A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, September 13, 2013 at 9:00 a.m. in the Student Affairs Conference Room 103a at Santa Monica College.

I. **Call to Order:** 9:10 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>Tynara Costa-Moura</td>
<td>Student Representative (Co-chair)</td>
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<tr>
<td>JC Keurjian</td>
<td>Manager</td>
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<tr>
<td>Albert Vasquez</td>
<td>Manager</td>
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<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>Tom Chen</td>
<td>Faculty Association</td>
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<td>Michael Strathearn</td>
<td>Faculty Association</td>
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<td>Marie C. Fisher</td>
<td>CSEA Representative</td>
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<td>Robert Villanueva (Karen Lehman)</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>Michael Greenberg</td>
<td>Student Representative</td>
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<td>Alex Vandertol</td>
<td>Student Representative</td>
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**Members Absent**

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<td>Sonali Bridges</td>
<td>Manager</td>
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**Guest:**

Charlie Yen, Director of Contract Services

**DPAC Staff Support**

Norma Davis

**Review of Minutes:** None – Minutes will be presented at next meeting.

a. **Public Comments:**

None

III. **Updates:**

- Introductions – The new members were welcomed and the committee introduced themselves.
- Charge of DPAC-College Services Planning Subcommittee – Mike Tuitasi reviewed the principles, goals and charge of the Operational subcommittee.
- Election of Co-chair – Motion was made by Alex Vandertol and seconded by Marina Parise to elect Tynara Costa-Moura as the Co-chair. The motion was unanimously approved.
- Update on Contracts and Vending by Charlie Yen, Director of Contract Services
  1. Presently there are four (4) food vendors on campus and one (1) campus-wide vending machine company. The Bread Factory contract is still under discussion.
  2. A food truck is currently being tested at the Bundy campus; if successful the vendor may submit a Request for Proposal (RFP) later.
  3. The vending machine company has an exclusive contract with SMC.
  4. Healthy food options are denoted by a sticker in all the vending machines.
Charlie encouraged the committee to think outside of the box when making recommendations for future vendors at SMC. He asked the committee to consider all services that fall under the purview of student services and not just food vendors. Charlie reminded the committee that most vendor's contracts vary from 1-3 years, so it is imperative that those vendors who are interested submit a RFP.

A question and answer exchange followed:

1. Ty - Asked when the vending machine contract will expire.
   Charlie - Answered yearly, however; he also indicated that he was happy with the service the company provides (serviceman on campus and an 8 hour restock service). Ty expressed her concern about using only one vending machine company throughout campus. She felt it gave the vending machine company an unfair advantage.

2. Ty - Has looked into another green stock vending company (H.U.M.A.N. Healthy Vending Machines) and asked Charlie to consider working with them. The company promotes healthy snack foods (some organic) and hot and cold drinks. She also mentioned that the company is presently under contract with Pasadena City College.

3. Charlie - Reminded everyone that each vendor must first have a RFP with the College before we can work with them. He also cautioned that smaller companies very often cannot provide the best service. Charlie said that he was familiar with the company and he agreed to contact them and report back to the committee.

4. Ty - Wanted to know if SMC can advertise on the machines. Charlie said, no, because SMC cannot sell advertisement.

5. Charlie - All vendors must file an RFP and the process begins in August. Encourage interested vendors to register on the Purchasing website for the next RFP cycle. The entire process may take approximately six (6) months.

6. Charlie - Welcomes any suggestions you may have regarding different/varied menu choices.

7. Ty - Volunteered to contact Cynthia Moore, Director of Purchasing, to discuss e RFP process.

Motion made by Ty Costa-Moura to observe the overall success of the H.U.M.A.N. Healthy Vending Company at Pasadena City College at year's end, before we encourage them to submit a RFP; seconded by Alex Vandertol. Motion carried by general consent.

Charlie Yen thanked J.C. Keurjian for installing 12 new fans in the cafeteria to help keep it cooler.

Committee suggestions/comments:

i. Support local, sustainable companies.
ii. Utilize more sustainable vending machines.
iii. Include at least three (3) vendors instead of just one vending company.
iv. When people give anonymous tips or complaints, encourage them to come to a meeting to share their concerns or contact Michael Tuitasi or Charlie Yen directly. Al Vasquez cautioned everyone that the police must have proof to properly investigate any allegations or tip; without proof the police will be wasting their time and resources.
v. Can we get additional fax machines on campus for student use? Charlie Yen agreed to speak with Al DeSalle's regarding this matter.
vi. Mike Tuitasi reported that a cafe and patio will be built on the west end of the Library. Ty asked about the possibility of a student run co-op cafe on campus. Mike Tuitasi replied, no, because we are not incorporated and do not have a business license.

The committee had a lengthy discussion on the ASB preprint refill card and the student I.D. cards fees. They brainstormed ideas on how to make it easier to use. Mike Tuitasi said the Student I.D. card will not change; however, they are looking into encoding the card so it can be used on the Big Blue Bus. The committee is also investigating the use of a debit card, and everyone agreed that it would be helpful to have a card that students can use throughout campus.
Ty has spoken with Kiersten Elliott about a debit card that U.S. Bank offers where financial aid is disbursed on the card. She will follow up on this information and report back to the committee. J.C. Keurjian mentioned that it could also be used as a separate form of I.D. for the SMC students.

Mike Tuitasi gave an update on the various projects he has been involved with over the last year (installation of the water refill stations, institutional SLO's, the food vendor survey, etc.) and he will continue to work with the different student services areas. Al Vasquez promised to bring a copy of the survey results to the meeting on October 11, 2013.

- **Topics to Address for 2013-3014:**
  Michael Strathearn asked to review the following topics because his constituents are very concerned about:
  1. The Walker survey on parking.
  2. The parking permits policy; specifically about the number of spaces that are given to A.S. leaders and vendors.
  3. The formal process regarding the proposed Library café, which did not go to the DPAC-Facility Subcommittee (no shared governance.) J.C. Keurjian said the Facilities Planning committee does not need to go through the DPAC-Facilities Subcommittee if it's not a new building.
  Michael Greenberg asked to address:
  4. Bathroom cleanliness (or the lack there of) throughout campuses. Michele Harrison volunteered to work on this effort. She also felt that is was important to educate students on how to properly use the facilities. J.C. Keurjian told the committee that she is presently working on this problem but the department is currently understaffed. The committee agreed that we need to institute a Cleanliness Campaign to help with this effort. Ty Costa-Moura volunteered to find a student to assist with the campaign.

Motion made by Tynara Costa-Moura to have a joint Cleanliness Campaign to educate, students, staff and the public on how to keep our bathrooms cleaner; seconded by Michele Harrison. Motion carried by general consent.

**Invite:**
Al DeSalles to the 10/11/13 meeting to discuss purchasing additional fax machines.
Ty Costa-Moura asked to invite George Prather and Kiersten Elliott to the 10/18/13 meeting to discuss the breakdown of student fees and the Big Blue Bus contract.

**IV. Adjournment**
Motion to adjourn by Al Vasquez; seconded by Michael Strathearn at 10:55 a.m. Motion carried by general consent.

**Next Meeting:**
Friday, October 11, 2013