



SANTA ROSA  
JUNIOR COLLEGE

# Auxiliary Enterprise Committee Minutes

Friday, September 20, 2024  
Bertolini Student Center, 1<sup>st</sup> Floor, Room 4643,  
Center for Student Leadership &  
on Zoom ID: [https://santarosa-  
edu.zoom.us/j/84792688310?pwd=UExej5QaCbWpM9miH  
hojZdFsKJn28o.1](https://santarosa-edu.zoom.us/j/84792688310?pwd=UExej5QaCbWpM9miHhojZdFsKJn28o.1)  
Meeting ID: 847 9268 8310  
Passcode: 634894  
3 – 4 pm

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

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

## Committee Members\*:

Lynn Erikson Rhode (F), Robert Ethington (A), Stephanie Jarrett (A), Emily Marian (S), Sarah Martin (C), Monzerrat Morales (S), Tiffany Nguyen (S), Sandy Sigala (C), Kathryn Viduya (S), Karen Walker (F), Hilleary Zarate (A)

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

**Present:** Robert Ethington (A), Emily Marian (S), Monzerrat Morales (S), Tiffany Nguyen (S), Sandy Sigala (C), Kathryn Viduya (S), Karen Walker (F), Hilleary Zarate (A), Deb Ziccone (P), Andre Jimenez (G), Paul Johnson (G)

Items	Lead Person	Notes/Action
I. Introductions	All	
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>
III. Approval of Previous Minutes	All	<a href="#">Friday, April 26, 2024</a> – <b>approved</b> without objections
IV. Follett Bookstores	Andre	<ol style="list-style-type: none"> <li>1. Bookstore Update</li> <li>2. <b>Will connect with Ben W. in Servitas about specialized inventory.</b></li> <li>3. Suggestion to revisit opening hours as there are requests prior to 9 am opening. Andre said the Bookstore tried this with low sales. It will be considered.</li> <li>4. Requested flyer for food pantry. <b>Hilleary will send.</b></li> </ol>

<p>V. Canteen Vending</p>	<p>Monzerrat, Kathryn, Tiffany, Hilleary</p>	<ol style="list-style-type: none"> <li>Vending Machine Update on Health Snack Initiative. Students have been working with Canteen over the summer. Canteen has responded with adding more healthy snacks in the vending machines and putting stickers on the snacks that are healthy alternatives. Monzerrat reported on the statistics Trey sent about where the healthy snack sales are increasing.</li> <li>Kathryn went over lack of vending machine options. Canteen is agreeable to adding more machines, but this is on hold until the RFP process is concluded.</li> <li>Tiffany showed the promotional materials to the group. The plan is to <b>market this initiative to students throughout the academic year and revisit vending sales.</b></li> <li>Karen expressed (again) the lack of vending or food options of any kind in Emeritus.</li> <li>Request for Proposal (RFP) Timeline - DRAFT</li> </ol> <table border="1" data-bbox="646 867 1490 1161"> <thead> <tr> <th>RFP Activity</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Advertisement and Release of RFP</td> <td>October 3, 2024</td> </tr> <tr> <td>Last day for offerors to submit questions</td> <td>4:30 pm.; October 14, 2024</td> </tr> <tr> <td>Last day for District to respond to questions</td> <td>October 18, 2024</td> </tr> <tr> <td><b>PROPOSAL DUE</b></td> <td><b>2:00 pm; October 24, 2024</b></td> </tr> <tr> <td>Vendor Interviews, if needed</td> <td>October 30, 2024</td> </tr> <tr> <td>Selection of vendor and award</td> <td>November 12, 2024</td> </tr> <tr> <td>New contract term begins</td> <td>January 1, 2025</td> </tr> </tbody> </table>	RFP Activity	Date	Advertisement and Release of RFP	October 3, 2024	Last day for offerors to submit questions	4:30 pm.; October 14, 2024	Last day for District to respond to questions	October 18, 2024	<b>PROPOSAL DUE</b>	<b>2:00 pm; October 24, 2024</b>	Vendor Interviews, if needed	October 30, 2024	Selection of vendor and award	November 12, 2024	New contract term begins	January 1, 2025
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<p>VI. Pacific Dining Food Services</p>	<p>Paul</p>	<ol style="list-style-type: none"> <li>Pacific Dining Update is it has been 2 ½ months since being selected as the food services contract for SRJC. The open locations include Bear's Den, Rosco's Grill, West End Café and Petaluma Coffee Cart. Paul expressed gratitude.</li> <li>Request for non-caffeine drinks like Smoothies. Note: Smoothies were offered at Bear's Den effective 10/2/24.</li> <li>Meal plan overview and discussion</li> </ol>																
<p>VII. Food Services at Polly Hall</p>	<p>Robert</p>	<ol style="list-style-type: none"> <li>Feedback from students – positive thus far, are using them on the weekends, likes the West End Café because it is closer to student housing.</li> <li>Meal plan status – students are seeing the value.</li> </ol>																
<p>VIII. Next Meeting</p>	<p>Hilleary</p>	<p>Friday, October 25, 2024 (same location details above)</p>																