

Free City College Oversight Committee

Meeting Agenda



Members: Hong Mei Pang (Co-Chair), Alan Wong (Co-Chair), Win-Mon Kyi, Heather Brandt, Patrick West, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Jill Yee, Conny Ford, Malinalli Villalobos

Date and Time: Thursday, June 27, 2024, 10:00 am – 12:00 pm
In-Person Meeting Location: City College (Main Campus) – MUB RM 330
50 Frida Kahlo Way, San Francisco, CA 94112

Remote Public Access (if not attending in person)

Remote public access is available via Zoom for members of the public only. To join remotely, please follow the link below. FCCOC Committee Members must attend in person unless a disability accommodation request has been submitted.

Zoom Link for **Remote Public Access ONLY:**

<https://us02web.zoom.us/j/82669089250?pwd=eT2jollHO0QOJXuXOVL3arPC7n08mU.1>

Public Comment will be heard in the following order: 1) members of the public attending in-person, and 2) members of the public attending remotely. Please contact the FCCOC Secretary at FCCOC@dcyf.org with any questions.

I. Call to Order and Roll Call

II. **Adoption of the Agenda** (5 min)
Action required.

III. **General Public Comments** (5 min)
This item allows members of the public to comment generally on matters within the oversight committee's purview that are not on the agenda.

IV. **Review and Approval of April 2024 Minutes** (5 min)
Action required.

V. **Update on Free City College Budget** (10 min)

VI. **Equity Impact Discussion & Planning** (85 min)

- Marketing
- Equity Committee Year-End Recap
- Equity Impact Planning for 2024-2025

VII. **Unfinished Business** (5 min)

VIII. **Future Agenda Items** (5 min)
Discussion Only

IX. **Adjournment**
Action required



Free City College Oversight Committee

Policies & Translations



KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapters 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact:

Sunshine Ordinance Task Force Administrator
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Office); 415-554-7854 (Fax)
E-mail: SOTF@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org. Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

LANGUAGE ACCESS

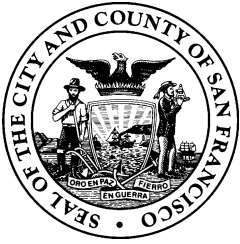
Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon request. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact Emily Davis at 415-987-5959 or Emily.Davis@dcyf.org at least 48 hours in advance of the hearing. Late requests will be honored if possible.

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Per the Americans with Disabilities Act and the Language Access Ordinance, Chinese, Spanish, Filipino (Tagalog), and/or American Sign Language interpreters will be available upon request. Additionally, every effort will be made to provide assistive listening devices and meeting materials in alternative formats (braille or large print). Minutes may be translated after they have been adopted by the Commission. For all these requests, please contact Emily Davis, Community Engagement Associate at least 72 hours before the meeting at 415-987-5959. Late requests will be honored if possible. The hearing room is wheelchair accessible. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

LOBBYIST ORDINANCE

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Free City College Oversight Committee

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website: www.sfgov.org/ethics.

CHINESE

如對會議有任何疑問，請致電415-557-9942查詢。當會議進行時，嚴禁使用手機及任何發聲電子裝置。會議主席可以命令任何使用手機或其他發出聲音裝置的人等離開會議場所。

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政府的職責是為公眾服務，並在具透明度的情況下作出決策。市及縣政府的委員會，市參事會，議會和其他機構的存在是為處理民眾的事務。本政策保證一切政務討論都在民眾面前進行，而市政府的運作也公開讓民眾審查。如果你需要知道你在陽光政策 (San Francisco Administrative Code Chapter 67) 下擁有的權利，或是需要舉報違反本條例的情況，請聯絡：

陽光政策 專責小組行政官

地址：City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
電話號碼:415-554-7724 ; 傳真號碼415- 554-5163
電子郵箱: SOTF@sfgov.org

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語言服務

根據語言服務條例(三藩市行政法典第91章)，中文、西班牙語和/或菲律賓語（泰加洛語）傳譯人員在收到要求後將會提供傳譯服務。翻譯版本的會議記錄可在委員會通過後透過要求而提供。其他語言協助在可能的情況下也將可提供。上述的要求，請於會議前最少48小時致電415-557-9942或電郵至Brandon.Shou@dcyf.org 向委員會秘書Brandon Shou提出。逾期提出的請求，若可能的話，亦會被考慮接納。

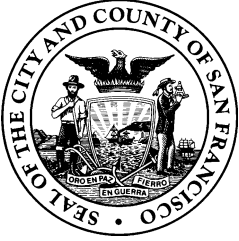
利便參與會議的相關規定

根據《美國殘疾人士法案》(Americans with Disabilities Act) 與「語言服務條例」(Language Access Ordinance)，中文、西班牙文、菲律賓文和/或美國手語傳譯員，須應要求，提供傳譯服務。另外，我們會盡一切努力予以提供輔助性聽力儀器及不同格式（點字印製或特大字體）的會議資料。翻譯版本的會議記錄可在委員會通過後予以提供。如有這些方面的請求，請在會議前七十二（72）小時致電628-652-7108與Brandon Shou 聯絡。逾期所提出的請求，若可能的話，亦會接納。聽證室設有輪椅通道。

為了讓市政府更好照顧有嚴重過敏、因環境產生不適、或對多種化學物質敏感的病患者，以及有相關殘疾的人士，出席公眾會議時，請注意其他與會者可能會對不同的化學成分產品產生過敏。請協助市政府關顧這些個別人士的需要。

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依據「三藩市遊說者法令」(SF Campaign & Governmental Conduct Code 2.100) 能影響或欲影響本地立法或行政的人士或團體可能需要註冊，並報告其遊說行為。如需更多有關遊說者法令的資訊，請聯絡位於Van Ness 街25號 220室的三藩市道德委員會，電話號碼:415- 252-3100，傳真號碼 415-252-3112，網址: www.sfgov.org/ethics。



Free City College Oversight Committee

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SPANISH

Para preguntas acerca de la reunión, por favor contactar el 415-934-4840. El timbrado de y el uso de teléfonos celulares, localizadores de personas, y artículos electrónicos que producen sonidos similares, están prohibidos en esta reunión. Por favor tome en cuenta que el Presidente podría ordenar el retiro de la sala de la reunión a cualquier persona(s) responsable del timbrado o el uso de un teléfono celular, localizador de personas, u otros artículos electrónicos que producen sonidos similares.

CONOZCA SUS DERECHOS BAJO LA ORDENANZA SUNSHINE

El deber del Gobierno es servir al público, alcanzando sus decisiones a completa vista del público. Comisiones, juntas, concilios, y otras agencias de la Ciudad y Condado, existen para conducir negocios de la gente. Esta ordenanza asegura que las deliberaciones se lleven a cabo ante la gente y que las operaciones de la ciudad estén abiertas para revisión de la gente. Para obtener información sobre sus derechos bajo la Ordenanza Sunshine (capítulo 67 del Código Administrativo de San Francisco) o para reportar una violación de la ordenanza, por favor póngase en contacto con:

Administrador del Grupo de Trabajo de la Ordenanza Sunshine (Sunshine Ordinance Task Force Administrator)
City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Oficina); 415-554-5163 (Fax);
Correo electrónico: SOTF@sfgov.org

Copias de la Ordenanza Sunshine pueden ser obtenidas del Secretario del grupo de Trabajo de la Ordenanza Sunshine, la Biblioteca Pública de San Francisco y en la página web del internet de la ciudad en www.sfgov.org. Copias de documentos explicativos están disponibles al público por Internet en <http://www.sfbos.org/sunshine>; o, pidiéndolas al Secretario de la Comisión en la dirección o número telefónico mencionados arriba.

ACCESO A IDIOMAS

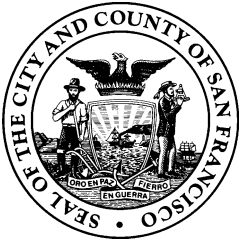
De acuerdo con la Ordenanza de Acceso a Idiomas “Language Access Ordinance” (Capítulo 91 del Código Administrativo de San Francisco “Chapter 91 of the San Francisco Administrative Code”) intérpretes de chino, español y/o filipino (tagalo) estarán disponibles de ser requeridos. Las minutas podrán ser traducidas, de ser requeridas, luego de ser aprobadas por la Comisión. La asistencia en idiomas adicionales se tomará en cuenta siempre que sea posible. Para solicitar asistencia con estos servicios favor comunicarse con Prishni Murillo al 628-652-7139, o Prishni.Murillo@dcyf.org por lo menos 48 horas antes de la reunión. Las solicitudes tardías serán consideradas de ser posible.

POLITICA DE ACCESO A LA REUNIÓN

De acuerdo con la Ley sobre Estadounidenses con Discapacidades (Americans with Disabilities Act) y la Ordenanza de Acceso a Idiomas (Language Access Ordinance) intérpretes de chino, español, filipino (tagalo) y lenguaje de señas estarán disponibles de ser requeridos. En adición, se hará todo el esfuerzo posible para proveer un sistema mejoramiento de sonido y materiales de la reunión en formatos alternativos. Las minutas podrán ser traducidas luego de ser aprobadas por la Comisión. Para solicitar estos servicios, favor contactar a Prishni Murillo, por lo menos 72 horas antes de la reunión al 415-934-4840. Las solicitudes tardías serán consideradas de ser posible. La sala de audiencia es accesible a silla de ruedas.

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Van Ness , Suite 220, San Francisco, CA 94102, 415-252-3100, FAX 415-252-3112, sitio web: www.sfgov.org/ethics.

FILIPINO

Kung mayroon kayong mga tanong tungkol sa miting, mangyaring tumawag lang sa 415-554-8991. Ang pagtunog at paggamit ng mga cell phone, mga pager at kagamitang may tunog ay ipinagbabawal sa pulong. Paalala po na maaaring palabasin ng Tagapangulo ang sinumang may-ari o responsible sa ingay o tunog na mula sa cell-phone, pager o iba pang gamit na lumilikha ng ingay.

ALAMIN ANG INYONG MGA KARAPATAN SA ILALIM NG SUNSHINE ORDINANCE

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City Hall – Room 244 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 (Opisina); 415-554-7854 (Fax)
E-mail: SOTF@sfgov.org

Ang mga kopya ng Sunshine Ordinance ay makukuha sa Clerk ng Sunshine Task Force, sa pampublikong aklatan ng San Francisco at sa website ng Lungsod sa www.sfgov.org. Mga kopya at mga dokumentong na nagpapaliwanag sa Ordinance ay makukuha online sa <http://www.sfbos.org/sunshine> o sa kahilingan sa Commission Secretary, sa address sa itaas o sa numero ng telepono.

PAG-ACCESS SA WIKA

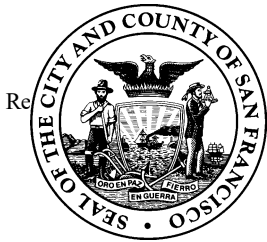
Ayon sa Language Access Ordinance (Chapter 91 ng San Francisco Administrative Code), maaaring mag-request ng mga tagapagsalin sa wikang Tsino, Espanyol, at/o Filipino (Tagalog). Kapag hiniling, ang mga kaganapan ng miting ay maaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Maari din magkaroon ng tulong sa ibang wika. Sa mga ganitong uri ng kahilingan, mangyaring tumawag sa Clerk ng Commission Emily Davis sa 415-987-5959, o Emily.Davis@dcyf.org sa hindi bababa sa 48 oras bago mag miting. Kung maari, ang mga late na hiling ay posibleng pagbibigyan.

PATAKARAN PARA SA PAG-ACCESS NG MGA MITING

Ayon sa batas ng Americans with Disabilities Act at ng Language Access Ordinance, maaaring mag-request ng mga tagapagsalin wika sa salitang Tsino, Espanyol, Filipino o sa may kapansanan pandinig sa American Sign Language. Bukod pa dito, sisikapin gawan ng paraan na makapaglaan ng gamit upang lalong pabutihin ang inyong pakikinig at maibahagi ang mga kaganapan ng miting sa iba't ibang anyo (braille o malalaking print). Ang mga kaganapan ng miting ay maaaring isalin sa ibang wika matapos ito ay aprobahan ng komisyon. Sa mga ganitong uri ng kahilingan, tumawag po lamang kay Emily Davis sa 415-554-8991. Magbigay po lamang ng hindi bababa sa 72 oras na abiso bago ng miting. Kung maaari, ang mga late na hiling ay posibleng tanggapin. Ang silid ng pagpupulungan ay accessible sa mga naka wheelchair.

LOBBYIST ORDINANCE

Ayon sa San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100], ang mga indibidwal o mga entity na nag iimpluensiya o sumusubok na mag impluensiya sa mga lokal na pambatasan o administrative na aksyon ay maaaring kailangan mag-register o mag-report ng aktibidad ng lobbying. Para sa karagdagan na impormasyon tungkol sa Lobbyist Ordinance, tumawag lamang po sa San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: www.sfgov.org/ethics.



Free City College Oversight Committee Meeting Minutes **DRAFT**



Members: Hong Mei Pang (Co-Chair), Alan Wong (Co-Chair), Win-Mon Kyi, Heather Brandt, Patrick West, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Jill Yee, Conny Ford, Malinalli Villalobos

Date and Time: Friday, January April 5, 2024, 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 10:04 AM.
- B. Members Present: Hong Mei Pang (Co-Chair), Alan Wong (Co-Chair), Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Patrick West, Jill Yee
- C. Member(s) Absent: Win-Mon Kyi, Heather Brandt, Conny Ford, Malinalli Villalobos
- D. Member Comment: Member Brandt shared that both she and Member Villalobos were at a conference, and asked if there could be a standing item for [AB 2449](#), which allows individuals to attend remotely under certain circumstances. The expectation is to meet in person to meet quorum, but wanted to make sure we're being as inclusive as the law permits or allows.

II. Adoption of the Agenda

- A. Agenda adopted.
- B. Member Cooper Wilkins motioned.
Member West seconded.

III. General Public Comments

- A. Public Comments:
 - Thea Shelby: Vice Chancellor Cooper Wilkins shared data on the percentage of Free City students accepting the Pell Grant and completing the FAFSA at the same or higher rate than non-Free City students and they are taking more units. Vice Chancellor Cooper Wilkins also shared the amount of the expenditures for Free City versus the revenues. We were trying to see if there was a possibility of adding another use for the funds, and that use would be transit passes for free city students. It does appear that there's quite a bit of funding left over on a yearly basis. The Student Transit Pass Team would like to connect with the committee to start a conversation on whether free transit passes could be included.
 - Brenda Chiu - Student at City College: As transit is a basic need and an equity issue, students may not be getting access to education because they have to choose between the bus and breakfast, or books and other basic necessities. Would love to continue this conversation and work together to make public transit more accessible and equitable for all city college students.
 - Angelica Campos: Would just like to encourage this body to look into the possibility of using some funds for transit passes for students that qualify for Free City because we are also looking at different revenues to accommodate the students who don't qualify under Free City. This is one of many basic needs our students face that sometimes doesn't get covered by current financial aid or current funds that we as students receive from the college.

- Amelia – Student Vice Chancellor: Have been seeing a lot of Free City student who's struggling to afford some basic needs, and one of them, the most important thing, is transportation. Because of that, I would like to ask for the committee to use the reserve fund to support the transit for the Free City students.
- Heather Brandt – CCSF Student Trustee: I'm just here in support of our students who are in attendance, expressing what their needs are and just to encourage this this body to look into the use of reserve funds for transit for our Free City College students.

IV. Review and Approval of January 2024 Minutes

- A. Minutes approved.
- B. Member Cooper Wilkins motioned.
Member Su seconded.

V. 24-25 FCCOC Meeting Schedule

- A. The first meeting date on August 23rd may change due to a scheduling conflict. It may end up being August 30th. Co-Chair Wong asked that we make sure we let everybody know ahead of time.
- B. No Member Comments.
- C. No Public Comment.

VI. Changes to the Free City College Application

- A. Dr. Cooper Wilkins reviewed the prior application before sharing the changes to the application.
 - Old application did not adequately explain what Free City was and students were answering some questions inaccurately (example shared on residency status) which impacted their eligibility for the program. A concern was that students would be more focused on registering for their classes and therefore not reading through the Free City document well enough to recognize there are fees associated with the program.
 - The updated application aims to reduce questions and inform students what is not covered by Free City. Some of the changes include:
 - Explanation of what it means when you get free tuition.
 - Students can immediately click into Free City to learn more information about the program.
 - It's more important to know if the student actually lives in San Francisco because there are other systems in place at the college that can check for their California Residency.
 - If they are not eligible for Free City, they will be directed to where they can get assistance to determine if there was a mistake either in their questions or to find out more information.
 - We noted that we should likely give a link to our financial Aid office and let students know if they do apply for financial aid that it is likely, in addition to getting Free City. Granted there may be other aid available to help cover fees.
 - Added what is not covered by Free City so students will know if they drop classes they would need to repay, as well as other fees that may not cover be covered by Free City. A check box was added to select they understand what is not covered. A recommendation was made to have students take a photo of these pages, so that later they can go back and reference the information.
 - These changes are already in effect, and we hope that they will have a positive impact on students. Will continue to refine it, as we determine that there may be other tweaks.
 - We will be soliciting feedback from students through a series of focus groups that are going to be happening later this month.
- B. Member Comments:
 - Member Yee asked for clarification on if the application will include asking students to take a photo of what's not covered by Free City. Member Cooper Wilkins confirmed it would.

- Member Messer shared there is a lot of backend work that is being done. Students won't even see the Free City page unless we think that they are eligible.

C. No Public Comment.

VII. Unfinished Business

A. Outstanding Fees Fund Balance Update presented by Dr. Cooper Wilkins.

- The total number of students whose debt has been paid is 10,668. Total amount spent on debt relief to date is \$1,627,189. Amount of funding remaining: \$444,329. There are outstanding fees for students from Spring 2023-Spring 2024. In Spring 2024, there were 301 students who came back and enrolled in classes, 271 persisted and 30 dropped.

1. Member Comments

- Member Yee asked is the debt relief program a one off? Will this be an ongoing program? Member Su reminded the committee that the original debt relief funds were allocated for a specific period. It took almost a year to advocate for those dollars to be available for the students from Fall 2017 to Fall 2022.
- Member Messer asked for clarification because at the last committee meeting, we discussed the possibility of asking whether or not we could extend it, because clearly there's still funds left over. Does that mean that we have a clear, no? Member Su responded she is working with the Mayor's Office to see if we could extend it. Unfortunately, when we did create the MOU to allocate the dollars, we put time bounds on it. So, there's no definitive answer.
- Member Yee asked how you decide who gets the remaining funds if we do cover some amount of the new outstanding fees. Also, is it a concern that perhaps this is not equitable for the students who did pay their outstanding fees? Member Cooper-Wilkins responded students who did pay their fees would not show up in the report so it would be difficult to know how much we would owe them. Member Messer shared not to set students up to be in debt in the first place, that's the most equitable thing. Member Yee agreed it would be nice to see that Free City included all fees but would need some data to see if that is fiscally possible.
- Co-Chair Wong asked what is the total amount of fees that would typically cost for a student and if there's enough ongoing funding to be able to cover them on a regular basis. Member Cooper Wilkins shared there are a number of different fees, but consistent ones are student activity fees and student representation fees. Then different fees like class fees that come based on the type of class that they are taking. Can get the list of the standard fees and share. Chair Wong followed up with are there any legal barriers or policies that prohibit Community Colleges from having someone pay for the other fees. Member Cooper Wilkins responded not any she is aware of but will check.
- Member Yee shared it would be consistent with the MOU, because we are trying to remove barriers, but is it fiscally sustainable and reasonable.
- Member West asked were students notified about their debt relief. Member Cooper-Wilkins responded yes, through emails and text messages and through the new marketing campaign. The concern is for those students back in Fall 2017. It's probably more likely that we don't have current information for them. The marketing campaign that just started will focus more on those students.
- Co-Chair Pang thanked everyone for the robust conversation and Dr. Cooper Wilkins and her team for getting the information together. We are in the midst of a very dynamic and complex budget process in the City. It would be helpful to get additional information as this conversation evolves and continues to develop. We want to be very thoughtful about how we are being fiscally responsible and all the different responsibilities we have towards children, youth, and families.

2. Public Comment

- Shane Robinson: All the rules are in the MOU. Don't think there's a need to go back and ask for new money. It would just be the two parties (DCYF and CCSF) coming to an agreement to amend the MOU to see if we can change how the funds are spent. The money is already allocated.

- Member Yee asked does the current pot of money have enough money to cover the fees, like health fees, student activities fees. Could it be something that we can at least explore?
- Chair Wong shared that if there is enough surplus money left in the Free City fund (at the end of the year) the City can take it back. Would be interested in seeing for our current 15 million plus that's going to Free City each year, how much of that we're using for tuition. Recalled the first two years were like 6 to 8 million dollars a year that was spent. The dollar amount is a little bit over that right now, but still not reaching the total of 15 million. Would like to see whatever's left over, how much is available for these other fees.
- Member Su shared it could be useful to do more research, and maybe do an MOU 101 session with the committee. Really look at all the equity work the committee is working on. Maybe this is the right time to start thinking about how better and more appropriately we use these dollars to really support students who really need it the most.
- Member Messer shared it would be helpful to learn what we are able to do with it and what we would like to do with it (left over funds). The transit conversation is clearly a basic need for students but not something that was in our previous equity discussion. What about undocumented students? These are so important when we think about this program taking down barriers for students.

B. Financial Stability and Sustainability of the College Update by Co-Chair Wong.

- Co-Chair Wong shared CCSF has a balanced budget with a 5% reserve. Will have some financial challenges in the future (25-26). To overcome these challenges, will need to increase enrollment by 8%, keep spending flat or a combination of these strategies. Personally, in support of a mixed strategy. Recently approved mailing out the CCSF catalog for this semester after a push from community members. This will help many of our older adults sign up for classes.

1. Member Comments

- Member Yee shared concerns about the fact that the accreditation of City College is placed on warning. The committee must follow up on the current accreditation status because we are giving a lot of money to the college. Concerned that the response of Chair Wong did not include anything about the accreditation and what steps are being taken so that we will get full accreditation. Chair Wong shared this was a focus on the financial sustainability of City College. In terms of the accreditation, he's been in communication with Co-Chair Pang, and they don't think that this committee has purview over this item.
 - Member Su appreciated Member Yee's comment and shared the purview for this body is very much focused on the Free City funds and oversight. There are other bodies and other avenues for that conversation, which is extremely important, but there are other places for that conversation. Member Messer agreed with Member Su's comment.
 - Member Yee shared the MOU requires the college to be solvent to continue receiving Free City funding. The Board has not submitted a 3–5-year fiscal plan that indicates there will be a balanced budget. If the Board of Supervisors asked this committee about spending and Free City funding, the accreditation issue is not relevant to this committee? Member Yee absolutely disagreed with that.
 - Member Messer absolutely disagreed with Member Yee's statement. We all think accreditation is important. We are giving millions of dollars to students at City College, and to me as somebody who helped formulate and think about this, it was at a time when I really didn't think that the college needed millions of dollars. Our students needed millions of dollars. And that's what we do here. And if we have questions about the finances of what Free City is doing for students, or what the college is doing with that money for students, then we should look at that. But I don't think that's what's in question here. I think we have built a program that serves students and yes, other things need to be in place to make that continue.
 - Member Yee shared students are receiving funding to pay for their tuition. In order for City College to keep its doors open, it must receive full accreditation. It is relevant for us to discuss the

accreditation status and concerns.

- Member Su shared as the administrator for these funds, and essentially the staff that operates and what manages this body, it is outside of the purview of the members of this body. The primary role and responsibility is to ensure that Free City College programs and funds are allocated appropriately, according to the MOU. The role that is held in this body is held to Free City College, not accreditation.
- Member Yee asked if we are making recommendations to include enrollment fees, isn't accreditation relevant? Member Su responded that accreditation is always relevant. However, there are other places Chair Wong has alluded to where the Dean and members of the Board of Trustees are having conversations. Once again, our role is limited to Free City College. It is out of our scope to ensure the college is solvent.
- Member Yee shared we cannot make or require that the college is solvent. In terms of the funding of Free City, if it is perceived that the college is not going to be able to balance its budget, then City College is not going to be able to be solvent, based on certain fiscal decisions that has bearings on our recommendations and our management of Free city, doesn't it? Member Su responded no, that will have bearings on the Mayor and members of the Board of Supervisors. This body's role is only limited to how we implement the Free City College program.
- Member Yee asked as a committee, are we just rubber stamping any requests that the college makes? Member Su responded does not believe that's to be the case as the administrator for these funds. There is a lot of work that this body is a part of and engages in that is very relevant to the Free City program and the initiative, and that is limited by the scope of work.
- Chair Pang suggested it might be helpful to build this into some of the conversations we were just having around revenue planning and thinking through what that means in terms of impact.

2. No Public Comment

C. Financial and Non-Financial Benefits of Free City Update by DCYF.

- To plan for the June meeting, Member Messer will develop the discussion questions/activities within the Equity Subcommittee and add it as a part of the Equity Committee report out in June. The report-out will include current updates on the equity work, the goals for next year, and what progress was made.

1. Member Comment

- Member Cooper Wilkins asked do we need to have an extended meeting or separate meetings. The Free City College Secretary responded we can discuss further. We extended the time of a previous meeting to accommodate agenda items without having separate meetings.

2. No Public Comment

VIII. Future Agenda Items

- A. Member Messer asked if we agree that we want to have a conversation about decreasing barriers for students, how do we do that? Co-Chair Wong reviewed what we do currently to add future agenda items. Member Su suggested for this item we start with the MOU 101 session for everybody and then we can engage in a deeper conversation about what it means to support all students.

IX. Adjournment

- A. Member Messer motioned.
Member West seconded.
- B. The meeting adjourned at 11:24 AM.



Free City College Oversight Committee

FY24-25 and FY25-26 Budget Update

June 27, 2024

Your CITY. Your COLLEGE.



Annual Allocation and Expenditure

In Millions	Year 1 FY19-20	Year 2 FY20-21	Year 3 FY21-22	Year 4 FY22-23	Year 5 FY23-24	Year 6 FY24-25 (proj)	Year 7 FY25-26 (proj)
REVENUE							
Annual Base Funding w/ CPI Adjustments	15.0	15.7	16.4	16.9	16.9	9.3	7.2
One-Time Use	5.4	-	1.0	4.0	2.1	-	-
Total Revenue	20.4	15.7	17.4	20.9	18.9	9.3	7.2
Notes for the One-Time Use	\$5.4m disbursement per MOU, page 48 of 52 in PDF for past costs of Free City College Program, not from Reserve		FY22 Addback, Citywide Item #73, One-Time, City College Workforce Education and Recovery Fund	Mayor authorized \$4M use for Dual Enrollment Program.	Mayor Authorized \$2M use for unpaid student fees.		
ANNUAL BASE FUNDING EXPENSES (Per Audit)							
Payments to Students	10.2	9.5	Pending	Pending	Pending		
Administrative Salaries and Benefits	0.6	0.6					
IT Hardware	0.1	-					
IT Support Services	1.3	-					
Total Base Funding Expenses	12.2	10.1	-	-	-	-	-
ONE-TIME USES	5.4	-	1.0				
TOTAL EXPENSES	17.6	10.1	1.0	-	-	-	-

Annual Fiscal Audit

Audit Objectives

- Determine whether program funds were used in accordance with the stated purposes and permissible uses as agreed upon in the Memorandum of Understanding and San Francisco Administrative Code Section 10.100-288.
- Determine whether unspent funds were returned to the Program fund in accordance with the MOU and Administrative code.
- Determine whether City College has reasonable controls for determining that financial and operational activities over the Program fund are properly performed.
- The Controller's Office worked with Crowe LLP to complete the audits.

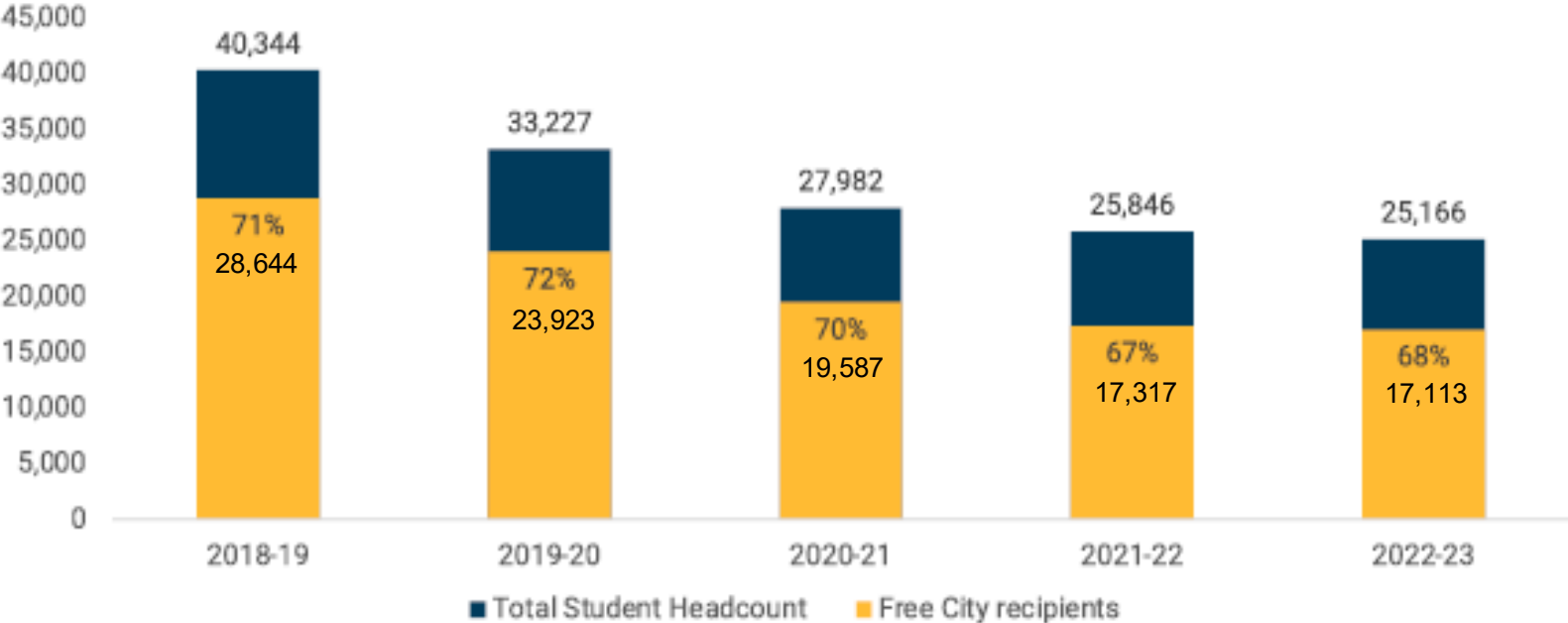
Annual Fiscal Audit (cont'd)

- Per the auditor's estimate, Year 3 (FY21-22) is projected to have **\$7.6M** of unspent funds.
- Year 4 (FY22-23)'s audit will be completed by the end of FY24-25.
- The table below used City College's Headcount data to project expenditures for Years 4-6 (FY22-23, FY23-24 and FY24-25 (proj)).

Unspent Funds	Year 3 FY21-22	Year 4 FY22-23	Year 5 FY23-24	Year 6 FY24-25 (proj)
Annual Base Funding Transferred (in Millions)	16.4	16.9	16.9	9.3
Annual Student Headcount	25,846	25,116	25,116	25,116
Free City Recipients	17,317	17,113	17,113	17,113
Projected Unspent Funds (in Millions)	7.6	8.0	8.0	0.4

Annual Headcount

(Free City College Annual Report 2022-2023, pg 6)



Equity/not equity students

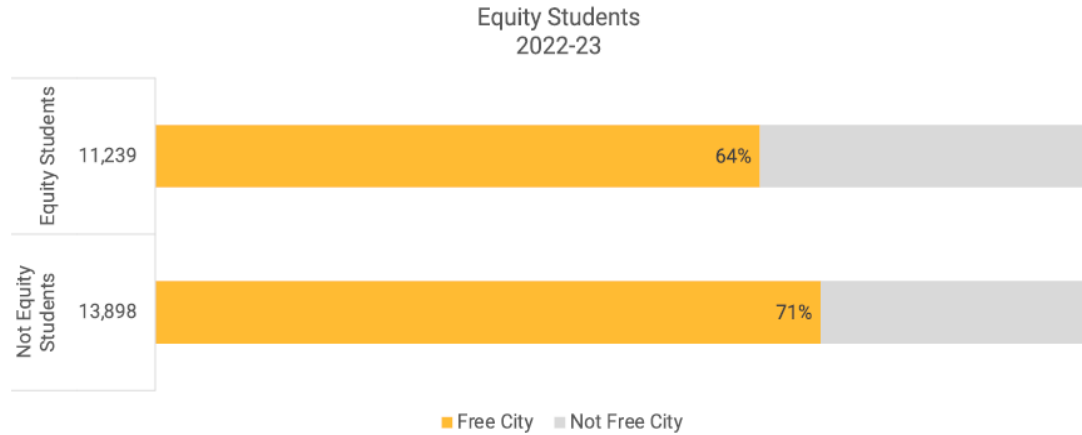


Figure 8. Proportion of Equity Group Students Participating in Free City Compared to Non-Equity Group Students, 2022-2023

Free City College Annual Report 22-23, pg 12

Free City College Program Oversight Committee Update

JUNE 27, 2024

Today's Update

- Highlight Free City participation in 2023-2024
- Review Free City Equity Plan progress and learning as of June 2024
- Discuss future implementation/resource priorities

What do we mean by “Student Equity”

Equity recognizes each person has different circumstances and needs, meaning different groups of people need different resources and opportunities allocated to them in order to thrive.

--United Way

CCSF Commitment to Equity

2022-23 Board Goals

- DEI/Social Justice. Take actions to ensure the District is welcoming, is representative of the community, and supports the success of all students and employees, regardless of age, race, ethnicity, gender, gender identity, disability, immigration status, learning differences, sexual orientation, religion, or veteran status.

2018-2025 Institutional Goals

- Institutionalize Equity

Office of Student Equity Goals

- Support the integration of equity as a core planning value at all levels of the college.
- Support all college stakeholders in developing interventions designed to close opportunity gaps

2022-2025 Student Equity Plan

Academic Senate Diversity, Equity and Inclusion Resolution

- Passed November 2020, outlining core values and promises for action.

Student Equity Focus Populations

SEA focus populations by metric

Equity Metric	Student population with largest gap
Access/Successful Enrollment	All Populations (continue to keep gap closed)
Persistence	Native Hawaiian and Other Pacific Islander
Completed both Transfer-level English and Math	Black or African American
Graduated within 3 years	Black or African American (Certificates)
Transferred to a 4-year institution within 3 years	Latino/a/x

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All CCSF Equity Populations

Race/Ethnicity Populations

- American Indian/Alaska Native
- Black or African American
- Filipino/a/x
- Latino/a/x
- Pacific Islander

Other Populations

- Students with disabilities (DSPS)
- Foster Youth
- LGBTQIA+
- Housing insecure
- Justice Impacted

Free City Participation

2023-2024



Free City College - Enrollment Metrics Report

Report date: 6/26/2024

Summary data by semester

Free City College (FCC) Category	Student count	Average FCC amount	Billed Units average	Earned Units average	Students with Drop/Withdrawl	Students with Zero Units Earned	Full Time (12+) student count
Summer 2023							
FCC Enrl Fee Waiver	2,473	(\$172.29)	4.6	3.7	545	389	19
FCC Grant Paid	1,134	\$225.65	5.3	4.6	197	88	11
No FCC	2,367	--	4.8	3.7	558	446	78
Total for Summer 2023	5,974	--	4.8	3.9	1,300	923	108
Fall 2023							
FCC Enrl Fee Waiver	8,827	(\$263.15)	7.0	5.7	2,448	1,100	1,694
FCC Grant Paid	3,479	\$445.79	10.8	9.8	774	4	1,766
No FCC	6,167	--	7.9	6.5	1,724	953	1,941
Total for Fall 2023	18,473	--	8.0	6.7	4,946	2,057	5,401
Spring 2024							
FCC Enrl Fee Waiver	8,963	(\$269.18)	7.0	5.7	2,484	1,054	1,671
FCC Grant Paid	3,767	\$433.51	10.6	9.5	903	0	1,824
No FCC	5,935	--	7.9	6.3	1,817	1,098	1,816
Total for Spring 2024	18,665	--	8.0	6.7	5,204	2,152	5,311
Overall Total	43,112	--	7.6	6.3	11,450	5,132	10,820



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Free City Equity Plan Progress

2023-2024



Free City Equity Plan Refresher

- Developed by Oversight Committee in spring 2023
- Outlined aspirations for a three-year period (2023-2026)
- Included goals, strategies, and activities related to four main areas:
- Free City awareness
 1. Free City processes
 2. Free City program design
 3. Institutional efforts to strengthen students' financial stability through Free City and beyond

Free City Equity Plan Progress

- Monitored Equity Plan progress at multiple levels
- Met regularly as an Equity Plan Subcommittee
- Engaged a workgroup focused on Free City awareness
- Conducted first round of Free City student experiences focus groups

Free City Student Focus Groups

- Held in-person sessions April 2024
 - 4 sessions
 - 28 participants
 - Mix of Free City recipients
- Provided incentive to participate (meal + \$100 gift card)
- Designed to get student input on Free City awareness, application process, program design, additional financial concerns
- Informative (not conclusive)

Free City Awareness

Related Goals:

- Increase Free City use

Strategies:

- Public outreach campaign (2023-2026); focus on equity groups
- Internal campaign focused on current students, college personnel

2023-2024 Accomplishments:

- Engaged ASIR Marketing
- Launched initial campaign spring 2024
- Explored opportunities for improving program awareness in student experience research
- At the beginning of each term, identified any student eligible for Free City who has not yet applied/selected “no”; reached out to this group to encourage Free City application

Free City Awareness – Marketing Campaign

ASIR-Visual Media Update

Free City Awareness – Student Focus Group Insights

- Say Free City is a major draw to CCSF
- Know program purpose, have variable understanding of eligibility requirements
- Suggest a holistic, multi-touch strategy for marketing and outreach, focused on high-priority populations
- Recommend amplifying the value proposition of CCSF enrollment in marketing and outreach:
 - Answer “free tuition to what end”
 - Position CCSF as a “smart choice” (as opposed to a last resort)

Free City Processes

Related Goals:

- Increase Free City use
- Remove students' financial burden

Strategies:

- Outreach to current students qualified for Free City but not currently receiving benefits
- Application redesign based on student and college personnel feedback

Accomplishments:

- Completed initial revamp of application
- Explored application process issues in student experience research
- Hosted 10 FAFSA Workshops as well as 2 text message campaigns to encourage students to complete the FAFSA and 6 email notifications (both reached approximately 11,000 students)
- Drafted preliminary website updates for implementation in summer 2024

Free City Processes – Student Focus Group Insights

- Like streamlined application process and clearer information
- Expressed some concern that Free City was “too good to be true” b/c of application ease
- Want a more engaging application page that clarifies process is intentionally simple, amplifies Free City benefits
- Appreciate explicit language about repayment requirement upon award of eligibility, prior to sign off

Free City Program Design

Related Goals:

- Reduce students' financial burden

Strategies:

- Elimination of outstanding debt for prior Free City recipients (2017-2022)
- Reconsideration of program repayment requirements
- Exploration of student fee coverage through Free City program

Accomplishments:

- Eliminated outstanding debt held by Free City participants involved in program from Fall 2017 through Fall 2022

As of June 26, 2024

- ❖ Total students served: 10,698
- ❖ Total spent: \$1,633,236
- ❖ Remaining funds: \$438,282
- ❖ Total students who reregistered for
 - Spring 2024: 301
 - Summer 2024: 84
 - Fall 2024: 210
- Explored program design improvements in student experience research

Outstanding Free City Repayment Fees

- ❑ Spring 2023: **\$180,634**
- ❑ Summer 2023: **\$31,095**
- ❑ Fall 2023: **\$198,427**
- ❑ Spring 2024: **\$284,338**

Free City Program Design - Student Focus Group Insights

- Repayment requirement can act as an incentive to stay in school, inform course planning
- More proactive college outreach to remind students of repayment requirement close to the refund deadline
- Tuition may not be enough: seek additional Free City support specifically for transportation and books (costs that often supersede tuition)
- Free City Cash Grant recipients:
 - Had deep appreciation of program, strong advocates for CCSF's benefits
 - Expressed clarity about ways Free City support specifically advancing their postsecondary goals, economic mobility
 - Are using funds to offset life expenses while enrolled

Student Financial Stability through Free City and Beyond

Free City is part of a broader institutional strategy to...

- Ensure students are financially secure across their college journey through financial aid and other resources and supports
- Intentionally help students...
 - **Cover college costs**, including tuition, books, supplies, fees
 - **Address basic needs** (e.g., housing, food, childcare, technology, transportation, healthcare, mental health, utilities)
 - **Make informed choices about education and career** so their decisions improve their long-term economic and social mobility

NCII (2021)

www.ncii-improve.com/student-financial-stability

Student Financial Stability through Free City and Beyond

Related Goals:

- Reduce students' financial burden
- Address costs to students
- Foster students' financial literacy

Strategies:

- Increased FAFSA completion
- Improved student awareness of other financial resources and supports offered by CCSF
- Inclusion of a financial literacy component into Free City program

Accomplishments – 2023-24 Academic Year

- 10 FA workshops for Free City recipients that had not yet completed FAFSA

Student Financial Stability through Free City and Beyond – Student Focus Group Insights

- Are actively weighing other college costs against benefits, often on their own
- Have uneven/limited awareness of other financial stability supports (beyond FA) at CCSF
- Say working students need more online, evening course options; campus hours that allow access to resources and services
- Report on FAFSA completion...
 - *Facilitators* include special programs, HS outreach, FA office
 - *Barriers* include confusion about mechanics/benefits, fear process, perception that will use Free City now and hold FA until later
 - *Opportunities* include self-service resources via multiple modalities (TikTok, YouTube, checklists, guides); clear, public info on benefits; increased hands-on support

Free City Equity Plan Update

2024-2026



Free City Awareness

Related Goals:

- Increase Free City use

Strategies:

- Public outreach campaign (2023-2026); focus on equity groups
- Internal campaign focused on current students, college personnel

2024-2026 Implementation/Resource Priorities:

1. Continue multi-year Free City marketing campaign (\$)
 - Expand strategy to include multiple touchpoints/modes (i.e., strategically placed bus and building/window wraps)
2. At the beginning of each term, continue identifying any student eligible for Free City who has not yet applied/selected “no”; reach out to this group to encourage Free City application
3. Increase awareness of Free City program benefits, requirements through professional development for college personnel

Free City Processes

Related Goals:

- Increase Free City use
- Remove students' financial burden

Strategies:

- Outreach to current students qualified for Free City but not currently receiving benefits
- Application redesign based on student and college personnel feedback

2024-2026 Implementation/Resource Priorities:

1. Continue updating website, FAQ, and application processes to make student-friendly and clear
2. Proactively notify Free City recipients when drop deadline is approaching to remind of repayment requirement

Free City Program Design

Related Goals:

- Reduce students' financial burden

Strategies:

- Elimination of outstanding debt for prior Free City recipients (2017-2022)
- Reconsideration of program repayment requirements
- Exploration of student fee coverage through Free City program

2024-2026 Implementation/Resource Priorities:

1. Utilize the remaining debt relief funds (\$444,329) to address outstanding debt for the spring and summer 2023 semesters (\$)
2. Create/hire a Free City College Program Coordinator position to oversee major program components as well as foster partnerships with pertinent CCSF support programs and services (\$)
3. Conduct national research on pros/cons of...
 - Dropping repayment requirement
 - Coverage of other student fees by program

Student Financial Stability through Free City and Beyond

Related Goals:

- Reduce students' financial burden
- Address costs to students
- Foster students' financial literacy

Strategies:

- Increased FAFSA completion
- Improved student awareness of other financial resources and supports offered by CCSF
- Inclusion of a financial literacy component into Free City program

2024-2026 Implementation/Resource Priorities:

1. Offer a basic needs grant (>\$500) to students with the most financial need based on FAFSA completion to offset costs associated w/ attendance (e.g., transportation, books, childcare) (\$)
2. Provide wrap-around support services to connect Free City participants with other financial supports, including dedicated counseling and support staff (\$)
3. Reach out to Free City participants about FAFSA completion using branding aligned to public marketing campaign; clarify FAFSA completion benefits and develop self-service resources to support completion (\$)
4. Develop financial literacy workshops for Free City participants focused on financial planning for educational goals



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

Free City Oversight Committee Tentative Calendar (2024-2025)

Meeting/Location	Date/Time	Chair
Oversight Committee Meeting #1	Friday, August 30, 2024 10 am-12 pm	Chair Wong
Oversight Committee Meeting #2	Friday, November 1, 2024 10 am-12 pm	Chair Pang
Oversight Committee Meeting #3	Friday, February 7, 2025 10 am-12 pm	Chair Wong
Oversight Committee Meeting #4	Friday, May 2, 2025 10 am-12 pm	Chair Pang

Location: City College (Ocean Campus), Multi-Use Building (MUB)-Rm 140.

If the location changes, you will be notified in advance.