

Food Service Advisory Committee (FSAC) Meeting Notes  
Tuesday, December 11, 2008, 3 – 5 pm  
KFP Conference Room, 2<sup>nd</sup> floor

Attendees; Debra Fitzsimons, Miles Nagata, Keith Miser, Ellen Kusano, Bill Steiner, Kathryn Besio, Jim DeMello, Shawn James Leavey, Lai Sha Bugado, Brenda Hamane

Items Discussed:

- Roundtable introduction of committee members. FSAC binders distributed to committee members. DF briefly went over the contents of the binder and its purpose. Committee members should review the contents of the binder over the holidays, in particular the current Sodexo contract and contract modifications, and be ready to discuss at next meeting. If any committee member is unable to attend an FSAC meeting, the binder should be provided to the alternate representative attending the meeting.
- DF discussed overview of committee's purpose, which includes:
  - Reviewing existing food service provider's current operations, provide feedback and suggestions for improvement.
  - Participate in the process to solicit proposals for the new food service contract. The current food service contract expires on December 31, 2008.
- DF advised that UH Hilo has procured an independent food service consultant, Wilkie Enterprises, Inc. to assist with the process to award a new food service contract. Wilkie Enterprises will serve as a neutral party with no predetermined bias, to assist UH Hilo with its food service assessment and recommendations. The scope of services include:
  - Review of current food service program.
  - Conducting qualitative research
  - Analyze meal plans
  - Conduct working sessions, provide recommendations.
  - Conduct evaluations and provide recommendations on food service facilities.
  - Develop and manage Request for Proposal process for the food service, vending and beverage programs.
  - Assist UH Hilo will review of proposals, evaluation and recommendation.
- Susan Wilkie will conduct stakeholder interviews and focus groups during her 3-5 day site visit. Initial date selected (1/28 – 2/1) rescheduled to the week of February 4 due to scheduling conflicts. BH to coordinate scheduling of focus groups and stakeholder interviews.

- The campus center renovations are also linked to food service, so this area will be reviewed by the consultant.
- Consultant will assist with developing and administering survey for faculty and staff. Question raised regarding how survey will be developed. Suggestion to include Wilkie Enterprises via telecom to talk with committee members about the process and answer questions.
- Discussion regarding various topics:
  - How to get faculty and students to respond to survey. Incentives.
  - China-US impact on food service.
  - Balancing act between food service choices and what faculty and students are willing to pay.
  - Consultant's review of proposed bond funded renovations and its impact on food service contract.
  - Models of "local grown, student organized" operations at Cal Poly, UC Davis. CAFNRM could produce local grown products with curriculum changes, but insufficient supply to sustain all year round. Studies required to determine what communities are producing.
  - Stakeholder and focus group's role and consultant overseeing this process.
- Items to discuss further at next meeting:
  - Hours of operation: historically what have been the hours of operation and does this work for UH Hilo? Recommended changes?
  - Location of the coffee cart.
  - Campus Dining Renovations.
  - How often should the FSAC meet. Set up dates.
  - Thoughts on catering.
  - Issues not in contract to include sustainability, local foods, fast food/food court.