

July 1, 2008

MEMORANDUM

TO: 2008-09 University Dining Committee

FROM: James L. Oblinger
Chancellor

SUBJECT: Appointment to University Standing Committee on University Dining

You have been recommended by the Committee on Committees as a member of the University Standing Committee on University Dining. Your willingness to accept this responsibility is greatly appreciated.

The objectives of this committee are:

1. Advise the vice chancellor for student affairs concerning on-campus food services.
2. Be familiar with the services.
3. Receive suggestions from students, faculty and staff.
4. Review long-term food service needs.
5. Review catering services on an on-going basis.

The committee is reminded of the importance of following the provision of General Faculty Bylaws, Article VII, Section 4, http://ncsu.edu/faculty_senate/general-faculty/GF-Bylaws.php which requires that "All University standing and *ad hoc* committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be accessible from the committee's University Standing Committee web site no later than **May 29, 200**. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion. It has generally been understood to include any formal committee minutes where these are regularly posted on the committee's website and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members and forward that name to Vicki Walton **no later than February 2**. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at <http://www.provost.ncsu.edu/governance/standing-committees>. Please contact Judy Cook for assistance in using the web site and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC General Administration interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at <http://www.provost.ncsu.edu/governance/openmeet/index.php>.

Again, your willingness to serve on this committee is appreciated.

JLO/vsw