



Free City College Oversight Committee Meeting Minutes



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

Date and Time: Friday, August 4, 2023, 10:00 AM - 12:00 PM
In-Person Location: City College (Main Campus) - Multi-Use Building (MUB),
Rm 140 50 Frida Kahlo Way, San Francisco, CA. 94112

I. Call to Order and Roll Call

- A. Meeting called to order at 10:00 AM.
- B. Members Present: Eileen Mariano (Co-Chair), Alan Wong (Co-Chair), Win-Mon Kyi, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Jill Yee, Conny Ford, Malinalli Villalobos
- C. Members Absent: Heather Brandt, Joanna Feit, Christopher Brodie

II. Adoption of the Agenda

- A. Agenda adopted.
- B. Member Villalobos motioned. Member Messer seconded.

III. General Public Comments

- A. No public comment.

IV. Review and Approval of April 2023 Minutes

- A. Minutes approved.
- B. Member Ford motioned.
Member Villalobos seconded.

V. Outstanding Fees Update

- A. Update provided by Co-Chair Mariano.
 - The mayor took FCCOC's recommendation and moved forward, proposing using \$2.1 million to relieve outstanding student fees for SF residents. The Board of Supervisors approved it and it's officially in the City's budget for this year. Member Su shared that the funds were successfully transferred to CCSF as of today! Around 13,000 students will soon have their fees relieved! Huge victory! Thank you FCCOC!
- B. Member Comments
 - Member Yee asked are the fees only associated with Free City. Co-Chair Mariano responded that the relief would cover all fees (transcript, missed deadline, etc.).
 - Member Ford asked what's the effective date. Member Su responded the relief is retroactive to the start of Free City.
 - Member Messer shared we need to make sure students know. "This is a jubilee"! This is something that can be in [press releases](#) to help encourage students to come back to CCSF.

- Co-Chair Wong thanked the mayor for working on this and for following the recommendation of the committee. Will be pushing CCSF administration to get this out to our students. Let our students know internally and externally.
- Member Villalobos shared “What a pivotal moment for students”! Asked when the endpoint (of the relief) is. Member Dr. Cooper Wilkins responded that the relief covers from the start of Free City to Fall 2022.
- Member Ford suggested we send the mayor a thank you card or flowers. Chair Wong will work with the CCSF administration on this.
- Member Villalobos shared an opportunity to inform students of the relief at Welcome Day, August 9, at 10:30 a.m. 1050 students registered to attend in person.
- Member Yee shared that the outstanding fees will be an ongoing problem if students aren’t aware of these fees. What steps will the college take to educate students? Member Dr. Cooper Wilkins responded we’ve been discussing this in our past two retreats (April and May). Recommendations were made to address the issue, but there are strategies in place.

C. No Public Comment.

VI. FCC Year 2 Audit Update (10 min)

A. Presented by Crowe: Aaron Coen and Mark Maraccini

- Reviewed the academic year 2021 audit findings.

B. Member Comments

- Member Messer asked about the year of the audit. Crowe responded it is Year 2, academic year 2021.
- Member Ford asked how item 1 (audit finding 1) will be dealt with. Requested this be noted and the suggestion be taken up by CCSF. Member Su responded that DCYF staff is working with CCSF leadership and Dr. Cooper to create a policy around submittals requesting funding (personnel, programmatic and initiative funds).
- Co-Chair Wong recalled the findings and recalled doing the work to get these fixed.
- Member Yee asked if an invoice must be submitted to reimburse CCSF administration. Member Su responded It’s a direct transfer. This refers to other costs, for example, financial aid wants to expand their office and needs additional computers. There is a process to submit for approval. Mendy Ma DCYF Staff believe the auditors are referring to the allocation of admin salary and benefits, they need some kind of support from CCSF. The funding is transferred as part of the annual base funding to CCSF at the beginning of the year. Once we received the Year 1 finding, we worked with CCSF and approved them to use federal-approved admin overhead rates to allocate admin costs from then on. The reason it is still a finding is because of the timing of the audit. Worked with the Controller’s Office who approved the methodology as well. Any requests outside of the MOU will need special approval. Member Su recommended that we share the policy with the committee at our next meeting.
- Member Ford asked are the figures (Non-Audit Procedure 1) applicable and true or just projections. Crowe responded Procedure 1 is projections. 21-21 is not accurate anymore. Mendy Ma, DCYF added that the fund balance table is different from the final report. The final report shows the withdrawals, which more accurately reflects the fund balance.
- Co-Chair Wong thanked those who worked on getting some of the findings partially resolved for the first time in 25 years, CCSF hasn’t had negative findings in any of their three audits!
- Member Messer suggested the committee think about what ways we can do better at measuring what the value is (Non-Audit procedure 4). Member Ford asked that we add this to the agenda for our next meeting.

C. No Public Comment.

VII. Equity Retreat Debrief and Next Steps (10 min)

A. Member Dr. Cooper Wilkins shared a brief overview of the discussions from the April and May retreats.

- Started this project with the RP group to help think about ways to close the equity gaps.

- Goals
 1. Increase use of Free City, particularly among key equity populations
 2. Reduce students' financial burden.
 3. Expand students' use of other financial supports.
 4. Build a financial literacy component into the FC program to support retention.
 - Strategies
 1. Raise awareness of FCC among SF residents and FCC students.
 2. Address costs to students and cover other educational expenses. Consider removing repayment requirements for students who drop.
 3. Increase FAFSA completion.
 4. Build financial literacy into the program.
 - Next Steps
 1. Bring back the finalized version of Goals, strategies, and Activities to the October Meeting
 2. Have a small group meet regularly to engage in ongoing planning and implementation.
 - Yee, Ford, and Messer have volunteered to be part of the small group meeting.
 3. Review the end-of-year report at the October meeting.
 - Shared appreciation towards the whole process to be able to have thoughtful innovative discussions about things.
- B. Member Comments
- Co-Chair Mariano liked the idea of having an ongoing planning and implementation meeting.
 - Member Messer appreciated the process and learned how much frustration the people on the frontline of financial aid get when students realize that there are additional fees that they did not realize.
- C. No Public Comment.

VIII. Unfinished Business (10 min)

- A. Tabling the first two items since Member Brandt was not present to lead the discussion.
- B. Marketing Campaign discussion led by Member Dr. Cooper Wilkins.
- There is a marketing agency that sent in a proposal for a multi-year campaign to help with marketing for FCC. During the October meeting, ideally, there would be an update regarding this.
- C. Member Comments
- Member Yee asked will the campaign include developing a webpage for Free City. Member Dr. Cooper Wilkins responded the campaign would work on revamping the existing webpage for Free City.
- D. No Public Comment.

IX. Future Agenda Items (5 min)

- A. Co-Chair Mariano kept track of a couple of items to discuss at the next meeting.
- B. Member Comments
- Member Messer requested to add a discussion on how we take next steps to ensure that the growth of outstanding fees doesn't happen again.
 - Member Ford requested to add continuing the discussion on non-audit procedure 4. Let's prove that this is a beneficial thing for the City.
- C. No Public Comment

X. Adjournment

- A. Meeting adjourned at 11:11 a.m