



# Free City College Oversight Committee

## Meeting Minutes



**Members:** Eileen Mariano (Co-Chair), Alan Wong (Co-Chair), Nicole Hatfield, Win-Mon Kyi, Heather Brandt, Joanna Feit, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Christopher Brodie, Conny Ford, Malinalli Villalobos

**Date and Time:** Thursday, February 2<sup>nd</sup>, 2023, 3:00pm-5:00pm

**Location:** [https://www.youtube.com/watch?v=P3t\\_y2DcPSg](https://www.youtube.com/watch?v=P3t_y2DcPSg)

### I. Call to Order and Roll Call

- A. Meeting called to order at 3:02PM.
- B. Members Present: Eileen Mariano, Alan Wong (represented by Anita Martinez), Heather Brandt, Joanna Feit, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Malinalli Villalobos
- C. Members Absent: Nicole Hatfield, Win-Mon Kyi, Christopher Brodie, Conny Ford

### II. Adoption of the Agenda

- A. Agenda adopted as amended.
- B. Agenda amended to reflect the inclusion of the 21-22 Annual Report in the City College Update. Member Messer requested an update from DCYF on the decisions the committee made on the reserves. Chair Mariano suggested the reserves update go after the City College Update.
- C. Member Wilkins motioned; and Member Villalobos seconded.

### III. General Public Comments

- A. No public comment.

### IV. Resolution to Allow Teleconferenced Meetings Under CA Government Code Section 54953(e)

- A. Resolution adopted.
- B. Member Brandt abstained and asked how does AB2449 come into effect with this? DCYF noted the question and will provide a response at the next committee meeting.
- C. Member Villalobos motioned; and Member Messer seconded.

### V. Review and Approval of November 2022 Minutes

- A. Minutes approved as amended.
- B. Minutes amended to add clarification on awards (VII. City College Update, B – 5<sup>th</sup> bullet). Awards refers to the portion of the Annual Report that shared financial aid metrics for overall financial awards.
- C. Member Messer suggested we add Continuing Items on the agenda to refer to old business. Chair Mariano asked DCYF to consider this addition.
- D. Member Feit motioned; and Member Villalobos seconded.

### VI. City College Update

- A. Presentation of Updates by Dr. Lisa Cooper Wilkins:
  - For future presentations on Enrollment Metrics, it may be helpful to do side-by-side comparison, example, compare Fall this year to Fall last year.
  - Presented the FFC Program Participation Report. Most recent update referred to Fall 2022 number of students who participated and received enrollment waivers. A slight increase from last fall, as well as a slight increase in the number of grants that were awarded. There was an increase in the number of billed units, in addition to, a slight increase in the number of dropped units.

- Presented the FCC Enrollment Metrics Report. The numbers are similar, but it provides the average amount of awards per student, the average number of billed units, earned units and students who dropped or withdrew, students with zero units earned, the number of full-time students, 12 units or more, by the end of the Fall semester.
- Presented the Financial Aid Metrics Report. The report is not just referencing Free City students, the distinction is made in the Annual Report. The report is an overall count from the Financial Aid office of the number of students who applied for financial aid out of our total enrollment count. The reason the number is starkly different from Spring 2022 to Fall 2022 (Column D), in Spring 2022 a number of students received HERF awards. Those were counted as another type of financial aid award for the semester.
- CCSF Free City College Annual Report Schedule: The last update given was for the 20-21 academic year. CCSF is behind in reporting to the committee. Their strategy to get caught up to date is to bring the 21-22 report to this committee at our next meeting, then annually provide reports in the fall committee meetings. This fall CCSF would present the 22-23 report. Next fall would be the 23-24 annual report.
- Proposed RP Group facilitate two retreats either in February and March or March and April, on developing equity goals and outcomes for the Free City program, in alignment with CCSF's existing equity plan. Next steps were shared.

**B. Member Comments**

- Member Brandt asked if there will be opportunity for students and student representatives to be involved in the RP Group retreat? Member Wilkins answered absolutely, there was a recommendation made about doing focus groups and some other activities to get direct student feedback.
- Member Villalobos asked when students receive the extra HERF award, does that affect their financial aid package? Member Wilkins does not believe the HERF award affected students financial aid package. It did not replace other awards.
- Member Messer commented on the Financial Aid Metrics: seeing that huge number (Column D, Spring 2022) may speak to the levels of need that go beyond our basic financial aid package. Raises the question of unmet need and other ways to support students. This committee has been trying to find more ways to address. Maybe it can be teased apart (data). There may some real information in their overall that helps us think about serving students and their overall needs.
- Chair Mariano expressed excitement on the upcoming work to develop the equity goals. It will help us center our work and ground us. Looking forward to it (retreat).

C. Member Messer recognized that the committee has more student representation, than in many other committees at the college in general. We do have an underrepresentation of classified staff and faculty. Hopes to pull in more than just one faculty member, more than a single classified staff member to be apart of this committee. Would like to be part of making sure that happens for the retreat.

D. No public comment.

**VII. Reserve Update**

A. Member Su shared that the Controller has not given us a new number because they don't true up the numbers every month. They only do it on annual basis or at a minimum, biannual basis. Currently, the reserve has not changed, it is still at 6.8 million dollars. We are slowly inching toward that cap, which is 50% of annual allocation. Our annual allocation right now is around 16 million dollars, 50% percent of that is 8 million dollars.

**B. Member Comments**

- Member Messer asked after the enthusiastically and unanimously decision was made (about the reserves), if we have any clear indication of where we are in that process? Chair Mariano answered that some work behind the scenes with Dr. Cooper Wilkins happened to make sure that we have all the information needed to transmit that recommendation to the Mayor. Ensured we knew exactly how many students it would affect, the years that this is spanning between, and the average amount that triggers a hold for students. Thank you, Dr. Cooper Wilkins, for providing that to us. This will now be considered as a part of the mayor's budget for this upcoming year.
- Member Villalobos thanked Chair Mariano for those efforts and expressed that they're very much needed especially when this new semester started. It's a missed opportunity to get students back into

enrollment. We work with students that are not able to enroll because of their outstanding time.

- Member Brandt expressed theirs a process in place and things take time, but the need is now for the students. Concerned that we're inching closer to 8 million dollars. Really want to utilize those funds in a way that will benefit the students and be equitable.

C. No public comment.

#### **VIII. Future Agenda Items and Member Comments**

- A. Chair Mariano: Discuss return to in-person meetings. Establish an Oversight Committee calendar. Member Brandt, I am not familiar with the state laws (see Item IV.-B). The Governor's state of emergency is coming to a close. We're working to figure out what that'll look like for these meetings. DCYF will be coordinating a time for our next meeting.
- B. Member Brandt: Explore an appeals process for students who find themselves needing to drop a class after the deadline.
- C. Chair Mariano: Member Messer's request to add a follow-up section.
- D. DCYF: Next Free City College audit will begin soon.
- E. Member Wilkins: Information about the number of Free City participants versus non Free City participants that are SF residents. Also, discuss marketing campaign for the Free City program to re-engage our local community around the availability of the program.
- F. Member Messer: There was a question around dual enrollment that Dr. Cooper Wilkins would answer. Member Wilkins would like to invite Vice Chancellor Jesse Lee to a future meeting to discuss how academic affairs works.
- G. No public comment.

#### **IX. Adjournment**

Meeting adjourned at 3:48pm.

