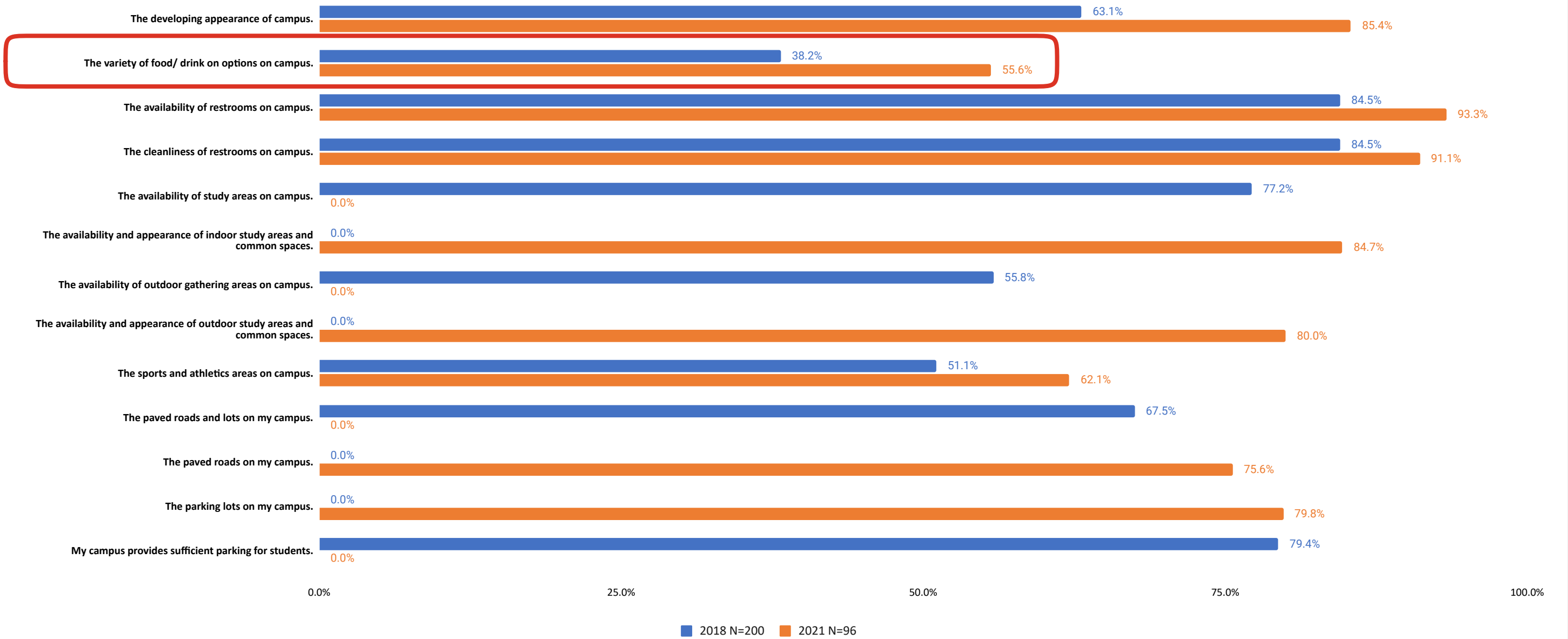


Please rate your satisfaction with the the following statements regarding the campus's physical environment:

(Below are figures showing both Highly Satisfied and Satisfied combined.)



Cerro Coso Community College Cross-functional Inquiry Team Proposal

CC Food Service CFIT

Providing food services for students and staff has been a challenge for many years. Coming out of the pandemic, the already declining offerings ended unexpectedly days before the start of the fall 2022 term. A different local vendor attempted to operate out of our kitchen during the fall 2022 term and found that they were losing money by the end of January and also unexpectedly ended their operations.

As we work to increase the student enrollment and presence on campus, having food options available on campus seem to be very important. Similarly, for staff having food options on campus seems important as half of a lunch break can be consumed simply by the drive to get food in town.

At this time there is no clear and viable solution for providing food options on campus at IWV or any of our other instructional locations.

Charge

To determine the needs for food services on campus and develop possible solutions to meet those needs.

Anticipated Research and Discussion

The effort will begin by informally researching the food service approaches at other similar college campuses.

The next step will be to informally attempt to gather information about the needs and wants of our students and staff through surveys and perhaps focus groups.

The next step will be to investigate the local resources that could play roles in possible solutions.

The final step will be to develop two to three possible solutions and document the pros and cons of each.

Anticipated Output / Recommendations

A recommended solutions with one or two alternative solutions that Administrative Services can turn into actionable items.

The recommendations will be presented to the College Council for feedback/discussion and perhaps direction for Administrative Services.

Team Composition

Administration - (2)

Faculty - (2)

Classified - (2)

Student - (2)

Specific member recruitment:

- Administration
 - Katie Bachman
 - Kevin King
- Faculty
 - Mike Bonner
 - Tyson Huffman
- Classified
 - Jaime McClure
 - Davis Kuntz
- Students
 - Fatima Chavez Gomez
 - Crystal Padron

CFIT Agenda for 1st meeting

4/27/23 - 4:30pm - MB318 and

<https://kccd-edu.zoom.us/j/88247666907?pwd=WWNEUHdpRmlFZzZQNE1PNkgvb25tUT09>

Attendees

Chad Houck, Jaime McClure, Kevin King, Michael Bonner, Tyson Huffman, Davis Kunz, Katie Bachman, Crystal Padron, Fatima Chavez Gomez

Agenda

1. Quick introductions
2. Review of the Proposal and CFIT Google Site
3. Researching other schools
 - Identify and assign? Or choose on our own?
 - https://en.wikipedia.org/wiki/List_of_California_Community_Colleges
 - Due date?
 - Next meeting
 - Tool for reporting findings
 - Chad will create a Google Form?
 - <https://forms.gle/SDLgosBYqvT1HePh9>
4. Next Step - gathering information from our students and staff
 - Surveys or focus groups or both?
5. Future meetings?
 - When
 - Next two Thursdays at the same time.
 - Zoom
 - yes

Action Items

1. Investigate _____ college(s) and submit findings on Google form
2. Consider questions for gathering information from our students and staff

Notes

Rank	College	Cerro Coso Contact Person
1	East Los Angeles College	
2	Santa Monica College	
3	American River College	
4	Santa Ana College	
5	Mount San Antonio College	Davis
6	City College of San Francisco	Tyson
7	Pasadena City College	
8	Palomar College	
9	Fullerton College	Jaime
10	San Diego Mesa College	
11	Long Beach City College	Fatima
12	El Camino Community College District	
13	Sacramento City College	
14	De Anza College	
15	Santa Rosa Junior College	
16	Orange Coast College	Fatima
17	Cerritos College	
18	Fresno City College	
19	Saddleback College	
20	Diablo Valley College	
21	Los Angeles Pierce College	
22	Los Angeles City College	
23	Southwestern College	
24	Santa Barbara City College	
25	Chaffey College	
26	Los Angeles Valley College	
27	Grossmont College	
28	College of the Canyons	
29	Sierra College	

30	Riverside City College	Jaime
31	Bakersfield College	
32	San Joaquin Delta College	
33	Modesto Junior College	
34	Rio Hondo College	
35	San Diego City College	
36	Cypress College	
37	Glendale Community College	Crystal
38	Foothill College	
39	MiraCosta College	
40	Antelope Valley College	Jaime
41	Moorpark College	
42	Mt. San Jacinto College	
43	Cosumnes River College	
44	Los Angeles Trade Technical College	
45	Reedley College	Fatima
46	Cabrillo College	
47	Irvine Valley College	
48	Chabot College	
49	Citrus College	
50	Ventura College	
51	Golden West College	
52	San Bernardino Valley College	
53	Butte College	
54	San Diego Miramar College	
55	Victor Valley College	
56	Laney College	
57	Santiago Canyon College	
58	Allan Hancock College	
59	West Los Angeles College	
60	College of the Sequoias	Fatima
61	Coastline Community College	
62	Ohlone College	
63	Merced College	
64	Clovis Community College	
65	Los Angeles Harbor College	

66	Skyline College	
67	Norco College	
68	West Valley College	
69	Solano Community College	
70	Monterey Peninsula College	
71	San José City College	
72	Hartnell College	
73	College of San Mateo	
74	College of the Desert	
75	Cuesta College	
76	Evergreen Valley College	
77	Mission College	
78	Los Angeles Mission College	
79	Cuyamaca College	
80	Las Positas College	
81	Los Medanos College	
82	Shasta College	
83	Moreno Valley College	
84	Folsom Lake College	
85	Los Angeles Southwest College	
86	Imperial Valley College	
87	Compton College	
88	Oxnard College	Fatima
89	Yuba College	
90	Contra Costa College	
91	Cañada College	
92	Berkeley City College	Crystal
93	Napa Valley College	
94	College of Marin	
95	Merritt College	Crystal
96	Gavilan College	Crystal
97	College of Alameda	Crystal
98	Crafton Hills College	
99	Taft College	Michael
100	College of the Redwoods	Davis
101	Cerro Coso Community College	n/a

102	West Hills College Lemoore	Crystal
103	Porterville College	Fatima
104	Mendocino College	Kevin
105	Palo Verde College	Kevin
106	Barstow Community College	Michael
107	West Hills College Coalinga	
108	Woodland Community College	Chad
109	Columbia College	Tyson
110	College of the Siskiyous	Katie
111	Lassen College	Chad
112	Lake Tahoe Community College	Chad
113	Copper Mountain College	Katie
114	Feather River College	Chad

CFIT Agenda for 2nd meeting

5/11/23 - 4:30pm - MB318 and

<https://kccd-edu.zoom.us/j/88247666907?pwd=WWNEUHdpRmlFZzZQNE1PNkgvb25tUT09>

Attendees

Chad Houck, Jaime McClure, Kevin King, Michael Bonner, Tyson Huffman, Davis Kunz, Katie Bachman, Crystal Padron, Fatima Chavez Gomez

Agenda

1. Review Inquiry for other schools' practices
 - Look at [spreadsheet of results](#)
 - Most prominent way of providing service
 - Food pantry
 - Cafeteria with meal plans
 - Food trucks
 - Outside vendors who also offer catering out of the space
 - Most likely to work in our area
 -
 - Key ideas we liked
 - Catering as a way to survive
 - Meal plans
 - Other?
 - A hospitality academic program that runs the kitchen as a lab space
 - Thoughts for consideration:
 - Reaching out to the **Foundation for California Community Colleges** to inquire if they maintain a list or knowledge of what's being offered at colleges state-wide.
 - Catering and delivery services to supplement revenue and keep our food services alive on-campus
 - College staff run services, potentially modeling off or collaborating for kicking-off with the help of BC
 - Improving the functionality and appeal of the area in front of the Coyote Kitchen

- Food via bookstore option?
 - Discounts at local restaurants?
 - Set up Door Dash drop off location and work to have student workers who drive for Door Dash, and set up discounts for our students who use our Door Dash
 - Options for vegetarian and vegan will be good
 -
2. Next step?
- We have a local inquiry
 - Charlies/BR local asking to operate out of our kitchen
 - Bring them on, or wait?
 - Consensus was to bring them on
 - Gathering information about needs and wants of students and staff
 - Timeline?
 - Method?
3. Future meetings?
- When
 - Depends on how Trial with Charlies/BR goes

Action Items

1. Chad work with Charlies/BR on a 6 month trial

CFIT Updates

November 2023

- Trial with Charlies/BR, now Tacos & Burgers, has gone well. Trial agreement is being extended through the end of the academic year at which time an RFP will be sent out
- We added significant improvements to the Kitchen to support the menu items
- We have used CRBG funds to support a \$4 student discount when students purchase a meal (combo meal, a la cart with a drink, or a smoothie).
- Marketplace and Access programs have both purchased 50 x \$50 meal cards to give out to students

March 2024

- We increased the menu offerings
- We improved the student discount process with an ID scanner. Averaging \$1600 a month in student discounts

May 2024

- RFP was created and sent to 5 local vendors including T&B, Beansters, Pony Espresso, and two caterers. It was also advertised in the Bakersfield Californian and the Ridgecrest Daily Independent

June 2024

- Only one (1) proposal was received. It was from T&B.
- Non-faculty members of the CFIT were contacted and updated on the process. (emails below)

From: Chad Houck
Sent: Wednesday, June 12, 2024 4:38 PM
To: Jaime McClure <jaime.mcclure@cerrocoso.edu>; Kevin King <kevin.king@cerrocoso.edu>; Davis Kunz <davis.kunz@cerrocoso.edu>; Kathryn Bachman <kathryn.bachman@cerrocoso.edu>
Subject: FW: CC Food Services to be bid out

Hello you all.

You are the non-faculty part of our Food Service CFIT from a year ago.

I have been remiss in bringing the group back together during the year while Tacos & Burgers operated our Kitchen. And, I feel like the food service effort went pretty well this year.

At the beginning of May I worked with KCCD Purchasing to get a Request for Proposals out to our community and surrounding areas, including Bakersfield. I did list you all to help me review the proposals based on your participation in the CFIT. You should have received an email from purchasing. I did not hear from anyone, and I should have sent out a follow up. Frankly, it slipped off my radar once graduation was upon us. If you are not interested in the process any longer, that is totally ok. If you are still interested, then we have a decision to work towards.

We are at the end of the open RFP timeframe and it is time to review proposals. As it turns out, we only have one proposal and it is from Tacos & Burgers, and during the open timeframe we received no inquiries from any local vendors about the RFP.

Please reply to this email with your thoughts about being a part of the process. The next step is to review what T&B submitted and then decided if we continue to go with them and work on that evolution, or start over.

Thank you for getting back to me on this.

-Chad

July 2024

- Agreement for next three years with option to add two more years was drafted and reviewed by the non-faculty members of the CFIT.

From: Chad Houck

Sent: Wednesday, July 3, 2024 11:23 AM

To: Kathryn Bachman <kathryn.bachman@cerrocoso.edu>; Jaime McClure <jaime.mcclure@cerrocoso.edu>; Kevin King <kevin.king@cerrocoso.edu>; Davis Kunz <davis.kunz@cerrocoso.edu>

Subject: RE: CC Food Services to be bid out

Hello everyone.

Assuming you are getting this after the holiday weekend 😊 I hope it was a good one for you.

I did not hear back from everyone about meeting, so I am going to try to move forward digitally.

The link below is a draft agreement that I generated from the agreement with T&B last year. Attached is the proposal that was submitted. The proposal feel short of what was expected by our purchasing department, but since it was the only one we received, they are good with it.

The only thing from their proposal that I did not include was the requirement that we purchase \$2000 worth of meal cards each month. I did not want to commit us to that. We can do it if we want, but this last year we only did that once each term.

Please review and make any comments in the document that you think are relevant. Please reply all to this email if you have questions or thoughts about moving forward with T&B. Please try to do this by the end of the week, July 12. I would like to be able to get this squared away in time for the August Board meeting AND to give T&B plenty of lead time.

Thank you!

-Chad

[RIDGECREST BASKIN INC-SERVICE AGREEMENT CC GU001_Aug2024-May2027.docx](#)

Cerro Coso Community College
3000 College Heights Blvd.
Ridgecrest, CA 93555

Ridgecrest Baskin Inc Service Agreement

This Agreement is made this 8th day of August 2024, by and between Kern Community College District, on behalf of Cerro Coso Community College, herein referred to as "District" and Ridgecrest Baskin Inc., 501 D North China Lake Blvd., Ridgecrest, CA 93555, herein referred to as "Contractor".

GENERAL TERMS

Term -The term of the agreement is from August 1, 2024 through May 31, 2027. The term can be extended by mutual agreement as an amendment to this agreement no more than two (2) times each for a term of one (1) year.

Scope of Services - Contractor shall have non-exclusive rights to food service operations by providing food and beverage service from the college kitchen. Contractor shall provide beverages, shakes, smoothies, soft drinks, ice cream, hot sandwiches, and fried side orders to students, employees, guests and other groups approved by the District. Contractor may propose alternate offerings for District's consideration and approval.

Hours of operation will be 10:00 a.m. - 7:30 p.m. Monday through Thursday. Contractor may propose alternate hours of operation for District's consideration and approval.

Every effort will be given to afford the Contractor first opportunity to provide catering services for college sponsored meetings and events. Catering food and beverage options may vary from the normal operating offerings in the college kitchen.

Contractor and District will collaborate to develop meal plan options to support Student Services efforts to address food insecurity. This could take the form of prepaid single meals and prepaid multiple meals.

Contract Price and Payment – The District agrees zero compensation will be paid by the Contractor during the term of this agreement. The Contractor agrees to meet with the District during the last week of each month of the term of this agreement to review performance and identify areas of growth to support the Scope of Services. The District agrees to ensure for the contractor a minimum profitability margin of 10% or \$4,000 per month, whichever is less. If this is not met through standard sales and catering, the District will reimburse the Contractor. In this case a detailed spreadsheet of cost with invoices and statements will be provided by the Contractor.

District will work with Contractor to facilitate a \$4 discount for students to help students with access to affordable meals while on campus. When a student purchases a meal and scans a current valid student ID card, a \$4 discount will be applied to their order. Once a month the Contractor will provide the District with a list of discounted orders with an invoice to reimburse for the \$4 discounts. The list of sales will be reconciled with the list of scanned IDs before the invoices are paid.

General Provisions of this Agreement - The parties agree to abide by the following General Provisions of this Agreement.

GENERAL PROVISIONS OF THIS AGREEMENT

Status of Parties - District and Contractor agree that Contractor, in performing the services specified in the Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Contractor shall be free to contract for similar services to be performed for other entities while under contract with District. Nothing in this Agreement shall prohibit Contractor from taking on other jobs or performing services for other entities, so long as Contractor can perform the work necessary to carry out this Agreement.

Workers Compensation Insurance- Contractor shall provide worker's compensation insurance for all of his/her employees engaged in work under this agreement. In the case of any subcontracted work, the Contractor shall require the subcontractor similarly to provide worker's compensation insurance for all the latter's employees. The Contractor shall file with the District certificates of insurance protecting such employees. The Contractor is required to secure payment of compensation to his/her employees in accordance with the provisions of Section 3700 of the labor code. The Contractor shall pay all premiums for said policies,

Facilities - District will provide Contractor with access to the kitchen (Coyote Kitchen), restrooms, trash room and custodial closet with mop sink at Cerro Coso Community College, 3000 College Heights Blvd., Ridgecrest, CA. District will provide utility service and trash removal; contractor shall place all mixed recycling and trash in room 128 (Trash Room) for district removal. Contractor agrees to exercise care to keep energy services to a minimum and comply with established energy conservation practices, regulations and policies.

Contractor understands that there will be occasional interruptions in operations due to required college processes such as evacuation drills and negotiated holidays during which the college campus is closed. The District will make all efforts to communicate such interruptions as far in advance as possible.

Contractor shall provide daily housekeeping, cleaning, maintenance and sanitation for all food service equipment and immediate surrounding area. This shall include, but not be limited to, refrigerators; freezers; fryer; beverage dispensers; bread warmer; stove/griddle/oven; grease trap; storage room; and preparation and serving areas. The District shall have the right of inspection of the operation of the Contractor with respect to the use, safety, sanitation and maintenance of premises, all of which shall be maintained at a level satisfactory to the District. District shall have the right to make reasonable regulations with regard to such matters and the Contractor agrees to comply with such regulations. District will provide once weekly floor care of the kitchen facility.

Contractor understands that the District may, without interfering with normal food service, use the dining, production, and service areas from time to time for such purposes as may be required (i.e. fund raisers, awards ceremonies, dances, etc.). The District's personnel, at no cost to the Contractor, shall undertake appropriate setup and cleanup. Facilities shall be restored to conditions mutually satisfactory to the Contractor and the District.

The District also reserves the right to use the kitchen for its use, such as hospitality, with prior notice to the Contractor.

The District understands and agrees that the Contractor may use the college kitchen to prepare catering offerings for external organizations, and, during this agreement, no compensation for this usage is expected by the District.

The District will acquire and install branded signage above the serving area, and other supporting signage such as menus to posted on the walls adjacent to the serving area.

Operating Cost- Contractor will assume all costs of operation, including, but not limited to, point of sale, purchasing, preparation, serving foods and beverages, bussing, personnel, as well as other materials required to provide the services covered by this contract. Contractor is responsible for setting up schedules for deliveries of supplies and shall pay all cost, including freight, packing and handling.

The District shall work to provide at least six (6) student workers to be a part of Contractor operations in the Cerro Coso kitchen as outlined in this agreement. The Contractor will provide required trainings including but not limited to ServSafe Food Handling certification. The District will provide supervision and compensation to student workers. The Contractor will direct the work of the student workers.

The District will supply parking permits to Contractor for all employees who work in the college kitchen.

Prohibited Items - No intoxicating liquors, alcoholic beverages, or drugs shall be kept, disbursed, sold, or given away upon the premises of the District, without express written consent of the District.

Use of Name - Contractor shall not be permitted to use the District's name in any advertising without the District's prior approval.

Permit, licenses and Taxes - Contractor agrees to obtain all necessary permits, give all necessary notices, pay all license fees, and comply with all municipal, state, and federal laws, rules, ordinances and regulations relating to the preservation of the public health and applicable to the business carried on under the agreement, to assume complete and sole liability for all federal, state, and local taxes applicable to the gross sales and transactions made by Contractor in the business carried on under this agreement; and withhold and pay all taxes, contributions, and monies required by any law to be withheld and paid with respect to salaries or compensation of the Contractor and its employees. Further, that Contractor shall be responsible for all licenses, fees, and taxes pertaining to the business carried on under this agreement that are now in effect or which may be enacted during the term of this agreement.

Assignment - This Agreement and any part thereof shall not be subcontracted or assigned to another contractor without prior written permission of the District.

Insurance - Each party shall obtain, pay for and maintain in effect during the life of this Agreement the following policies of insurance issued by an insurance company rate not less than "A-,VI" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability insurance (including contractual, products and completed operations coverages, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence; (2) commercial automobile liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence; (3) professional liability insurance (errors and omissions) with a limit of liability of not less than \$1,000,000 per occurrence; and (4) workers' compensation insurance as required under state law. Each party's policy shall contain an endorsement naming the other party as an additional insured in so far as this Agreement is concerned, and provide that written notice shall be given to the other party at least 30 days prior to cancellation or material change in the form of the policy or reduction in coverage.

Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section, and each party shall have the right to inspect the other party's original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change or reduction in coverage, each party shall immediately file with the other party a certified copy of the required new or renewal policy and certificates for such policy.

Nothing in this section concerning minimum insurance requirements shall reduce a party's liabilities or obligations under the indemnification provisions of this Agreement.

Indemnification - Each party agrees to defend, hold harmless and indemnify the other party (and its officers, employees, trustees, agents, successors and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fine , costs and liability whether in contract, tort or strict liability (including but not limited to personal injury, death at any time and property damage) arising out of or made necessary by the indemnifying party's performance of this Agreement or breach of its terms.

Termination - Either party may terminate this Agreement without cause by giving the other party thirty (30) days written notice of termination.

Contractor

Dakota Andekin

Name of Authorized Agent

Owner of Ridgecrest Baskin Inc.

Title of Authorized Agent

Signature

Date

Kern Community College District

Mike Giacomini

Name of Authorized Agent

Chief Financial Officer

Title of Authorized Agent

Signature

Date