A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, May 18, 2012 at 9:00 a.m. in the Student Affairs Conference Room 103a at Santa Monica College.

I. Call to Order: 9:07 a.m. Co-Chair Michael Tuitasi presiding.

II. Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Tuitasi</td>
<td>Manager (Co-Chair)</td>
</tr>
<tr>
<td>Cynthia Moore</td>
<td>Manager</td>
</tr>
<tr>
<td>Steve Myrow</td>
<td>Manager</td>
</tr>
<tr>
<td>Marina Parise</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>William Selby</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>William Strathearn</td>
<td>Faculty Association</td>
</tr>
<tr>
<td>Pamela Nemeth</td>
<td>CSEA Representative</td>
</tr>
<tr>
<td>Debra Joseph-Locke</td>
<td>CSEA Representative</td>
</tr>
<tr>
<td>Rachelle Thomas-Green</td>
<td>CSEA Representative</td>
</tr>
</tbody>
</table>

Members Absent:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Vasquez</td>
<td>Manager</td>
</tr>
<tr>
<td>Nick Pernisco</td>
<td>Faculty Association</td>
</tr>
<tr>
<td>Darrell Heximer</td>
<td>CSEA Representative</td>
</tr>
<tr>
<td>Joanne Laurance</td>
<td>CSEA Representative</td>
</tr>
<tr>
<td>Hua Dao</td>
<td>Student Representative (Co-Chair)</td>
</tr>
<tr>
<td>Harrison Wills/Kendal</td>
<td>Student Representative</td>
</tr>
<tr>
<td>Melanie Jimenez</td>
<td>Student Representative</td>
</tr>
<tr>
<td>Mellissa Mandim</td>
<td>Student Representative</td>
</tr>
</tbody>
</table>

Guest:
Patrick Hentschel, a second semester student has joined the committee.

DPAC Staff Support
Norma Davis

Review of April 20, 2012 Minutes
Approved as corrected:
“The Bike plan was presented a few months ago, and the bike stations will be relocated behind the Liberal Arts building on Pearl Street where the grassy area currently exists.”
“The committee wants the procedures for the vending machines contract streamlined.”
Motion to approve minutes by Michael Strathearn; seconded by Debra Joseph-Locke and passed by general consent.

Public Comment: None
III. Updates

1. Vending Machines – Presented by Michael Tuitasi on behalf of Charlie Yen, Director of Contracts
   - First Class Vending provides service to 27 colleges and universities in the western United States.
   - SMC enjoys a wide variety of rotating snack items continually.
   - Sixty-four (64) of the one hundred forty-nine (149) products are healthier choices, which are clearly labeled in the machines.
   - Commissions to the College have increased 30% over last fiscal year.
   - Mike Tuitasi contacted the Nutrition Club to ask for their input on healthier selections.
   - Mike Tuitasi asked the committee to review the following link for sustainable packaging information: [http://thebottlebox.com/index.php?page=Home](http://thebottlebox.com/index.php?page=Home)
   - Cynthia Moore volunteered to forward a summarized list of products in the vending machines as well as the top selling items.

The committee made suggestions to heighten awareness on recycling and sustainability efforts:
   - Label trash cans with pictures.
   - Collaborate with the Sustainability office to integrate sustainability throughout campus.
   - Encourage campus vendors to use bio-degradable (eco friendly) packaging.
   - Ask Charlie Yen to consult with Madeline Brodie about the environmental waste program on campus. Madeline can be an invaluable resource.
   - Provide volunteer hours to students that help to monitor waste disposal at campus events.
   - Incorporate and promote sustainability efforts at VIP Welcome Day and at other major programs.

Patrick Hentschel has volunteered to reach out to students to help generate interest and solicit ideas and participation. The committee agreed it would welcome the students’ support in hope that they would offer a recommendation on their favorite products.

2. Cynthia Moore, Director of Purchasing
   - Cynthia recently participated in an enlightening two (2) hour walking tour of Disneyland presented by Bosley to preview the sustainability and conservation efforts throughout the park. Disneyland has made a concerted effort to reduce their environmental impact by diligently seeking ways to promote sustainability and biodegradable products.
   - Cynthia will share the Disneyland Sustainability Report with the committee in the next meeting. She will also see if she can get the Bosley Company to visit SMC. William Selby requested their contact information also. He would like to invite them to the College in the fall.

Copier Paper/Toners and Printers
   - Cynthia is trying to standardize copy paper throughout the entire campus. She has also been in contact with the Information Technology (IT) department to enlist their assistance in getting the best price for toners and printers.
3. Sustainable Transportation Plan – Michael Tuitasi
Review, edit and provide feedback on the plan before the June 1st meeting; forward plans to Norma Davis. The Facility Committee has already reviewed the plan and it will be presented to the Board on Tuesday, June 5, 2012. “It is very important that we spread the word and emphasize that this is not just a parking problem, but a transportation problem.” The committee agreed that a program director should be hired to oversee the program.

Big Blue Bus – Michael Tuitasi
Met with the BBB last month and there will not be a fare increase. We hope to negotiate a multi-year contract next year instead of yearly. The BBB will no longer provide charter service because that makes them ineligible for public funds. Electric signage will be displayed at the stops instead of on the buses. The fare box is being upgraded and swipe cards will no longer be accepted; phone scanning will be implemented instead. SMC ridership has increased by 15%; Rapid Line #7 shows the largest increase; and Expo Line #6 has increased by 20%. Refer to Ridership handout for further information.

ZIMRIDE (SMC Carpool Program) – Michael Tuitasi
The contract was thoroughly reviewed after several complaints were received from students. However, ZIMRIDE was renewed for another year when we realized we could support the program more effectively with better marketing strategies. Michael Strathearn asked if the Big Blue Bus stopped at the end of the Expo Line. If it does, then it should be advertised so everyone would know. Michael Tuitasi will check with ZIMRIDE and let us know at the next meeting.

Fleet Maintenance Program – Cynthia Moore
Cynthia is investigating the prospect of leasing vehicles from Enterprise Rental Cars. The expense and maintenance of SMC owning the vehicles is not cost effective.

Other items discussed:

Supplier Expo – Cynthia Moore
Plans to hold a Supplier Expo annually, but must find a location large enough to accommodate staff. Mike Tuitasi suggested having it on a Departmental Flex Day which is held in the Pavilion so he will contact Monica LaBenda regarding this matter.

IV. Adjournment
Motion to adjourn by Marina Parise; seconded by William Selby at 10:00 a.m. Motion carried by general consent.

Spring 2012 Meeting Dates (9:00 a.m. in the Student Affairs Conference Room (103A)
Friday, June 1 (last meeting of the semester)