A meeting of the Santa Monica Community College District Planning and Advisory Council- College Services Planning Committee (DPAC-CSPS) is scheduled to be held on **Friday, September 18, 2015 at 9 a.m.** in the Student Affairs Conference Room (Admissions Complex- Room 103A).

**IN ATTENDANCE**

<table>
<thead>
<tr>
<th>#</th>
<th>MEMBER</th>
<th>REPRESENTATION</th>
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<tbody>
<tr>
<td>1</td>
<td>Michael Tuitasi</td>
<td>Manager (Co-Chair)</td>
</tr>
<tr>
<td>2</td>
<td>Joan Kang</td>
<td>CSEA Representative (Co-Chair)</td>
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<tr>
<td>3</td>
<td>Deirdre Weaver</td>
<td>Manager</td>
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<tr>
<td>4</td>
<td>Bonita Cooper</td>
<td>Manager</td>
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<tr>
<td>5</td>
<td>Maria Leon Vazquez</td>
<td>Manager</td>
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<tr>
<td>6</td>
<td>Steve Contarsy</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>7</td>
<td>Cynthia Gonzalez</td>
<td>Academic Senate</td>
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<tr>
<td>8</td>
<td>Thomas Chen</td>
<td>Faculty Association</td>
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<td>9</td>
<td>Michael Strathearn</td>
<td>Faculty Association</td>
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<tr>
<td>10</td>
<td>Robert Villanueva</td>
<td>CSEA Representative</td>
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<td>11</td>
<td>Joanne Laurance</td>
<td>CSEA Representative</td>
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<tr>
<td>12</td>
<td>Michele Harrison</td>
<td>CSEA Representative</td>
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<tr>
<td>13</td>
<td>Kishore Athreya</td>
<td>Student Representative</td>
</tr>
<tr>
<td>14</td>
<td>Heather Haro</td>
<td>Student Representative</td>
</tr>
<tr>
<td>15</td>
<td>Justine Laforreza</td>
<td>Student Representative</td>
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**I. Call to Order** (Time____________________)

**II. Members**

**III. 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.**

**IV. Review of Committee and Charge**

**V. Fall Meeting Dates/Times**

- Friday, September 18th 9:00am-10:30am (Student Affairs Conference Room)
- Friday, October 16th 9:00am-10:30am (Student Affairs Conference Room)
- Friday, November 13th 9:00am-10:30am (Student Affairs Conference Room)
- Friday, December 11th 9:00am-10:30am (Student Affairs Conference Room)

**VI. Fall Topic: Nutrition (Guest- Gloria Lopez)**

**VII. 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

Past Projects:

- Water Refill Stations
- Printing on Campus
- Sustainable Vending Practices
- Vendor Selection Committee
- Discounts with Various Vendors
- Campus Cleanliness
- Administrative Unit Outcomes
- Vending Machines
- Healthy Living