

MEETING

AGENDA

1. Call to Order
2. Approval of Minutes
3. HR – Melissa
 - a. New employees are unaware of CSSAC and APSAC. Christine is going to reach out to Kirk to request a monthly report of new employees to send to Cheryl to reach out for requirement and introduce CSSAC. Someone should reach out to Dimples and Melissa to see about putting some kind of welcome document from CSSAC in the new hire pack to try and add more people to CSSAC.
4. Unfinished Business
 - a. Pride Plus- Winners have been processed. Cheryl to order plaques for winners.
5. Treasurer's Report (Khin Khin)
 - a. Operation fund : \$3,244.29
 - b. Scholarship fund: \$1,569.69
 - c. General fund: \$1080
6. Committee Reports
 - a. Communications (Elizabeth)
 - i. Nothing to report.
 - b. Fundraising – ()
 - i. Nothing to report.
 - c. Grants (Christi):
 - i. Awards are done for this year and have been awarded.
 - d. Pride Plus – (All)
 - i. Nothing to report.
 - e. Purdue WL – (Cheryl)
 - i. Cheryl to take over this commit as she is now Chair person.
 - f. Employee Appreciation Event – ()
 - i. N/A
 - g. Welcome Wagon – TBD
 - i. N/A
 - h. University Committee Reports
 - i. University Council – (Khin Khin)
 1. Not yet met.
 - ii. University Resources Policy Committee (URPC)
 1. N/A
 - iii. Budgetary Affairs Subcommittee –
 1. N/A
 - iv. Food Service Advisory Committee – (Kaye)
 1. August meeting Summary:
 - a. I. Feedback on food orders via Aladdin

- i. Quote requests take up to 30 days – when planning events more than 30 days in advance pricing may change due to current market fluctuations, be sure to confirm final pricing at 30 days; Aladdin is looking at adding reminders for these advance orders to minimize surprises and allow greater control over catering spend; Ben confirmed that pricing on items listed in the catering guide (boxed lunches, etc.) doesn't change.
- ii. Next year: Summer hours & serving on NSO dates – communication to include NSO schedule and timing of NSO lunches to allow faculty and staff the opportunity to plan when to drop by for lunch (my thought this is great, as many don't know where to eat in town)
- b. Updates from Aladdin – Ben Grubisich
 - i. New stations / stations going away – Mongolian station near entryway replaced by Chilaca station similar to Chipotle; be well station transitioning to Veggieban station which is vegan/vegetarian fare
 - ii. New process for grill ordering – new order sheets will allow for fast, easy checkout; at the start of Fall semester will have someone at the Walb entrance directing folks on how to use them; sent a supply over to Jackson in Housing so housing students/staff can plan ahead; we expect a learning curve and a few delays until this catches on
 - iii. Staffing – looking better than last year as we have returning student workers and managers at the three locations, still short a few but getting applications to reply
 - iv. Billing and catertrax reminders - see below for additional information on this
 - 1. Quotes – be sure to check with Aladdin to confirm your event order ahead of time
 - 2. Accounts – catertrax should be used to enter your catering order
 - 3. Payment remittance – we use the ZV60 process to pay Aladdin invoices for catered events, that will be re-shared with the campus as a reminder and for any new employees
 - v. Hours – going back to normal hours on 8/22
 - vi. Meal plans – can be purchased by faculty and staff
- c. Billing information shared via Pam - believe this went out to all:
 - i. With the start of fall semester, I'm sharing several Aladdin reminders about how catering and Catertrax work.
 - 1. **Billing:** Catering charges are not automatically billed to your account. Aladdin sends an invoice to the catering requester which must be processed via ZV60 and routed through the business office. Contact your business office with any questions on the ZV60 process.

2. Questions on invoice charges should be directed to Ben Grubisich in Aladdin,
Benjamin.grubisich@aladdinfood.com
3. **Catering Quotes:** With the current condition of the economy, Aladdin is being forced to hold more closely to policy on guaranteed prices. As is stated in this policy, quotes for events are guaranteed for up to 30 days before your event. It's important to recognize that this policy is focused more on events with special menus, not ones that are already listed and priced in our catering guide / Catertrax. Aladdin is working with Catertrax to see how to have reminder emails sent out to check on prices at the 30 day mark, but it is not set up at this time. Dustin Onstott, Director, will do his best to reach out with any price changes, but at the end of the day, it would be the responsibility of the ordering party to touch base at that time to confirm.
4. **Menu / Catertrax:** The customer is responsible for entering their orders into Catertrax. Aladdin will be available to assist with any questions you might have, but it is your responsibility to go through the process and enter your own order. Please do not email your order to Aladdin as there is a possibility that it may get buried with other communications and responded to later than you would like. We ask that you enter your own order to ensure that you are getting exactly what you are wanting.
5. **Ordering:** As is stated in the policy section of Catertrax, Aladdin requires three days' notice / confirmation on any catering orders. This is so Aladdin can ensure product and staffing is in house to make your event successful. Aladdin understands that pop-up meetings and calendar fluctuations happen and we are happy to oblige. Unfortunately, with short notice, product prices go up for Aladdin and those prices will be reflected in your final bill. If you do have a short notice need, it is important to contact the Catering Director Dustin Onstott (260-481-0297), or F&B Director Ben Grubisich (260-481-0440) immediately. Please do not come to the cafeteria to ask regular team members. While our team at PFW is awesome, they do not have a clear picture of what else is going on in catering and run the risk of taking something away from other events going on around campus.
6. Finally, please take the time to go through the policies section in Catertrax at Purdue Fort Wayne - Administration System (catertrax.com). There you will find any additional information that will be important when planning your event. As always, please feel free to reach out with any questions.

7. Catering questions should be directed to: Dustin Onstott, dustin.onstott@aladdinfood.com
 8. Invoicing questions should be directed to: Ben Grubisich, benjamin.grubisich@aladdinfood.com
- v. Revenue Subcommittee – TBD
 1. N/A
- vi. Faculty Senate – (Khin Khin)
 1. The meeting started out with a PowerPoint presentation that explains what the senate does, how to make a motion, ranking of motions, procedures, order of agenda, etc. for the newcomers.
 2. Sustaining Student Success
 - a. Noor Borbieva shared presentation for the findings from the Center of Excellence in Systems Engineering regarding the student success lifecycle. The goal is for the students to move in a timely manner toward graduation and into successful careers after. For the project, they have been working together with Admissions, Bursar, College advising, Financial Aid, Registrar, SAAC, and Student Information Systems. They will soon be including faculty in the participant list. If you want to learn more about it, you can visit the department website or contact Dr. Cochran, or Dr. Borbieva.
 - b. During the question time, Ann Livschiz brought up questions regarding Hope Center mobile unit providing free services on campus back in Aug 2022. The women’s studies executive committee received many concerned messages about this. Hope Center had space on campus in the past and was asked to leave because of the type of counseling they were providing. Ann wanted explanation on why, when there are multiple options for actual accredited medical facilities, PFW chose to invite, promote, and effectively endorse a medically unlicensed group on the campus.
 3. Following is the response from Chancellor Elsenbaumer:
 - a. Chancellor started out by saying that there were some inaccuracies in the statement. We are a public university, so we are committed to provide an equal access to the committee. The university does not endorse any external groups that appear on the campus. The intent of the university is to be inclusive and welcoming the entire community. The individuals’ decisions to access the services by the Hope Center is entirely voluntary. The Hope Center asserts that its clinical services include pregnancy, prenatal vitamins, STI testing, and etc. The tests are conducted by licensed physician assistants, ultrasounds by licensed sonographers, or registered nurses.
- vii. University Budget Committee – (Khin Khin)
 1. N/A

- viii. Facilities Management Safety Committee – (Christine)
 - 1. Did not meet yet. Next meeting on October 19th.
- ix. PFW Quality of Place (Cheryl)
 - 1. Cheryl to reach out
- 7. New Business
 - a. New Cabinet for 22-23 AY
 - i. Chair- Cheryl Honkomp
 - ii. Vice Chair- Kaye Pitcher
 - iii. Secretary- Elizabeth Miller
 - iv. Treasurer- Khin Khin Gyi
- 8. Bridge Questions – None
 - a. Cheryl to reach out to IT to have them reroute Bridge questions from Shawyna to her.
- 9. Adjourn

Meeting Invitees: Khin Khin Gyi, Christine Hall, Melissa Helmsing, Cheryl Honkomp, Elizabeth Miller, Kaye Pitcher