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, September 13, 2013 at 10 a.m. in the Student Affairs Conference Room at Santa Monica College.

### IN ATTENDANCE

<table>
<thead>
<tr>
<th>IN ATTENDANCE</th>
<th>MEMBER</th>
<th>REPRESENTATION</th>
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<tbody>
<tr>
<td></td>
<td>Michael Tuitasi</td>
<td>Manager (Co-Chair)</td>
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<tr>
<td></td>
<td>JC Keurjain</td>
<td>Manager</td>
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<td></td>
<td>Sonali Bridges</td>
<td>Manager</td>
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<td></td>
<td>Albert Vasquez</td>
<td>Manager</td>
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<td></td>
<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></td>
<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></td>
<td>Karen Lehman</td>
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<td>Joanne Laurence</td>
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<td></td>
<td>Michelle Harrison</td>
<td>CSEA Representative</td>
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<td>Tynara Costa-Moura</td>
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<td>Michael Greenberg</td>
<td>Student Representative</td>
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**I. Call to Order** (Time ________________)

**II. Members**

**Review of Minutes**

- **Public Comments**
- **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**

- Introductions
- Charge of DPAC -College Services Committee
- Election of Co-Chair
- Update on Contracts and Vending- Charlie Yen
- Topics to Address for 2013-2014 Academic Year
- Set Meeting Dates

**IV. Adjournment**
Possible Topics:

A. Student Health and Safety
B. Online Homework Support
C. Vending Machines (Healthy Options)
D. Campus Cleanliness
E. Student ID Card

Past Topics:

☆ Implemented water refill stations.
☆ Assisted in developing Administrative Unit Outcomes for all college service areas.
☆ Made recommendations to the RFP process for food vendors.
☆ Made recommendations for types of food services on-campus.
☆ Made recommendations for sustainable practices in the areas of College Services.
☆ Created a college wide survey to review food services, bookstore, media services, and vending machines.

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

OVERVIEW: