



Project: Lewis & Clark Templeton Student Center
Project #: 0431100
Subject: Food Service Meeting
Date/Time: June 17, 2004
Attendance: Michael Sestric, Brodie Bain/Mithun, Eileen McHugh/Mithun, Khai East, Matt Hastings/Bargreen Ellison, Jeff Rott / Bon Appetite Food Services, Robbie Fung, Denise King, Khai East, Michael Ford/L&C Event Management
Location: Lewis & Clark
Submitted by: Eileen McHugh/Brodie Bain
Meeting No. 2
Distribution: File; Michael Sestric, David Lageson
Attachments:

Michael, Brodie

Introduced meeting participants and discussed project process. Current task consists of Review of Existing Conditions to be summarized in a memo on or around July 7th.

Matt, Jeff

Discussed results of June 14 Food Service facilities tour.

To maintain status quo some modernization will be necessary. Food services needs are as follows:

1. Not enough space in current layout
 - a. Refrigeration needs 50% increase
 - b. Food prep requires more space
 - c. Food servery space inadequate
2. Current equipment needs updating
3. Some kitchen elements need to be brought up to code
4. Floor material/detailing needs attention due to damage caused from spills

Brodie

Outlined initial Kitchen/ Food service Options:

1. Consolidated food service with new kitchen (Trail Room moves upstairs)
2. Other Meal Plan options and related space impacts
3. Satellite kitchen at South Campus – use for catering
4. Combination of the above or something in between

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Matt

Proposed three options from initial visit. Specifically,

1. Modernization Plan - \$\$
 - Push out kitchen to servery and servery into dining space
 - Introduce “scramble” system and open walls of kitchen to view
 - Reallocate uses/space to gain storage and refrigeration space
 - Move beverages from existing to NW corner.
2. Move prep & bakery to South Campus - \$\$ to \$\$\$
 - Recommended against moving catering – would duplicate facilities
 - Moving prep & bakery made most sense
 - Includes changes proposed in Option #1
3. Move Trail Room upstairs but separate from Dining Hall - \$\$\$-\$\$\$\$
 - Includes changes proposed in Options #1 & #2
 - Involves moving into STAM space or another space that would need to be relocated

Jeff

Initiated discussion of meal plan options to inform space-planning concepts.

Consolidation of Trail Room and Dining Hall would require reworking meal plan structure as you would be combining a “board plan” and a retail system together.

- Meal Plan structure would need to be changed over 3 years due to administrative process and timing when students sign up for contracts
- Cannot mix retail and straightforward board plan
- Requires adequate space for retail environment (cashier's stations and meeting flow requirements)
- Would lose significant amount of seating in Dining Hall if alternative were not found.

Michael, Brodie, Khai, Eileen, Matt, Jeff, Michael Ford

Discussion of options for Food service:

Data:

- People moving through Dining Room at lunch/dinner is 750; for breakfast is 350.
- Capacity of Dining Room, at 10SF per person: approx 450 people - only room this size on campus
- Capacity of STAM: approx 200-225 people - only room this size on campus and highly used
- Capacity of Trail Room: approx 115 – not easily programmed due to configuration of space.

Pros for moving Trail Room

1. Share employees
2. Simplify movement of product
3. Improve amount/ability to do prep for trail room
4. Free up space on 2nd floor for student meeting rooms, lounge or co-op
5. Closer to ideal of all students eating together to promote community

Cons for moving Trail Room

1. Possibly lose STAM space – would have to relocate or select other location for Trail Room upstairs.
2. More expensive option involving more significant changes to the building – need to evaluate whether building to be replaced or maintained.

Concepts for Trail Room:

1. Reconfigure Trail Room
 - Have seating area more multipurpose to allow other programming
 - Modernize facility
 - Possible vertical connection to dining area
2. Move Trail Room upstairs but separate from Dining
 - Possible connection to Dining seating area
 - STAM space location
 - Residential Life location with circulation adjacent to STAM
 - Examine other options
3. Consolidate Trail Room with Dining
 - Evaluate meal plan and space planning options that would make this possible (declining balance card system)

Jeff

Involved in evaluation of Willamette's Dining Service – trouble reaching goals for program, a combination retail and board plan. Plan created negative environment for students involving under eating during day and over eating at evening meal.

Action Plan:

Further exploration of Building Space Planning Concepts

Memo of existing conditions from Matt Bargreen Ellison