabinets). They are working on expanding the furniture installation and would like to see more lounging areas add furniture to include more students.
- M. Khademi inquired about the plan for the money spent at Michener Park and commended that the planned spending was increasing.
- D. Dawson & S. Wolgemuth talked to the renovations including flooring budgeted at Michener Park.
- A. Sharman noted that the budget is a work in progress and RAC (Residence Advisory Committee) will facilitate the information further.

Round Table – no further information or concerns noted. The next meeting has been schedule but may be cancelled should the committee deem that it is not necessary.

Adjourned: 2:45pm

Next meeting: October 12, 2016
ATTENDEES:
Andrew Sharman, Vice-President (Facilities and Operations), Chair
Doug Dawson (Associate Vice-President, Ancillary Services)
Masoud Khademi (GSA VP External)
Francesca Ghossein (SU, VP Student Life)
Sarah Wolgemuth (Assistant Dean, Student Life) *(Designate for Andre Castopoulos)*
Benjamin Curry (Augustana SA President) via phone
Debbie Ritchie, Senior Financial Officer, Grad. Studies & Res. Fac.*(Designate for Heather Zwicker)*

REGRETS:

Agenda Items – checked for changes or additions to the agenda.

Review Meeting Notes (Sept 21, 2016)
- A. Sharman requested any changes or edits to meeting notes.
- D. Dawson reviewed notes in conjunction with the Response/Clarification items included in the meeting package.
  - Meal Plan Top Up – discussed presented numbers and difficulties with data value retrieval.
  - Information flow – noted addition of Director of Hospitality Services, Dolores March, to the student meetings to assist in addressing operational concerns.
  - Total cost of program – proposed to eliminate the mandatory Flex component of the meal plan to lower the cost of the program. New recommended level is $4,650.

Responses/clarification of September 21, 2016 meeting
- D. Dawson reviewed the clarification document as a review of the September 21, 2016 meeting notes.
- D. Dawson presented an adjusted rental pricing breakdown including a proposed reduction in rent for Peter Lougheed Hall (PLH). The proposed rental rates will be the documents included to bring forward to the UofA Board of Directors for approval.
- D. Dawson noted that students living in Lister Centre and PLH will be able to use the dining facilities in either residence hall.
- F. Ghossein noted that the meal plan continues to be a concern for the Student’s Union, but that the concern of the general costs has been addressed.
- M. Khademi asked about Michener Park row housing and why there was a range in pricing for the same described 2 bedroom unit.
- D. Dawson & A. Sharman explained that the quality and finishes of the units determine the range in the cost.
- D. Dawson reminded the committee that the Board would be asked to approve the proposed rent for 2017-18 as well as the proposed fee for the meal plan. It was noted that the Lister meal plan fee component must be aligned with that proposed to be implemented in PLH.

Round Table
- D. Dawson asked both members of student representatives:
  - D. Dawson of the GSA VP External – do you feel you have the information needed regarding the proposed rental rates and the proposed meal plan?
  - M. Khademi – Yes.
  - D. Dawson of the SU, VP Student Life – do you feel you have the information needed regarding the proposed rental rates and the proposed meal plan?
  - F. Ghossein – rent – Yes; meal plan – the students are still looking for further information.
D. Dawson of the GSA VP External – do you plan to bring a presentation forward to the Board of Directors?

M. Khademi – the Grad Students Association will be meeting to discuss and they will get back to RBAC.

D. Dawson of the SU, VP Student Life – do you plan to bring a presentation forward to the Board of Directors?

F. Ghossein – preliminarily no, but on the meal plan there may be a need to discuss at an additional committee meeting. Will report back after discussions.

• Possible meeting of RBAC to occur in December, 2016

Adjourned: 10:23pm

Next meeting: To be determined
ATTENDEES:
Andrew Sharman, Vice-President (Facilities and Operations), Chair
Doug Dawson (Associate Vice-President, Ancillary Services)
Masoud Khademi (GSA VP External)
Francesca Ghossein (SU, VP Student Life)
Sarah Wolgemuth (Assistant Dean, Student Life) (Designate for Andre Castopoulos)
Benjamin Curry (Augustana SA President) via phone

REGRETS:
Debbie Ritchie, Senior Financial Officer, Grad. Studies & Res. Fac.(Designate for Heather Zwicker)

Agenda Items – A. Sharman Chaired & called for changes or additions to the agenda.

Review Meeting Notes (October 12, 2016)
- A. Sharman requested any changes or edits to meeting notes.

Lister Meal plan-discussion (F. Ghossein, Vice President Student Life 2016-2017)
- A. Sharman invited F. Ghossein to discuss student concerns.
- F. Ghossein noted that the meal plan feedback was; $300 flex is not enough and additional flexibility is needed.
- A. Sharman asked what figure they would be comfortable with.
- F. Ghossein stated that the students would like to see $500 as the flex amount.
- D. Dawson advised that adding a mandatory flex amount of $500 would add to the cost and make the UofA cost less attractive to potential students. The base proposed 2017 Anytime Dining plan is $4,650, the mandatory flex plan amount would be added to that cost ie) $300 Flex + $4,650 = $4,950. The base plan cost is needed to ensure quality, quantity and variety of food.
- F. Ghossein stated that the students would like to see a two tier plan option.
- D. Dawson noted that due to the base cost needed, having a two tier system would drive up the cost significantly to both tiers. With multiple tiers $4,650 would not be feasible.
- D. Dawson stated that flexibility is being investigated for the plan, times of service and location of service. They would continue to look at the feedback for items like weekends away, and demographics of international students, gender of students, and many other factors.
- Surveys of prospective parents/students coming into the program would be conducted to collect ongoing feedback. This feedback data would be tracked & shared with the Student Union.
- Discussion of the plan and how it would be marketed would be the next steps that Ancillary Services will be concentrating on.
- F. Ghossein conceded that $300 mandatory flex amount would be reasonable pending student consultation. She was pleased with her interaction with Dolores March and asked to receive the data from the dining services feedback survey. Dolores was looking into the ability for data sharing. F. Ghossein wondered if sample menus could be supplied.
- D. Dawson stated that F & O would prefer to go into the Board meeting with the support of the students. He noted that arrangements could be made for the Students Union to go into institutions that currently use meals plans similar to what is proposed so that they could experience the food in person.
- Implementation of the successful plan will need to happen prior to the start of 2017/18 academic year.
• A. Sharman noted that Board Finance and Property Committee (BFPC) approval would be needed by November 7th for the next meeting. He would need to present the recommended plan Thursday Oct 27th at the PEC-O (President’s Executive Committee – Operations) meeting.
• F. Ghossein to supply additional student feedback prior to Oct 27th.
• Adjourned: 9:40am
• Next meeting: To be determined
ATTENDEES:
Andrew Sharman, Vice-President (Facilities and Operations), Chair
Doug Dawson (Associate Vice-President, Ancillary Services)
Masoud Khademi (GSA VP External)
Francesca Ghossein (SU, VP Student Life)
Helen Vallianatos (Assistant Dean, Student Life) *(Designate for Andre Castopoulos)*
Benjamin Curry (Augustana SA President) via phone
Debbie Ritchie, Senior Financial Officer, Grad. Studies & Res. Fac. *(Designate for Heather Zwicker)*

REGRETS:

Agenda Items – A. Sharman Chaired & called for changes or additions to the agenda.

Review Meeting Notes (October 25, 2016)
- A. Sharman requested any changes or edits to meeting notes.

Lister Meal Plan
- A. Sharman invited F. Ghossein to discuss student concerns.
- F. Ghossein noted that a student survey was conducted and she reviewed a few of the statistics:
  - Overwhelming 91.8% if participants stated that they preferred the current mail plan over the proposed plan
  - 74% of students stated that they would rarely take a boxed lunch
  - The plan is not flexible enough
  - Meal plan does not respond to the requests of the students
- A Sharman acknowledged the survey and stated that they have reviewed the finding of the survey.
- D. Dawson feels that the new meal plan will address the findings of the survey better than the current plan.
- Discussion ensued regarding the survey and the results
- D. Dawson corrected the terminology of “buffet” style eating as it will be as you order.
- A. Sharman announced the proposed Meal Plan cost to the board would be $4,550
- F. Ghossein received confirmation of the reduction in price
- A. Sharman reiterated that the committee would be seeking approval of $4,550 with review for the following years.
- F. Ghossein stated she would bring the information back to the Student's Union.
- Adjourned: 3:33pm
- Next meeting: To be determined