

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

MAY 15, 2018

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

PRESENT: Stephanie A. F. Barlow - Purchasing	Elizabeth Miller – Student Services
Christopher Rodriguez – ASCC	Andrea Wittig – President’s Office
Mayra Radillo - Purchasing	Phil Herrera – ASCC
Ramona Mellgoza – Purchasing	Rachel Mason – Bus. Ed./Hum./SS
Mark B. Logan - Purchasing	Kristi Blackburn - IERP

ABSENT: Christopher Richardson - HPEA	Richard Crother – Theater
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I. CALL TO ORDER

The meeting was called to order at 11:06 am on May 15, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan. Attendees were reminded to sign the attendance sheet.

II. FOOD SERVICES SURVEY

Ms. Blackburn reviewed each survey question and the corresponding responses with the Committee. At this time, her department was still in the process of grouping similar write-in responses that were submitted; the final write-up would be provided in approximately 48 hours. She reminded the Committee that this was not a scientific survey, but a convenience based one. It was of note that most responses either supported a business or were derogatory to a business; there were also those that did not respond at all.

Mr. Logan inquired of Ms. Blackburn if the past surveys should be included in the RFP. Ms. Blackburn responded that including the 2012 survey would not be appropriate. She elaborated that there is a lot of overlap with the 2017 and 2018 surveys, which may be confusing to those reading the RFP. The Committee discussed the benefits of including both surveys; it was determined by a majority vote that both the Fall 2017 and Spring 2018 surveys should be included in the RFP because the Fall 2017 survey better reflects the students on campus.

III. FOOD SERVICES RFP

Mr. Rodriguez requested to table discussion regarding the update on SSCCC Payment Capacity Information. Mr. Herrera requested to table discussion regarding the update on wording changes for the RFP.

Ms. Mellgoza provided an update on the maintenance costs. According to Facilities, the 1% of the operating fee that is allotted barely covers the electricity/utilities cost. Facilities uses their funds, as well as some ASCC funds allotted to their department, to cover costs borne by the District. Several

Committee members expressed that the District should not be taking on vendor costs and steps need to be taken to ensure the operating fee is covering costs.

Mr. Logan indicated that the Selection Criteria can be broken down further if necessary. The Committee engaged in discussion regarding what they felt was important in terms of scoring and generated an outline of items.

IV. NEXT STEPS

Three more meeting dates will be added to continue working on the RFP. The Committee will be meeting on May 29, June 12, and June 26 at 11:00 am; Ms. Barlow will reserve the meeting location.

Mr. Logan briefly mentioned an email he received from Culinary Arts requesting the first right of refusal for catering of events on campus.

Mr. Logan informed the Committee that the kettle corn vendor had been served a cease and desist letter. The vendor was informed that the structure at the Stadium must be torn down by May 15, or it is subject to removal by the District.

V. ITEMS FROM THE FLOOR

Ms. Wittig inquired if an estimate on the maintenance costs could be provided.

VI. NEXT MEETING

The next meeting will be May 29, 2018 in LC-51 at 11:00 am.

VII. ADJOURNMENT

The meeting was adjourned at 12:35 pm.