

Folder 27 Dining Hall 1967-71

Cafeteria

Commonwealth of Pennsylvania
Department of Education

SCHOOL
ADMINISTRATORS' **398**
MEMORANDUM

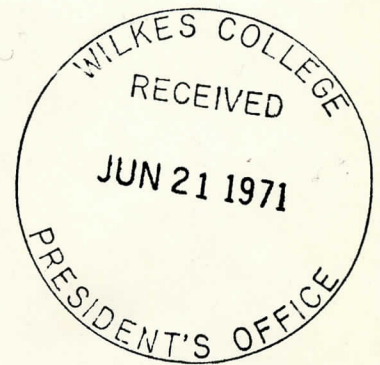
Subject: Food and Drug Administration
Testing of Swordfish

June 15, 1971

To : Chief School Administrators
Diocesan Superintendents and Private
Secondary School Administrators
State College and University Presidents
Accredited Colleges and Universities
Community Colleges

From: David H. Kurtzman
Secretary of Education

D. H. Kurtzman



The Department of Education is in receipt of a report from the U. S. Department of Health, Education and Welfare, Public Health Service, which points out that the Food and Drug Administration has released research data which indicate excessive levels of mercury in swordfish.

The report was accompanied by a memorandum from the Honorable J. Finton Speller, Commonwealth Secretary of Health, asking that the information be circulated to all school cafeterias and institutional food centers strongly urging that the service of swordfish be discontinued due to its potential health hazard.

original to Mr. Denison

Chief School Administrators	Staff Assistants	School Board Secretaries	Secondary Principals	Elementary Principals	State Colleges & Universities	Nonpublic Schools	Department of Education Staff
437	437				25	112	437
CHIEFS OF SPECIAL PROGRAMS							Number of Sheets in this Release
Special Education	Vocational Education	Agriculture	Home Economics	School Milk & Lunch	Highway Safety	Instructional Materials	
							1

Dining Hall (Cafeteria)

November 9, 1970

Mr. John C. Metz
Custom Food Management Systems, Inc.
77 E. Market Street
Wilkes-Barre, Pa. 18703

Dear Mr. Metz:

Thank you very much for your letter of November 2 introducing me to the Custom Food Management Systems.

I must confess I was unaware of the existence of your organization in our community, and am pleased that we have such a successful enterprise in our area.

At the present time, we do not anticipate any change in our food contract service, however, as you know, these situations are always subject to review. I am presently immersed in becoming familiar with many elements of the College operation that are new to me. I will keep your letter in our files for further contact with you if it appears appropriate.

Again, thank you very much for your interest in Wilkes College.

Sincerely yours,

Francis J. Michelini
President

FJM:npc



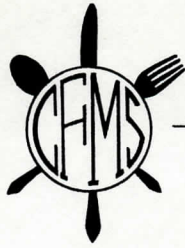
*Custom Food
Management Systems,
Inc.*

77 E. Market Street Wilkes-Barre, Pennsylvania 18703

JOHN C. METZ
PRESIDENT

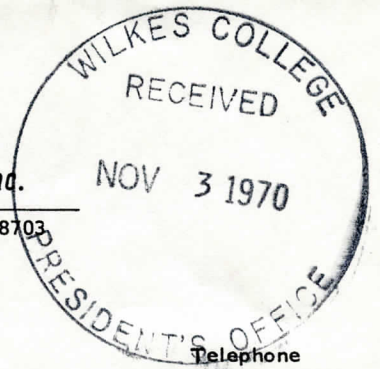
PHONE
AREA CODE 717

BUS.: 824-2463
RES.: 696-1843



Custom Food Management Systems, Inc.

77 E. Market Street Wilkes-Barre, Pennsylvania 18703



JOHN C. METZ
President

Telephone
Bus.: 824-2463
Res.: 696-1843

November 2, 1970

Dr. Francis J. Micheline
President
Wilkes College
Wilkes-Barre, Pennsylvania

Dear Dr. Micheline:

The purpose of this letter is to introduce you to Custom Food Management Systems, a locally situated food management organization founded in Wilkes-Barre three years ago. We are one of the leaders in the local food management field and were recently listed as one of Institutions Magazine's "400."

Up until a few months ago our attention was focused on servicing hospitals, nursing homes and private schools; however, we have added several members to our staff who have had extensive experience in college feeding operations and we have set up a division in our organization to concentrate on serving colleges, universities and other schools.

Allow me to briefly present a few of the advantages offered by Custom Food Management Systems:

We offer custom-designed menus suited to meet your needs, e.g., a four-week cyclical menu which would be completely changed at least twice during the school year. This menu could be submitted to your Student Council for their suggestions and approval.

We purchase in volume from many local purveyors; your food purchases would automatically be incorporated into this buying pool thereby giving the College the advantage of lower costs for the highest quality food.

Financial arrangements would be set up to accommodate your wishes. Perhaps you would find that food management on a fee basis would be more satisfactory and more economical than on a meal basis. Of course, we could also operate on a meal basis.

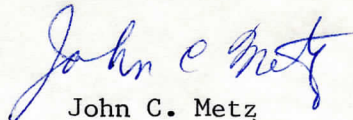
- 2 -

The handling of college-sponsored luncheons, dinners and parties would be included in your management fee. Operation of your snack bar would also be included in the overall fee.

Control of the dining facilities would remain in the hands of the Administration which will set the objectives. Our company will implement the program to achieve your goals.

We would appreciate having the opportunity to explain to you in depth our college feeding program in the hope that we may some day be of service to Wilkes College.

Sincerely yours,

A handwritten signature in blue ink, reading "John C. Metz". The signature is written in a cursive style with a large, stylized "M".

John C. Metz
President

JCM/pt



ALLEN & O'HARA, INC.

DEVELOPMENT • CONSTRUCTION • MANAGEMENT

MEMPHIS, TENNESSEE

May 14, 1970

dining hall

Bill Demmon

*For your dis-
posal*

EJH

Dr. Eugene S. Farley
Wilkes College
Wilkes-Barre, Pennsylvania

Dear Doctor Farley:

In today's troubled campus world, providing students with anything less than the very finest quality food service is to invite unnecessary additional troubles and even disaster.

It is an established fact that whenever students run out of issues they easily find made-to-order issues in their campus food services. Simply providing students with "adequate" or just "good enough" meals is no longer tolerated and, indeed is an ever present potential source of student revolt. Food services today must be exceptional! And exceptional food service can only be provided by an exceptional company!

Allen & O'Hara, Inc. is such a company that, in addition to building, owning and managing fourteen of its own student residence halls at ten state universities, also operates its own food services with amazing student satisfaction results.

It wasn't always this way. In the beginning and for the first few years we contracted with several of the best known food service companies in America to provide and manage our food services for us. These commitments were met with varying results. For the most part their services oscillated between good and just so-so; but seldom were they able to hold a sustained standard of quality for any length of time.

In view of such inconsistencies in food service quality and, in support of investments totaling nearly \$60 million dollars in our student residence complexes it was decided that the only way we could maintain our standards of quality with consistency was to perform this all important task ourselves.

In short, the food service system that evolved from this decision is, in our opinion the finest quality orientated food service in America today--we call it The Allen & O'Hara Way. This system for the first time now, is made available to institutions of higher learning such as yours, who recognize the importance of campus food services and who are serious about doing something about it.

Through the experience gained as owners and operators of our own residence halls and food services, we understand the total resident student needs and our response to these needs is total. We have the trained staff, the organization and management in depth and, can provide these services for your institution at a reasonable guaranteed cost.

We would welcome the opportunity to meet you personally to tell you a little more about how The Allen & O'Hara Way can be an important asset to your total on-campus food service program. May we hear from you soon? Better yet, call us-- collect!

Sincerely yours,

ALLEN & O'HARA, INC.



Adam L. Habler

Marketing Manager

Management Services Department

AIH/cr
Enclosure

P.S. For your reference, we have enclosed a three page collage of student residence complexes we currently own and operate, each with complete food services.

Dining Hall, cafeteria

March 2, 1970

Mrs. Joseph Kocyan
137 South Franklin Street
Wilkes-Barre, Pa. 18702

Dear Marie:

I have arranged with Bill Denion who has charge of the cafeteria, and with Nelson Carle who has charge of the grounds, to reserve the cafeteria for your use at 8 o'clock on the evening of April 6.

They assure me that the space will be available, and we will hold this reservation for you unless we are advised that your own plans have changed.

Best wishes to you.

Sincerely yours,

President

ESF.pc

April 6th
about 8:15 p.m.
Our very best to you
Mamie

Dining Hall, Cafeteria

WILKES COLLEGE
WILKES-BARRE
PENNSYLVANIA 18703

M E M O R A N D U M

TO: Dr. Farley
FROM: Joel Rome
SUBJECT: Meal Plan
DATE: April 14, 1970

By a 2 - 1 majority, the resident students have voted down the optional meal plan program for the 1970-1971 academic year. The results were reported at yesterday's I. D. C. meeting.

JIR:mj

cc: Mr. Whitby

Cafeteria

WILKES COLLEGE
WILKES-BARRE
PENNSYLVANIA 18703

MEMORANDUM

TO: Dr. Farley
FROM: Charles R. Abate
DATE: March 16, 1970

*Tom Kelly
Please insert in
minutes
EJH*

I am enclosing two exhibits which should be attached to the minutes of Tuesday's Administrative Council meeting.

Please review these exhibits and, if satisfactory, pass them on to Tom Kelly.

Thank you.

CRA:h
Enclosures

WILKES COLLEGE
EXCERPTS FROM FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 1969

INCOME:

Dining	\$477,648.00
Dormitories	<u>311,696.00</u>
Total	\$789,344.00

EXPENDITURES:

Dining	312,844
Dormitories	246,557
Interest for New Men's Dormitory	<u>59,531</u>
	<u>618,932.00</u>

EXCESS OF REVENUE OVER EXPENDITURES BEFORE DEPRECIATION:	170,412.00
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ESTIMATED DEPRECIATION :

New Men's Dorm	1,630,000 @3%	48,900
Other Dorms	1,841,000 @4%	73,640
Dining Contents	285,000 @10%	28,500
Dorm Contents	399,000 @10%	<u>39,900</u>
Total Depreciation		<u>190,940.00</u>

EXCESS OF EXPENSES OVER REVENUE:	<u>\$ 20,528.00</u>
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WILKES COLLEGE
ROOM AND BOARD CHARGES
PER SEMESTER

	1969-70 <u>Meals 7 Days/Week</u>	1970-71 <u>Meals 7 Days/Week</u>	1970-71 <u>Meals 5 Days/Week</u>
Room	200	240	240
Board	340	320	285
Insurance and Linen	<u>35</u>	<u>35</u>	<u>35</u>
	\$575	\$595	\$560

Present board charges (\$340) is an arbitrary figure used to calculate refunds to students who have been excused from board contracts.

A review of the college records, and comparison to other college charges indicate that a larger proportion of the total charges should be assigned to room costs.

A comparative list of room and board charges based on a 7-day meal plan is as follows:

	<u>Room</u>	<u>Board</u>
Allentown College (St. Francis)	225	275
Lafayette	210	315
Lehigh	190	360
Moravian	225	285
Muhlenberg	200	275
or	250	275
Ursinas	215	285
Wilkes	240	320

M. W. Wood
President

Dining Hall, cafeteria
T. W. Heeps
General Manager



M. W. WOOD, INC.
Food Service Management



3320 Hamilton Blvd.
Allentown, Pa. 18103

Area Code 215
Phone 435-6751

March 5, 1970

Dr. Eugene Farley, President
Wilkes College
Wilkes Barre, Pa.

Dear Dr. Farley:

An alternate meal plan could be offered to the students at Wilkes College. At the present time, all boarding students are on a 7 day - 20 meal plan. The cost of this plan for the current school year is \$13.10 per week or \$1.87 per day. Since it would not be possible to feed a student three meals per day for \$1.87, it becomes obvious that the number of meals missed is an important factor in arriving at the \$1.87 rate. Most of the missed meals occur during the weekend on Saturdays and Sundays, therefore a rate arrived at by eliminating these two days would show very little difference from the present 7 day rate. If a rate were offered for 5 days and substantial numbers of students accepted it, the existing rate for 7 days would necessarily be increased to compensate for the difference in the missed meal ratio.

By using this year's contract figure of \$13.10 per week, we would calculate the net of the two plans to be

7 day meal plan	\$13.40 per week and \$1.92 per day
5 day meal plan	\$11.75 per week and \$2.35 per day

These calculations are based on the projection that 20 to 25% of the students might choose the 5 day plan.

This year's increase in cost of food and labor would increase the meal rate to \$13.65 per week for the 1970-71 school year.

By using the same calculations we would offer the following meal plans:

\$13.65 per week \$1.95 per day for 7 day per week.
This cost applies if all students are required to purchase the 7 day plan.

Dr. Eugene Farley
Wilkes College

Page 2.

March 5, 1970

If both a 7 day and a 5 day plan are offered, the costs would be:

\$14.00 per week \$2.00 per day for 7 days per week

\$12.25 per week \$2.45 per day for 5 days per week

Suggestion: In the event that a 5 day plan is offered, a procedure to discourage the transferring of meal tickets on the weekend should be developed.

If the above rates are acceptable to you and if the decision is made to offer both the 5 and the 7 day plans, I will then draw up a contract covering whichever plans you choose for the 1970-71 school year.

Sincerely yours,

M. W. WOOD, INC.

T. W. Heeps

T. W. Heeps,
General Manager

TWH:fs

Chas. Alate recommends

1. Show total costs only
2. He will obtain a break -
down from Alex before
3/10/78

3/6/70

CAFETERIA PLANS

COMPARATIVE COSTS OF MEALS

1970 - 1971

<u>PLAN</u>	<u>COST PER WEEK</u>	<u>COST PER DAY</u>
<u>Seven days only</u>	\$13.65	\$1.95

Five and seven day options

Seven days	14.00	2.00 *
Five days	12.25	2.45

* Students transferring tickets at week end would be heavily penalized to prevent abuse of the savings offered by the option.

3/6/70

CAFETERIA PLANS

COMPARATIVE COSTS OF MEALS

1970 - 1971

<u>PLAN</u>	<u>COST PER WEEK</u>	<u>COST PER DAY</u>
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Seven days	14.00	2.00 *
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3/6/70

CAFETERIA PLANS

COMPARATIVE COSTS OF MEALS

1970 - 1971

<u>PLAN</u>	<u>COST PER WEEK</u>	<u>COST PER DAY</u>
<u>Seven days only</u>	\$13.65	\$1.95

Five and seven day options

Seven days	14.00	2.00 *
Five days	12.25	2.45

* Students transferring tickets at week end would be heavily penalized to prevent abuse of the savings offered by the option.

Cafeteria Plans

no copies

Comparative Costs of Meals 19~~70~~⁷¹-1971

Plan	Cost per week	Cost per day ^{O.P.}
<u>Seven day only</u>	\$13.65	\$1.95
<u>Five and seven day options</u>	\$14.00	
Seven days	14.00	2.00*
Five days	12.25	2.45

Tickets

Students transferring tickets at week end would be heavily penalized to prevent abuse of the privilege savings offered by the option.

FILE: Dining Hall

WILKES COLLEGE
Wilkes-Barre, Pennsylvania

CROSS-REFERENCE SHEET

Letter _____

Memo ✓

Other _____

Date: 3-2-70

To: Nelson Carle

From: Dr. Farley

Re: reserving the Cafeteria on 4/6/70
for the Polish Room Committee

Correspondence filed in: Maintenance

Dining Hall

WILKES COLLEGE
Wilkes-Barre, Pa.

MEMORANDUM

To: Bill Denion
From: Eugene Farley
Date: February 24, 1970

It has been suggested that we should receive alternative plans for the feeding of students.

Will you and Mr. Heeps see me so that we may determine the advisability of considering alternatives to our present plans for feeding students.

ESF. pc

WILKES COLLEGE
Wilkes-Barre, Pa.

Dining Hall & Dormitories
Corrected Copy

January 6, 1970

Mr. M. W. Wood
M. W. Wood, Inc.
3320 Hamilton Blvd.
Allentown, Pa. 18103

Dear Mr. Wood:

When I returned from a Christmas visit with my son, I found in the refrigerator a platter containing ham and a number of cheeses that had been deposited there in my absence.

I have always enjoyed the platters that you have given me at Christmas. This time I was joined by my granddaughter who was very strongly of the opinion that it was swell for her grandfather to have ham and cheese available.

Best wishes to you, and many thanks.

Sincerely yours,

President

ESF.pc

cc: Mr. Denion

WILKES COLLEGE
Wilkes-Barre, Pa.

*Dining hall +
Dormitories*

April 1, 1969

Mr. T. W. Heeps
M. W. Wood, Inc.
3320 Hamilton Blvd.
Allentown, Pa. 18103

Dear Mr. Heeps:

Thank you for advising me that your rates for food will increase from \$12.35 per week to \$13.10.

You have not specified the date on which the increase will take place, but as our fiscal year begins July 1, may I assume that it is on this date that the increase will take effect?

I am advising our financial office of this change and will expect you to bill them for that sum after July 1.

May I express my appreciation of the courteous and excellent service that has been rendered by Bill Denion throughout the years of our association.

Sincerely yours,

President

ESF.pc

cc: Mr. Alex Pawlenok

M. W. Wood
President

T. W. Heeps
General Manager



M. W. WOOD, INC.
Food Service Management



3320 Hamilton Blvd.
Allentown, Pa. 18103

Area Code 215

Phone 435-6751

March 26, 1969

Dr. Eugene S. Farley
President
Wilkes College
Wilkes Barre, Pa.

Dear Dr. Farley:

During a recent meeting, we discussed the budget for the dining service at Wilkes College and you asked me to write a letter with a definite proposal.

We have operated the dining services at Wilkes College for the past three (3) years on the same budget of \$12.35 per week for 34 weeks. During this time, we have had a steady increase in the cost of food and a more pronounced increase in the cost of labor. I would like to say, that these increasing costs have stabilized, but I feel sure they will continue to escalate.

Two factors, on the plus side, have been the new Dining Hall with new improved equipment and the steadily increasing volume.

We would propose an increase from \$12.35 to \$13.10 which would be an increase of \$.75 per person per week, this represents an approximate 6% increase. It is our intent to increase the portion size of solid meats served. The proposed increase would cover both the increased costs and the increased portions, and hopefully last for an extended period.

Please contact me if there are any questions.

Sincerely,

M. W. WOOD, INC.

T. W. Heeps

T. W. Heeps
General Manager

TWH:fs

~~Dorm~~ Dining Hall

MEMORANDUM

To: Bill Denion
From: Eugene Farley
Date: March 21, 1968

I notice that the students report that those who come late from athletic practice are having difficulty getting their full meals.

This has been a recurring problem and I believe it will require your special attention.

Please advise me if you cannot resolve the matter effectively.

ESF:gm

Dorm & Dining Hall

MEMORANDUM

To: Bill Denion
From: Eugene Farley
Date: July 13, 1967

It has been suggested that perhaps you can find some device whereby the loud noises coming from your juke box can be minimized.

I do not know how you will arrange it, but I do know that kids will turn it up to the highest possible pitch.

Please find some way of lowering the "highest possible pitch". If you cannot do so, please let me know.

ESF:hm

*Room & Dining
Hall*

LACY, ATHERTON & DAVIS

ARCHITECTS & ENGINEERS

STERLING HOTEL

WILKES-BARRE, PA.

COPY

May 24, 1967

Best Products Company
2620 West Addison Street
Chicago, Illinois 60618

Attention: Mr. Edward J. Center, Sales Manager

Re: Wilkes College Cafeteria

Gentlemen:

We have had considerable complaints on the Wilkes College cafeteria project from the people operating the cafeteria due mainly to your under the counter coffee maker, which seems to have had many symptoms, and although corrective work was done each time and the unit is presently operating, the College feels that the unit should be removed, since it has already given them so much trouble and has caused considerable problem when there is a demand for coffee and the unit does not function properly.

Several times representatives from your firm have attempted to solve the problems, only to have another one occur. It is our feeling that maybe the unit should be given an additional chance to prove itself, but the problem or question of the guarantee arises. The unit will not be used for most of the summer and by the coming fall term, the guarantee will have expired. We would request that you extend the guarantee on this particular unit for another year because of the complications with this unit. We would like to give you, therefore, the option of replacing this unit or extending the guarantee so that the College has some assurance that they will have trouble-free operation come September.

Please let me know which way you prefer to handle it.

Very truly yours

RJF/mk

Ralph J. Frost, Jr.

cc - Dr. Eugene Farley
Mr. Charles Abate
Mr. John Phillips

~~Revised~~ Dining Hall

MEMORANDUM

To: Bill Denion
From: Eugene Farley
Date: April 27, 1967

It has been called to my attention that you have instructed the manufacturers of the garbage disposal units to replace them with a larger unit.

As this will probably involve a substantial expense I am wondering how you plan to take care of it.

Of course, if M. W. Wood wants to take care of the cost, I am not concerned but if a substantial cost to the College is involved, this has to be handled through our business office.

I will appreciate hearing from you.

ESF:hm

Worm & Dining Hall

April 19, 1967

Mr. James Lacy
Lacy, Atherton & Davis
Hotel Sterling
Wilkes-Barre, Pennsylvania

Dear Jim:

The coffee maker that has been provided by
Phillips has proven to be entirely unsatisfactory.

We have complained about it constantly but
have gotten no satisfaction from anyone.

As this has been installed under a warranty,
will you please look into the matter and advise me
PDQ as to what we should do.

Please take care of this immediately because
I want to get a new piece of equipment before the
warranty expires.

Sincerely yours,

President

ESF:hm

Dorm & Dining Hall

April 18, 1967

Mr. Charles A. Earley
Pennsylvania Power & Light Co.
36 North Main Street
Wilkes-Barre, Pennsylvania

Dear Charlie:

Attached is a copy of a letter that I have received from Bill Denion who has charge of the food service in the new dining hall.

I hate to see the PP&L involved in a relationship with Post Associates that does not seem to be entirely productive.

Because the Post Associates claim that the PP&L is their agent for this area I am asking you if it will be possible to get this matter straightened up so that a rather expensive unit that we installed in the new dining hall can either be properly conditioned or replaced.

Anything you can do in this matter will be greatly appreciated.

I am sorry to bother you but it seems we have no other place to turn.

Sincerely yours,

President

ESF:hm
Enclosure

April 17, 1967

Mr. Charles Abate, Business Mgr.
Wilkes College
Wilkes Barre, Pa.

Dear Mr. Abate,

I felt sure the forceful letter of February 23, that Mr. John Phillips of Post Associates sent to Mr. Edward Center of the Best Products Company would initiate action to correct the many difficulties we have been experiencing with the coffee urn they supplied. As of this date the only response I have had was a telephone call and letter on March 3, from Mr. Sheldon Chaplik, District Sales Manager of the Best Company, explaining that The Pennsylvania Power and Light Company is their authorized representative in this area.

The P. P. & L. has always given us excellent service with all our electrical problems. They have highly qualified people that, as far as I am concerned, represent their own organization and should not be used as a scapegoat by any reputable manufacturer. They have made every effort to correct our problems, but since the "Best" unit is the first in the Wilkes Barre area, all work is trial and error.

Are we to live with a continual problem for the next ten years? I again advise the removal of this equipment and replacement of it with a coffee brewing unit that will give us trouble free service.

Yours truly,

William F. Denion
Food Service Manager
Wilkes College

c.c. Dr. Farley
Mr. J. Phillips (Post Assoc.)
Mr. C. Brown (P. P. & L.)
Mr. S. Chaplik (Best Mfg.)
Mr. W. Mohr (Wilkes)
Mr. R. Frost (Lacy, Atherton & Davis)