

Food Service Advisory Committee (FSAC) Meeting Notes
Friday, January 18, 2008, 3 – 5 pm
IfA Meeting Room 131

Attendees; Debra Fitzsimons, Miles Nagata, Ellen Kusano, Lai Sha Bugado, Hannah Barnes, Shannon Northrup, Brenda Hamane, Sodexho - Bridget Awong and Marc Nakamoto

Items Discussed:

- Roundtable introduction of committee members. FSAC binders distributed to new committee members.
- Due to low attendance at the meeting, the committee discussed and agreed that each member should designate an alternate to attend FSAC meetings in order to continue to move forward.

Sodexho Presentation

- The majority of the meeting included Sodexho's presentation of UH Hilo's current food services contract. Sodexho powerpoint and reference materials were distributed at the meeting. Copies are available for committee members who were not able to attend.
- Based on HB and SN inquires regarding Sodexho's sustainability program and buying local products, DF requested more signage at the various dining venues to inform UH Hilo of its sustainability and local products programs. Information regarding percentage of local food purchases, list of vendors, packaged items, and if not purchased local, where does Sodexho purchase its products. Sodexho will provide more signage in the various dining venues, and will provide requested information to the committee.
- DF inquired whether Sodexho could look into accepting credit cards at the coffee cart, which is would add convenience to coffee cart purchases, and probably increase sales. MN (Sodexho) advised that they currently accept meal cards, but not credit cards due to card reader line issues, however, he will look into this.
- Committee inquired how Sodexho determines vending machine locations. Sodexho indicated that this is determined by departments/programs and the Director of facilities, taking into consideration security aspects.
- Sodexho is also planning to install kiosks in Campus Center and eventually at Hale Kehau to use as a vehicle to disseminate information.
- Additional Sodexho financial data was requested, however, DF informed the group that the food services consultant would be collecting the data requested. If anyone has any specific information requests, we can discuss with the food service consultant during our telecom on Monday, 1/28.

Food Service Consultant

- The committee is interested in any survey templates that the food service consultant could provide. This will be requested at the telecom.
- The tentative site visit schedule was discussed. The consultant will be in Hilo on Tuesday 2/4, Wednesday 2/5, and Thursday 2/6.
- The consultant will tour and observe the various UHH food service venues, and off campus commercial restaurants near campus on the first day. One hour focus groups will consist of 8 - 10 participants. Stakeholder meetings will run 30 – 45 minutes. The committee discussed various focus groups that would provide the consultant with sufficient information to evaluate UHH's food service needs.
- The non-resident and graduate students will be consolidated into one focus group.
- UHHSA will have its own focus group separate from other student groups to discuss specific agenda items.
- A draft site visit schedule will be provided to the FSAC at our next meeting for discussion and designation of focus group point person to select and coordinate scheduling with BH.
- An initial meeting with the FSAC and the consultant will be scheduled on the first day. A recap meeting will be scheduled on the last day to discuss next steps.
- More discussion on the site visit schedule will occur during our telecon on 1/28 with the consultant, Susan Wilkie.

Coffee Cart

- The coffee cart fund is earmarked for future Campus Center development. Over time, the use of coffee cart funds strayed from its original intent and DF requested feedback from the committee to reaffirm how coffee cart funds should be spent to ensure that UHH has adequate funds set aside as reserves for future renovations.
- The committee agreed that the coffee cart funds should be set aside as reserves for future renovations, and should not be used for other purposes.

Next meeting: Monday, January 28 @ 3:00 pm, Kilauea Financial Plaza (KFP) conference room, 2nd floor.