



**SANTA ROSA  
JUNIOR COLLEGE**

# Auxiliary Enterprise Committee Minutes

Friday, February 23, 2024  
Bertolini Student Center, 1<sup>st</sup> Floor, Room 4643,  
Center for Student Leadership &  
on Zoom ID [santarosa-  
edu.zoom.us/j/85664345591?pwd=xvbmLnJY6t1HUmlOxF  
dOTahrZg7zB7.1](https://santarosa-edu.zoom.us/j/85664345591?pwd=xvbmLnJY6t1HUmlOxFdOTahrZg7zB7.1)  
Meeting ID: 856 6434 5591  
Passcode: 386021  
3 – 4 pm

**Note Taker:** *Hilleary Z.*

**Please Review/Bring:** *Agenda, [AEC Web Site](#), Presentation Documents if presenting*

## Committee Members:

Kabir Pandeya (S), Kelly Arhely Zamudio (S), Andrew Simmalaychanh (S), Mason Koski (S), Karen Walker (F), Sandy Sigala (C), Hilleary Zarate (A), Robert Ethington (A), Zack Miranda (A), Stephanie Jarrett (A)

S = Student, F = Faculty, C = Classified, A = Administration, P = Public, G = Guest

**Present:** Steph Jarrett (A), Karen Walker (F), Hilleary Zarate (A), Robert Ethington (A), Zack Miranda (A), Sandy Sigala (A), Jenny Chhay (G), Thomas Nguyen (G), Trey Dunia (G), Andre Jimenez (G)

Items	Person	Notes/ <b>Action</b>
I. Introductions	All	None.
II. Review of Committee Function	All	Purpose of the committee is to advise the Finance and Administrative Services and Student Services on matters affecting the Bookstore, food services and vending. Request to add Polly Hall to this group. <b>Robert will follow up with Servitas.</b>
III. Approval of Previous Minutes	Hilleary	None, as this is the first meeting of the 23-24 academic year.
IV. Vending, Canteen of Northern California	Trey Dunia, Sales Manager	Trey gave an overview about Canteen. Gross sales from 8/1/2023 – 2/23/2024 were \$92K, commissions are 40% of net proceeds. Polly Hall's gross sales were \$33K with a separate contract that does not include commissions, but benefits students. Pre-COVID, the sales were double, but we are down machines and down students. Where else could we install vending machines? They are currently on all 5 District sites. Need space, weather enclosure, and power to install a new vending machine.

		<p>(cont.)  Is it possible to put vending machines near Emeritus? ADA accessibility is a concern.  Will Lindley be adding a new vending machine?  Yes, there was a walk through with <b>Dean Victor Tam and still deciding location.</b>  It is possible to put skins on the vending machines to help with aesthetics? Yes, the quote is \$515. Commissions would easily cover the cost.  Old fashioned cold cooler vending isn't being used, and new AI technology could advance to cold cooler. When technology is available, it is possible to do a pilot program here maybe for Polly Hall.</p>
<p>V. Food Services, Fresh &amp; Natural Food Service Group</p>	<p>Thomas Nguyen, Vice President and Jenny Chhay, Food Services Manager</p>	<p>Thomas gave an overview about Fresh and Natural.  2019 vs. 2023 is 80% – 85% of sales, does not factor price nor staffing increases, so this number could be closer to 70% – 75%. Remember only Bear's Den and Served is open in 2023 compared to Bear's Den, Served, Emeritus and Doyle in 2019.  Catering is up, thank you for support from the college.  Commissions for Fall is \$16K.  Minimum wages are going up to \$20 per hour effective April 1<sup>st</sup>.  As more students expand to campus, maybe can expand services.  Envision Doyle to go forward when there are more students.  When considering opening Doyle, any prep work has to be done at Bertolini.  Need to look at renovating Doyle, but health code requires triple sink and closer distance to dump sink, among other things.  <b>Hank is assessing the cost for making improvements per previous health code report and then will go forward with health inspection for Santa Rosa.</b>  Petaluma passed their health code inspection on 2/22/24.  F&amp;N is proposing to put up an electronic menu in Bear's Den, needs help with installation. Will need to run it by Hank (Facilities) and Q (Media Services) to see if the beams are strong enough. <b>Hilleary will put a service request in and consult with Hank and Q.</b>  Emeritus Kiosk is on the list for opening in Fall 2024. <b>Hank is assessing the cost for making improvements.</b>  Recommendation for Polly Hall food services to include a pre-paid meal plan with the housing agreement. It will give a baseline to cover expenses. It is challenging to anticipate how many students will take advantage of it, and plan for staffing and food.  529 plans could pay for meals.  Jenny received a lot of calls from parents about why there isn't a meal plan.  Meal plans could occur separate from a housing agreement, and be open to all students and employees.  Declining balance one card is ideal. This is currently being researched.  Recommendation to schedule closure schedule ahead of time.  Request for Proposal is coming out by March 4<sup>th</sup>, and will follow last year's plan.</p>

<p>VI. Bookstore, Follett Higher Education</p>	<p>Andre Jimenez, Market Leader and Patricia Asakura, Manager</p>	<p>Andre gave an overview about Follett.  Pre-COVID sales were \$3.3M.  COVID sales in 2021 were \$1.8M.  Current gross sales are at \$1.9M and expect to be at \$2.3M after commencement.  New printed textbooks are highest commodity.  There is an increase in digital textbooks.  Serves SRJC Roseland for ESL students on site, including late starting classes.  <b>Would like to clean and refresh the Bookstore, and will contact Hank for review and approval.</b>  Karen mentioned how some Instructors are not requiring textbooks, so this could have impacted the Bookstore.  Andre is requesting the Bookstore to be notified of OER's.  For accessibility reasons, a free PDF and free web site is not supportive for all students and they may need an actual textbook or hard copy materials.  When faculty has their book adoption in on time, which would be before finals of the previous semester, it helps students to sell their textbooks and for special populations to buy their books with their voucher.  <b>Karen will bring the above info back to the English Department.</b>  Bookstore vending machine in Doyle is in surplus since could not be serviced.</p>
<p>VII. Request for Proposal for Food Services</p>	<p>Steph</p>	<p>RFP will be announced March 4<sup>th</sup> then a second time on March 11<sup>th</sup>.  The RFP will be due on April 8<sup>th</sup>.  AEC will review proposals during April 10<sup>th</sup> – April 18<sup>th</sup>.  <b>Hilleary will schedule an optional meeting for AEC to review proposals during that week.</b></p>
<p>VIII. Next Meeting</p>	<p>Hilleary</p>	<p>Friday, March 29, 2024 (same location details above)</p>