

Wednesday December 02, 2021

10am – 10:45am

Zoom Meeting Conference: <https://csudh.zoom.us/j/89170258059>

Dial: +1 669 900 6833 (US Toll) or +1 346 248 7799 (US Toll)

Meeting ID: 891 7025 8059

## **Executive Committee Ad Hoc "Special Meeting" Minutes**

Members Present: Dr. Cornelia Brentano, Jerry Groomes, Del Huff, Gil Ivey, Deborah Wallace, and Dana Ward

Members Absent: None

Guests: Ed Fimbres (Dining Manager), Gene Surh (University Director of Procurement and Contracts), Eric Lenard (Envision Strategies), and Jinna Matzen (Manager Business Process Improvement, Customer & Board Relations)

### **I. Roll Call**

Meeting was held via the virtual platform, Zoom. Members and guests could be heard clearly. Quorum met.

### **II. Call to Order – Chair Del Huff**

Meeting called to order by Huff at 10:01 AM.

### **III. Approval of Meeting Agenda**

Wallace moved, and Brentano seconded. Motion carried.

### **IV. Public Comment**

No one was present to represent the public

### **V. Informational Items**

#### **a) Envision Strategies Presentation**

Groomes thanked the committee for attending the Ad Hoc meeting explaining the urgent need for Executive approval. Groomes informed the committee that they are meeting to consider a contract with Envision Strategies, a consultant specializing in Dining Services. Groomes further explained the procurement process, telling the committee that Foundation worked with University Procurement and Contracts in procuring three written quotes for consultant services. Groomes explained that Foundation is requesting a consultant's assistance to identify whether Foundation should continue its self-operations of Dining Services or contract the services out to a third-party vendor. Groomes declared that Envision Strategies is being recommended today as the choice to conduct the analysis. Groomes concluded his background summary and

introduced Eric Lenard of Envision Strategies.

Lenard expressed to the committee that Envision Strategies submitted an in-depth proposal included in the committee's meeting materials with different stages of need to Foundation. Lenard further explained that Envision Strategies does not have a plan or preference for self-op or contracting with a third-party vendor. The analysis would be completely unbiased. The committee asked questions of Envision Strategies; they engaged in discussion of fees, phases, the impact of Covid-19 on stakeholder interviews, broad campus participation, expected consultant deliverables, concerns regarding how Dining will look after the Covid-19 pandemic, validity of data collected during campus closure, and the reason why Foundation is looking to engage in consultancy services at this time.

VI. Action Items

a) Approval of Proposal by Envision Strategies

Groomes recommended that Foundation restrict their approval to Phase A with a stipulation in the contract for services not to exceed the quoted price of twenty-one thousand nine hundred and fifty dollars along with an allowance for travel not to exceed eight hundred and fifty dollars for a total contract amount of twenty-two thousand eight hundred dollars.

Ivey moved, and Ward seconded. Motion carried. Phase A of the Envision Strategies proposal was approved with a stipulation that cost will not exceed twenty-two thousand eight hundred dollars, and consultant deliverables will be monitored.

VII. Other Items

No other items were discussed.

VIII. Adjournment

Huff moved to adjourn, Ward seconded. Motion Carried. Meeting adjourned at 11:21 AM.