

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

DRAFT

JUNE 26, 2018

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

PRESENT: Mark B. Logan - Purchasing Elizabeth Miller – Student Services
Stephanie A. F. Barlow - Purchasing Phil Herrera – ASCC
Sandy Marks – Health Occ. (Alternate) Andrea Wittig – President’s Office
Dennis Osorio – ASCC (Alternate)

ABSENT: Richard Crother - Theater Mayra Radillo - Purchasing
Rachel Mason – Bus. Ed./Hum./SS Ramona Mellgoza – Purchasing
Christopher Richardson - HPEDA

I. CALL TO ORDER

The meeting was called to order at 11:10 am on June 26, 2018 in the Learning Resource Center, Room 51 by Mark B. Logan. Attendees were reminded to sign the attendance sheet.

The minutes were handed out to all members present for review and discussion. Mr. Herrera made a motion to approve, which was seconded by Ms. Miller. The minutes were approved with three abstentions.

II. FOOD SERVICES RFP

Ms. Marks pointed out some inaccuracies in the Health Occupations accreditation information in the RFP which will need to be updated. Other updates in the RFP document include: update to the RFP timeline, addition of Section 1.3, Section 1.4 will be updated once the information is available, Section 1.8 now links to the Academic Calendar, Section 1.9 links to the Facts at a Glance, and Concession photos are still in process. Ms. Marks inquired if the numbers in Section 1.3 indicate students or classes, as these figures could possibly overstate the number of students in online classes. There was brief discussion as to whether Section 1.3 should remain or be removed from the RFP. The Committee consensus was to remove Section 1.3, and amend one line in Section 1.2.

The updated full timeline and final draft of the Scoring Matrix was disbursed to the Committee members. Mr. Logan also disbursed an article Ms. Wittig located regarding EBT offered at CSULB’s Corner Market convenience store. He reminded the Committee that EBT will be kept in the RFP as optional; as stated in a previous meeting the Food Insecurity Task Force would be best equipped to research payment options moving forward. Mr. Logan also shared that he has received some reluctance from vendors at pre-proposal meetings when EBT is mentioned, and shared a photo he took of a local fast-food restaurant indicating they accept EBT. Mr. Logan requested that if

Committee members see local area restaurants that accept EBT, to take a photo and send them to him.

III. NEXT STEPS

The Purchasing Department has an informational Board item on the July agenda. The RFP is scheduled for release in August. Mr. Logan will send a notice to all campus stakeholder groups requesting members for the RFP Evaluation Committee. Ms. Marks asked for clarification regarding the committee structure. Mr. Logan explained that it is an evaluation committee comprised of members from all campus groups specific to this RFP only; members include the End User, Management representative, Student representatives, Confidential representative, Classified representative, Faculty representative, and Mr. Logan serves as a facilitator in a non-voting capacity.

Mr. Logan also thanked all the Committee members for their service and expressed his appreciation for their assistance in generating the RFP document, timeline, and scoring matrix. He also requested that if anyone had any suggestions to improve the process, to please send the suggestions to him.

IV. ITEMS FROM THE FLOOR

Ms. Miller mentioned that she had spoken to the food vendors and requested that they be open on July 5 as the District is open. She asked everyone to let others know that if they are eating out that day, to please patronize the vendors on campus.

Mr. Herrera mentioned that he has shown support for this RFP at the Board level. He also indicated that he would like to be a part of the Evaluation Committee for this RFP if possible.

V. ADJOURNMENT

The meeting was adjourned at 11:36 am.