A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, October 26, 2012 at 9:00 a.m. in the Student Affairs Conference Room 103a at Santa Monica College.

I. Call to Order: 9:04 a.m. Chair Al Vasquez 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</td>
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<tr>
<td>Wendy DeMorst</td>
<td>Manager</td>
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<tr>
<td>Albert Vasquez</td>
<td>Manager (Co-chair)</td>
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<tr>
<td>Marina Parise</td>
<td>Academic Senate</td>
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<td>Kymberlyn McBride</td>
<td>Faculty Association</td>
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<td>William Strathearn</td>
<td>Faculty Association</td>
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<tr>
<td>Pamela Nemeth</td>
<td>CSEA Representative</td>
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<tr>
<td>Debra Joseph-Locke</td>
<td>CSEA Representative</td>
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<tr>
<td>Joanne Laurence</td>
<td>CSEA Representative</td>
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<tr>
<td>Emmitt Rivers</td>
<td>Student Representative (Co-chair)</td>
</tr>
<tr>
<td>Steven Johnson</td>
<td>Student Representative</td>
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<tr>
<td>Yacob Zuraw</td>
<td>Student Representative</td>
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Members Absent:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Cynthia Moore</td>
<td>Manager</td>
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<tr>
<td>William Selby</td>
<td>Academic Senate</td>
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<tr>
<td>Darrell Heximer</td>
<td>CSEA Representative</td>
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<tr>
<td>Rachelle Thomas-Green</td>
<td>CSEA Representative</td>
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<tr>
<td>Patrick Hentschel</td>
<td>Student Representative</td>
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Guest:
Sandra Franke, Purchasing department, representative for Cynthia Moore, Director of Purchasing
Genevieve Bertone, Director, Sustainability Coordination

DPAC Staff Support
Norma Davis

Review of Minutes –
Motion made by Michael Strathearn to approve the October 12 minutes; seconded by Joanne Laurence. Motion passed by general consent.

Public Comment: None

III. Presenter
David Dever, Bookstore manager, was unavailable.

Hannah Lawler, Director of Institutional Research was unable to attend; however, she did provide an updated version of The College Student Services Satisfaction Survey which was reviewed for revisions.
Genevieve Bertone gave an overview of Campus Sustainability Week (Oct. 22-26, 2012), which is part of a national effort to mobilize educational institutions to raise awareness about environmental problems and solutions. She invited everyone to visit the living laboratory of the Center for Environmental and Urban Studies at 1744 Pearl Street, Santa Monica.

Genevieve also shared information on the Big Blue Bus, the new bike parking station, and the Bike Share Program. More students are needed to serve on the Transportation Task Force committee.

Sandy Franke reported that there are no Request for Proposals (RFP’s) at this time.

IV. **Old Business**
Charlie Yen (Contracts) and David Devers (Bookstore) will be invited to the November 16th meeting to give an update on their areas. Major concerns are the lack of affordable menu choices and the variety of food selections. Each vendor could do a better job of advertising their menus, daily specials and nutritional food items. Michael Strathearn thought it may be a good idea to invite a local cooking school to campus each week.

**Other Items**
1. Discussion continued on the following items:
   - A plastic free environment throughout campus
   - Updating the Student Learning Outcomes (SLO’s) in the Student Services areas. Mike Tuttasi will contact Christine Schultz.
   - Safe guarding sanitary conditions of the water filling station. Ask Charlie Yen to provide usage statistics if available; have students commission an attractive design near or on the machines.
   - The online Santa Monica College Employee Commute Survey
   - Improve recycling efforts on campus with better signage, containers and advertisement.
2. Review and update the SLO’s for all Student Services areas.
3. Resend the e-mail to employees and students to remind them of the discount offered through the OfficeMax Retail Connect Program (in store only). A suggestion was also made to have the information disseminated every fall semester and provide a link on the Associated Students website. Sandy Franke agreed to follow up on this matter.

V. **Adjournment**
Motion to adjourn by Michael Strathearn; seconded by Adra Williams at 10:05 a.m. Motion carried by general consent.

**Future Meetings:** **Fridays, 9:00-11:00 a.m. in the Student Affairs Conference Room, 103A**
- December 7, 2012
Response to some of the questions from the last DPAC-CS meeting

Hi Al,

I don't think I can make it to the meeting on the 16th because we are moving our office. Please let the committee know that:

1. We are not able to track the usage of water bottle filling stations because there are no meters on them, except for the one in the Cafeteria.
2. Those stations are scheduled to have filters changed out once a year.
3. As of September 30, 2012 the water bottle filling station in the Cafeteria has dispensed over 23,500 gallons of water; this is equivalent to over 94,000 of 16-ounce plastic water bottles saved from the environment and clearly helps to meet College sustainability goals.

Thank you,

Charlie Yen
Director of Contract Services
Santa Monica College
1900 Pico Blvd.
Santa Monica, CA 90405
310-434-3002
Please see below - Requested by College Services Subcommittee

Cynthia Moore
Director of Purchasing
Santa Monica Community College
1900 Pico Blvd., Santa Monica, CA 90405
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From: FRanke_SANDRA
Sent: Monday, October 15, 2012 12:36 PM
To: MOORE_CYNTHIA
Subject: FW: Office Max Retail Connect Card for Employees!

From: Bulletins
Sent: Friday, October 07, 2011 5:00 PM
To: DISTRICT
Subject: Office Max Retail Connect Card for Employees!
Welcome to OfficeMax Retail!

We are happy to introduce OfficeMax Retail Connect Program for all Santa Monica College Employees. We are offering Santa Monica College with an Employees Purchase Program which gives the purchaser the lowest price available at the time of payment for office products purchased at OfficeMax retail stores. When presenting this card, you will receive the Santa Monica contracted discount price, OR the retail stores regular or sale price, whichever is lowest. Now with the Retail Connect Program your contract savings come with retail convenience for your personal needs.

The Retail Connect Card has no monetary value and cannot be used as a method of payment; it only provides access to Santa Monica College Pricing.

To view the Santa Monica College contract price you can access your OfficeMax online account. For those Faculty/Staff members who do not have an OfficeMax online account, you can go to www.officemaxsolutions.com and enter the following information on the customer login page.

Username: browsesantamonica
Password: browse2

You can also contact Sandy Franke at ext. 4509 if you have any questions regarding the Retail Connect Card or the Office Supply Program.
GET DISCOUNTS
WITH YOUR RETAIL CONNECT™ CARD

Below is your new OfficeMax Retail Connect™ Card. This card provides you with access to your company’s prices on office supplies and printing services from OfficeMax ImPress™ at any of the nearly 900 OfficeMax retail locations.

To take advantage of your special pricing:
1. Take your card to the OfficeMax ImPress™ counter. With your first purchase, we’ll laminate it for free.
2. The cashier will scan your card to pull up your company’s pricing.
3. All items included in your agreement will be automatically priced at your special pricing, and instantly displayed at the register.

OfficeMax ImPress is your printing services resource. Whatever your printing needs, we can do it. And do it better. From training manuals to banners, our services deliver more than you ever imagined.

Some of the services available to you include:
- Digital Color
- Digital Black and White
- Binding and Finishing Services
- Posters, Banners and Signs
- Business Cards and Stationery

For the OfficeMax retail store nearest you, visit www.officemax.com and use the store finder.

For full terms and conditions, visit officemaxsolutions.com/terms (item #12)
Cynthia Moore

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