A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, February 26, 2016 at 9:00 a.m. in the Student Affairs Conference Room (Admissions Complex, Room 103A) at Santa Monica College.

I. Call to Order: At 9:00 a.m. Co-Chair Michael Tuitasi presiding.

II. Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Michael Tuitasi</td>
<td>Manager (Co-chair)</td>
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<tr>
<td>Joan Kang</td>
<td>CSEA Representative (Co-chair)</td>
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<tr>
<td>Bonita Cooper</td>
<td>Manager</td>
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<tr>
<td>Thomas Chen</td>
<td>Faculty Association</td>
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<td>Michael Strathearn</td>
<td>Faculty Association</td>
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<td>Maria Bonin</td>
<td>CSEA Representative</td>
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<td>Joanne Laurance</td>
<td>CSEA Representative</td>
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<td>Marie Fisher</td>
<td>CSEA Representative</td>
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<tr>
<td>Kishore Athreya</td>
<td>Student Representative</td>
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<td>Johnathon Hughes</td>
<td>Student Representative</td>
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Members Absent

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<tr>
<th>Name</th>
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<tr>
<td>Deirdre Weaver</td>
<td>Manager</td>
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<tr>
<td>Maria Leon Vazquez</td>
<td>Manager</td>
</tr>
<tr>
<td>Steve Contarsy</td>
<td>Academic Senate</td>
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<td>Cynthia Gonzalez</td>
<td>Academic Senate</td>
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<tr>
<td>Heather Haro</td>
<td>Student Representative</td>
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<tr>
<td>Justine Laforteza</td>
<td>Student Representative</td>
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DPAC Staff Support

Diana Askew

Guests

Diane Chen, Nutrition Counselor

III. Members (Update)

Members introduced themselves to the Committee

Motion made to suspend roll call vote

a. Motion by Joan Kang; Seconded by Johnathon Hughes
   Vote: Unanimous in favor of motion.

IV. Review of Minutes:

   1. Motion by Michael Strathearn to approve the minutes with the following amendment: delete the word “absents” and move the number originally listed after “absents,” which was (4) to abstentions, which will increase abstentions from (1) to (5);
i. Motion as amended seconded by Kishore Athreya
   Vote: In favor: 8; Abstention: 2

Public Comments:
None

V. Fall Topic: Nutrition
   • Update on Objectives
     o Restaurant Meals Program
       ▪ Michael Tuitasi spoke with Sheila Kuehl and with a staff member in her office (Genethia Hudley-Hayes) via phone regarding increasing the number of restaurants participating in the program. Currently, in Los Angeles County, there is a cap of 1200 restaurants. There are 5 restaurants near Santa Monica College. However, even if the program is expanded, it is harder for a smaller restaurant to participate. There is one college up north who is part of the program there, but the food vendor was already a member of the program when they came onto campus so the college’s participation was grandfathered in.
       ▪ It may be a better solution to develop a webpage, which lists resources about where a student can go to get the necessary services.
       ▪ Mike will continue to work with Sheila Kuehl’s office and Trustee Louise Jaffe on expanding the Restaurant Meals Program.
     o FLVR (Feed the Student Program)
       ▪ The program was implemented last week; in the 1st week: 6 vouchers distributed; in its 2nd week: on Wednesday and Thursday: 23 vouchers per day
         o Maximum is 50 vouchers per day
         o 46 students have submitted applications as of February 26, 2016
       ▪ A.S. is funding this program 100%-in its pilot stage
         o Depending on the program’s success, other funding sources may be needed
       ▪ Currently working on publicizing the program (speaking with special programs; developing and will soon be printing flyers, posters and postcards)
       ▪ Worksheet was created to track applications
         o 3 tier program on worksheet
           ▪ Responses are essay type
             • Tier 1-homeless or in need of financial resources
             • Tier 2-average
             • Tier 3-financially/housing secure
           o Suggestion: add a column for zip code-help identify if resources needed for a particular geographic zone
       ▪ Criteria for voucher: complete an application; no financial limitations; student must show that they have contacted at least one resource in 2 weeks
       ▪ Need to focus on what more can be done
         o In discussions about having a hygiene drive
         o Consider emailing additional resources for those who ask for it
           ▪ Speaking with a counselor
             • Bonita said that the Westside Mental Health Directory is an excellent resource because it provides basic information
     o Nutrition Counselor
       ▪ Diane Chen came and explained her background and what her goals for the program are
- She has started seeing students. One of the first things she has students do is complete a detailed assessment. It provides background information and helps determine what approach to use.
- She is on campus 18 hours per week (primarily Tuesdays, Wednesdays and Thursdays)
  - Evening hours are possible depending on demand and need
- She would like to establish a web presence and be proactive in reaching students
- She is still working on getting USC interns—possibly by April, 2016
- Has started working with the Nutrition Club and Psych Services’ peer counselors
- Gloria Lopez has been offering suggestions
  - Suggestion: establishing workshops that can be presented during flex days and in classrooms
  - Suggestion: Saddleback College has a portable and refrigerated food pantry program; students can receive groceries 2 times per week
  - Suggestion: similar to the Adelante’s Noche Familiar event: invite parents to get involved in student’s nutrition since it is a family affair; need to engage the student’s support system
  - Suggestion: conduct workshops at VIP Welcome Day as well as have a table at the resource fair
  - Suggestion: working with Athletics and Kinesiology Departments
  - Suggestion: make a presentation at a future Associated Students Board of Directors meeting—would need to be added as an agenda item

VI. **Spring Meeting Dates and Times**
- Motion made by Johnathon Hughes to change the meeting date from March 18, 2016 to March 25, 2016. Seconded by Michael Strathearn.
  - Vote: Unanimous
- Additional motion was made by Michael Tuitasi to add a tentative meeting date of June 3, 2016. Seconded by Michael Strathearn.
  - Vote: Unanimous.

VII. **Other**
- Website
  - Topics
    - Promote projects
    - Food
    - Housing
    - Legal services
    - Health and wellness
    - What other topics would students be interested in
      - Suggestion: textbooks—now a focus of the Academic Senate—looking at solutions
      - Emergency loans for students
        - Academic Senate does have a program in place, but the criteria is difficult—how can it be streamlined
        - SMC Foundation
        - Alumni Association
        - What types of resources could they provide
        - Employees would be able to contribute via payroll deductions
          - Set up framework
    - Discuss, pilot and maintain
• Request was made to decide what the areas should be and divide the work amongst the committee members
  • Have each committee member present the pros and cons of each
• Committee would need to compile information to populate the page and conduct a small test or focus group to review
• Resources should be throughout LA County, not just Santa Monica
  o Johnathon Hughes suggested asking one of the tech clubs to create the page as one of their projects
  o Kishore Athreya has a meeting with Regina Ip (Web/Social Content Manager) on Wednesday and will speak with her about it
  o Transportation
    • Alternatives
      • Adding information to the student planner (goes to print October of each year)
      • Metro line
        • Region 7 students have circulated a petition regarding the fares charged by Metro
        • Daniel Zane is working on a ballot initiative for the November election-statewide any line any time for students
        • Suggestion: safety of those students who walk between the new Metro and Main Campus, especially at night (increase SMC Police patrol-possibly Campus Safety Officers or shuttle service)
      • Uberpool program-(a new pilot program)
        • Their app lists drop off locations around campus
        • However, their app can only black out drop off areas, but Uber is working on sending a message to their drivers about where to pick up customers
  o Motion by Johnathon Hughes to create a resource webpage and to add this new task to the committee’s objectives for the Spring 2016 semester
    • Seconded by Kishore Athreya
    • Vote: unanimous
  • Have Chris Bonvenuto come to the next meeting to provide an update on the RFP for Old Bread Factory Space.

VIII. Adjournment

Motion to adjourn made by Kishore Athreya at 10:12 a.m. Motion carried by general consent.

Next Meeting: March 25, 2016 at 9:00 am; Location: Student Affairs Conference Room (Admissions Complex, Room 103A).