A meeting of the Santa Monica Community College District Planning and Advisory Council- College Services Planning Committee (DPAC-CS) is scheduled to be held on **Friday, March 25, 2016 at 9 a.m.** in the Student Affairs Conference Room (Admissions Complex- Room 103A).

### IN ATTENDANCE

<table>
<thead>
<tr>
<th>#</th>
<th>MEMBER</th>
<th>REPRESENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Michael Tuitasi</td>
<td>Manager (Co-Chair)</td>
</tr>
<tr>
<td>2</td>
<td>Joan Kang</td>
<td>CSEA Representative (Co-Chair)</td>
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<tr>
<td>3</td>
<td>Deirdre Weaver</td>
<td>Manager</td>
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<tr>
<td>4</td>
<td>Bonita Cooper</td>
<td>Manager</td>
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<tr>
<td>5</td>
<td>Maria Leon Vazquez</td>
<td>Manager</td>
</tr>
<tr>
<td>6</td>
<td>Steve Contarsy</td>
<td>Academic Senate</td>
</tr>
<tr>
<td></td>
<td>Sabbatical</td>
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<tr>
<td>7</td>
<td>Cynthia Gonzalez</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>8</td>
<td>Thomas Chen</td>
<td>Faculty Association</td>
</tr>
<tr>
<td>9</td>
<td>Michael Strathearn</td>
<td>Faculty Association</td>
</tr>
<tr>
<td>10</td>
<td>Maria Bonin</td>
<td>CSEA Representative</td>
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<tr>
<td>11</td>
<td>Joanne Laurance</td>
<td>CSEA Representative</td>
</tr>
<tr>
<td>12</td>
<td>Marie Fisher</td>
<td>CSEA Representative</td>
</tr>
<tr>
<td>13</td>
<td>Kishore Athreya</td>
<td>Student Representative</td>
</tr>
<tr>
<td>14</td>
<td>Heather Haro</td>
<td>Student Representative</td>
</tr>
<tr>
<td>15</td>
<td>Justine Laforteza</td>
<td>Student Representative</td>
</tr>
<tr>
<td>16</td>
<td>Johnathon Hughes</td>
<td>Student Representative</td>
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### I. Call to Order  (Time_______________)

### II. Members (Update)

### III. Review of Minutes

a. **Public Comments**

b. **Individuals may address the District Planning and Advisory Council (DPAC-College Services Planning Subcommittee) concerning any subject that lies within the jurisdiction of DPAC-CS by submitting an information card with name and topic on which comment is to be made. The Co-chairs reserves the right to limit the time for each speaker.**

### IV. Fall Topic: Nutrition

a. Update on Bread Factory Space (Chris Bonvenuto)

b. FLVR- Food Voucher Program (Associated Students)

c. “Students In Need” Website

### V. Spring Meeting Dates/Times

- Friday, April 22\(^{th}\) @ 9:00am
- Friday, May 20\(^{th}\) @ 9:00am
- Friday, June 3\(^{rd}\) @ 9:00am

### VI. Adjournment
Charge of Committee:
The College (Operational) Services Planning Subcommittee shall:

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.
- Initiate discussions on defining Administrative Unit Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.
- Facilitate the definition of service area outcomes for these areas and encourage the areas to work with the S/ILO Committee to formulate outcomes and assessments to integrate into the reports to the Academic Senate Joint Program Review Committee.

Overarching Guiding Principles for DPAC Planning Subcommittees:
- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District’s Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan.
- Each planning subcommittee should factor recommendations from other planning areas.
- As part its planning process, each planning subcommittee should consider environmentally sustainable practices.
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis.

Responsibilities of the Planning Subcommittees Co-Chairs:
- Develop the schedule of meetings.
- All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.

Work cooperatively to:
- Develop meeting agendas.
- Post/distribute agendas in compliance with the Brown Act (72 hours in advance of a regular meeting).
- Preside over meetings using standing rules agreed upon by the subcommittee.
- Prepare minutes of meetings -Post/distribute minutes.

Past Projects:
- Water Refill Stations
- Printing on Campus
- Sustainable Vending Practices
- Nutrition
- Vendor Selection Committee
- Discounts with Various Vendors
- Campus Cleanliness
- Administrative Unit Outcomes
- Vending Machines
- Healthy Living
<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ACTIVITY</th>
<th>RESPONSIBLE</th>
<th>TIMELINE</th>
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<tbody>
<tr>
<td>Invite speakers for workshops series (Associates)</td>
<td>Identify a speaker for community discussion.</td>
<td>Associates</td>
<td>Fall 2016</td>
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| Offer affordable & healthy food combinations in cafeteria (College Vendors) | College vendors will create healthy packs at a $5, $7, and $10 price range. | • DPAC-CS  
• Associated Students  
• SMC Food Vendors | Spring 2016 |
| FLVR: Link the Associated Students food vouchers to healthy combos served in the cafeteria. | The AS is working with CalWorks to develop a food voucher program. In addition, they are trying to identify a process for having a food voucher program on campus. | Associated Students | Spring 2016 |
| Offer nutrition information to college community (Flex Days/Professional Development Day) | Work with the PDC and the CPDC to schedule a workshop for faculty and staff that focuses on nutrition. (Students & employees) | • DPAC-CS  
• PDC  
• CPDC | Fall 2016 |
| VIP Welcome Day: Add healthy meal and nutritional information to student planner | Provide information from MyPlate On Campus Website. | Joan Kang | Summer 2016 |
| Work with Student Leaders and Peer Educators to inform students about healthy nutritional options. | Create a Webpage for homeless students that offer resources for low-cost nutritional meals. Link the page to AS, Student Health and Student Affairs page. | • Associated Student  
• Student Affairs  
• Student-Health Services | Summer 2016 Launch |
| Market healthy food options and affordable resources for students (food banks, food pantries, farmers markets, 99 cent stores) | Develop a resource manual for faculty to assist students with nutrition and homeless resources. Publicize resources on Website. | • Associated Student  
• Student Affairs  
• Student Health Center | Summer 2016 Launch |
| Nutrition interns in Student-Health Services | Identify Nutrition interns who can work with Student Health Services | Student-Health Services | Spring 2016 |
| Identify potential dates for healthy nutrition day/week (during International Week, Earth Week, Eating Disorders Awareness Week, etc.) | Add workshops to Student Services Workshop Series. Identify Speakers. | • DPAC-CS  
• Associated Students | On-going |