

## COUNCIL ON STAFF AFFAIRS MEETING AGENDA

9:00 a.m.

Teams – December 15, 2020

1. **Call to order**
2. **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
  - A. Reading of the proxies.
3. **Communication with Administration**
  - A. Dr. Richard Carvajal
4. **SPECIAL ORDER OF THE DAY**
  - A. Jeanine Boddie-La Van - Employee of the Semester
  - B. Shannon McGee – UC vending proposal
  - C. Ashley Braswell – Dean search update
5. Approval of the **November 18, 2020** meeting of the Council on Staff Affairs
6. **Treasurer’s Report** – Jennifer Griffin
  - A. December 2020
7. **Report from the Chair**
  - A. Virtual holiday door decorating contest winners
  - B. Commencement follow up
  - C. Giving tree follow up
8. **Staff Attendance and Participation**
  - A. Reminder to send in committee reports before Exec Committee meeting
9. **COSA Committees**
  - A. Policy – Obie Hall – No report
  - B. Elections – Obie Hall – No report
  - C. Social Recognition/Professional Development– Sheila Hall – No report
  - D. Budget & Finance/Fundraising – Jennifer Griffin – **will report**
  - E. Community Outreach – Paul Leavy – No report
  - F. Publicity – Sheila Hall – No report
10. **Faculty Senate Committees**
  - A. Academic Honors & Scholarship – Angie Gannon – No report
  - B. Academic Scheduling and Procedures – Obi Hall – No report
  - C. Athletics – Open – No report
  - D. Diversity & Equity – Chis Griggs – No report
  - E. Educational Policies – Angie Gannon – No report
  - F. Environmental Issues – Dwayne Trouille – No report
  - G. Faculty Scholarship – Darius Anthony – No report
  - H. Faculty Senate – Paul Leavy – No report
  - I. Internationalization & Globalization – Jordan Thompson – No report
  - J. Library Affairs – Matt McIntyre – No report
  - K. Student Affairs – Paul Leavy – No report
  - L. Technology – Dwayne Trouille – No report
11. **University Wide Committees**
  - A. Budget Advisory Council –Dwayne Trouille - No report
  - B. Campus Safety – Ashley Cooper – **will report**
  - C. Campus Wellness – Jordan Thompson– **will report**
  - D. Conflict Management – Terence Sullivan – No report
  - E. Dining Advisory – Sue Bailey/Jenni Shinpaugh – No report
  - F. Parking Advisory – Jennifer Griffin – No report

G. Parking Appeals – Paul Leavy – No report

H. Retiree Association – Julianne Jackson – No report

**12. Old Business**

**13. New Business**

A. MESA update

B. VCP update

**14. Adjournment**

## **Project Proposal: University Center Food Service Transition to Vending**

Valdosta Bread Company in the University Center is currently operated as a retail unit Monday through Thursday from 11:00 AM until 2:30 PM. Sales declined prior to the pandemic, but have continued to decline during the pandemic, despite strong marketing efforts **and** more classes being offered in the University Center Fall 2020 (See Attachment A – Sales).

Fall semester sales averaged \$356 per day, which is less than half of the prior Fall’s sales. Kitchen equipment and walk in coolers (original to the building, purchased used and now 25 years old) now require significant additional maintenance for which the sales do not support. Given these factors, Valdosta Bread Company is no longer financially viable as a retail location.

### **Proposal**

Auxiliary Services would like to propose a financially sustainable food service option for the University Center, providing “grab and go” food options and coffee during **all** University Center operating hours.

The proposed solution is to close Valdosta Bread Company and convert the middle food service “bay” to an upgraded snack and drink vending area (See image below for a similar setup at Georgia Southern).

The proposed vending area would consist of two upgraded drink machines and three upgraded snack machines, including one refrigerated snack machine. Our current snack vendor, Gilly, provides new opportunities for vending fresh food options such as sandwiches, pizzas, and soups (See Attachment B – Fresh Food Examples).

Gilly also offers a coffee vending item consisting of a cup, coffee pod, cream, sugar and stirrer, which can be dispensed from a snack vending machine. The proposal includes installing a counter near the vending area with a microwave for heating food items and a commercial coffee machine with a water line attached for preparing coffee using the vended coffee pods.

We would like to provide an opportunity for input from SGA and COSA before proceeding. The project is estimated to take approximately 2 months to bid and install. Specifically:

- Thoughts and Concerns
- Timing (Starting in December would limit the downtime for customers)
- Food Choices (See Appendix B)



## Attachment A - Sales

### Valdosta Bread Company

#### Sales / Transaction Data – 2019 / 2020

<u>August 2020</u>	Sales	Trans	<u>August 2019</u>	Sales	Trans
8/13-8/19:	\$1,435	188	8/15-8/21:	\$2,276	340
8/20-8/26:	\$2,397	294	8/22-8/28:	\$3,925	581
8/27-9/2:	\$2,186	289	8/29-9/4:	\$3,450	497
<b>Totals:</b>	<b><u>\$6,018</u></b>	<b><u>771</u></b>	<b>Totals:</b>	<b><u>\$9,651</u></b>	<b><u>1,418</u></b>

<u>Sept 2020</u>	Sales	Trans	<u>Sept 2019</u>	Sales	Trans
9/3-9/9:	\$1,315	160	9/5-9/11:	\$4,122	610
9/10-9/16:	\$1,440	162	9/12-9/18:	\$4,275	661
9/17-9/23:	\$1,315	164	9/19-9/25:	\$1,624	236
9/24-9/30	\$1,421	155	9/26-10/2:	\$4,433	629
<b>Totals:</b>	<b><u>\$5,491</u></b>	<b><u>641</u></b>	<b>Totals:</b>	<b><u>\$14,454</u></b>	<b><u>1,926</u></b>

(Hours of operation changed on 9/28/20)

<u>October 2020</u>	Sales	Trans	October 2019	Sales	Trans
10/1-10/7:	\$1,837	195	10/3-10/9:	\$2,125	306
10/8-10/14:	\$1,357	159	10/10-10/16:	\$3,756	539
10/15-10/21:	\$1,365	155	10/17-10/23:	\$3,253	476
10/22-10/28:	\$1,481	161	10/24-10/30:	\$3,256	490
<b>Totals:</b>	<b><u>\$6,040</u></b>	<b><u>670</u></b>	<b>Totals:</b>	<b><u>\$12,390</u></b>	<b><u>1,811</u></b>

<u>Nov 2020</u>	Sales	Trans	Nov 2019	Sales	Trans
10/29-11/4:	\$1,094	122	10/31-11/6:	\$3,128	499
11/5-11/11:	\$1,277	135	11/7-11/13:	\$2,624	427
11/12-11/18:	\$1,219	136	11/14-11/20:	\$3,134	518
11/-11/25:	\$231	28	11/21-11/27:	\$1,589	266
<b>Totals:</b>	<b><u>\$3,821</u></b>	<b><u>421</u></b>	<b>Totals:</b>	<b><u>\$10,475</u></b>	<b><u>1,710</u></b>

**2020 Total:    \$21,370 2,503**

**15 weeks, 4 days per week: 60 days**

**$\$21,370 / 60 = \$356.16$  per Day**

**2019 Total:    \$46,970        6,865**

**15 weeks, 4 days per week: 60 days**

**$\$46,970 / 60 = \$782.83$**

## Attachment B – Fresh Food Examples

Pic	Brand	Product Name	Size
	Loma Linda	Chipotle Bowl with Black Beans	10 oz
	Loma Linda	Pad Thai with Konjac Noodles	10 oz
	Loma Linda	Italian Bolognese with Konjac Noodles	10 oz
	Loma Linda	Thai Green Curry with Chik'n and Rice	10 oz
	Kitchen & Love	Quinoa & Farro Artichoke, Lemon & roasted Garlic	5.3 oz
	Kitchen & Love	Quinoa & Farro Roasted Pepper	5.3 oz
	Kitchen & Love	Quinoa Basil Pesto	5.3 oz
	Quaker	Instat Oatmeal Assorted Flavors	1.74 oz
	Jimmy Dean	Simple Scrambles Eggs and Sausage	5.35 oz
	Jimmy Dean	Simple Scrambles Meat Lovers	5.35 oz
	Jimmy Dean	Simple Scrambles Bacon/Egg/Cheese	5.35 oz
	Ramen Noodles/Nissin	Hearty Chicken	2.25 oz
	Ramen Noodles/Nissin	Beef	2.25 oz
	Dippin' Stix	Apples and Caramel	2.75 oz
	Natural Veggies	Veggie Cup & Dip	

	Marketside	Fruit and Cheese	3.5 oz.
	Cheessewich	Cheddar & Salami	2.5 oz
	Panino	Prosciutto and Cheese	1.5 oz
	Oscar Mayer	Natural Luncheables	
	Fairlife	Starwbery Milk	14 oz.
	Fairlife	Chocolate Milk	14 oz.
	Fairlife	2% Reduce Fat Milk	14 oz.
	Sabra	Sabra Hummus w/pretzels	4.56 oz
	Sabra	Sabra Guacamole	2.8 oz
	Oscar Mayer	P3 Chicken Cheddar Peanuts	2 oz
	Oscar Mayer	P3 Turkey Cheddar Almond	2 oz
	Sea Point Farms	Edamame	1.5 oz
	White Castle	Veggie Burger Sliders	3.96 oz
	Chef Boyardee	Mac n Cheese	7.5 oz
	Chef Boyardee	Rice-Chicken and Vegetables	7.25 oz
	Campbell	Well Yes Butternut squash & Sweet Potato	11.1 oz
	Campbell	Harvest Carrot & Ginger	11.1 oz
	Campbell	Sweet Corn & Roasted Poblano	11.1 oz
	Bumble Bee	Tuna Salad Pack Chipotle	3.5 oz.
	Bumble Bee	Tuna Salad Pack Lemon Pepper	3.5 oz.

Pic	Product Name
	Wedge turkey Cheese Wheat
	Sandwich Chuckwagon
	Wedge Ham & Cheese
	Wedge Egg Salad
	Wedge Smoked Ham & Cheese
	Wedge Albacore Tuna Salad
	Sandwich Chicken Salad
	Burrito Beef Bean Spicy Red Hot
	Burrito Chicken Rice & Cheese
	Pancake Sausage Egg & Cheese
	Sandwich Rib BBQ XXL
	Sandwich Ham Swiss Slider
	

	Sandwich sub Italian Select
	Sandwich SmkdHam Swis Pretz
	Croissant Turkey Smoked Market
	Sandwich Smoked Ham & Cheese Sub
	Pizza Pepperoni French Bread
	Pizza Supreme French Bread
	Bagel Plain Cream Chs
	Bagel Cinn Rsn/Cream Cheese
	Sandwich Albacore Tuna Salad
	Lunchable Ham/Swiss Cracker
	