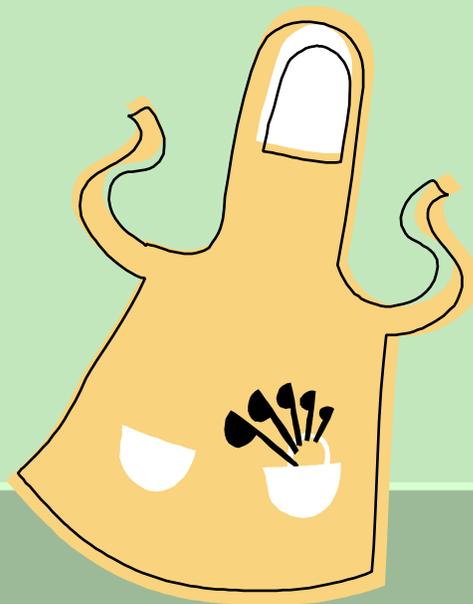


**THE SCHEDULING, RECORDS  
AND SYSTEMS MANAGEMENT  
HOLIDAY COOKBOOK**



CHAPTERS	
Introduction	3
Records	4
Scheduling	9
Systems Management	13
The Boss	19

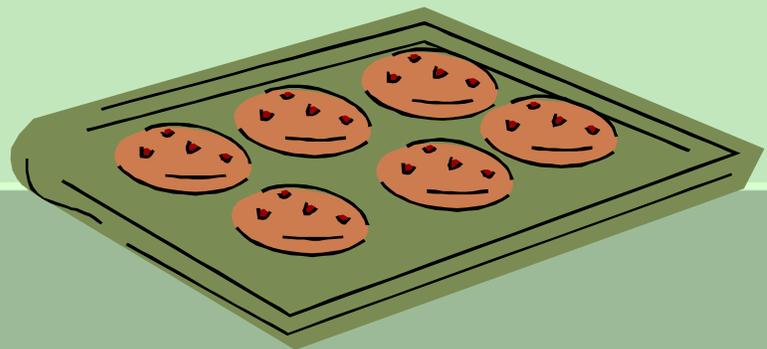


This cookbook is a collection of our favourite holiday recipes. We hope you enjoy them as much as we do.

Happy Holidays!

The Scheduling, Records  
and Systems Management  
Team

INTRODUCTION



# STUDENT RECORDS



## TOURTIÈRE RAYMOND KAAN - ASSOCIATE DIRECTOR

### Ingredients

- 2 pie shells
- ½ pound ground beef
- ½ pound ground pork (or veal)
- 1 onion (large) diced
- 1 clove garlic (minced)
- ¾ cup water
- 1 celery stalk (finely chopped)
- 2 carrots (finely chopped)
- 3 oxo chicken cubes
- 1 bay leaf
- ¼ tsp black pepper
- ¼ tsp cinnamon
- 1/8 tsp ground clove
- 1/8 tsp ground nutmeg
- 1 egg yolk
- 1 tbsp water
- 1 potato (uncooked and shredded)

### Directions

1. Preheat oven 375 degrees
2. In a large skillet brown meat then add onion and garlic
3. Cook for 3-4 minutes
4. Stir in celery, carrots, oxo cubes, bay leaves and water
5. Bring to boil, reduce heat and simmer 7-8 minutes
6. Remove from heat and add potatoes and spices
7. Spoon into pie shell
8. Combine egg yolk and water
9. Brush the egg yolk mixture on the edge of the crust
10. Top with second pie shell and brush with remaining egg yolk mixture
11. Cut slits into the top of the pie to allow steam to escape (I like to make a Christmas tree)
12. Bake 30-40 minutes

STUDENT  
RECORDS



**FRUIT MOCHI ICE CREAM**  
**ASHE ZHANG - DEGREE AUDIT COORDINATOR**

Ingredients	Directions
<ul style="list-style-type: none"> <li>• 1 ½ cups (8oz/225g) vanilla ice cream</li> </ul>	1. Line a small tray with parchment paper.
<ul style="list-style-type: none"> <li>• 1 cup (5½oz/160g) sweet glutinous rice flour</li> </ul>	2. With a small ice cream scoop or spoon, scoop out twelve 2 tablespoon-sized scoops of ice cream (about .75oz /20g) onto the prepared and place in the freezer.
<ul style="list-style-type: none"> <li>• 1/4 cup (2oz/57g) granulated sugar</li> </ul>	3. In a large microwave-safe bowl combine the sweet rice flour, sugar, and water, cover with plastic wrap and microwave for one minute.
<ul style="list-style-type: none"> <li>• 1 cup (8oz/225ml) water</li> </ul>	4. Stir the rice flour mixture with a whisk to remove any lumps, re-cover with the plastic wrap, and microwave for another minute.
<ul style="list-style-type: none"> <li>• Fruits of your own choice</li> </ul>	5. Dip a rubber spatula in water and stir the rice mixture again (do not use the whisk this time - it will be too sticky).
<ul style="list-style-type: none"> <li>• A few drops of red food coloring (optional)</li> </ul>	6. Cover the rice mixture one more time and microwave for another 30 seconds. It will now be a sticky dough. If adding in food dye stir it in at this point until it's evenly throughout the dough.
<ul style="list-style-type: none"> <li>• Cornstarch for dusting (or potato starch)</li> </ul>	7. Place a large parchment paper on your counter and cover the paper with a generous dusting of cornstarch (or potato starch).
	8. With a wet spatula, scrape the dough onto the cornstarch and dust the top of the dough with more cornstarch.
	9. Roll the dough into a rectangle no less than 1/4 inch thick (about 12x14inches/30x35cm). Keep dusting the top and bottom of the dough with cornstarch as you roll or it will stick.
	10. Once the dough is rolled out, place the parchment paper on a cookie sheet and place in the refrigerator to set for 30 minutes.
	11. Once the dough has set, cut circles of dough with a 3 ¾ inch (9½ cm) cutter.
	12. Pick up one circle of dough and brush off the excess cornstarch from both sides.
	13. Working quickly, take one scoop of ice cream, place in the center of the circle flat side facing you. Place chunks of fruits on the top. Press the edges of the dough together around the ice cream ball, squeezing to seal.
	14. Wrap the mochi ice cream balls in cling wrap and place seam side down back in the freezer to set. You could use an egg carton to keep them upright. Repeat with remaining circles of dough and ice cream balls. Allow mochi to freeze totally for a minimum of 2 hours in the freezer.
	15. When ready to eat, remove from the freezer and let sit for a few minutes to let soften.
	16. Store in an airtight container in the freezer for up to 1 week.

STUDENT  
RECORDS



### GINGER SNAP COOKIES

JENNY LEE WALKER - REGISTRATION COORDINATOR

Ingredients	Directions
<ul style="list-style-type: none"><li>• 2 cups of sugar plus ¼ cup additional sugar for rolling cookies</li></ul>	1. In a large bowl, combine sugar, oil, beat in eggs, stir in molasses.
<ul style="list-style-type: none"><li>• 1 ½ cups vegetable oil</li></ul>	2. In a small bowl, combine flour, baking soda, ginger, cinnamon, all spice and salt.
<ul style="list-style-type: none"><li>• 2 eggs</li></ul>	3. Gradually add dry ingredients to wet ingredients. Mix well.
<ul style="list-style-type: none"><li>• ½ cup molasses</li></ul>	4. Shape cookie dough into 1 inch ball and roll into sugar
<ul style="list-style-type: none"><li>• 4 cups all-purpose flour</li></ul>	5. Place each cookie 2 inches apart and bake at 350 degrees for 10 to 12 minutes
<ul style="list-style-type: none"><li>• 4 tsp baking soda</li></ul>	6. Enjoy!
<ul style="list-style-type: none"><li>• 2 tbsp. ground ginger (I like my cookies very gingery so I add an additional 1 to 2 tablespoons of ground ginger)</li></ul>	
<ul style="list-style-type: none"><li>• 2 tsp ground cinnamon</li></ul>	
<ul style="list-style-type: none"><li>• 1 tsp salt</li></ul>	
<ul style="list-style-type: none"><li>• 3-4 dashes of all spice (optional)</li></ul>	

### MANGO PUDDING

VICKI JUNG - TRANSCRIPT COORDINATOR

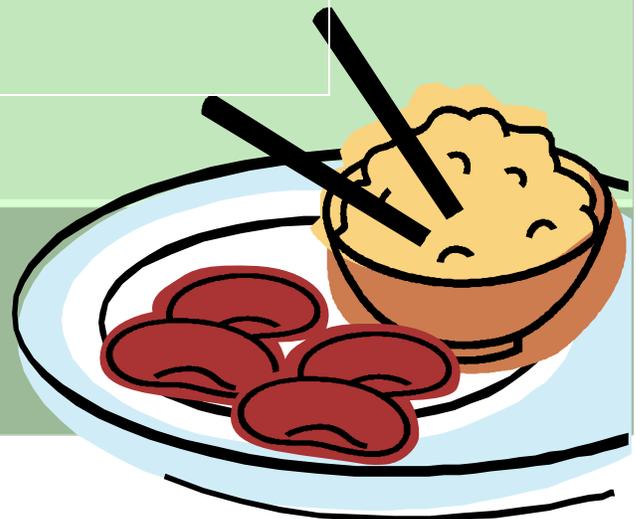
Ingredients	Directions
<ul style="list-style-type: none"><li>• 4 gelatin knox gelatin</li></ul>	1. In large bowl, stir together sugar & gelatin.
<ul style="list-style-type: none"><li>• 3 cup boiling water</li></ul>	2. Add boiling water & stir until dissolved.
<ul style="list-style-type: none"><li>• 1 cup sugar</li></ul>	3. Add rest of ingredients & mix well.
<ul style="list-style-type: none"><li>• 3 cup cold water</li></ul>	4. Pour into mould or bowls & refrigerate overnight.
<ul style="list-style-type: none"><li>• 500 mL whipping cream</li></ul>	
<ul style="list-style-type: none"><li>• 1 30 oz (796 mL) mango pulp</li></ul>	

STUDENT RECORDS

### CORN AND PORK RIBS SOUP

RAYMOND YU - TRANSCRIPTS

Ingredients	Directions
<ul style="list-style-type: none"><li>• 600g pork ribs</li></ul>	1. Blanch pork ribs in boiling water then remove.
<ul style="list-style-type: none"><li>• 300g sugar cane</li></ul>	2. Rinse well and set aside.
<ul style="list-style-type: none"><li>• 2 corn cobs</li></ul>	3. Peel and cut sugar cane into pieces. Rinse corn cobs and cut across into pieces. Peel carrots, Rinse and cut into pieces. - Peel water chestnut, rinse and set aside.
<ul style="list-style-type: none"><li>• 2 carrots</li></ul>	4. Pour 1600ml water into pot and bring to boil. Add all ingredients and bring to boil over high heat. Turn to low heat and simmer for 2.5 hours until soup turns light yellow. Turned off heat and ready to serve.
<ul style="list-style-type: none"><li>• 15 water chestnuts</li></ul>	
<ul style="list-style-type: none"><li>• 1600ml water</li></ul>	



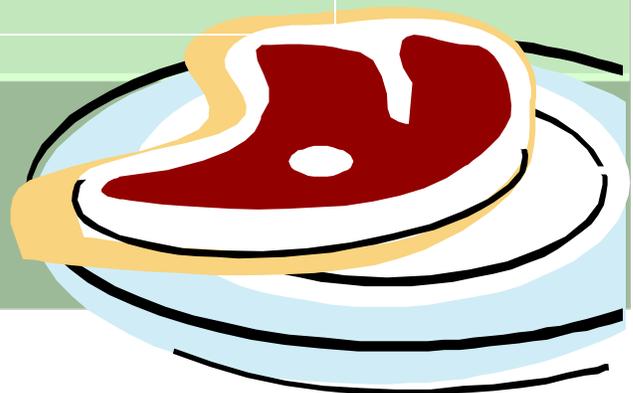
**CREAM CHEESE FILLED BANANA BREAD**  
**KIM NGUYEN - RECORDS SUPPORT**

Ingredients	Directions
<b>Bread</b>	<b>Cream Cheese Filling</b>
<ul style="list-style-type: none"> <li>• 2 to 3 medium very ripe bananas, peeled (about 1 ¼ to 1 ½ cups mashed)</li> <li>• 1/3 cup butter, unsalted or salted, melted</li> <li>• ½ teaspoon baking soda</li> <li>• 1 pinch salt</li> <li>• ¾ cup sugar (½ cup if you would like it less sweet, 1 cup if more sweet)</li> <li>• 1 large egg, beaten</li> <li>• 1 teaspoon vanilla extract</li> <li>• 1 ½ cups all-purpose flour</li> </ul>	<ol style="list-style-type: none"> <li>1. In a large bowl, add all ingredients using a hand mixer to combine. Alternatively, whisk by hand.</li> <li>2. Set aside.</li> </ol>
<b>Cream Cheese Filling</b>	<b>Banana Bread</b>
<ul style="list-style-type: none"> <li>• 1 large egg</li> <li>• 4 ounces softened brick-style cream cheese (lite is okay)</li> <li>• ¼ cup granulated sugar</li> <li>• 3 tablespoons all-purpose flour</li> </ul>	<ol style="list-style-type: none"> <li>1. Preheat the oven to 350°F, and butter a 4x8-inch loaf pan.</li> <li>2. In a mixing bowl, mash the ripe bananas with a fork until completely smooth. Stir the melted butter into the mashed bananas.</li> <li>3. Mix in the baking soda and salt. Stir in the sugar, beaten egg, and vanilla extract. Sift and mix in the flour.</li> <li>4. Pour half the banana bread batter into your prepared loaf pan.</li> <li>5. Evenly pour cream cheese filling mixture over the bread, smoothing the top lightly with a spatula and pushing it into corners and sides as necessary.</li> <li>6. Top with remaining banana bread batter, smoothing the top very lightly with a spatula as to not disturb cream cheese layer and pushing batter into corners and sides as necessary.</li> <li>7. Bake for 1 hour at 350°F, or until a toothpick or wooden skewer inserted into the center comes out clean.</li> <li>8. Remove from oven and let cool in the pan for a few minutes. Then remove the banana bread from the pan and let cool completely before serving. Slice and serve.</li> </ol> <p>** This recipe can be made without the cream cheese filling, follow the instructions as is and omit cream cheese filling **</p>

STUDENT  
RECORDS

**CHRISTMAS BREAKFAST CLASSIC**  
**BRENDA ROOKE - GRADUATION COORDINATOR**

Ingredients	Directions
<ul style="list-style-type: none"> <li>• Slices of bread (crusts removed)</li> <li>• Ham (small cubes) or bacon</li> <li>• Cheddar Cheese (shredded)</li> <li>• Green Pepper (chopped)</li> <li>• Onion (chopped)</li> <li>• 6 large eggs</li> <li>• 3 cups milk</li> <li>• 1 tsp Worcestershire sauce</li> <li>• Melted butter</li> <li>• Crushed Cornflakes</li> <li>• 9x13 pan or Pyrex dish</li> </ul>	<ol style="list-style-type: none"> <li>1. In greased 9x13 pan, layer of bread slices along the bottom, then ham/bacon, pepper, onions, cheese, then a top layer of bread.</li> <li>2. Beat together eggs, milk, Worcestershire sauce</li> <li>3. Pour over and soak 8 hours, or overnight. (Cover carefully with plastic film.)</li> <li>4. When ready to bake, prepare crushed cornflake topping with melted butter, spread over egg soaked bread.</li> <li>5. Bake at 350 F for 1 hour.</li> </ol>



**VERY BERRY PAVLOVA**  
**ALICE JONG - TEAM LEAD**

Ingredients and materials	Directions
<ul style="list-style-type: none"> <li>• Clear pie dish (preferably for serving too! Otherwise any 1 &amp; ½ inch pan will also work!)</li> <li>• Wax paper</li> <li>• whisk/ electric mixer</li> <li>• large bowl</li> <li>• plastic flat spatula</li> <li>• Butter/ margarine (to grease pan)</li> <li>• 4 egg whites</li> <li>• 16 - 18 tbl spoons berry sugar (extra fine granulated)</li> <li>• 1 tsp vanilla extract</li> <li>• 1 tsp lemon juice</li> <li>• 1 tsp corn starch</li> <li>• 1 &amp; ½ pound strawberries (or any other berries you'd like to mix or substitute! Try kiwi for a change!)</li> <li>• 250 ml of whip cream</li> </ul>	<p><b>Pavlova Meringue</b>            It's best to make a day ahead to allow time for meringue to set</p> <ol style="list-style-type: none"> <li>1. Preheat oven between 300 - 325 degrees</li> <li>2. cut out wax paper the circumference of pie dish</li> <li>3. Grease both sides of wax paper with butter/ margarine &amp; place in dish</li> <li>4. Beat 4 egg whites with whisk/ electric mixer until stiff peaks can be made (if you shake it or turn it upside down the meringue should not come out)</li> <li>5. Add 8 tbl spoons berry sugar (extra fine granulated), 1 tbl spoon at a time, whisk after every tbl spoon</li> <li>6. Whisk again until stiff</li> <li>7. Add 1 tsp of vanilla extract, 1 tsp of corn starch, 1 tsp of lemon juice</li> <li>8. Fold the 3 ingredients in</li> <li>9. Once folded put in pie dish &amp; flatten evenly in dish</li> <li>10. bake in preheated oven between 300-325 degrees</li> <li>11. Bake for 40-45 min or until brown</li> <li>12. Pull out of oven let cool to room temperature &amp; refrigerate (best to make meringue 1 day before or morning before to allow the meringue to set)</li> </ol> <p><b>Pavlova Topping</b></p> <ol style="list-style-type: none"> <li>1. Evenly slice strawberries (1pd &amp; 1/2 approx) &amp;/or other fruit</li> <li>2. Reserve a handful of strawberries to be used to decorate the top</li> <li>3. Whip the whip cream &amp; add 8-10 tbl of sugar &amp; keep whisking but do not overbeat or it will turn into butter</li> <li>4. Throw in sliced strawberries &amp; fold together</li> <li>5. Smooth down the meringue</li> <li>6. Top the meringue with the whipped cream &amp; strawberry mix</li> <li>7. Arrange artfully the reserved strawberries on top</li> <li>8. Refrigerate until serving and enjoy!</li> </ol>

STUDENT  
 RECORDS



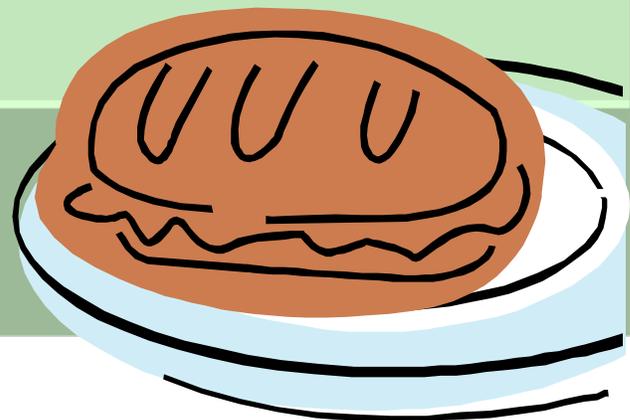
# SCHEDULING



## ALMOND ROCA ODESSA CORLETTO - CHANGE MANAGEMENT ANALYST

Ingredients and materials	Directions
<ul style="list-style-type: none"> <li>• 7x11 or 9x12 pan (using the larger size pan will make the almond roca thinner)</li> </ul>	<ol style="list-style-type: none"> <li>1. Butter a 7x11 inch pan and sprinkle the bottom with 1 cup of toasted almonds. Reserve the rest for later.</li> </ol>
<ul style="list-style-type: none"> <li>• Heavy sauce pan</li> </ul>	<ol style="list-style-type: none"> <li>2. In a heavy sauce pan at medium high heat melt the butter and add the brown sugar. Stir constantly until the mixture reaches a gentle boil. Reduce heat to medium or medium-low and continue to stir constantly until the mixture reaches 300 degrees (this should take about 12 minutes). The mixture should not go above 310 degrees.</li> </ol>
<ul style="list-style-type: none"> <li>• Instant read or candy thermometer</li> </ul>	<ol style="list-style-type: none"> <li>3. Once the mixture has reached 300 degrees remove it from the heat and pour into the pan on top of the almonds.</li> </ol>
<ul style="list-style-type: none"> <li>• 1.5 cups of chopped toasted almonds (salted preferred)</li> </ul>	<ol style="list-style-type: none"> <li>4. Place chocolate chips on top of the mixture to make an even layer of chocolate that covers the pan. The chocolate will melt due to the heat of the candy mixture. If you like, you can spread the chocolate while it is still warm to even it out.</li> </ol>
<ul style="list-style-type: none"> <li>• 1 cup of packed light brown sugar</li> </ul>	<ol style="list-style-type: none"> <li>5. Sprinkle the remaining chopped almonds on top of the chocolate.</li> </ol>
<ul style="list-style-type: none"> <li>• 1 cup of salted butter</li> </ul>	<ol style="list-style-type: none"> <li>6. Allow to cool completely and then break apart into pieces. Store at room temperature in a covered container for up to a week.</li> </ol>
<ul style="list-style-type: none"> <li>• 2 cups chocolate chips (milk chocolate preferred)</li> </ul>	<p><b>Tips:</b> Candy does not like humidity, so it is best to make this recipe on a dry day.</p>

SCHEDULING



**COPYCAT STARBUCKS CRANBERRY BLISS BARS**  
**VICTORIA LIU - SCHEDULING ANALYST**

Ingredients	Directions
<b>Bars</b>	<ol style="list-style-type: none"> <li>1. Preheat oven to 350 degrees F. Line a 15x10 or 13x9 inch jelly roll pan or rimmed cookie sheet with parchment paper.</li> <li>2. Beat together melted butter and brown sugar over medium speed with an electric mixer. Add in eggs, 1 tsp orange extract, and 1 tsp vanilla extract and beat until mixed well. Add in ground ginger, baking powder, salt, and flour, beating until just blended. Don't overmix.</li> <li>3. Stir in white chocolate chips and Craisins by hand. Spread evenly into the bottom of prepared pan. Bake in preheated oven for 18-22 minutes until set and golden brown at the edges. Don't overbake or bars will be hard. Remove from oven and place pan on a wire rack to cool. Allow bars to cool completely before topping with frosting.</li> <li>4. To make the frosting, beat cream cheese and powdered sugar together with an electric mixer until smooth and creamy. Add 1/2 tsp orange extract and 1/2 tsp vanilla extract and mix well. Top cooled bars with frosting. Sprinkle with chopped Craisins and drizzle white chocolate over the top with a fork. I dip my fork into the chocolate then shake it gently over the top of the bars to create little streaks. You can either slice right away and enjoy, or place the bars in the refrigerator for about an hour (what I like to do) to help them set up before cutting. Cut into triangles and enjoy!</li> </ol>
• 1 cup (2 sticks) butter, melted	
• 1 ½ cups packed brown sugar	
• 2 eggs	
• 1 teaspoon orange extract	
• 1 teaspoon vanilla extract	
• ½ teaspoon ground ginger	
• 1 teaspoon baking powder	
• ½ teaspoon salt	
• 2 cups all-purpose flour	
• 1 cup white chocolate chips	
• ¾ cup Craisins	
<b>Frosting and Topping</b>	
• 8 oz. cream cheese, softened	
• 1 ½ cups powdered sugar	
• ½ teaspoon orange extract	
• ½ teaspoon vanilla extract	
• 1/3 cup Craisins, roughly chopped	
• 2 squares baking chocolate or almond bark, melted	

**HERRENCREME**  
**BRIGITTE PRIEBE - SCHEDULING ANALYST**

Ingredients	Directions
• 1 cup rum	<ol style="list-style-type: none"> <li>1. Mix the grated chocolate and rum with the vanilla custard and then fold in the whipped cream.</li> <li>2. Distribute the mixture among 6-7 1/2 cup containers.</li> <li>3. Sprinkle some cacao powder on top for decoration.</li> <li>4. Chill and serve cold.</li> </ol>
• 4 oz chocolate (dark chocolate, grated)	
• 1 cup cream (whipped)	
• 2 ½ cup custard (sweet vanilla custard)	

SCHEDULING



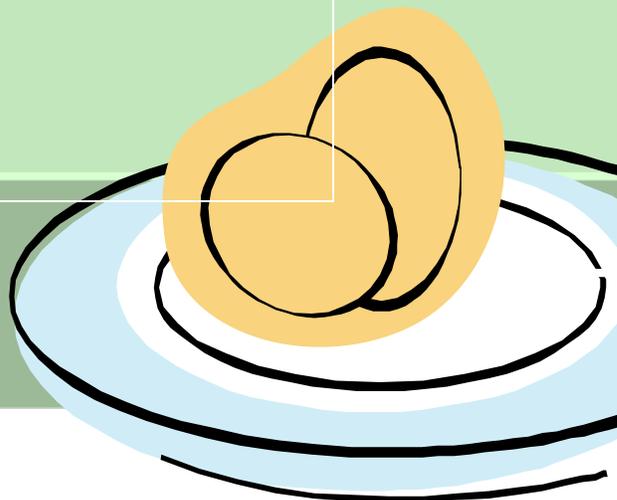
**CRANBERRY PISTACHIO BISCOTTI**  
**ELLEN LUU - SCHEDULING MANAGER**

Ingredients (Makes 20 - 24 biscotti)	Directions
<ul style="list-style-type: none"> <li>• 2/3 cup (135 grams) granulated white sugar</li> <li>• 2 large eggs</li> <li>• 1 teaspoon pure vanilla extract</li> <li>• 1 teaspoon baking powder</li> <li>• ¼ teaspoon salt</li> <li>• 1 ¾ cups (230 grams) all-purpose flour</li> <li>• ½ cup (60 grams) shelled, unsalted pistachios, coarsely chopped</li> <li>• ½ cup (75 grams) dried cranberries or cherries</li> </ul>	<ol style="list-style-type: none"> <li>1. Preheat oven to 350 degrees F (177 degrees C) and place the oven rack in the center of the oven. Line a baking sheet with parchment paper.</li> <li>2. In the bowl of your electric mixer (or with a hand mixer), beat the sugar and eggs on high speed until thick, pale, and fluffy (about 3-5 minutes). At this point beat in the vanilla extract. In a separate bowl, whisk together the flour, baking powder and salt. Add to the egg mixture and beat until combined. Fold in the chopped pistachios and cranberries.</li> <li>3. Transfer the dough to a well floured counter and roll into a log shape, about 12 inches (30 cm) long and 3 1/2 inches (9 cm) wide. You may have to flour your hands to form the log as the dough is quite sticky. Place the log on the baking sheet and bake for about 25 minutes or until firm to the touch. Remove from oven and let cool on a wire rack for about 10 minutes.</li> <li>4. Reduce oven temperature to 325 degrees F (165 degrees C). Transfer the log to a cutting board and cut into about 1/2 inch (1.25 cm) slices, on the diagonal. Place the biscotti, cut side down, on the baking sheet. Bake for about 8-10 minutes, turn slices over, and bake for another 8-10 minutes or until golden brown. Remove from oven and let cool. Can be stored in an airtight container for several weeks.</li> </ol>

**GUMBO**  
**RYAN LAI - SCHEDULING COORDINATOR**

Ingredients	Directions
<ul style="list-style-type: none"> <li>• 1 pound skinless chicken thighs</li> <li>• kosher salt, to taste</li> <li>• 2 ½ ounces all-purpose flour</li> <li>• 1 teaspoon freshly ground black pepper, plus more to taste</li> <li>• ½ cup + 1 tablespoon grapeseed oil</li> <li>• 6 garlic cloves, minced</li> <li>• 2 ribs celery, diced</li> <li>• 1 jalapeño, seeded and minced</li> <li>• 1 small green bell pepper, diced</li> <li>• 1 small yellow onion, diced</li> <li>• 1 cup amber-style beer</li> <li>• 4 cups chicken stock</li> <li>• 1 teaspoon fresh thyme</li> <li>• 4 bay leaves</li> <li>• 1 pound andouille sausage, cut into ¼-inch coins</li> <li>• cayenne pepper, to taste</li> <li>• cooked white rice, for serving</li> <li>• sliced scallions, for serving</li> </ul>	<ol style="list-style-type: none"> <li>1. Season the chicken with salt, black pepper, and one tablespoon of grapeseed oil. Broil it until slightly charred and golden, about 10 minutes, and set aside.</li> <li>2. Heat a thick bottomed 4-quart Dutch oven over medium. Add the remaining oil and flour and, using a whisk, stir constantly, taking care not to allow any to splash and burn you, until the roux has turned dark brown (the color of a bar of Hershey's chocolate is about right), about 25 minutes.</li> <li>3. Add the garlic, celery, jalapeño, bell pepper, and onion and cook for one minute. Add the beer to deglaze, then add the stock, thyme, bay leaves, and 1 teaspoon black pepper. Stir slowly and continuously until the gumbo is back to a simmer, then add the chicken thighs and the sausage. Bring to a simmer and cover. Cook, stirring occasionally, for 3 hours. Gumbo should thicken but not like gravy. Season with cayenne and serve with cooked rice. Top with scallions and enjoy.</li> </ol>

SCHEDULING



## BROWN BUTTER AND TOFFEE CHOCOLATE CHIP COOKIES

RACHEL TANG - SCHEDULING ANALYST

Ingredients	Directions
<ul style="list-style-type: none"><li>• 1 cup (2 sticks; 227 g) unsalted butter</li></ul>	<ul style="list-style-type: none"><li>• 1. Place a rack in middle of oven. Preheat oven to 375°.</li><li>• 2. Cook butter in a medium saucepan over medium heat, stirring often, until it foams, then browns, 5–8 minutes. Scrape into a large bowl and let cool slightly, until cool enough to touch (like the temperature of a warm bath), about 10 minutes.</li><li>• 3. Meanwhile, whisk flour, baking soda, and kosher salt in a medium bowl.</li><li>• 4. Add brown sugar and granulated sugar to browned butter. Using an electric mixer on medium speed, beat until incorporated, about 1 minute. Add eggs and vanilla, increase mixer speed to medium-high, and beat until mixture lightens and begins to thicken, about 1 minute. Reduce mixer speed to low; add dry ingredients and beat just to combine. Mix in toffee pieces and chocolate wafers with a wooden spoon or rubber spatula. Let dough sit at room temperature at least 30 minutes to allow flour to hydrate. Dough will look very loose at first, but will thicken as it sits.</li><li>• 5. Using a 1-oz. ice cream scoop, portion out balls of dough and place on a parchment-lined baking sheet, spacing about 3" apart (you can also form dough into ping pong-sized balls with your hands). Do not flatten; cookies will spread as they bake. Sprinkle with sea salt.</li><li>• 6. Bake cookies until edges are golden brown and firm but centers are still soft, 9–11 minutes. Let cool on baking sheets 10 minutes, then transfer to a wire rack and let cool completely. Repeat with remaining dough and a fresh parchment-lined cooled baking sheet.</li></ul>
<ul style="list-style-type: none"><li>• 2 cups (250 g) all-purpose flour</li></ul>	
<ul style="list-style-type: none"><li>• 1 teaspoon baking soda</li></ul>	
<ul style="list-style-type: none"><li>• ¾ teaspoon kosher salt</li></ul>	
<ul style="list-style-type: none"><li>• 1 cup (packed; 215 g) dark brown sugar</li></ul>	
<ul style="list-style-type: none"><li>• ½ cup (73 g) granulated sugar</li></ul>	
<ul style="list-style-type: none"><li>• 2 large eggs, room temperature</li></ul>	
<ul style="list-style-type: none"><li>• 2 teaspoons vanilla extract</li></ul>	
<ul style="list-style-type: none"><li>• 2 1.4-oz. (80 g total) chocolate toffee bars (preferably Skor), chopped into ¼-inch pieces</li></ul>	
<ul style="list-style-type: none"><li>• 1½ cups (216 g) chocolate wafers (disks; preferably 72% cacao)</li></ul>	
<ul style="list-style-type: none"><li>• Flaky sea salt</li></ul>	

SCHEDULING



# SYSTEMS MANAGEMENT



## CHRISTMAS FRENCH TOAST CASSEROLE REJIV MENON - STUDENT SYSTEMS COORDINATOR

Ingredients	Directions
<b>For the casserole</b>	<ol style="list-style-type: none"> <li>Slice the bread into 1-inch slices and then cut them into 1-inch cubes.</li> <li>Layer the bread and pecans in a baking dish: Lightly grease a 2-quart (if you want thicker slices) with cooking spray or butter. Add enough bread cubes to cover the bottom. Sprinkle a few tablespoons of pecans on top. Continue layering the bread chunks and pecans.</li> <li>Prepare and add the custard: In a small bowl, whisk the eggs together. Add the milk, heavy cream, sugar, 1/2 teaspoon of cinnamon, and salt, and mix well. Pour the egg and milk mixture evenly over all the bread chunks. Using a measuring cup to pour the mixture would be really helpful.</li> <li>Cover the casserole and keep it refrigerated overnight.</li> <li>Preheat the oven to 375F (190C). Place an oven rack in the center position.</li> <li>Drizzle with topping: In another bowl, mix the melted butter with the brown sugar, 1 teaspoon cinnamon, and a pinch of salt. Using a spoon, drizzle the mixture evenly over all the bread chunks</li> <li>Bake the casserole for 35 to 45 minutes. I baked mine for about 35 minutes. Leave the casserole in the oven longer if you want the chunks of bread on the top to be more brown and crunchier.</li> <li>Remove the casserole from the oven and let it cool for about 10 minutes before serving. Sprinkle dried cranberries and dust powdered sugar on top, if you like.</li> </ol>
• 1 large French Loaf	
• ½ cup chopped pecans	
• 5 large eggs( 3 whole eggs and 2 yolks only)	
• 1 cup whole milk	
• ½ cup heavy cream	
• ¼ cup granulated sugar	
• ½ teaspoons ground cinnamon	
• ¼ teaspoon salt	
• ¼ cup dried cranberries	
<b>For the topping</b>	
• 4 tablespoons unsalted butter, melted	
• 3 tablespoons brown sugar	
• 1 teaspoon ground cinnamon	
• Pinch of salt	

SYSTEMS  
MANAGEMENT



**SHORT RIB BOURGUIGNON**  
**JASON KWOK - ASSOCIATE DIRECTOR**

Ingredients	Directions
<ul style="list-style-type: none"> <li>• 2 Strips of Bacon, Roughly Chopped</li> </ul>	1. Preheat Oven to 350°F.
<ul style="list-style-type: none"> <li>• 1.2 Kg Short Ribs, cut into large cubes (I use the Costco Pack of Boneless Short Ribs)</li> </ul>	2. In a large dutch oven, sauté the bacon until crisp and brown over medium heat. Set aside after cooking in a small bowl.
<ul style="list-style-type: none"> <li>• 2 Large Carrot, Thick Slices</li> </ul>	3. Using the same dutch oven and remaining oil, sear shortrib until golden brown on all sides. Set shortribs aside after searing.
<ul style="list-style-type: none"> <li>• 1 Large Onion, Diced</li> </ul>	4. Again, using the same dutch oven and remaining oil, sauté the carrots and onions until softened. Return the bacon, shortribs, and add the garlic back into the pot.
<ul style="list-style-type: none"> <li>• 3 cloves Garlic, minced</li> </ul>	Season with salt/pepper and sprinkle flour over all the ingredients (this will help to thicken the sauce as it cooks!).
<ul style="list-style-type: none"> <li>• 2 Tbl spoon Flour</li> </ul>	Make sure to mix all the ingredients well.
<ul style="list-style-type: none"> <li>• 3 Cups of Red Wine</li> </ul>	5. Add wine and stock until meat is barely covered. Add Tomato Paste and Bay Leaves.
<ul style="list-style-type: none"> <li>• 3 Cups of Stock (Beef preferred)</li> </ul>	6. Cover and transfer to oven. Simmer for 2-3 hours or until meat is fall-apart tender.
<ul style="list-style-type: none"> <li>• 2 Tbl spoon Tomato Paste</li> </ul>	7. When shortribs are nearly done, sauté mushrooms with oil or butter. Season as desired with salt/pepper. Once they are browned, set aside.
<ul style="list-style-type: none"> <li>• 2 Bay leaves</li> </ul>	8. As soon as the shortribs are ready, separate out the liquid/sauce from the ingredients with a colander or strainer. Mix the shortribs, bacon and vegetable with the mushrooms and set aside.
<ul style="list-style-type: none"> <li>• 1 Pound of Mushrooms, quartered/halved</li> </ul>	9. In a sauce pan, take the remaining liquid/sauce and reduce until desired consistency. Usually, thick enough to coat the back of a spoon lightly. Taste for seasoning. Add stock if sauce becomes too thick.
	10. When ready to serve, pour sauce over the shortribs, bacon, vegetable and mushrooms.
	11. Enjoy!

SYSTEMS  
MANAGEMENT



**KRISTINA'S CRAZY GOOD CHRISTMAS COOKIES**  
**KRISTINA SHEN - SYSTEMS COORDINATOR**

Ingredients (24 cookies)	Directions
• 1 ¼ cups all-purpose flour	1. Whisk the flour, baking soda, and salt together. Set aside.
• ½ tsp baking soda	2. Using a hand mixer or a stand mixer fitted with paddle attachment, beat the butter for 1 minute on high speed until creamy. On medium-high speed, beat in ¼ cup of
• ¼ tsp salt	granulated sugar and the ½ cup of brown sugar until completely creamed and smooth, about 2 minutes. Add the
• ½ cup unsalted butter, softened to room temperature	egg and beat on high until combined, about 1 minute. Scrape down the sides and bottom of the bowl as needed. Add the
• ¼ cup granulated sugar	peanut butter and vanilla extract and mix on high until combined.
• ½ cup packed light brown sugar	3. Add the dry ingredients to the wet ingredients and mix on low until combined. Cover and chill the dough for at least 30
• 1 large egg, at room temperature	minutes in the refrigerator (and up to 1 day). If chilling for longer than a few hours, though, allow to sit at room
• ¾ cup creamy peanut butter	temperature for at least 30 minutes before rolling and baking because the dough will be quite hard and the cookies may not
• 1 tsp pure vanilla extract	spread much.
<b>Coating</b>	4. Preheat oven to 350°F (177°C). Line two large baking sheets with parchment paper or silicone baking mats. Set aside.
• ½ cup coloured sugar (¼ cup red and green each for Christmas!)	5. Roll & Coat the Dough: Scoop and roll cookie dough, about 1 Tablespoon of dough each. Roll each ball in the ½ cup of
	sugar (or sanding sugar) and arrange on the baking sheet about 2 inches apart. Bake for 10 minutes or until the tops
	begin to slightly crack. Remove cookies from the oven and allow to cool for 10 minutes.
	6. Enjoy your festive cheer!

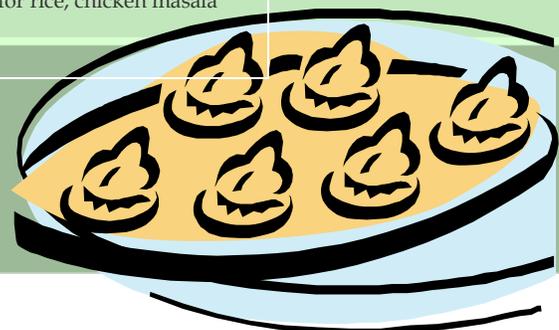
SYSTEMS  
MANAGEMENT



**HYDERABADI CHICKEN DUM BIRYANI**  
**SAHIR MOOSVI - BUSINESS DATA ANALYST**

Ingredients	Directions
<p><b>Making spice powder-To roast and grind</b></p> <ul style="list-style-type: none"> <li>• Coriander seeds- 3 tsp</li> <li>• Fennel seeds- 1 tsp</li> <li>• Whole black peppercorns- 2 tsp</li> <li>• Whole cloves- 8</li> <li>• Whole cardamom- 15</li> <li>• Nutmeg powder- ½ tsp (or add 1 small whole nutmeg)</li> <li>• Dried bay leaves- 2</li> <li>• Mace powder- ½ tsp (or add 1 small whole mace)</li> <li>• Star Anise- 2</li> <li>• Whole black cardamom- 2</li> </ul> <p>Whole cinnamon sticks, 1 inch slice- 10 slices</p>	<ol style="list-style-type: none"> <li>1. First, let's roast the whole spices and grind them into a fine powder.</li> <li>2. Place a pan over medium heat, add all the whole spices mentioned 'to roast and grind' (if using ground nutmeg and mace, add that after roasting the whole spices, else they will burn) let roast for a few minutes till they turn aromatic. Be careful to not to brown the whole spices.</li> <li>3. Let cool down for a few minutes, grind to a fine powder. Keep aside.</li> <li>4. This recipe will yield around 3 to 4 tbsp spice powder- store the remaining spice powder in an air tight container- can be used for making chicken/mutton or beef curries.</li> <li>5. I highly recommend using homemade fried onion for better taste and flavor. Don't skip adding fried onions.</li> <li>6. Fry 5 onions sliced thin in oil. Use 2 of the fried onion for marinating the chicken. Remaining 3 fried onions while layering.</li> <li>7. Save the oil used for frying onions.</li> <li>8. Soak basmati rice in water for 30 minutes.</li> <li>9. Into a large bowl, add all the ingredients mentioned 'for marinating chicken'. Combine well and marinate for 2 hours.</li> <li>10. Place a large non-stick pan over medium heat, add 5 tbsp of oil used for frying onions- this oil has a lot of flavor.</li> <li>11. Add the marinated chicken mix, combine well and cook for a few minutes. After that, close the pan with its lid and cook covered till chicken has almost done- about 90% cooked. Do not over cook the chicken.</li> <li>12. Drain the soaked basmati rice taken in a sieve and rinse under running water.</li> <li>13. Add the soaked rice to a large saucepan.</li> <li>14. Add all the above mentioned spices for cooking rice along with 6 cups water.</li> <li>15. Cook for 15 minutes till the rice has cooked 90%, do not over cook the rice.</li> <li>16. Drain the water and keep the cooked rice aside.</li> </ol>
<p><b>For marinating chicken</b></p> <ul style="list-style-type: none"> <li>• Chicken, bone-in pieces or legs- 14</li> <li>• Ginger-Garlic paste- 2 tbsp</li> <li>• Green chilies, crushed- 2</li> <li>• Prepared Spice powder- 1 tbsp</li> <li>• Cardamom powder- ½ tsp</li> <li>• Red Chili powder- 1 tsp</li> <li>• Turmeric powder- ½ tsp</li> <li>• Fried Onion- 2 fried onion (fry 2 onions sliced thin in oil) (Must add)</li> <li>• Mint leaves, chopped- 10 leaves</li> <li>• Cilantro or Coriander leaves, chopped- ¼ cup</li> <li>• Yogurt- 1½ cups</li> <li>• Lemon juice- 1 tbsp</li> <li>• Salt- 1½ tsp</li> </ul>	<p><b>Layering chicken masala and rice and dum cooking biryani</b></p> <ol style="list-style-type: none"> <li>1. I used the same wide pan used for cooking the chicken- transfer the cooked chicken masala to a large bowl and clean the pan well.</li> <li>2. Spread 1 tbsp of melted ghee on the pan.</li> <li>3. Layer the cooked rice as the first layer.</li> <li>4. Second layer: Chicken masala</li> <li>5. Third layer: spread fried onions, cashew nuts, cilantro, mint and drizzle some saffron milk. Spread ¼ tsp spice powder over the rice. Drizzle ½ tsp melted ghee.</li> <li>6. Again layer with rice, chicken masala and toppings. Repeat this one more time.</li> <li>7. There will be 3 layers each for rice, chicken masala and toppings.</li> </ol>
<p><b>For cooking Basmati Rice</b></p> <ul style="list-style-type: none"> <li>• Basmati Rice- 3 cups (soaked in water for 30 minutes)</li> <li>• Whole cloves- 2</li> <li>• Whole cardamom- 3</li> <li>• Whole cinnamon- 3 inch stick</li> <li>• Dried bay leaves- 2</li> <li>• Ghee- 1 tbsp</li> <li>• Salt- ¾ tsp</li> <li>• Water- 6 cups</li> </ul>	

SYSTEMS  
MANAGEMENT



**Other ingredients while layering chicken masala and rice**

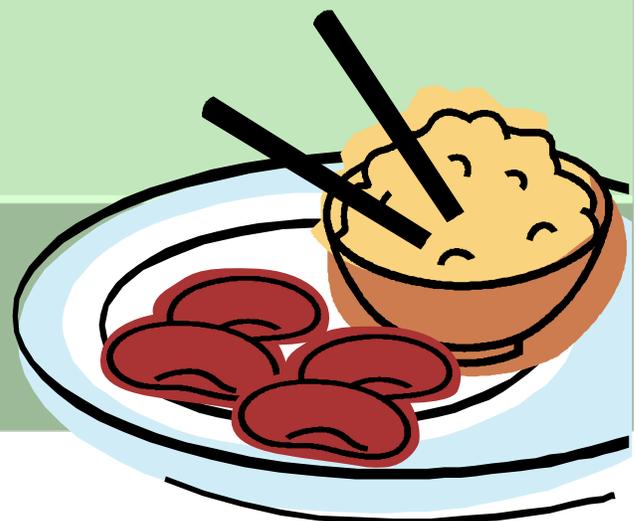
- Fried onion- 3 onions fried in oil (sliced thin)
- Saffron strands- 2 pinches soaked in 3 tbsp milk for 5 minutes
- Roasted cashew nuts- ¼ cup
- Cilantro, chopped- ¼ cup
- Mint leaves, chopped- 3 tbsp
- Prepared spice powder- ¼ tsp/layer
- Ghee- ½ tbsp/layer

8. Cover the pan with an aluminum foil and then close with its lid.
9. Place the pan over low heat and cook or keep in dum for 20 minutes.
10. After 20 minutes, remove the pan from the heat, and let rest covered for another 15 to 20 minutes.
11. Open the lid and aluminum foil. You will be seen inhaling the amazing aroma that's spreading from this biryani.
12. While serving, combine the rice and chicken masala and serve on plates.
13. This biryani can be served with raita, pappad, pickle etc.

**ALVIN'S ULTIMATE PRIME RIB RECIPE**  
**ALVIN OH - BUSINESS SOLUTIONS ANALYST, TEAM LEAD**

Ingredients and materials	Directions
<ul style="list-style-type: none"> <li>• Prime rib</li> <li>• Seasoning of your choice</li> <li>• Rimmed baking tray with a wire rack</li> <li>• Meat thermometer</li> </ul>	<p><b>3 days prior</b></p> <ol style="list-style-type: none"> <li>1. Season the prime rib with your favourite seasoning, honestly you cannot go wrong here, don't be scared of using too much salt, as the roast is so big, it's fine.</li> <li>2. Optional: Remove the bones so that it is separated from the roast, then after it is all seasoned, you can tie it back together by using butcher's twine</li> </ol> <p><b>Day of:</b></p> <ol style="list-style-type: none"> <li>3. Take out the prime rib 2 hours before you want to begin roasting (for reference, a 4-bone prime rib, will take about 6 hours to roast at 170°F in the oven)</li> <li>4. Preheat your oven to 200°F (or the lowest your oven can hold the temperature - my oven can go down as low as 170°F, so that's what I use)</li> <li>5. Put the roast on a wire rack on rimmed baking tray, insert meat thermometer</li> <li>6. Take out the prime rib when it reaches internal temp of 130°F and cover it loosely with aluminum foil - allowing the roast to rest. As the roast rests, it will continue to climb to around 135°F.</li> <li>7. When all of your guests have arrived, set your oven to broil or crank your oven to the highest temperature (500°F) and put the roast back into the oven for about 5 minutes, or however long it takes to get the crust crispy - so you'll need to keep an eye out on this. Once you're satisfied with the crust, you can take it out and slice it!</li> </ol>

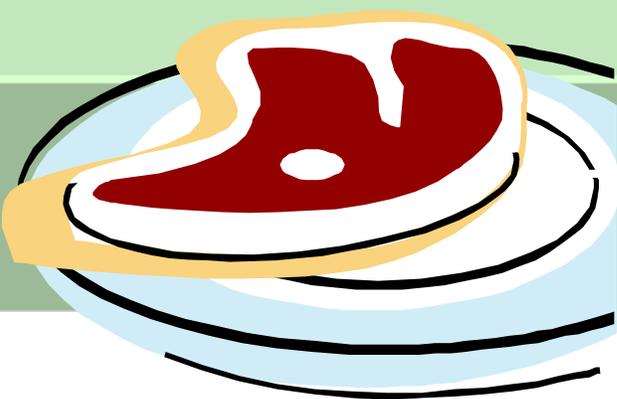
SYSTEMS  
MANAGEMENT



**ADRIAN'S FAVOURITE QUICK & EASY BLUEBERRY MUFFINS**  
**ADRIAN LEE CHUY - BUSINESS SOLUTIONS ANALYST**

Ingredients (makes 8 muffins)	Directions
• 1 ½ cups all purpose flour	<p>1. Pre-heat oven to 400°F (200°C). Line 8 muffin cups in a muffin cup baking tray. If the muffin cup baking tray has more than 8 cups, then fill the remaining cups with 2 tablespoons of water to help the muffins bake evenly or you can use more ingredients to fill all the cups in the tray.</p> <p>2. Add the flour, baking powder, ¾ cup of sugar, and sea salt into a large bowl and whisk the ingredients together.</p> <p>3. In a measuring cup or jug, add oil and the egg. Fill the measuring cup or jug with enough milk (ie. 1/3 – 1/2 cup) until the 1 cup line. Add the vanilla extract &amp; whisk the mixture.</p> <p>4. Add the milk mixture into the bowl with the dry ingredients and use a fork to combine &amp; create the muffin batter. The muffin batter should be thick but still scoopable. The batter should not be runny or dry. If the batter is a bit runny, add a bit more flour until you get thicker consistency. Add milk if it's too dry.</p> <p>5. Fold the blueberries into the muffin batter so that the blueberries are evenly distributed in the batter. Be careful not to break the blueberries while folding &amp; do not overmix the batter as it will harden pretty quickly. If you're using frozen blueberries, do not thaw the blueberries.</p> <p>6. Evenly scoop the muffin batter into the muffin liner cups on your muffin cup baking tray.</p> <p>7. Sprinkle the tablespoon of sugar evenly over the top of your muffins.</p> <p>8. Bake the muffins for 20 minutes. I personally like to bake them a bit longer (20-23 mins) as I prefer a darker, golden brown crust on top. You can check the doneness of the muffins by poking them with a toothpick to make sure you get crumbs on the toothpick, and not wet batter.</p> <p>9. Remove muffins from the oven when done.</p>
• 2 tsp baking powder	
• 1 cup blueberries (fresh or frozen)	
• 1 large chicken egg	
• ¾ cup granulated sugar plus 1 extra tablespoon to sprinkle on the muffin tops	
• 1/3 to ½ cup of milk (or non-dairy alternative)	
• ¼ tsp sea salt	
• 1 ½ tsp vanilla extract	
• 1/3 cup vegetable or canola oil	

SYSTEMS  
MANAGEMENT



**ROBBIE'S ROCK'N NANAIMO BARS**  
**ROBBIE MORRISON - ASSOCIATE REGISTRAR**

Ingredients	Directions
<b>Base</b>	<ol style="list-style-type: none"> <li>1. In a large bowl combine the graham crumbs and coconut</li> <li>2. In a medium saucepan over medium heat warm the ½ cup butter with the sugar and cocoa until the butter is melted and the sugar has dissolved. Allow to cool for a couple of minutes, then add the egg and vanilla and whisk to combine.</li> <li>3. Pour the melted mixture over the graham crumb mixture and stir until well combined. Press firmly and evenly into the 9x9 inch pan buttered and lined with parchment paper. Set aside</li> <li>4. Prepare the filling: In a stand mixer, cream the butter, icing sugar and custard powder on medium to high speed until pale in colour. Scrape down the sides of the bowl and add the hot water. Turn the mixer to medium and continue to beat until the filling is light an fluffy.</li> <li>5. Use a small spatula to spread the filling across the top of the graham crumb base smoothly and evenly. Set aside.</li> <li>6. In a double boiler, or a heat proof bowl set over a saucepan of simmering water, melt the chocolate chips and tablespoon of butter. Pour over the filling and spread evenly with the back of a spoon. Tap the pan on the countertop to help smooth the chocolate layer.</li> <li>7. Place pan in the refrigerator for at least 1 hour or until the chocolate top has set.</li> <li>8. Cut into square and enjoy!</li> </ol>
• 2 cups graham crumbs	
• 1 cup unsweetened shredded coconut	
• ½ cup butter	
• ¼ cup granulated sugar	
• ¼ cup cocoa	
• 1 large egg	
• 1 teaspoon vanilla	
<b>Filling</b>	
• ½ cup butter, room temperature	
• 1 tablespoon custard powder	
• 2 tablespoons hot water	
<b>Topping</b>	
• ½ cup chocolate chips	
• 1 tablespoon butter	

THE BOSS

