A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC)-College Services Subcommittee was held on Friday, December 6, 2013 at 9:00 am in the Student Affairs Conference Room 103A at Santa Monica College.

I. Call to Order: 9:11 a.m. Chair Michael Tuitasi presiding

II. Members Present
   Michael Tuitasi
   Taynara Costa-Moura
   Albert Vasquez
   Tom Chen
   Michael Strathearn
   Marie C. Fisher
   Joanne Laurance
   Michele Harrison
   Michael Greenberg
   Kseniya Lyalina
   Benjamin Sasson
   Marina Parise
   William Selby
   Karen Lehman

   Members Absent
   Sonali Bridges

   Guest: Charlie Yen, Director, Contracts

   DPAC Staff Support: Diana Askew

   Review of Minutes: Motion made by Michael Strathearn to approve the November 15, 2013 minutes as amended; seconded by Taynara Costa-Moura.

   a. Public Comments
      None

   b. Individuals may address the District Planning and Advisory Council (DPAC-College Services Planning Subcommittee) concerning any subject that lies within the jurisdiction of DPAC-CS by submitting an information card with name and topic on which comment is to be made. The Co-chairs reserves the right to limit the time for each speaker.

III. Updates
   • Vending Machines: Michael Strathearn suggested placing stickers on the machine that are easily identifiable (gluten-free, Kosher, vegan). Charlie Yen agreed to ask the vendor about the stickers. Discussion regarding Kosher items (difficult because Kosher items need to be separate from other products; may not be feasible). There is (1) company who maintains all of the vending machines at SMC. Currently, there are a total of 80 machines amongst the different campus (65 machines are located at the main campus). There is a person assigned to SMC, who works 8 hours per day; and reloads the machines 2 times per day. Question asked by Taynara Costa-Moura: a student had
asked her if there was a price increase. Charlie responded stating the vendor will only increase prices if their costs have increased; vendor will first try to offer a variety or alternative before raising price. Question asked by Kseniya Lyalina: how often can the contract be changed so that the College can look for healthier alternatives. Contract is renewed annually for up to 5 years. To change vendors would require a RFP and it would be sent out to bid. Charlie said current vendor is willing to work with SMC, but does look to offer items that sell. Question asked about how much SMC receives in revenue from the vending machines. SMC receives 38% of the profits, which are allocated towards athletics and transportation. Request was made for a report of the top selling items for the previous 3 months. Charlie will ask vendor for report. Request was made to consolidate all healthy type foods into one machine to determine if it would be successful to group items by food type. Michael Strathearn asked where to locate this machine. Location: TBD. Follow up: report of best-selling items; designate 1 vending machine as completely healthy choices; easily identifiable stickers

- **Fax Machines**: Al Desalles’ department does not handle stand-alone fax machines. Current copy machines are capable of faxing (requires fax card be installed). Reason for request: some colleges, primarily international ones, require the official documents be faxed rather than scanned and emailed. This service will be offered to students. It would require a fax machine contract as well as a phone contract; committee would need to decide where to locate the fax machines, determine the costs; (proposal should factor in paper, toner, and maintenance); who would monitor (students or staff)? Michael Strathearn moved to recommend that the committee investigate costs to offer fax service to students, obtain proposals from vendors and phone companies, and submit to DPAC for approval. Follow up: proposals; ask Al DeSalles to come to next meeting to discuss further

- **Campus Cleanliness Campaign**: there has been an improvement. Michelle Harrison said that she has noted an improvement in the Cayton Center women bathroom. Recommendation was made to find a solution to the graffiti issue (possibly make an entire wall the same material as a dry erase board and provide pens so students can leave messages; messages removed at end of each day). Committee member mentioned the soap dispensers in the Science Building’s women bathroom are all broken; a work order needs to be submitted to have them repaired. Bruce Wyban, at the last meeting, spoke about the challenges with the limited custodial staff. It appears the problem appears in waves (1st few weeks of a new semester). Recommendation: show custodial staff appreciation (invite them to an A.S. social event). Follow up: continue campaign.

- **Cafeteria Improvements**: Taynara Costa-Moura read a letter of recommendation from A.S. Board regarding Eat St. Reason: owners have been willing to talk and work with students; during the past year, they have added a vegetarian station and a Kosher area; they offer special pricing for students. Current issue with Eat St. is in reference to making improvements and guaranteeing them their contract for a specific length of time vs. having one, which is renewed on an annual basis. Al Vasquez said that the contract would be extended as long as College remains satisfied with the service provided. Recommendation: A.S. could develop a vendor recognition program: those vendors A.S.
endorse could be given a plaque that can be hung in the vendor’s establishment. Current plans are to continue with the renovations. Question: no food service will be provided in the new Student Services Building (only vending machines will be available). Recommendation: incorporate any recommendations or requests into contract.

- **Microwaves:** Kseniya Lyalina said there are still lines at the microwaves; 2 are currently not working; beginning Winter Semester, the vending machine company will supply a total of 4 microwaves. Current Issue: limited power; plans will include upgrading circuits on the East wall.

- **Meeting Dates and Topics for Spring 2014**
  - **Meeting Dates:** Friday, one time per month: 9 am; Michael Tuitasi. will send out a list of dates
  - **Possible Topics:** Invite Al Desalles for discussion on copy and fax machines; tentative: 1st meeting in 2014; issue about tables chairs and storage space- Invite Linda Sullivan to future meeting to discuss EMS system and make presentation about her area; email Michael Tuitasi ideas of possible topics to discuss at 1st meeting

- **Other**
  - **Cayton Center:** A.S. Board of Directors approved a revised proposal of $80,000 to renovate the 2nd floor of the Cayton Center (study area/student lounge); there will also be a bookshelf so that people can donate books
  - **Future plans** still include opening a café in the Library.
  - **Coffee Cups:** provide discount if person provides own coffee cup; request was made to have signage about the discount. Charlie Yen will check with the Dept. of Health to make sure there would be no violation to provide that type of service. If no problem, Kseniya Lyalina has agreed to work with each vendor to determine if signage can be put up. Once Charlie Yen checks with the Dept. of Health, he will send an email to Kseniya Lyalina.

IV. **Adjournment**

Motion to adjourn by Al Vasquez; seconded by Michael Strathearn at 10:05 a.m. Motion carried by general consent.

Next Meeting: TBD