



**SANTA ROSA  
JUNIOR COLLEGE**

# Auxiliary Enterprise Committee Minutes

Friday, January 24, 2025

Bertolini Student Center, 1<sup>st</sup> Floor, Room 4638,  
Senate Chambers & on Zoom ID:

<https://santarosa->

[edu.zoom.us/j/84792688310?pwd=UExej5QaCbWpM9miHhojZdFsKJn28o.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/Jordan Lankford (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:** Jordan Lankford (A), Emily Marian (S), Sarah Martin (C), Sandy Sigala (C), Karen Walker (F), Hilleary Zarate (A)

## Members from the Public Present:

Deb Ziccone (G), Paul Johnson (G), Shaun Dayton (G), Jessica Lofgren (G)

## Committee Function

Purpose of the committee is to advise the Office of Business Services on matters affecting the Bookstore, food services and vending.

Items	Lead Person	Notes
I. Check In	All	Monzerrat “Monse” Morales sent an email and resigned from the committee. Thank you for serving during Fall 2024!
II. Approval of Previous Minutes	All	<a href="#">Friday, November 22, 2024</a> – approved without objections
III. Canteen Vending	Hilleary and Shaun	<ol style="list-style-type: none"> <li>1. Vending Machine Update – Canteen SR has submitted a proposal for renewed contract. Additionally, a Smart Store has been successfully installed at Polly Hall. It is well received.</li> <li>2. Healthy Snacks Initiative Sales – in collaboration with the student marketing plan, the healthy snack sales in November were 29% and in December were 34.7%. <b>Emily will bring hard copy flyers to the Petaluma Campus</b> to continue the marketing.</li> <li>3. Tiffany emailed the group requesting vending machines inside Lindley STEM. Installation has been pending during the RFP process.</li> </ol>

IV. Vending Request for Proposal (RFP)	Hilleary	<div>1. Proposals were due 1/22/25</div> <div>2. Review of Timeline and Process</div> <table><thead><tr><th>RFP Activity</th><th>Date</th></tr></thead><tbody><tr><td>Advertisement and Release of RFP</td><td>December 19, 2024</td></tr><tr><td>Last day for contractors to submit questions</td><td>4:30 pm.; January 10, 2025</td></tr><tr><td>Last day for District to respond to questions</td><td>January 16, 2025</td></tr><tr><td><b>PROPOSAL DUE</b></td><td><b>2:00 pm; January 22, 2025</b></td></tr><tr><td>Contractor Interviews, if needed</td><td>January 29, 2025</td></tr><tr><td>Board selection of contractor and award</td><td>February 11, 2025</td></tr><tr><td>New contract term begins</td><td>March 1, 2025</td></tr></tbody></table> <div>3. Selection of RFP evaluation committee – send Hilleary an email if you are interested on serving.</div>	RFP Activity	Date	Advertisement and Release of RFP	December 19, 2024	Last day for contractors to submit questions	4:30 pm.; January 10, 2025	Last day for District to respond to questions	January 16, 2025	<b>PROPOSAL DUE</b>	<b>2:00 pm; January 22, 2025</b>	Contractor Interviews, if needed	January 29, 2025	Board selection of contractor and award	February 11, 2025	New contract term begins	March 1, 2025
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V. Follett Bookstores	Hilleary and Devri	Bookstore Update – tabled																
VI. Pacific Dining Food Services	Paul	<div>Pacific Dining Update</div> <ul style="list-style-type: none"><li>Rosco’s Grill (Bertolini Severy) has been rebranded to match SRJC’s mascot. Name change was approved at September 2024 District Facilities Advisory Committee.</li><li>‘Expanding’ is the focus this semester. PD is expanding with West End Café and food options, including seasonal soups and chilis. In the summer, gelato and ice cream will be offered.</li><li>Wellness Station implemented at Rosco’s Grill. It is a health and wellness concept with a menu that will tell customers what is healthy and why it is a good alternative.</li><li>Meal Cards – PD has partnered with Basic Needs and anyone can purchase a meal card.</li><li>CubCard Premium – During the Fall 2024 semester, 1800 students used CCP and student savings totaled in over \$2K.</li><li>Doyle Library is anticipated to open this semester and Petaluma Kitchen is anticipated to open this year.</li></ul> <div>Feedback</div> <ul style="list-style-type: none"><li>Sandy said the quality of food can be checked – Paul responded with the QR feedback form and how important it is to know at the time so it can be addressed. Paul welcomes knowing specifics.</li></ul>																

Pacific Dining Food Services (cont.)		<ul style="list-style-type: none"><li>• Paul reported there has been a staffing turnover during break and challenged to keep staff over the break.</li><li>• Sandy said it is good to see the chef coat uniform, so customers know who is staff.</li><li>• Sandy asked about cleanliness.</li><li>• Paul will intentionally address the concerns with staff.</li><li>• Sarah has been compiling notes and <b>will email Paul</b>.</li><li>• Paul said the sooner he knows the sooner it can be addressed. All feedback is welcome.</li></ul>
VII. Next Meeting	Hilleary	Friday, February 28, 2025 (same location details above)