A meeting of the Santa Monica Community College District Planning and Advisory Council- College Services Planning Committee (DPAC-CS) is scheduled to be held on Friday, April 4, 2014 at 9 a.m. in the Student Affairs Conference Room at Santa Monica College.

<table>
<thead>
<tr>
<th>IN ATTENDANCE</th>
<th>MEMBER</th>
<th>REPRESENTATION</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</td>
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<tr>
<td>Deirdre Weaver</td>
<td>Manager</td>
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<tr>
<td>Sonali Bridges</td>
<td>Manager</td>
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<tr>
<td>Albert Vasquez</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>
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<tr>
<td>Thomas Chen</td>
<td>Faculty Association</td>
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<td>Michael Strathearn</td>
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<tr>
<td>Loan Kang</td>
<td>CSEA Representative</td>
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<td>Robert Villanueva</td>
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<td>Joanne Laurance</td>
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<td>Michelle Harrison</td>
<td>CSEA Representative</td>
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<td>Benjamin Sassoon</td>
<td>Student Representative</td>
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<td>Michael Greenberg</td>
<td>Student Representative</td>
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<td>Kseniya Lyalina</td>
<td>Student Representative</td>
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I. Call to Order (Time____________________)

II. Members

Review of Minutes
a. Public Comments
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. Presentation:
- Linda Sullivan: Campus Events
- Wendy Zahler: SMC Associates

IV. Updates:
Motion made: Recommendation made to review pricing structure for paid copying machines in order to determine if the price per copy can be lowered for students and in order to encourage double sided printing over single side printing primarily for sustainability reasons.
Motion made by Ty and seconded by Sonali. Motion carried by majority: For: 10; Oppose: 1; Abstain: 0
Discussion
- Comparison costs
- Campus copy machines can be defaulted to double-sided after 2 page requests
- Marketing
- Other issues

V. Adjournment

Charge of Committee:
The College (Operational) Services Planning Subcommittee shall:
- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.
- Initiate discussions on defining Administrative Unit Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.
- Facilitate the definition of service area outcomes for these areas and encourage the areas to work with the S/ILO Committee to formulate outcomes and assessments to integrate into the reports to the Academic Senate Joint Program Review Committee.

Overarching Guiding Principles for DPAC Planning Subcommittees:
- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District’s Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan
- Each planning subcommittee should factor recommendations from other planning areas
- As part its planning process, each planning subcommittee should consider environmentally sustainable practices
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis

Responsibilities of the Planning Subcommittees Co-Chairs:
- Develop the schedule of meetings
- All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

Work cooperatively to:
- Develop meeting agendas
- Post/distribute agendas in compliance with the Brown Act (72 hours in advance of a regular meeting)
- Preside over meetings using standing rules agreed upon by the subcommittee
- Prepare minutes of meetings
- Post/distribute minutes