

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category (Use underline to highlight)
Food services update	Mickey Yeager		CUDC approved the additional scope of services for the food services committee to include fresh food vending and food carts.	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Fresh Food Vending Updates	Wesley Buchholz		<p>Fresh Food vending machines have been well received and are currently placed at four locations around the OC campus: Training Center, ITC, Barlow, and Community Center.</p> <p>Communications with Fresh Food vending indicates an increase in sales from the previous year.</p> <p>For ease in finding food options for students/staff there will be an icon added at food locations on the campus maps.</p> <p>Fresh Food Vending has a minimum sales of \$200/ week per machine.</p> <p>At this time they are not subsidized.</p>	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Jewel Café Updates	Mickey Yeager		<p>Jewel is at a 50% of their income as compared to last year, which is in line with their reduced services.</p> <p>At this time Jewel is happy with their scope of service.</p> <p>Currently their contract is for one year and can be extended two additional one year periods.</p>	<u>Discussion</u> Decision Advocacy <u>Information</u> Document
Food Carts Updates	Mickey Yeager		<p>Food carts are down to 1 time per week during Winter term.</p> <p>At this time sales are low</p> <p>Estimating that the weather is part of the reason for low turnout</p> <p>Harmony/Wilsonville no longer have food carts</p>	<u>Discussion</u> Decision Advocacy <u>Information</u> Document

			No minimums and not subsidized	
Survey			<p>Last survey was during summer term and there was a missing communication piece to faculty. How can we change this this time around?</p> <p>There is a need to circle back around after the survey to inform staff/students of the results and/or process changes.</p> <p>John Ginsburg and ASG will spearhead the survey (satisfaction survey with the three elements, service, food options, and quality)</p> <p>Short survey, with specific questions towards targeted topics to include:</p> <ul style="list-style-type: none"> • Gear questions to what's most important to staff/students • How many times a week do they purchase food? • If not purchasing, why? • Food services email address for more detailed comments? • Should we temper the expectations of the survey with an intro statement? • Capturing the types of food services staff/students? <p>Distribution of survey: ASG will be on point for conducting surveys in person Electronically distributed – all staff Lucite boxes for paper surveys for after hours or remote locations</p>	Discussion Decision Advocacy Information Document
RFP for February			RFP – Mickey Yeager, Elizabeth Cole, and Wesley Buchholz will work on the bones of the document and then can be finalized with the data from the survey.	Discussion Decision Advocacy Information Document
Timeline			<p>The timeline for the survey and RFP is one month. The proposed schedule is:</p> <p>Week 1 - 1 week to come up with questions, review survey</p> <p>Week 2 – Finalize survey & print survey. Work on rough draft of RFP</p> <p>Week 3 – (18th-24th) Presidents day week distribute survey</p>	Discussion Decision Advocacy Information Document

			<p>Week 4 – (24th-28th) finalize the survey and add applicable items into the RFP</p> <p>Between the end of the survey and the RFP advertise date will be utilized to assimilate survey information into RFP.</p> <p>RFP is tentatively scheduled to be advertised March 4th.</p>	
Questions			<p>Can the Community Center café be open after hours? Look at availability of food after 5pm?</p> <p>Is it advisable to add a FFV for alternate locations Dye, Gregory forum?</p> <p>What is the timeline to go out with draft minutes along with the volunteer list?</p> <p>What format do you want the survey? Google form, short url and can we add a qr code on vending machines?</p> <p>Do we want to add a drawing incentive?</p> <p>Do we want to hand out candy for those who take the survey?</p> <p>RFP results before summer term?</p>	<p><u>Discussion</u></p> <p><u>Decision</u></p> <p><u>Advocacy</u></p> <p><u>Information</u></p> <p><u>Document</u></p>
Food awareness, affordability and availability			<p>How to improve food awareness on campus and can ASG play a roll (student outreach)?</p> <p>Coupons at welcome tents from Jewel?</p> <p>Adding food options to student welcome tours and orientation for new staff?</p> <p>Can we add food information on the monitors for all food sources at the campuses?</p> <p>Can we reduce pricing on snacks or percentage in the FF Vending?</p> <p>Can we subsidize some specific items in the FF Vending to be offered at a lower cost and available to students, ie. Lost leaders. Granola bars, etc.</p>	<p><u>Discussion</u></p> <p><u>Decision</u></p> <p><u>Advocacy</u></p> <p><u>Information</u></p> <p><u>Document</u></p>

Action Items			Email for volunteers for the survey and RFP John will work on a rough draft of the survey	
Upcoming Meeting Dates	Start Time	End Time	Location	
TBD	3pm	4pm	Lewelling Building	LW101
Invited				
Mickey Yeager, Alissa Mahar, Bob Cochran, Beth Hodgkinson, Elizabeth Cole, Elizabeth Spillman, James Nurmi, Jennifer Miller, Jess Bradley, John Ginsburg, Loretta Mills, Laura Smith, Margaret Mallat Michelle Baker, ASG Rep, Naomi Sether, Sara Dier, Tami Harper, Wesley Buchholz, William Fisher				
Present				
Mickey Yeager, John Ginsburg, Laura Smith, Michelle Baker, ASG Rep/Katelyn Glavey, Jennifer Miller, Wesley Buchholz				