



**SANTA ROSA
JUNIOR COLLEGE**

Auxiliary Enterprise Committee Minutes

Friday, April 26, 2024
Bertolini Student Center, 1st 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 – 3:30 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) and Sarah Martin (C)

Items	Lead Person	Notes/Action
I. Introductions	All	
II. Purpose of Meeting	All	<ul style="list-style-type: none"> ❖ Shared Governance ❖ To advise the Finance and Administrative Services and Student Services on matters affecting the Bookstore, food services and vending. <p>Hilleary invited Polly Hall staff and, in the future, they will attend AEC as guests.</p>
III. Approval of Previous Minutes	All	3/29/24 AEC Minutes approved with minor edit and without objection.
IV. Request for Proposal for Food Services	Steph	<p>Review of current RFP process – where are we now? The deadline to submit proposals was 4/8/24 and 2 proposals were received. Vendor presentations were given on 4/19/24. Proposals are currently being reviewed. The selection of the vendor and award of contract will be at the next board meeting on 5/14/24. The new contract term begins 7/1/24.</p>

<p>V. Food Services at Polly Hall</p>	<p>Robert</p>	<ul style="list-style-type: none"> • Feedback from students • Meal plan feasibility <p>Discussion about creative vending options. There are lots of food bank deliveries and door dash deliveries to Polly Hall. It needs to be a multi-pronged approach.</p> <p>This week there were 2 free lunches and 2 free dinners. It would be ideal to offer free meals 1x per week. This would be supplemental. The meal plan for academic year 2024-25 will be at the discretion of food services. It is too expensive to include in the housing costs at this time. There are over 100 students who owe >\$1000 currently. It was a successful week in getting a grant to help pay these student fees. Many residents are out of state athletes, which this has impacted.</p> <p>Robert is involved in 4 different housing meetings to avoid what has happened this year. The plan is to have mandatory 1:1 meetings with Financial Aid professionals before students sign the housing agreement.</p> <p>Sarah: students are on a limited income, it is hard to think about how do you climb out of that much debt. Possibly community partnerships could make it affordable to offer weekly meals to student housing residents.</p> <p>Currently, the F&N contract does not apply to Polly Hall. We may need to negotiate something different.</p> <p>Sarah: request from Windsor to be included in food proposal.</p> <p>Steph: They have 8 microwaves plugged into 1 wall. A contract has been negotiated with a food truck to cater to PSTC.</p>
<p>VI. Bookstore Update</p>	<p>Andre</p>	<p>Working with College of Marin and they have community partners that help pay for regalia. Sponsor can write congratulations. Could work with the Foundation.</p> <p>Grad Fair on 4/29 and 5/1 at Santa Rosa Bookstore. Professional photographer is available.</p> <p>Zack on behalf of Andrew: Club Day is 5/1 from 11 am - 2 pm at Bertolini Quad and there will be a grad cap decorating table.</p>
<p>VII. Next Meeting</p>	<p>Hilleary</p>	<p>Committee decision to cancel next meeting, which would have been May 24, 2024.</p> <p>Committee assignments for 2024-25 have not yet been received; please let your constituent representation know if you would like to continue on the committee!</p>