A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) - College Services Subcommittee was held on Friday, October 16, 2015 at 9:00 a.m. in the Student Affairs Conference Room at Santa Monica College.

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

II. Members Present

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Michael Tuitasi</td>
<td>Manager (Co-chair)</td>
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<td>Joan Kang</td>
<td>CSEA Representative (Co-chair)</td>
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<td>Bonita Cooper</td>
<td>Manager</td>
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<td>Deirdre Weaver</td>
<td>Manager</td>
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<td>Steve Contarsy</td>
<td>Academic Senate</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>Joanne Laurance</td>
<td>CSEA Representative</td>
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<td>Robert Villanueva</td>
<td>CSEA Representative</td>
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<td>Kishore Athreya</td>
<td>Student Representative</td>
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<td>Heather Haro</td>
<td>Student Representative</td>
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<td>Johnathon Hughes</td>
<td>Student Representative</td>
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<td>Justine Laforteza</td>
<td>Student Representative</td>
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<td>Maria Leon Vazquez</td>
<td>Manager</td>
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<td>Cynthia Gonzalez</td>
<td>Academic Senate</td>
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<td>Michele Harrison</td>
<td>CSEA Representative</td>
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Guest(s)
Beth Kimball, Campus Kitchen
Karen Houk, Eat St.

DPAC Staff Support
Diana Askew

Review of Minutes:
a. Minutes from September 18, 2015.
   a. Motion by Michael Strathearn to approve the minutes as is; Seconded by Robert Villanueva
   b. Vote: In favor: 8; Abstention: 5

Motion made to suspend roll call vote
a. Motion by Robert Villanueva; Seconded by Kishore Athreya
b. Vote: Unanimous in favor of motion.

Public Comments:
None
III. **Fall Topic: Nutrition**

- **Update on Goals**
  - Goals were presented to DPAC during the September 23, 2015 meeting. There were not a lot of questions asked.
  - The list appears to be doable and anything not completed during the Fall semester can be carryover to the Spring semester.

- **Food Vendors/ Food Voucher Program**
  - Food voucher program will be similar to the one offered by CARE and CalWORKS.
    - Students should speak with Debra Locke in EOPS-CARE and ask to see a sample voucher.
  - Would like to tie voucher program to nutrition.
    - Committee members would like to stay away from using the voucher to pay for foods high in fat, sodium, or sugar, and no fried foods.
  - Amount of the voucher is still under review, but may offer a $5, $7, or $10 voucher with a restriction that it is limited to a protein and vegetable and follow national guidelines.
    - Eat Street discussed possible options: $5.75-1 selection with either rice and/or noodles in their Asian area since it is very popular. Salad is paid for based on weight.
    - Beth suggested that for Campus Kitchen, the voucher be limited to 1 meal choice per day with the option of choosing a meat vs vegetarian/vegan option.
    - The food option would be open to everyone to purchase but if using the voucher, the choice would be limited. Choice should be printed on the back of the voucher so there is no confusion.
  - Both vendors agreed to review and design a meal program.
  - Distribution would be on a first come first serve basis with a priority given to active A.S. members. May use a referral system (speak with Faculty Leaders in charge of special programs); however, some programs pay for the A.S. fees on behalf of their students.
    - Associated Students are considering how to market and distribute the vouchers (own office or using other offices, but still need to be able to track who received the voucher).
    - If tracking who and usage, would need to consider FERPA and require anyone involved would need to take the training.
  - Associated Students still need to write out the process, determine who will qualify, what is the budget (by semester and annually-becoming a permanent line item in their budget), designing the voucher and the marketing plan.
  - Goal is to be able to launch the program in Spring 2016.
  - Request was made for Associated Students/Santa Monica College to assist in allowing the food vendors the ability to accept EBT cards. For some reason, the State has denied the requests.
    - The students suggested that they will bring the subject up at the Community Colleges General Assembly. Meeting is scheduled for November 13-15, 2015.
    - Eat St. has received 1 request to accept EBT cards as a form of payment and Campus Kitchen has received several requests.
    - At one point last year, the Public Policy club was looking into offering the program.
    - There are currently 500 students who have self-declared being homeless.
    - Justine will investigate what other colleges are doing in regards to EBT cards. (At UCLA, bruin cards are used to pay for food).
  - Question: should the voucher be limited to lunch items or should it include breakfast? Answer: not decided yet, but the Campus Kitchen did say that lunch was their busiest time. Eat St. would need to review their numbers before answering.

- **Activities**
• Workshop for coaches since they are in constant contact with athletes and can teach them on an ongoing basis
• Beth from Campus Kitchen mentioned working with Cisco to come during a Professional Development Day and give a demonstration on how to cook healthy foods
• Budget for workshops
  o It will depend on who the target audience is, and that will determine who to ask for funding from
  o Associated Students has a $300 maximum limit for any speaker
  o Different departments may be asked to help contribute
  o Should contact the Food and Drug Administration—provide speakers and grants
• Food demonstrations
  o Committee members will continue gathering information
  o Demonstrations are restricted because of the health permits needed
• VIP Welcome Day
  o Joan will discuss topic when the committee meets
  o Delores handles designing and ordering the planners; Committee will need to know the deadline to submit material; Cynthia Gonzalez might be able to create a page for nutrition; if not a page, then create a flyer. Suggestion made that ISIS is a better resource than the planner; most students use Corsair Connect on a frequent basis
  o Delores is also the one who schedules the workshops and maybe the students can have a panel, which would discuss nutrition and healthy eating habits
• October is National Nutrition Month
  o Using Club Row to encourage more healthy food options; maybe have a contest with a financial incentive on who served healthy food options
  o Challenge is to have student involvement and marketing
• Looking at doing something during EDAW
• Conducting a workshop on how to identify students with eating disorders and what can be/should be done to assist
• Farmer’s markets and food pantry (EBT cards)- Johnathon agreed to investigate
  o Would need to have people maintain the food pantry on an ongoing and regular basis
• Westside Food Bank—currently speaking with EOPS
• A.S. is in the process of purchasing nitrile gloves for Science Students
• Joint meeting next week with Professional Development and Classified Professional Development Committees to discuss March 2016 Professional Development Day. It will be viewed from a student’s perspective (walking in an SMC’s student’s shoes).

IV. Other
• Old Bread Factory Space: still waiting to hear back from Chancellor’s Office. Once RFP is out, vendors can then submit proposals

V. Adjournment

Motion to adjourn made by Robert Villanueva at 10:15 a.m. Motion carried by general consent.

Next Meeting: November 13, 2015 at 9:00 am; Location: Student Affairs Conference Room (Admissions Complex, Room 103A).