

**CAMPUS FOOD SERVICES AD-HOC COMMITTEE
MEETING MINUTES**

APRIL 17, 2018

**RFP No. 18C0001
FOOD AND/OR CONCESSION SERVICES
FOR VARIOUS CAMPUS LOCATIONS**

PRESENT: Angela Teshima – IERP
Mayra Radillo - Purchasing
Ramona Mellgoza - Purchasing
Mark B. Logan - Purchasing
Richard Crother - Theater
Christopher Rodriguez - ASCC
Phil Herrera – ASCC
Amna Jara – Student Services (Alternate)
Stephanie A. F. Barlow – Purchasing
Andrea Wittig – President’s Office
Christopher Richardson - HPEA

ABSENT: Rachel Mason – Bus. Ed./Hum./SS

I. CALL TO ORDER

The meeting was called to order at 11:02 am on April 17, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan.

Attendees were reminded to sign the attendance sheet. Amna Jara was introduced as an alternate for Elizabeth Miller.

The minutes were handed out to all members present for review and discussion. Mr. Rodriguez made a motion to approve, which was seconded by Mr. Herrera. All voting members present approved the minutes for April 3, 2018 with no changes to the draft. Ms. Jara abstained from voting on the minutes.

II. FOOD SERVICES SURVEY

Mr. Logan reminded the Committee that today’s goal is to confirm changes that were incorporated in the final draft based on previous consensus during the April 3rd meeting. Ms. Teshima reviewed the final survey draft to ensure the Committee’s approval of the survey and incorporate any changes before releasing it to the campus community. A brief discussion ensued. Mr. Logan asked the Committee if it would be acceptable for him, Ms. Teshima, and Ms. Barlow to ensure the quality of the final survey to expedite the process. The Committee had no objection.

Mr. Logan inquired of the Committee if there was any feedback from the various constituent groups regarding incentives to take the survey or if we should move forward with no incentive. Ms. Wittig replied that there should be a raffle for the students and she would ask Dr. Fierro for funding for the raffle prize. The Committee agreed that only students would be eligible for the raffle. Ms. Teshima indicated that there would need to be an additional question added to the survey to capture student contact information for the raffle; this question would be tied to the logic flow of Question 1.

Mr. Logan inquired as to which avenues of communication the Committee wanted to use to release the survey. He recalled that for the 2017 survey, Ms. Miller had sent out a campus email to students and employees. Ms. Jara indicated that she would contact Public Affairs to have the survey in the Campus Connection (student and staff versions) and she would send out a notification through OrgSync. Mr. Logan stated the Daily Falcon would also be a good avenue, in addition to the campus email. Mr. Logan reminded the Committee that it was up to each member to outreach the survey to their various constituent groups and relay the importance of the survey. Mr. Herrera mentioned the possibility of people walking the campus with iPads to entice people to take the survey. Ms. Jara responded that she could try to expedite this.

The RFP timeline was revised to reflect updated information regarding the survey. A brief discussion ensued regarding the time period where the survey would be available. The Committee decided a 2-week period would be preferable to allow for plenty of time to take the survey, send out survey reminders, and have time to troubleshoot any issues that may arise. The survey would run from April 19th through May 3rd, IERP would work on the results from May 4th through the 7th, and present the preliminary results to the Committee on May 8th. The timeline was also revised to add the May 8th meeting date.

III. FOOD SERVICES RFP

At this time, discussion on the RFP was tabled until the May 1 meeting. Mr. Logan will send out the RFP document to the Committee in Word to allow for changes. Mr. Logan briefly addressed the RFP document and indicated that the first sections to look at would be Section 2 and Section 3. He also shared that the new RFP will allow for vendors to submit proposals for the Stadium; both the home and visitor concession locations will be included.

IV. NEXT STEPS

The final survey will be released to the campus on April 19th. The Committee will begin review of the RFP document at the May 1st meeting. An additional meeting was scheduled on May 8th.

V. ITEMS FROM THE FLOOR

Mr. Logan conducted a round-the-room update where Ms. Wittig shared that Dr. Fierro had approved a raffle prize up to \$100. Ms. Teshima inquired of the Committee as to how detailed they wanted the survey results report to be. She indicated that if a detailed report was desired, that it would take longer to generate. The suggestion was to provide the data from the survey at the May 8th meeting, with a detailed report to follow at the May 15th meeting. Mr. Logan reminded the Committee that we will need the survey results information for the future RFP and to generate an informational board item in July.

VI. NEXT MEETING

The next meeting will be May 1, 2018 in LC-51 at 11:00 am.

VII. ADJOURNMENT

The meeting was adjourned at 12:00 pm.