

**TO:** JUDITH CHAFEL AND THE SCHOOL OF EDUCATION POLICY COUNCIL MEMBERS  
**FROM:** JAMES PERSHING, PhD., MARIE EDWARDS, HOLLI WHITT  
**SUBJECT:** FOOD CART OPTIONS AND RECOMMENDATIONS  
**DATE:** 8/2/2006  
**CC:** JACK CUMMINGS

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### **OVERVIEW**

Our committee was compiled to address the issue of the food services offered in the Wendell W. Wright School of Education Building. Last year, four graduate students from the Instructional Systems Technology department conducted an evaluation of the services, and our recommendations are based on data gathered during this study. All in all, we feel that the next best steps are to be taken by the appropriate authorities from Indiana University and from within the School of Education. The majority of issues that need to be decided lay outside of the authority of the members of this committee. However, we can offer strong recommendations on how to proceed.

We recognize that some of the recommendations developed from the evaluation project have been incorporated into the new operating procedures of the food cart run by Sodexo in the School of Education. For example, they have increased the variety of items offered by including additional sandwich types, smoothies, and health bars. However, they have not addressed the issues of quantity of food offered or the hours of operation. We suggest that Sodexo be included in the revamping process of the food offerings. It is possible, though, that they may not be able to add any additional variety or increase hours of operation.

### **RECOMMEDATIONS FOR FUTURE FOOD SERVICE OPERATIONS**

- Increase hours of operation to 7:45am to 4:00pm, Monday-Thursday, and 7:45am-2:30pm, Friday.
- Increase variety of food options to include additional entrees to supplement the more “snack-type” items.
- Secure a formalized contract for food services which incorporates each of the following items: a plan for customer satisfaction review on a quarterly or biannual basis, subsidy funding options, compliance with health codes (Monroe County and Indiana University), allowance for multiple outside vendors.

### **RECOMMENDED STEPS TO PROCEED**

1. Consider requirements for bidding process for Indiana University for outside vendor bidding.

2. Establish contact with building services and health code organizations to assure compliance with any established protocols. Please be aware of space and electrical constraints that may preclude certain types of vendors from being able to set up in the School of Education. Also, it's very important to be aware that the lack of a wash station and stationary refrigeration unit will prohibit a food preparation area due to health code non-compliance.
3. Work first with Sodexo to see if they can accommodate us and meet our requirements. From here, draft the specified contract to formalize the business operation.
4. If Sodexo is not able to accommodate the School of Education by meeting the specified requirements, open bidding to other outside vendors. (We suggest checking with various local establishments such as Panera, BBC, etc.)
5. Follow the university prescribed procedures for bidding.

#### **LIMITATIONS AND POTENTIAL CONSTRAINTS**

- Lack of hand washing station which will prevent the ability to have food preparation occur on site
- Lack of adequate electricity for additional equipment
- Lack of space for secure storage for food service equipment and supplies
- Market constraints may create an environment where it is not cost effective for a vendor to increase hours, variety, or quantity of food