

To: Food Services Planning Committee
From: W. Otis Mamed, Director
Student Center

Date: July 28, 2015

Subject: Meeting Minutes for July 23, 2015, 2 PM – Nutmeg Room

Attendance: Tom Brodeur, Dawn Tedesco, Mike Lorusso, Tom King, Joe Starzyk, Otis Mamed

Dining Work Order Review: The CFO has requested as a standing agenda item.

- A contractor is working on quotes for various solutions to improve the situation with the Grease Trap that is in the Bakery. Expecting a solution prior to opening. Work Order date: March 24, '15.
- The Montague Vectaire HX Oven in the bakery needs a digital temperature indicator installed. Contractor says parts not available. Since our meeting however, and Purchasing got involved, parts and sources other than Commercial Appliance have been found. Work Order date: March 31, '15.
- The yogurt cooler on the North Servery still needs a closer applied by Commercial Appliance. On the list since April 16, '15.
- There is a cracked tile in front of the elevator on the North Servery that needs to be repaired as well as tile in the Men's Locker Room that need to be repaired. BCI is contracted to do this work.
- Produce cooler is running warm. Coil may need to be replaced. Also general room temperature may be impacting the ability to maintain temperatures. (Building cooling is running at 25% due to compressor issues.)
- Furniture in SW Dining Room... delaminating, also pleather is cracking. Mamed to review warrantee or arrange for repairs.
- Seals around garage door and people door at loading dock need to be installed or repaired. Overhead Door Co. will replace the garage door, and people door is already fixed. (Potential vermin issue cited in State inspection.)
- Loading dock stair condition... Laviero contracted to repair.
- Ground floor storage missing ceiling and grid. FM Contractor will repair. Sodexo to move inventory to support access for repairs.

Summer: North and South Servery Equipment for Fall: Counters/new deli are to be installed by Kittredge, just waiting on installation date. PO's for electrical previously approved are done. The group unanimously recommended approval for the electrical (\$9,910.00 for new electrical panel and service) for the new hot box and cooler for the center cooking station. Gagne needs to assign a project number for this so Volpicella can track the expenditures for this work along with the hot box and cooler for the CFO. Curtain cooler to be moved by Siracusa from North Servery to Nutmeg Servery.

Dishroom Conveyor Belts: Starzyk reported that Gagne is working hard to get a solution for this. It is understood this will likely not be resolved for August 23. This will be a large cost item, including installation of electrical that is no longer in place. This has been under discussion since November of 2014.

Steamer Replacement: Delivered in place. Working on getting filter connections in order to finish installation.

Northside Servery (18-CP): Installation of the lighting should take place in the next few weeks. Hardware ordered, PO cut for electrician to install.



Cameras for Stairwell: The funding for this was recommended approved, as it is part of the plan to manage the additional load for fall, discussed previously. No progress to report here.

Security / Card Reader: King indicated that a card reader would be available for this station. Mamed indicated that data and electrical are all set. Sodexo is seeking a small stand to accommodate the staff person checking students in at this new location.

Startup Walkthru: Dining Services has requested to schedule a startup walk-through with Facilities Management just prior to Memorial Hall opening for service this fall. This is to prevent surprises of pilot lights not working, cooler issues, or warming bays not working as we get back to full service for students. Tedesco to schedule with Gagne.

Nutmeg Room and Laurel Room: (NEED PROJECT NUMBER) Starzyk indicated no new news here.

New Dining Hall: Dining Services is requesting a meeting with those in the know about the kitchen equipment in this new hall. Sodexo must purchase supporting equipment for the operation, and needs specifications of the equipment there. It was suggested that Mamed contact Gerald Cotter to arrange a meeting between Sodexo and the Kitchen Architect.

Library Starbucks: In progress. Sodexo has signed off on forms provided to them.

Hours Signage: Signage for Memorial Hall has been ordered by Mamed, to be installed in early August, per Sign-Pro.

Meetings for the next year are scheduled as follows, in the Nutmeg Room, 2:00 PM: (Please mark your calendars now!):

July 16;	August 20;	September 17;	October 22;	November 19;	
January 21;	February 18;	March 17;	April 21;	May 26;	June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Grupp, McKenna, Pezo



Food Services Planning Committee Agenda
July 23, 2015, 2 PM
Memorial Hall Laurel Room

Agenda:

- Standing: Work Order Review
- North and South Servery Progress
 - o Counters, Deli Move, Coolers/Electrical
 - o Lighting Installation/Electrical
 - o Cooler and Hot Box for Entrée Station/Electrical
- Dishroom Conveyor Belts
- Grease Trap in Bakery
- Steamer Replacement
- West Stairwell, CC Devices, PCI, Cameras
- Water Backup in Men's Locker Room
- Damaged Blinds to Repair
- New Dining Building
- Nutmeg / Laurel Room Renovation



To: Food Services Planning Committee

Date: August 21, 2015

From: W. Otis Mamed, Director
Student Center

Subject: Meeting Minutes for July 23, 2015, 2 PM – Nutmeg Room

Attendance: Tom Brodeur, Alyssa Volpicella, Rob Gagne, Mike Lorusso, Jeff Benner, Joe Starzyk

Dining Work Order Review:

- Moving of air curtain cooler to Nutmeg Room – Siracusa to do move any day now.
There is a cracked tile in front of the elevator on the North Servery that needs to be repaired as well as tile in the Men’s Locker Room that need to be repaired. BCI is contracted to do this work.
- Furniture in SW Dining Room... delaminating, also pleather is cracking. Mamed – In Process.
- Loading dock stair condition... Laviero contracted to repair.
- Blind repairs – Mamed working with BCI to get quote. FM also getting quote for window film.
- Bakery Freezer gauge, may need to be replaced. Inspections require two gauge locations.

There was some discussion about cooler hinges that need to be repaired, and that some of this may be due to carts being run into doors. We asked that staff be attentive to doors being pushed closed, and sensible about how carts are brought in and out of walk-in coolers. Also, while the seals have been replaced on the loading dock garage door, the door itself is in such poor shape that it will be replaced in the next few weeks.

Review of FOOD31 Financials: There is about \$128,000 left in the account [REDACTED] according to the contract. \$600,000 has been ear-marked for the New Dining Hall (furniture and equipment); \$200,000 has been marked for Nutmeg/Laurel Room renovation; \$390,000 is held for supporting the renovation of the area to become “[REDACTED]”.

Summer: North and South Servery Equipment for Fall:

- Counters are almost completely installed by Kittredge. Will be done by 8/24.
- Electrical work is in progress for the new cooler/hotbox location, the deli, and the re-organized south servery. The electrical work should be completed by next week 8/26.
- Curtain cooler to be moved by Siracusa from North Servery to Nutmeg Servery any day now.
- There is a need for two sneeze guards to be replaced. One has been ordered. Lorusso was to verify with Gagne about the location of the other guard that may need replacement due to cracks.

Dishroom Conveyor Belts: Gagne requested that a Capital Project Request form be filed for this project. Mamed will follow up on this with his supervision. Project is ball-park estimated to be \$200,000-225,000 for a new system.

Grease Trap in Bakery: Gagne requested that a Capital Project Request form be filed for this project as well. Mamed will do this. The ball-park estimate for this project is \$40,000 - \$50,000 to upgrade this system that is safer to use and will cause fewer odors.

Steamer Replacement: This project can be considered complete!



Northside Servery (18-CP): Lighting fixtures have not arrived. Electrical boxes will be plate covered until the fixtures arrive on campus and then will be installed as quickly as possible to schedule.

Cameras for Stairwell: The cameras are installed. Starzyk to confirm with McKenna that they are functioning.

Security / Card Reader: Banner and Lorusso indicated that this system is ready to go. Card Reader has been tested on the updated data connection (Use the BLUE connection!) and the electrical was fully functional. Lorusso has a stand for the personnel to be there and this is ready to go for opening.

Nutmeg Room and Laurel Room: (NEED PROJECT NUMBER) Mamed asked if there was any news on this project. Gagne was going to contact Jim Grupp and Jose Pezo to see what the status on this was and recommended that Mamed file a Project Request Form for this work. Mamed's concern is that AV will need to be funded for this, and he has not yet secured it. Funding for the renovation however is accounted for.

New Dining Hall: There is a big hole there now. Foundations are going in quickly. Projected date is still to start up use in January of 2016. Sodexo still needs to meet with the project architect to determine smallwares and minor equipment needs as well as plan menus for the number of stations in the new hall. It was suggested that a menu be made available at the front door to the building. Mamed indicated that a Visix Digital Sign is planned to be installed at the front door, so this is certainly possible.

Library Starbucks: In progress. Oak Park Architectural has been identified by the University as the group they would like to work with on this project. Details about fire lanes, square footage etc were not known by the committee. Mamed was asked to provide contact info for the Starbucks rep. Here it is: Philip Potenza is the Starbucks Manager on this project, 347-768-0728, ppotenza@starbucks.com

Hours Signage: Signage for Memorial Hall has been ordered by Mamed, to be installed in late August, per Sign-Pro.

Meetings for the next year are scheduled as follows, in the Nutmeg Room, 2:00 PM: (Please mark your calendars now!):

July 16;	August 20;	September 17;	October 22;	November 19;	
January 21;	February 18;	March 17;	April 21;	May 26;	June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Grupp, McKenna, Pezo



Food Services Planning Committee Agenda
August 20, 2015, 2 PM
Memorial Hall Laurel Room

Agenda:

- Standing: Work Order Review
- North and South Servery Progress
 - o Counters/Laminate
 - o Deli Move/Electrical
 - o Coolers/Electrical
 - o Lighting Installation/Electrical
 - o Cooler and Hot Box for Entrée Station/Electrical
- Dishroom Conveyor Belts – B100, Approximate Expense, Available funds?
- Grease Trap in Bakery – Solution? Cost? Available funds?
- Steamer Replacement (Filter issue?) – Complete?
- West Stairwell - Swipe Device? Cameras Installed?
- Library/Starbucks Update
- Water Backup in Men’s Locker Room
- Damaged Blinds to Repair
- New Dining Building
- Nutmeg / Laurel Room Renovation





To: Food Services Planning Committee
From: W. Otis Mamed, Director
Student Center

Date: October 14, 2015

Subject: Meeting Minutes for October 1, 2015, 2 PM – Nutmeg Room

Attendance: Tom Brodeur, Rob Gagne, Mike Lorusso, Jeff Benner, Rick Piotrowski

Dining Work Order Review:

- Walk-in cooler gauge is the problem at the 2nd floor prep area, not the temperature of the cooler. Gauge will be replaced (or battery replaced).
- Floor drain screws missing in the main kitchen will be done soon.
- Floor tile repairs will be done on a schedule agreed upon by Sodexo and BCI.
- The gas valve on the convection oven in the bakery will be changed to correct the issue with the oven temperature.
- Mamed indicated that this was the last meeting we would be reviewing work order completions in detail. From this point forward, the work orders should be managed between Sodexo and Facilities Management. Discussion will only take place at this meeting in accordance with 3.2 – 4 of the contract.

Review of FOOD31 Financials: There is about \$328,000 left in the account that is not ear-marked for other projects according to Volpicella (via e-mail). An additional [REDACTED] should be deposited [REDACTED], according to the contract schedule.

Summer: North and South Servery Equipment for Fall:

- Counters are all installed. Sodexo is purchasing sneeze guards that had damaged edges, and were provided a quote from Kittridge for the equipment.
- Curtain Cooler was sent to surplus as it was too large to use in the Nutmeg Servery.
- Cooler and Hotbox are working and in use at the center serving station on the Northside.

Visix Annual Service Agreement: Mamed requested this his department be reimbursed for the cost of annual maintenance of the Visix Digital Sign system in use at all the food service locations. Pro-rated to account for those signs in use for those locations, the amount is \$3,080. The group unanimously recommended the approval of use of FOOD31 funds for this purpose. Mamed also requested up to \$2,500 to replace two monitors that have quit working since the system was installed 5 years ago. Neither are covered under warrantee. This funding was recommended to be approved from FOOD31.

Dishroom Conveyor Belts (18-109): Gagne indicated that the B-100 for this project is in progress. Kittridge recommended a replacement of this system and it is intended to be installed during the summer of 2016. Rob indicated that UCONN has this system if anyone wants to take a tour to see it.

[REDACTED] (18-CQ): At a meeting on September 18, Sodexo and CCSU agreed to pursue this new retail location installation for opening in the Fall of 2016.





Grease Trap in Bakery (18-110): Mamed filed a Capital Project Request for this project. Mamed will do this. The group unanimously recommended the approval of the use of FOOD31 funds for this project in the amount of \$40,000. This should take care of the grease from the dishwasher, and eradicate the smell from the bakery. It should also be much easier to maintain, and require less frequent attention.

New Hand Sink, New Deli Location (18-113): Gagne requested consideration of the cost of installation of a new hand sink in the area where the new deli was installed this summer. The local health inspector requested that this be done for successful inspections in the future. The group unanimously recommended the approval of the use of FOOD31 funds for this project, in the amount of up to \$6,750. A new source of water, a new drain system, and floor borings drive up the cost for this required addition to the servery.

Northside Servery (18-CP): Lighting fixtures have not arrived. Electrical boxes are plate covered until the fixtures arrive on campus and then will be installed as quickly as possible to schedule.

Library Starbucks: In progress with a late March open predicted.

Nutmeg Room and Laurel Room (18-CS): Mamed indicated that one-time-money was approved to be used for the AV to be installed in this area. Gagne was going to consult with Grupp to see if plans were drawn up, and what the timeline is for this project at their next Facilities Management Meeting.

New Dining Hall: Progress continues with the predicted opening date unchanged. Gagne indicated that there was an issue with too few hoods for the serving locations in the building. Mamed was to meet with Cotter on this issue to resolve. Location of all AV was plotted out with Cotter during the previous month, including Digital Signage.

Memorial Hall Cooling: The issue of air conditioning was discussed as a detriment to the student diners during the first couple of weeks of service this fall. Gagne indicated that chiller, pumps, coil and cooling lines were being installed in the coming weeks, as well as some exhaust fans, so that in the future, the climate in the dining rooms will be more tolerable during hot weather. This does not solve the issue for serving areas and kitchens, and that will only be solved in a future renovation, whenever that is planned.

Food Safety Compliance: Gagne indicated that a Health and Safety person was going to be hired to help with Food Safety Compliance issues. This is due in part to the addition of a new dining hall and the addition of several new retail locations in the near future.

Blast Chiller-Freezer: Lorusso and Gagne proposed purchasing some Electrolux blast chillers for use in the kitchen and prep areas. They would take away the issue of cooking food that needs to be cooled quickly, and using refrigerators not designed for this, to do the work. They will both look into size, and other options, and bring back a report/request for the future, though this may come from the \$100K Sodexo fund rather than FOOD31.

Toasted: Folks inquired about the food truck being on campus during Devils Den 10 PM programs. Sodexo had arranged this under Tedesco, and it will run so long as "Toasted" feels there is a worthy income to them for their efforts.

Meetings for the next year are scheduled as follows, in the Nutmeg Room, 2:00 PM: (Please mark your calendars now!):
November 19; January 21; February 18; March 17; April 21; May 26; June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Grupp, McKenna, Pezo





Food Services Planning Committee Agenda
October 1, 2015, 2 PM
Memorial Hall Laurel Room

Agenda:

- Standing: Work Order Review (Last Time)
- Finance Review FOOD31
- Summer Project Wrap-Up
 - o Lighting Installation
 - o Cooler and Hot Box for Entrée Station
- Sneeze Guards Proposal – Approval?
- Visix Funding Requests – Approval?
- Dishroom Conveyor Belts Project #18-109 Approval?
- [REDACTED] and Wingery Project #18-CQ
- Grease Trap in Bakery Project #18-110 Approval?
- New Hand Sink in Deli Location Project #18-113 Approval?
- Library Starbucks Update
- Nutmeg / Laurel Room Renovation #18-CS
- New Dining Building



To: Food Services Planning Committee

Date: November 29, 2015

From: W. Otis Mamed, Director
Student Center

Subject: Meeting Minutes for November 19, 2015, 2 PM – Nutmeg Room

Attendance: Jon Small, Mike Lorusso, Tom Brodeur, Thom King, Rick Piotrowski, Alyssa Volpicella, Joe Starzyk

Planned Retail Services and Concepts Schedule:

- *Library – Starbucks – August 1, 2016 to Sodexo so they can train and open by the beginning of the Fall '16 semester. King enquired about the need for registers for this area. Based on other changes in retail services on campus, we could need to purchase 1 or 2 registers, depending on the final plans for locations such as Devils Den and [REDACTED].
- *Student Center – Devils Den – August 15, 2016 to Sodexo for opening on first day of semester. From a previous meeting Facilities Management were going to get an Architectural Engineering firm to do the work based on a Design from Elite Studio. Mamed shared contact information earlier in the month with Facilities staff. Mamed indicated that more detailed estimates were requested from Sodexo at the last meeting had with other campus planners. No other progress to report.
- *Mem Hall SWQ – [REDACTED] – October 15, 2016 (just a general target date). Information is in Facilities hands as our understanding. No project manager known to be assigned at this time. No other progress to report. There was some brief discussion by the committee suggesting that a discussion between Miller, Bachoo, Tordenti and Casamento should be had about confirming support for beer and wine being served at this location. As we understand it, the license would be held by Sodexo, but under what conditions would CCSU permit this sale?
- *Mem Hall – South – Food On Demand (FoD) Summer 2017 Project – No other news to report.
- *SSH Retail Wall – Summer 2016 - Coffee Product will likely change due to Starbucks and Devils Den Café renovations. Product is being discussed at Sodexo.
- *Kaiser – [REDACTED] Stand – Summer 2017 – In discussion at other levels between Facilities and Athletics. No progress to report.
- *Will-DiL Renovation – Summer 2018 – No further information.

Plans for Summer Dining Services:

- *Memorial Hall Nutmeg Room will be used during the renovation of the Devils Den this summer. (SSH Retail Wall *MAY* be considered for use as well depending on traffic in the Nutmeg Room and the need for additional services.) The hours for Nutmeg Room will likely be the same as they would have been for the Devils Den (M – F Coffee “and” from 7:30 AM – 2 PM; with Lunch entrees being served from 11 AM – 1:30 PM) TENTATIVE! King / Lorusso indicated that they will attempt to support credit card use in this area for the summer and will work with regional Sodexo support for this.
- * Memorial Hall will likely be the location for all other summer program meals, including: Jamaican Educators, 2 Rosamondo Football Camps, EOP, ConnCAP, TRIO Program, Summer Music Program, Basketball Camps (which may not use Mem Hall) and a program for Medical Doctors from UCONN (vague).

Advising Day Meals will need to be addressed sometime soon, so that plans on how many, what hours, and what types of meals can be obtained. Likely Catering will work on this program support.

Dishroom Conveyor Belts (18-109): This project is on hold due to funding concerns.



Grease Trap in Bakery (18-110): Starzyk indicated this will be scheduled for Winter Break.

New Hand Sink, New Deli Location (18-113): Being completed today... Nov 19, 2015.

Northside Servery (18-CP): Starzyk indicated that these lights will be installed during Thanksgiving Break.

Nutmeg Room and Laurel Room (18-CS): No progress to report. Mamed indicated the intent is to create two rooms, one approximately the size of the Tranquility Room to be used as the old Laurel Room would have been. The other, would encompass the remainder of the room for use as the Nutmeg Meeting Room, once [REDACTED] came on-line. These rooms would be used for meeting with food services that required AV production as well. Mamed indicated that One-Time-Money was only available this year (2016) for the AV for this project.

Blast Chiller-Freezer: We discussed the need for specific locations for needs for blast chiller/freezers. This includes the size of the chillers needed, if they will fit in those locations, and if that includes needs for the new dining hall, though, the original need has to do with the inability to properly cool Memorial Hall due to the age of the equipment and design of the facility. Small/Lorusso will review where and what size Blast Freezers they would like and get together with Gagne to discuss electrical needs.

Memorial Hall Cooling: The issue of air conditioning progress for Mem Hall could not be discussed without Facilities Staff.

New Dining Hall: Sharing the opening date for this facility with Sodexo is critical to its initial success. Staff hiring, smallwares purchases, designing production processes, familiarizing themselves with building functions (dishwashers, ovens, waste disposal, office functions) will all be based on an opening date shared well in advance. Sodexo was very clear that the success of this hall will depend on at least a 10 week notice to open (holidays etc).

Meetings for the remainder of the year are scheduled as follows, in the Nutmeg Room, 2:00 PM:
(Please mark your calendars now!): January 21; February 18; March 17; April 21; May 26; June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Grupp, Pezo



Food Services Planning Committee Agenda
November 19, 2015, 2 PM
Memorial Hall Laurel Room

Agenda:

Planned Retail Services and Concepts:

- Starbucks – Library - August 1, 2016
- Devil’s Den – Student Center - August 15, 2016
- WoW Café – Mem Hall SWQ – October 15, 2016
- Mem Hall Resident Dining FoD – Summer 2017
- SSH Fall ’16 (Due to DD and Lib changes)
- Kaiser Concessions ‘17
- Wil-Dil Service ‘18
- Mem Hall Resident Dining FoD – Summer 2017

Summer Plan for Renovations:

Timeline for renovations:

- 18-109 Conveyor Installation

Plan for Summer Dining Services:

- Where will summer camps be served?
- Where will retail services will be open?
- When will the Dining Commons be open?

Current Projects:

- 18-110 Grease Trap Installation
- 18-11 Hand Sink for Deli
- 18-CP Lighting for Northside Servery
- 18-CS Nutmeg-Laurel Renovation

Blast Chiller-Freezer

- Needed?
- Size?
- Cost?
- Project #

New Dining Hall

- Smallwares list?
- Equipment list?
- Installation Date for Visix?
- Move-in Date?
- Start of Operations Date?



To: Food Services Planning Committee

Date: January 28, 2016

From: W. Otis Mamed, Director
Student Center

Subject: Meeting Minutes for January 21, 2016, 2 PM – Nutmeg Room

Attendance: Jon Small, Mike Lorusso, Tom Brodeur, Thom King, Rick Piotrowski, Jim Grupp

Planned Projects and Concepts Schedule:

Hilltop Café: Generally, keys turned over to CCSU on or about 2/22.

██████████: may be some slide in the opening date there due to DCS scheduling. November 2016?

Hilltop Café:

63 Kaiser Drive for deliveries. Equipment is coming in and being stored in East Hall until 2/22 date. Small is looking at decorations for aesthetics. Plan is to begin moving in and setting up on 2/22. Then, plan some small soft openings with smaller groups of students and staff. Once the details are worked out operationally with these soft openings, a full opening can be done. Timeline depends on equipment setup completion. Swipe/blue chip card equipment is ordered, wiring installation is set. CC machine is a Sodexo issue. Coca-Cola tour planned for 1/27 for detailing machine installs, as are other drink and beverage vendors. Signage to guide students and “Tensa-barriers” were discussed to help guide students through the swipe-in process. Phone numbers for the offices would be provided by Laurie Aparo in IT Services (or possibly Sarah Gross).

Plans for Summer Dining Services:

*Memorial Hall Nutmeg Room will be retail location this summer. The hours for Nutmeg Room will be the same as passed summers. (M – F Coffee “and” from 7:30 AM – 2 PM; with Lunch entrees being served from 11 AM – 1:30 PM) King / Lorusso indicated that they will attempt to support credit card use in this area for the summer and will work with regional Sodexo support for this.

* Not sure of the location for camps and other summer programs now. Could be that the Hilltop Café would be used instead of Memorial Hall. Programs we are area of are... Jamaican Educators will NOT be here. Two Rosamondo Football Camps, EOP, ConnCAP, TRIO Program, Summer Music Program (not sure if they need anything other than morning retail service), Basketball Camps (which may not use dining services) and a program for Medical Doctors from UCONN (vague).

*Advising Day Meals will need to be addressed sometime soon, so that plans on how many, what hours, and what types of meals can be obtained. Likely Catering will work on this program support.

Dishroom Conveyor Belts (18-109): This project is on hold due to funding concerns.

Grease Trap in Bakery (18-110): Completed.

New Hand Sink, New Deli Location (18-113): Completed. (Still need hand-towel dispenser.)

Northside Servery (18-CP): Completed, though would like to remove the globes on the west side.



Nutmeg Room and Laurel Room (18-CS): No progress to report. Mamed indicated the intent is to create two rooms, one approximately the size of the Tranquility Room to be used as the old Laurel Room would have been. The other, would encompass the remainder of the room for use as the Nutmeg Meeting Room, once [REDACTED] came on-line. These rooms would be used for meeting with food services that required AV production as well. Mamed indicated that One-Time-Money was only available this year (2016) for the AV for this project.

Blast Chiller-Freezer: Sodexo to determine need.

Counter / Sneeze Guard: Small indicated the need to remove the large piece of glass and steel blocking the south side grill from staff communication with the student consumer. Team agreed that Sodexo should arrange with recently used contractor to do the work, with confirmation from Facilities. Sodexo funding.

Meetings for the remainder of the year are scheduled as follows, in the Nutmeg Room, 2:00 PM:
(Please mark your calendars now!): February 18; March 17; April 21; May 26; June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Grupp, Pezo



Food Services Planning Committee Agenda
January 21, 2016, 2 PM
Memorial Hall Laurel Room

Agenda:

Timeline Reference for Projects:

- Hilltop Café – Open for Service – February 22, 2016
- Starbucks – Library - August 1, 2016
- Devil’s Den – Student Center - August 15, 2016
- ██████████ – Mem Hall SWQ – October 15, 2016
- Mem Hall Resident Dining FoD – Summer 2017
- SSH Fall ’16 (Due to DD and Lib changes)
- Kaiser Concessions ‘17
- Wil-Dil Service ‘18

New Dining Hall

- What needs to be done to meet the opening date?

Plan for Summer Dining Services

- Nutmeg Room instead of Devils Den for Retail
- – Traffic? Capacity? Needs? Marketing! SSH Open too?

Devils Den Project

- Design, Architect?
- Start Date?

WoW Café Mem Hall

- Design, Architect?
- Start Date?

Current Projects:

- 18-110 Grease Trap Installation
- 18-11 Hand Sink for Deli
- 18-CP Lighting for Northside Servery
- 18-CS Nutmeg-Laurel Renovation
- 18-109 Conveyor Installation (Tabled until funding available)

Classes in Memorial Hall

- Connecticut Room and Constitution Room
- 7:30 AM – 3:30 PM

Blast Chiller-Freezer

Counter/Sneeze Guard



To: Food Services Planning Committee

Date: February 23, 2016

From: W. Otis Mamed, Director
Student Center

Subject: Meeting Minutes for February 18, 2016, 2 PM – Nutmeg Room

Attendance: Jon Small, Tom Brodeur, Thom King, Rick Piotrowski, Jim Grupp, Alyssa Volpicella

Planned Projects and Concepts Schedule:

Starbucks: Plan is still be have this project turned over to Sodexo by August 1, 2016 for planned opening on August 15th.

Devil's Den Café: Plan is still to begin this project in May, right after the last day of finals, and turn the facility over to Sodexo on August 15 for staff training, and to be ready for a full opening by August 29th, 2016.

██████████: may be some slide in the opening date there due to DCS scheduling. November 2016?

Hilltop Café:

We should begin to move in on Monday 2/22/16. A Health Department inspection was conducted this morning, and Fire Alarm tests were being conducted as well. So far there were some minor issues including lighting not working in a hood, doors installed backwards on a cooler, and a lack of water and electric for a beverage location. All of these are being handled by Gerald Cotter and Dom Forcella. There were other observations not affecting delivery of Food Services. A work order will be required of Dining Services, requesting card access to the building, along with keys for gates, coolers, freezers etc. All new and temp employees will need background checks, and access will be provided only to the managers who are there before other employees arrive. Mamed indicated that menu screens were being installed this week and programmed during the next week or so. Moving smallwares would not begin until Wednesday due to the dishwasher not operating, and the need for some final floor polishing early in the next week. A data line is being installed to handle the need for a time clock for Sodexo employees. Eco-Lab will install next week, as well as Coca-Cola and other beverage providers.

The plan at this time is to conduct a luncheon, invite only, for students on major committees on 3/7, provided all facility/equipment issues can be resolved in a timely manner and a CO can be acquired. The lunch will take place at 11:30 AM – 1:30 PM and Mamed will coordinate with Small on the invite list of about 200 – 250 students and invited guests. If all goes well, dinner that evening will be the first full meal served from that hall.

A list of equipment and smallwares purchased for this hall is requested of Sodexo, per contract, to Mamed. Piotrowski will coordinate with Sodexo on the ██████████ fund.

Plans for Summer Dining Services:

*Memorial Hall Nutmeg Room is set to be the retail location this summer for the campus population. The hours for Nutmeg Room will be M – F Coffee “and” from 7:30 AM – 2 PM; with Lunch entrees being served from 11 AM – 1:30 PM. (From previous meeting, King / Lorusso indicated that they will attempt to support credit card use in this area for the summer and will work with regional Sodexo support for this.)



*The Hilltop Café will be used for summer camps and other program dining, including... two Rosamondo Football Camps, EOP, ConnCAP, TRIO Program. Catering will still operate out of Memorial Hall for the summer.

*Advising Day Meals will need to be addressed sometime soon, so that plans on how many, what hours, and what types of meals can be obtained. Likely Catering will work on this program support.

Current Projects:

Grease Trap in Bakery (18-110): Though completed prior to last month, a leak created an issue for failure of a recent health inspection. (Now corrected and passed.)

Counter / Sneeze Guard: Equipment for Mem Hall grill area is approved by FM, and ordered by Sodexo after approvals. Should be installed by next meeting.

Future Projects:

Dishroom Conveyor Belts (18-109): This project is on hold until other project funding is solidified.

Nutmeg Room and Laurel Room (18-CS): No progress to report. Mamed indicated the intent is to create two rooms, one approximately the size of the Tranquility Room to be used as the old Laurel Room would have been. The other, would encompass the remainder of the room for use as the Nutmeg Meeting Room, once [REDACTED] comes on-line. These rooms would be used for meeting with food services that required AV production as well. Mamed indicated that One-Time-Money has been set aside in an account for the AV for this project.

Replacing Blinds: Nutmeg and four upstairs dining rooms need attention to blinds. This project is on hold until other project funding is solidified.

Purchase of Tables for SW Dining: This project is on hold until other project funding is solidified.

Upholstering Chairs in SW Dining: This project is on hold until other project funding is solidified.

Other Topics:

Classes may be held in Constitution Room and Connecticut Room for the next two years. (Dil-Wil Project)
Renovations for Memorial Hall may be in the works in the next 3-5 years of approximately \$3-5 million.

King indicated that current card readers will not be supported by CBORD after Dec 2016. Committee recommended that Sodexo purchase the new readers from their equipment balance this year.

King indicated that CCSU is considering the CBORD program "Get". This would permit payment through smartphones from retail locations. Small will look into compatibility with Starbucks payment APP.

Meetings for the remainder of the year are scheduled as follows, in the Nutmeg Room, 2:00 PM:
(Please mark your calendars now!): March 17; April 21; May 26; June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Pezo, Lorusso



Food Services Planning Committee Agenda
January 21, 2016, 2 PM
Memorial Hall Laurel Room

Agenda:

Timeline Reference for Projects:

- Hilltop Café – February 22, 2016 – Move in date
- Starbucks – Library - August 1, 2016
- Devil's Den – Student Center - August 15, 2016
- ██████████ – Mem Hall SWQ – October 15, 2016
- Mem Hall Resident Dining FoD – Summer 2017
- Kaiser Concessions '17
- Wil-Dil Service '18

New Hilltop Cafe

- Left to be done... Access to building? Soda installation? Menu screens? Moving smallwares in? First service date (Small groups)? First Date for full service? Data line for time clock?

Plan for Summer Dining Services

- Nutmeg Room instead of Devils Den for Retail - Confirmed
- Hilltop Café for summer program services... Confirmed.

Devils Den Project

- Design, Architect?
- Start Date?

██████████ **Mem Hall**

- Design, Architect?
- Start Date?

Current Projects:

- 18-110 Grease Trap Installation (Repaired from inspection?)
- 18-CS Nutmeg-Laurel Renovation (Timeline?)
- 18-109 Conveyor Installation (Tabled until funding available)
- Sneeze Guard Replacement at Memorial Hall Grille Area

Future Consideration Projects

- Replace Blinds in Memorial Hall, Second Floor Dining Rooms and Nutmeg Room
- Renovations planned for Memorial Hall?
- Purchase replacement tables for those in SW Dining that are delaminating and out of warranty?
- Upholstering Chairs in SW Dining Room that have failed due to sun damage.
- Classes in Memorial Hall for next two years...



To: Food Services Planning Committee

Date: March 20, 2016

From: W. Otis Mamed, Director
Student Center

Subject: Meeting Minutes for March 17, 2016, 2 PM – Nutmeg Room

Attendance: Jon Small, Tom Brodeur, Thom King, Rick Piotrowski, Jim Grupp, Alyssa Volpicella Hal

Planned Projects and Concepts Schedule:

Starbucks: Plan is for this project to be completed by 3rd week of August, with opening date 7 – 10 days later after Sodexo staff get training from Starbucks Corporate Trainers.

Devil's Den Café: Plan is to begin this project in May, right after the last day of finals, and turn the facility over to Sodexo on August 15 for staff training, and to be ready for a full opening by August 29th, 2016.

██████████: may be some slide in the opening date there due to DCS scheduling. November 2016 or later...

Hilltop Café:

Soft opened on 3/7/16 with invited guests for lunch, and an unannounced meal served that evening... with 1,300 students showing up! Sodexo is to be commended for their efforts during the first two weeks of service and the quality students perceive. They have worked through a few issues, such as... drain pipes splashing water near drain grates, with mild standing water issues near the dish machine, food collection unit and pot sink. Facilities and contractor are working on a solution to this issue. Sodexo requests drain grates be attached to the floor, as staff are pulling the grates out to prevent the splashing water from getting their feet wet. Small spoke with the installer for the dish machine, who indicated that the machine was intended to handle about 300 students per meal period, and we have been handling about 2,600 per day. The machine auto-stops and forces draining, refilling and reheating in the middle of meal periods which adds to the issue. The hope is that patrons will begin to balance between Memorial Hall and Hilltop in numbers that each hall was designed for.

The trash walk-in cooler (required when composting is started) is being used as a food cooler, as cooler storage space is less than ideal for the volume of students now being fed. A solution is to build a compost cooler outside the building, and Bachoo has already had a conversation about this with Sodexo.

Mamed indicated that students want phone/table charging stations in Hilltop like Memorial Hall. The group recommends that three units be ordered. One for each major room, and one tabletop unit for the counter along the south side of the building. The group unanimously recommends to the CFO that we expend up to \$2,000.00 from FOOD31 for the purchase of these units.

Mamed requested, and Small is tracking counts for both halls, peak hours, etc. This will be more useful once the “newness” of the hall wears off a bit after Spring Break.

Catering Delivery Cart: The Committee respectfully requests that Facilities Management consider the request for Dining Services to purchase a cart (which becomes CCSU property) to be used for delivery of catering and other food about campus. The purchase and use of carts is recommended in the contract between CCSU and Sodexo. Piotrowski and Grupp to follow up on this request.



Jazzmans Equipment: Sodexo inquired what should be done with the equipment and “storefront” once Jazzmans is closed for the semester. Sodexo will reuse much of the equipment, and CCSU suggests either storing or sending to surplus the remaining equipment (Contact G. Brathwaite). Sodexo will check to see if there is any possible use of the store front, however, Jazzmans theme has been updated since the purchase, so it will likely just be scrapped.

Plans for Summer Dining Services: (no changes from last month, left here for reference)

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*Advising Day Meals will need to be addressed. Likely Catering will work on this program support.

Current Projects:

Counter / Sneeze Guard: Equipment for Mem Hall grill area is approved by FM, and ordered by Sodexo after approvals. This should be installed during spring break week.

Devils Den and [REDACTED]: Are in progress. Architect has been chosen, approvals from DCS are in process,, and deadlines for Den are still within reach for fall opening.

Future Projects:

Dishroom Conveyor Belts (18-109): This project is on hold until other project funding is solidified.

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Other Topics:

Classes may be held in Constitution Room and Connecticut Room for the next two years. (Dil-Wil Project)

Meetings are scheduled as follows, in the Nutmeg Room, 2:00 PM: April 21; May 26; June 23;

Ec: Bachoo, Casamento, Tordenti, Alicandro, Cintorino, Gagne, Pezo, Lorusso



Food Services Planning Committee Agenda
March 17, 2016, 2 PM
Memorial Hall Laurel Room

Agenda:

Timeline Reference for Projects:

Starbucks – Library – Late August

Devil's Den – Student Center - August 15, 2016

██████████ – Mem Hall SWQ – October 15, 2016

Mem Hall Resident Dining FoD – Summer 2017

Kaiser Concessions '17

Wil-Dil Service '18

Hilltop Café

- Any Issues? Drains not aimed at floor drain locations, Dish machine, Food Collection Unit, Pot Sink
- Dish machine cannot keep up with peak volumes
- Trash walk-in cooler as food cooler due to volume and lack of storage in Hilltop
- Charging Stations
- Changes in peaks of service, location? Meal counts?

Catering Delivery Cart

Jazzmans – Starbucks

- What do do with Jazzmans equipment?

Devils Den Project

██████████ **Mem Hall**

Plan for Summer Dining Services

Current Projects:

- 18-CS Nutmeg-Laurel Renovation (Timeline?)
- 18-109 Conveyor Installation (Tabled until funding available)
- Sneeze Guard Replacement at Memorial Hall Grille Area

Future Consideration Projects

- Replace Blinds in Memorial Hall, Second Floor Dining Rooms and Nutmeg Room
- Renovations planned for Memorial Hall?
- Purchase replacement tables for those in SW Dining that are delaminating and out of warrantee?
- Upholstering Chairs in SW Dining Room that have failed due to sun damage.
- Classes in Memorial Hall for next two years...



To: Food Services Planning Committee

Date: April 21, 2016

From: W. Otis Mamed, Director
Student Center

Subject: Meeting Minutes for April 21, 2016, 2 PM – Nutmeg Room

Attendance: Jon Small, Tom Brodeur, Thom King, Jim Grupp, Hal Altman

Planned Projects and Concepts Schedule:

Starbucks: Plan is for this project to be completed by 3rd week of August, with opening date 7 – 10 days later after Sodexo staff get training from Starbucks Corporate Trainers.

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Food Services Planning Committee Agenda
April 21, 2016, 2 PM
Memorial Hall Laurel Room

Agenda:

Starbucks:

Devils Den:

Hilltop Café: - Drains, Dish Machine, Pot Sink, Charging Stations

Catering Delivery Golf Cart -Progress?

Plan for Summer Dining Services

Self Help Cooking Area in Mem North

Current Projects:

- 18-CS Nutmeg-Laurel Renovation (Timeline?)
- 18-109 Conveyor Installation (Tabled until funding available)
- Sneeze Guard Replacement at Memorial Hall Grille Area (Completed?)

Future Consideration Projects

- Replace Blinds in Memorial Hall, Second Floor Dining Rooms and Nutmeg Room
- Renovations planned for Memorial Hall?
- Purchase replacement tables for those in SW Dining that are delaminating and out of warranty?
- Upholstering Chairs in SW Dining Room that have failed due to sun damage.
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