

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING**

**May 21, 2014**

**MEMBERS PRESENT:** President MR. MARK WESTERHOLD (participated by phone); Vice President/Secretary MR. JOHN HOUSEL; Trustees DR. PAUL FEES, MS. NADA LARSEN and MR. JIM VOGT.

**MEMBERS ABSENT:** Trustees MS. CAROLYN DANKO and MR. RICK LAPLANTE.

**OTHERS PRESENT:** DR. STEFANI HICSWA, President; MR. SHELDON FLOM, Interim Vice President for Administrative Services; DR. GERALD GIRAUD, Vice President for Academic Affairs; MR. MARK KITCHEN, Vice President for College Relations; MR. MERVIN LARSEN; MR. MARTIN STENSING; MS. ILENE OLSON, the *Powell Tribune*; and MS. CYNTHIA CICCI, Executive Secretary to the President and Board of Trustees.

**CALL TO ORDER:** A special meeting of the Northwest College Board of Trustees was held Wednesday, May 21, 2014, at 2 p.m. in the Trapper Room of the DeWitt Student Center (DSC).

**A APPROVE THE AGENDA:** **A motion was made by Trustee Vogt and seconded by Trustee Larsen to approve the agenda as presented. Motion carried.**

**A UNFINISHED BUSINESS:**

**FOOD SERVICE CONTRACT:** On March 7, 2014 a Request for Proposal (RFP) for a food service vendor was issued. Three proposals were received by the April 7, 2014 deadline. A Food Service RFP Task Force, consisting of representatives from each of the constituent groups plus two students, was formed to review the proposals and evaluate presentations in relation to how the potential food service provider would best serve students and the college community in general without taking into account the financial component of the proposals.

Interim Vice President Flom, Vice President Fox, and Residence and Campus Life Director Dee Havig reviewed the proposals and invited two potential vendors (Chartwells and Aramark) to give presentations to the Food Service RFP Task Force. After the presentations on May 6<sup>th</sup> and 7<sup>th</sup>, the Food Service RFP Task Force met on May 9, 2014 to discuss the pros and cons of both options.

Based on the financial analysis, service and quality of food, training/educational programming/meeting international student needs, and references, the Food Service RFP Task Force recommended selecting Chartwells for NWC's food service vendor. The Chartwells proposal also best addresses the imperatives and strategic goals in the College's *Strategic Plan*. Board members were provided with a thorough analysis of the rationale for recommending this vendor.

The President's Advisory Council (PAC) concurred with the Food Service RFP Task Force recommendation. President Hicswa recommended Board approval of Chartwells as the College's food service provider. She added that she had received a revised proposal from Aramark after the submission deadline.

In response to an inquiry by Trustee Vogt, President Hicswa reported that students are not so much dissatisfied with Aramark as they are ready for a change. The Chartwells proposal includes

extended hours of operation and provides comprehensive training for their employees. They have a restaurant business model and make the food in the student's presence when ordered. This will require remodeling the cafeteria for which Chartwells is investing \$800,000 in the capital fund. **A motion was made by Trustee Fees and seconded by Trustee Larsen to authorize President Hicswa to proceed with contract negotiations with Chartwells to provide dining services for Northwest College and provide catering services on and off campus.**

In response to questions by Board members, Sheldon responded that Chartwells is a financially stable company and a division of Compass which was launched in 1996 and is the world's largest food service provider. Interim Vice President Flom and President Hicswa responded to other questions regarding contract length, references, catering in the community, a disruption in service, furnishings and set-up.

President Hicswa clarified that this decision is no reflection on Director of Dining Services Ken Beebe's competency, expertise or customer service and she thanked him for his leadership. Mr. Beebe and his staff have been superb to work with. **Motion carried (5-0).**

**NEW BUSINESS:**

**PURCHASE REQUEST:**

President Hicswa presented a request to purchase a New-Tek Tri-Caster 460 Multi-Camera Production System for the Television and Film Production program at a cost of \$19,495 to be paid from the Academic Affairs educational equipment budget. Technical programs require up-to-date equipment to provide students the opportunity to learn the content and skills claimed in certificates and degrees. Specifications and rationale for the proposed purchase were included in the Board materials. The Board will be asked to take action at its June 2, 2014 meeting.

**A ADJOURNMENT:**

**A motion was made by Trustee Housel and seconded by Trustee Fees to adjourn the special meeting. Motion carried and the meeting was adjourned at 3 p.m.**

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JOHN HOUSEL, Vice President/Secretary

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Date