



**SANTA ROSA  
JUNIOR COLLEGE**

# Auxiliary Enterprise Committee Minutes

Friday, March 29, 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:**

Kelly Arhely Zamudio (S), Andrew Simmalaychanh (S), Mason Koski (S),  
Karen Walker (F), Sandy Sigala (C), Hilleary Zarate (A), Robert Ethington (A), Sarah Martin (C),  
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 (G), Sandy Sigala (A), Jenny Chhay (G), Thomas Nguyen (G), Kelly Arhely Zamudio (S),  
Mason Koski (S) and Sarah Martin (C)

Items	Lead Person	Notes/ <b>Action</b>
I. Introductions	All	None.
II. Purpose of Meeting	All	<ul style="list-style-type: none"> <li>❖ Shared Governance</li> <li>❖ To advise the Finance and Administrative Services and Student Services on matters affecting the Bookstore, food services and vending.</li> </ul> <p><b>Hilleary will invite Servitas to an upcoming meeting.</b></p>
III. Approval of Previous Minutes	All	Approved without objections or edits.
IV. Request for Proposal for Food Services	Steph	<p>Request for Proposal (RFP) was announced on March 4<sup>th</sup> then a second time on March 11<sup>th</sup>.</p> <p>Great turnout to mandatory site walk. Steph did cold calling and email invites to greater community.</p> <p>The RFP will be due on April 8<sup>th</sup>.</p> <p>AEC will review proposals during April 10<sup>th</sup> – April 18<sup>th</sup>. There will be time to ask questions.</p> <p>The final decision on next food services contract will go to May 14<sup>th</sup> Board Meeting.</p> <p><b>As requested, the optional meeting for AEC to review proposals is scheduled for Friday, April 12<sup>th</sup> from 3 – 4 pm. Hilleary will send out calendar invite.</b></p>

<p>Request for Proposal for Food Services, cont.</p>		<p>Open discussion:</p> <ul style="list-style-type: none"> <li>• Mason: Quality is highest priority, food delivery would be nice, and specials are usually out of food early.</li> <li>• Hilleary: Reviewed spring survey from Polly Hall that received 19 student responses.</li> <li>• Jenny: sent out a survey for Polly Hall in the fall and received over 60 student responses. Specials are available until 2 pm. Sales have picked up after Spring Break.</li> <li>• Mason: Students may not trust surveys will be used.</li> <li>• Thomas: We are all learning new things with student housing, and we are using a new learning model.</li> <li>• Sarah: Thank you for being open during Spring Break, could be open earlier. There is inconsistent stocking with drinks.</li> <li>• Robert: This is a time for honest feedback, thank you for listening and being open to feedback.</li> <li>• Steph: Let's try not to overgeneralize. The plan for the next cycle could be to reach out to students more and see the price point feedback.</li> <li>• Kelly: Petaluma hours are wonky. There is inconsistency with food/drinks being accessible in Santa Rosa. There are no other options in Petaluma except Bookstore.</li> <li>• Sandy: Suggested to have a food cart in Polly Hall.</li> <li>• Karen: Has a lot of experience in the food industry, over 20 years, and it is mind blowing when you are in it and how hard it really is. The restaurant is about pleasing people and we all know how hard it is.</li> </ul>
<p>V. Vending, Canteen of Northern California</p>	<p>Steph</p>	<p>Contract update and next RFP cycle – Canteen contract will expire June 2025. The next RFP cycle will start Spring 2025.</p> <p>Open discussion:</p> <ul style="list-style-type: none"> <li>• Sarah: recommended to add cold case, add machine in Haehl Pavilion as it takes cash only during events, add machine/snack bar to Lindley</li> <li>• Mason: recommended to add cold case, father was in the industry</li> <li>• Hilleary: The location in Lindley has been chosen, and <b>will follow up with Dean about next steps for installation</b>. Regarding cold case, it was discussed with Canteen previously and it is not sustainable due to food waste and staff time and cost of machine.</li> <li>• Mason: Understand the food waste as Dad brought so much leftover food home. Suggested a survey for “what would you buy, what would you like to see”.</li> <li>• Steph: Would like to see the locations.</li> <li>• Hilleary: <b>Will send out locations of vending machines to all AEC.</b></li> <li>• Karen: Students don't know where the vending machines are. Is there one in Emeritus?</li> <li>• Hilleary: Closest vending machine to Emeritus is Plover Hall which is open during business hours.</li> <li>• Mason: add locations to a digital map</li> <li>• Sarah: prices are too high for some students</li> </ul>

<p>Vending, Canteen of Northern California, cont.</p>		<ul style="list-style-type: none"> <li>• Hilleary: F&amp;N discussed having a discount area, i.e. "\$5 and under".</li> <li>• Steph: Gave a Doyle Library Café update for it to open in Fall 2024.</li> <li>• Mason: Happy to hear about that.</li> <li>• Kelly: There are 2 vending machines in Petaluma.</li> </ul>
<p>VI. Next Meeting</p>	<p>Hilleary</p>	<p>Friday, April 26, 2024 (same location details above) Request for next meeting agenda items:</p> <ul style="list-style-type: none"> <li>• Food service at Polly Hall, including meal plan</li> </ul>