Administrative Policy Change

This form is to be used to document a proposal to make a major change to an existing administrative policy, procedure or other key document. The policy owner or designee should complete this form, and forward the document along with the revised draft to the University Policy Office Director at 228 WBOB or policy@umn.edu. The Administrative Policy Advisory Committee (PAC) will review the materials and provide feedback to the policy owner/designee.

Date: October 13, 2009

Administrative Policy Title: Catering on Campus (UMC-specific)

Policy Owner or Designee: Peter Phaiah

Provide a summary of the policy or associated document change.

The University has granted to Sodexo the right to provide Food Service in the Food Service Outlets and Catering Services at locations designated by the University. Sodexo’s right to provide Food Service on the Crookston Campus shall be non-exclusive in areas other than the Food Service Outlets. By way of example and without limitation:

(a) Sodexo may be asked but does not have the exclusive right to provide concession services in athletic and performing arts (including films) venues.

(b) Nothing shall be construed to prevent individuals from bringing food or beverages onto the Crookston Campus for personal consumption.

(c) Nothing shall be construed to prevent the ordering of take-out food (e.g., pizza, ethnic foods, training table meals) from a third party delivered onto the Crookston Campus.

(d) Nothing shall be construed to prevent student organizations from conducting bake sales, potlucks, and other food functions.

(e) Sodexo may be asked, but does not have the exclusive right to provide Catering Services for University events held off campus.

(f) University reserves the right to exclude up to five (5) events a year on the Crookston Campus from the exclusive rights in the Food Service Outlets. Unused exception rights under this subsection may be carried forward from Year to Year.

(g) Nothing in this Agreement shall be construed to prevent the University (or a vending contractor) from selling candy, gum, mints, snacks, soft-drinks, popcorn, and convenience store items (whether food or non-food – e.g., newspapers, pens, etc.) in convenience stores on the Crookston Campus.

(h) Nothing shall be construed to prevent student groups from operating a coffee shop and convenience store on the Crookston Campus.

Definitions:

“Catering Services” means the provision of Food Service to any group outside the normal confines of Food Service Outlets.

“Designated Locations” means other areas on the UMC campus where Sodexo has the exclusive right to provide catering services. These locations include Bede Ballroom A,B,C,D & E.

“Food Service Outlets” are food venues were Sodexo has the exclusive right to serve food. These Outlets include Ma Brown Dining Room, Eagles Nest and Evergreen Grill.

Special Notes:
To be approved by the Chancellor’s Cabinet after review by the Executive Committee.
This policy was previously approved in 1992 by the UMC Operations Committee, which is no longer active.

Note: Please ensure that the associated procedures to this policy are accurate.
Prior to June 1, 2008, the University of Minnesota, Crookston (UMC) had a self-operated food service. The Regents of the University of Minnesota on behalf of the UMC campus had entered into a Food Service Management and Operations Agreement with Sodexo America, LLC on. This agreement has impacted the UMC-specific Catering on Campus policy. Therefore, the campus-specific policy must be changed to reflect this new agreement. Section 3.01 *Grant of Right, Acceptance of Obligation, and Exclusivity* of the contract outlines the needed requirements of the administrative policy change listed above.

This change will give departments, student organizations and individual a little more flexibility for bring outside food onto the UMC campus.

<table>
<thead>
<tr>
<th>Please quantify the impact of the proposed change.</th>
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<tbody>
<tr>
<td>Cost to develop and implement</td>
<td>NA</td>
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<tr>
<td>Ongoing costs</td>
<td>NA</td>
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<tr>
<td>Audience directly impact</td>
<td>This change will provide a positive impact for student organizations, departments, Athletics, Alumni Assoc. and the Development office.</td>
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<td>Number of employees/students impacted</td>
<td>Most</td>
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<td>Processing time at the individual or unit level.</td>
<td>None</td>
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<td>Other (please describe)</td>
<td>NA</td>
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Describe the mechanisms that will be used to measure the effectiveness or compliance with the change.

Currently outside catering is not permitted catering. This policy change will allow more flexibility and option for the campus. A permitting process and procedure will be implemented to ensure proper food handling and safety.

Outline the communications plan that will be used to inform affected stakeholders about this policy change.

The new policy will be shared with the Executive Committee that represent all departments on the UMC campus. A presentation will be made to the full board of the Crookston Student Association (CSA). A mass e-mail will be distributed to the University’s Unofficial list serv.

Check those items below where you have confirmed that the policy change is still in alignment with:

- [X] Board of Regents policies
- [X] Federal and state laws
- [X] Delegation of Authority

*Note: Please ensure that the associated procedures to this policy are accurate.*