

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, November 15, 2017 – 11:00 A.M.**

Present: Ms. Suzanne Biemiller (*via* teleconference), Mr. Steve Herzog, Mr. Joseph Martz (*via* teleconference), Mr. Michael Soileau (*via* teleconference), Dr. Donald Generals, Mr. Jacob Eapen, Mr. Gim Lim, Mr. Gregory Murphy, Mr. Derrick Sawyer, Victoria Zellers, Esq., and Invited Guest: Ms. Arlene Yocum, CCP Foundation

AGENDA – EXECUTIVE SESSION

Please note that an Executive Session was held at the beginning and end of the meeting.

AGENDA – PUBLIC SESSION

(1) Follow-Up Report by The Foundation (Information Item):

At the May 17, 2017 meeting of the Business Affairs Committee, it was suggested that the Foundation provide an update at the November meeting. Ms. Arlene Yocum of the Foundation provided the Committee with the update. Ms. Yocum announced that new fund-raising activities, based upon the results of the campaign feasibility study, will begin in January, 2018. The funds raised through these new initiatives will be immediately transferred to the College primarily for current use instead of building the endowments.

Ms. Yocum expressed her appreciation for the work that Mr. Don Kligerman has done so far. She was very pleased with how organized and structured his approach has been. Ms. Biemiller asked whether Ms. Yocum encountered any surprises as Mr. Don Kligerman and the Foundation prepared the report. Ms. Yocum stated that there was a lack of knowledge or appreciation for what the College is doing for the community. She stated that it was not a surprise but rather a disappointment, and that much work needs to be done to educate businesses and other communities. She said that those interviewed praised Dr. General's efforts in making progress in this area given that he is relatively new to the Philadelphia area.

Mr. Murphy mentioned that approaching large corporations, especially those based in Philadelphia, for contributions needs to be a concerted effort. He also talked about the need for Board members, on both Boards, from the largest companies in Philadelphia. Mr. Soileau asked whether we have a target list of corporations to recruit Board members, to which Mr. Murphy replied yes and that he will be sharing the list with Board members.

Ms. Biemiller mentioned that the Trustees may not be aware of all the newly-appointed Foundation Board members. Dr. Generals stated that the appointments should have gone out in CNEWS to the College community as well as to both Boards. It appears that perhaps Board members are not included in the CNEWS distribution list. Mr. Murphy stated that he will make sure that the communications go out to current College Board members.

(2) Food Service RFP (Action Item):

The College's contract with the current food service provider, Canteen, expires December 16, 2017. An RFP process was used to develop proposals for a three (3) year contract with two (2) one (1) year extension options to operate the College's food service operations at all four locations effective March 12, 2018. The College's food services include: cafeteria operations, catering and vending.

Sixteen firms were invited to participate in this effort; however, despite a comprehensive effort to solicit proposals from a broad range of firms, only two formal proposals were received: Canteen and Victoria's Kitchen & Catering. After a full review of both firms' proposals from both a financial and quality of service perspective, the staff is recommending that Northeast Regional Center and Northwest Regional Center Food Services and catering will be awarded to Victoria's Kitchen & Catering. The staff will make a recommendation on the Main Campus food service and all vending at the next Business Affairs Committee meeting.

Process

- Committee formed – A six-member committee consisting of staff from Student Activities, Auxiliary Services, Community & Special Events, Finance and Purchasing was formed.
- RFP – The RFP was released on September 26, 2017, the RFP was sent to sixteen firms.
- Pre-bid meeting – A mandatory pre-bid meeting and tours were held on October 3, 2017. Six vendors attended the pre-bid meeting and tours.
- Interviews with both finalists – On November 2, 2017, members of the committee interviewed the vendors that submitted proposals – Canteen (incumbent) and Victoria's Kitchen.
- Evaluation – Members of the committee evaluated both vendors using criteria that included: Food program/menus/concepts; Staffing; Pricing/Portions; Management; Training practices; Sanitation & Safety; Financial return; Catering program.

Responding Vendors

- Canteen – Canteen is the current provider of food services and vending at the College. Canteen is a subsidiary of Compass Group, which is food service and vending companies with annual revenues of about \$11 billion.
- Victoria's Kitchen & Catering– is an independently owned business headquartered in Philadelphia, PA and have been in business for ten years. They are a Minority Women Owned business and a graduate of the College's Goldman Sachs 10KSB Program. Victoria's Kitchen has a local restaurant in the Northwest section of the City and a second restaurant in Sicklerville, NJ. They also have a catering & food truck division, also operating in the City.

The College views this potential partnership with Victoria's Kitchen as an opportunity to work with a small diverse business with the expectation of growing their capacity.

Recommendation

College staff recommends that a three-year contract with two (2) one (1) year extension options be awarded to Victoria's Kitchen for the College's Regional Centers' Food Service and Catering operations effective March 12, 2018.

Mr. Eapen provided an overview of the proposal from Victoria's Kitchen for cafeteria services at the Northeast and Northwest Regional Centers. Mr. Eapen added that Victoria's Kitchen is a minority vendor and a graduate of the 10KSB program. Mr. Soileau asked for the contract value. Mr. Sawyer explained that the College currently subsidizes Canteen for about \$40,000 a semester. The contract value to Victoria's Kitchen is \$140,000 with no subsidy. Dr. Generals added that the College is taking a chance with a small local vendor because it is mutually beneficial since the large vendors were not willing to provide the level of services we sought per our RFP at our Regional Centers. Canteen was only interested in providing vending machines at the Regional Centers.

Mr. Soileau was concerned about the automatic two, one year extension options for Victoria's Kitchen. Mr. Eapen stated that he will replace the automatic extension options with Board approval needed for the extensions. Ms. Zellers added that she can also include a 'termination for cause' clause in the contract with Victoria's Kitchen to address Board members' concerns.

Action: Mr. Soileau moved and Mr. Herzog seconded the motion that the Committee recommend to the full Board that the College award a three-year contract with two (2), one (1) year extension renewals only with prior Board approvals to Victoria's Kitchen for the College's Regional Centers' Food Service and Catering operations effective March 12, 2018. The motion passed unanimously.

(3) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, January 17, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.