A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, April 24, 2015 at 9:00 a.m. in the Library Conference Room at Santa Monica College.

I. Call to Order:  9:05 a.m. Chair Michael Tuitasi presiding.

II. Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Michael Tuitasi</td>
<td>Manager (Co-chair)</td>
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<tr>
<td>Joan Kang</td>
<td>CSEA Representative (Co-chair)</td>
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<tr>
<td>Sonali Bridges</td>
<td>Manager</td>
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<tr>
<td>Maria Leon Vazquez</td>
<td>Manager</td>
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<tr>
<td>Deirdre Weaver</td>
<td>Manager</td>
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<tr>
<td>Marina Parise</td>
<td>Academic Senate</td>
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<td>William Selby</td>
<td>Academic Senate</td>
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<td>Michael Strathearn</td>
<td>Faculty Association</td>
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<td>Robert Villanueva</td>
<td>CSEA Representative</td>
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<td>Joanne Laurance</td>
<td>CSEA Representative</td>
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<td>Michele Harrison</td>
<td>CSEA Representative</td>
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<td>Jessica Meshkani</td>
<td>Student Representative</td>
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<td>Hamza Sabri</td>
<td>Student Representative</td>
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<tr>
<td>Caitlin Corker</td>
<td>Student Representative</td>
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<td>Rizwan Rashid</td>
<td>Student Representative</td>
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Members Absent

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<th>Name</th>
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<td>Thomas Chen</td>
<td>Faculty Association</td>
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Guest(s)

Chis Bonvenuto, Chief Director of Business Services  
Bruce Wyban, Director, Facilities Management  
Courtney Pierce, Custodial Services Supervisor  
Mike Egbahli, EM Group Inc.

DPAC Staff Support

Diana Askew

Review of Minutes:

   a. Motion by Maria Leon Vazquez to approve the minutes as is; Seconded by Rizwan Rashid
   b. Vote: Unanimous in favor of motion

Motion made to suspend roll call vote

a. Motion by Maria Leon Vazquez; Seconded by Robert Villanueva
   b. Vote: Unanimous in favor of motion.
III. RFP Update: Bread Factory Space
- Chris Bonvenuto provided an update on the RFP and answered the committee’s questions
- RFP needs Board of Governors’ approval for waiver since it will be a lease instead of a service contract
- Tentative timeline
  - May 2015: Staff Report with a request to place on June’s agenda as a public hearing (required to notify local areas)
  - June 2015: Public Hearing
  - Late August-early September 2015: send RFP out to bid
- Questions
  - Will waiver be long-term waiver or on a case-by-case basis?
    - It will depend on the Board of Governors
  - How long will the lease be?
    - This will also depend on the Board of Governors. Not sure at this point. SMC, provided there are no issues with the vendor’s service, would like the lease to last longer than five (5) years.
  - When will the other agreements expire?
    - Information not available at meeting; will need to review and report at a future meeting.
  - Are we soliciting others for letters in support of waiver?
    - Not at this point, but other school districts and vendors will be notified of the public hearing.
  - What about the staff area behind the space?
    - It is currently not part of the RFP, so the District will retain control of the space.

IV. Custodial Update
- Bruce Wyban and Courtney Pierce provided an update and answered the committee’s questions
- In regards to staffing, there have been some challenges (current staffing and retaining new staff)
- Issues are being addressed, however, the issue with the restroom involves everyone participating in keeping the areas clean. There are currently 105 restrooms on campus, and the custodial staff is required to properly maintain 1.2 million square ft. of space.
- Each shift has been given specific responsibilities to handle during their shift and unexpected requests can alter a planned assignment.
- A comprehensive plan is being created to refurbish the restrooms (usually done once every 15 years)
- Questions
  - What about assigning people to clean certain buildings on a permanent basis?
    - Swing and night shift employees are assigned specific buildings on a permanent basis, and day shift employees are not; their assignments vary based on need.
  - What type of solutions can be offered to address keeping the restrooms clean?
    - Making everyone aware; encouraging students and staff to take pride in and ownership of the appearance of their campus.
    - The College with the assistance of Associated Students, faculty, and staff should work together on how to boost the custodial employees’ morale (issues: hard work involved, may need to work alone, high turnover).
  - What is being done to address staffing needs?
    - Suggestion by committee members: create a pool of candidates who can be contacted on an as-needed basis, look at hiring additional custodial staff, or determine what needs to be done to retain or choose new custodial staff that can succeed in this type of work and in this work environment.
Management is working with an organization to review, based on published guidelines, what would be an appropriate level of staffing. In addition, it was recommended that the College conduct a time motion study to determine traffic rate and how long it would take to clean certain areas; the last similar type study was conducted 15 years ago.

- Who can students or anyone else contact if there is an issue that needs immediate attention?
  - For an emergency response to a maintenance issue, call ext. 4378 to report the problem.
  - For other issues, contact the shift supervisor or Bruce Wyban directly.

- What is the process for work orders?
  - Once submitted, Bruce reviews and decides whether to approve the work. If approved, the work order is sent to the supervisor who then assigns the work to a custodial staff member.

- Based on a brief brainstorming session with the committee members, the following were suggested:
  - Recognizing the custodial staff, knowing who they are, and appreciate them for their hard work; maybe create a custodian appreciation day.
  - Educating the college community about how important it is to keep the campus clean
  - Have students speak with other students about the issue and develop a PR campaign so that there is a modification of behavior and a sense of ownership.

V. Vending Machine Recommendations
- Unfortunately, Cynthia Gonzalez was unable to attend; discussion postponed until next meeting.

VI. Food Voucher Program
- Associated Students are still working on determining how to distribute vouchers and who is eligible. Some discussion is to restrict to only A.S. members with a valid sticker; others would like a certain number of vouchers to be given to non-A.S. students based upon need. There are still some issues to be worked out (will this be a community service or a benefit of being an A.S. member?).
  - It is being discussed at the next Finance meeting, and if approved, it will go before the Board of Directors for a discussion and vote.
  - If the program does not begin in May 2015, it is scheduled to begin in Fall 2015.
  - Publicity about this program will be via word of mouth.

VII. Other
- None

VIII. Adjournment

Motion to adjourn made by Rizwan Rashid; Seconded by Michael Strathearn at 10:30 a.m. Motion carried by general consent.

Next Meeting: Tentatively scheduled for Friday, May 8, 2015 at 9:00 am at the Library Conference Room (Room 275).