A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, March 25, 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 9:07 a.m. Co-Chair Joan Kang presiding.

II. Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<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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<td>Deirdre Weaver</td>
<td>Manager</td>
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<tr>
<td>Nicholas Mata</td>
<td>Manager (substitute-Michael Tuitasi)</td>
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<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>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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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Michael Tuitasi</td>
<td>Manager (Co-Chair)</td>
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<td>Maria Leon Vazquez</td>
<td>Manager</td>
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<td>Steve Contarsy</td>
<td>Academic Senate</td>
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<td>Cynthia Gonzalez</td>
<td>Academic Senate</td>
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<td>Marie Fisher</td>
<td>CSEA Representative</td>
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<td>Heather Haro</td>
<td>Student Representative</td>
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<td>Justine Laforteza</td>
<td>Student Representative</td>
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DPAC Staff Support

Diana Askew

Guests

Chris Bonvenuto, Chief Director, Business Services

III. Members (Update)

None

Motion made to suspend roll call vote

a. Motion by Michael Strathearn; Seconded by Johnathon Hughes
   Vote: Unanimous in favor of motion.

IV. Review of Minutes:

      1. Motion by Michael Strathearn to approve the minutes as is
         i. Motion seconded by Johnathon Hughes
            Vote: In favor: 8; Abstention: 2
V. Fall Topic: Nutrition

- Update on Bread Factory Space
  - Waiver application still awaiting decision from Chancellor’s Office. Item has not been added to an agenda.
    - 1st time this type of waiver has been requested
    - Current rule: any lease more than 5 years must be awarded to the highest bidder who meets the essential criteria
  - Office will wait another 30-45 days to see if there is a response. If not, will proceed under current regulations.
  - RFP is open to anyone
  - Expected timeline from posting of RFP to award of contract: 60 days
  - Goal is to have a vendor operating in the space sometime during the Fall 2016 semester.
  - Question: are there any restrictions on capital outlay?
    - Yes, DSA review would delay process 6 months or more especially if there are any structural modifications
  - Business Office will notify committee when RFP is posted
  - Recommendation: provide an update to the District (maybe an email announcement)

- FLVR (Feed the Student Program)
  - As of March 24, 2016: 199 students have submitted applications and 656 vouchers have been distributed
    - 23 students have written on the application that they are homeless
    - 8 students have come back on a daily basis
    - Applicants are primarily Female and/or Latino
    - 5 have been removed from the program until they return the necessary documentation
  - Distribution starts at 10 am each morning, by 11 am: quota of 50 vouchers have been distributed
  - Looking at revising the application
    - A question added: would it be ok to have someone from the college contact the student?
    - Suggestion: use student equity funds to hire a part time counselor to be the first contact or have someone in a special program contact student
  - Suggestion: have MIS run a report based on the student ID’s to identify whether or not the student is already participating in a special program, if so, maybe have that program’s counselor make contact to offer resources
  - Have posted large posters around campus and put small flyers inside offices
    - Publicity up to this week has been word of mouth
  - Next step: what should be done with the data so that it doesn’t violate FERPA or the student’s right to privacy-Johnathon Hughes will speak with Michael Tuitasi about it
  - VIP Welcome Day: Vicenta Arrizon is starting to make a list of presenters for the workshops; she should be contacted soon if a workshop regarding health, nutrition and other resources is to be offered.

- Students in Need Website
  - Student Programming Club enthusiastic about making this one of their projects
    - Professor Dakota is the co-advisor for the club
  - CSIS is another group who could contribute
    - A possible project for their department certificate students
  - Committee members should think about what the parameters will be
- Would prefer a stand-alone vs using Share Point to create the website
  - No one wants to use Share Point, however using a 3rd party software would require involving legal counsel.
- Kishore Athreya has a meeting with Regina Ip on March 29th
  - The goal of the meeting is to discuss some ideas about the framework of the website
  - Goal is to have something functional by the end of the semester or by Opening Day
  - Kishore Athreya will also work on a mock website
- Based on geography (Santa Monica, Westside, LA County?)
  - Place to start
  - Being customizable
  - Region-limit
- Should look at other colleges and what their pages look like: Kishore and Johnathon
  - Will ask for information from their Facebook participants on the region-wide page
- Time-consuming portions of this project include populating the page with information in an easy to locate and presentable fashion
- Future websites should be compatible with multiple devices especially smartphones
  - Should also investigate a compatible mobile app
- Recommendation: short term: nuts and bolts
  - Other option for short term is to post the information as a pdf under Hot Topics on the main webpage
- Long term-improve appearance and multi-device compatibility
  - Johnathon will work on timeline
  - This task will also be passed on to the new AS Directors
  - Once everything is set, will present to DPAC

VI. Other
- Food closet
  - Currently a small food pantry located in an office for Guardian Scholars, but a new program will allow a cabinet to be purchased and stored in SMC Foundation’s conference room, which would allow students who are members of a program to go and get food
  - Discussion to take place in A.S. Finance Committee regarding the purchase of the cabinet
  - Johnathon is in discussion with Bob’s Market about making donations to the food closet;
  - They have expressed an interest in becoming more involved with Santa Monica College
  - Will look at speaking with the campus food vendors
  - Suggestion made: speak to Gelsons, Trader Joes and Whole Foods
- Nick Mata provided the Guardian Scholars Resource Guide as a model of some of the type of information that can be incorporated into this website
  - Was created because often when counselors meet with students they want to discuss more than academics and this guide was something the counselors can reference quickly since often times they only have 30 minutes with the student
  - Goal is to update the guide annually
  - Recommendation: send to Academic Senate as a resource for faculty
  - Brianna Harvey, a Student Services Specialist, is working on the revisions
  - Nick will send out a pdf of the resource guide
- English Department had a meeting recently to discuss their student success survey
  - In addition to grades, home environment is an important factor, and it should be addressed
- Should speak to faculty on Opening Day
Where to go

Highlight special programs

How to support students

Would need coordinate with Nate Donahue from the Professional Development Committee

- April 4-7: A.S. Elections
  - Winners will shadow current directors for the last couple of months of terms-part of mentoring new directors

- April 18-22: Earth Week
  - Students Feeding Students
  - Free Farmers Market
  - Free store-flea market of home goods, shoes and books

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

Next Meeting: April 22, 2016 at 9:00 am; Location: Student Affairs Conference Room (Admissions Complex, Room 103A).