



Free City College Oversight Committee

Meeting Minutes



Members: Jenny Lam (Co-Chair), Shanell Williams (Co-Chair), Dr. Lisa Cooper Wilkins, Nikki Hatfield, Win-Mon Kyi, Angelica Campos, Supervisor Gordon Mar, Jennifer Fong, Maria Su, Alisa Messer, Christopher Brodie, Tyler Wu, Conny Ford, Calvin Quock, Malinalli Villalobos

Date and Time: Thursday, January 27, 2022, 2:00 PM – 3:30 PM

Meeting Link: <https://us06web.zoom.us/j/84201785239?pwd=NjNlNzJXYVptRkxCSnVld3M2cTk0UT09>

Join by Telephone: +1-699-900-6833

Webinar ID: 842 0178 5239; Passcode: 506304

I. Call to Order and Roll Call

- A. Meeting called to order at 2:02pm.
- B. Members Present: Chair Jenny Lam, Calvin Quock, Angelica Campos, Conny Ford, Maria Su, Alisa Messer, Supervisor Gordon Mar, Jennifer Fong, Christopher Brodie, Dr. Lisa Cooper Wilkins, Win-Mon Kyi (late), Malinalli Villalobos, Tyler Wu (late), Chancellor David Martin for Shanell Williams
- C. Absent: Co-Chair Shanell Williams, Nicole Hatfield
- D. Member Vick Van Chung is replaced by Malinalli Villalobos for Seat 15.
- E. Chair Lam introduced Eileen Mariano to replace her as Seat 1.

II. Adoption of the Agenda

- A. Agenda was adopted. Motioned by Member Campos, seconded by Member Quock. Member Messer abstained.

III. General Public Comment

- A. Chancellor David Martin introduced himself to the committee.

IV. Approval of the November 2020 and April 2021 Minutes

- A. Member Messer noted challenge to approve minutes from past years' meetings as well as the lack of follow-up regarding past action items.
- B. Motion to approve by Member Mar, seconded by Member Fong. Minutes from November 2020 and April 2021 approved unanimously.
- C. No public comment.

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

- A. Member Campos asked clarifying question regarding frequency of approval for the resolution. David Ries, from the City Attorney's Office provided clarification that the resolution will need to be approved at each meeting until teleconference meetings are no longer necessary in accordance with the Mayor's local order.
- B. Resolution approved unanimously.
- C. No public comment.

VI. Crowe Audit Review Presentation

- A. Mark Maraccini and Aaron Coen from Crowe LLP presented the audit review.
- B. Member Questions & Comments
 - Member Messer asked clarifying question regarding processes and procedures and if the identified problems have been addressed. Mr. Coen responded that he will review and determine findings, but to not anticipate seeing it until 2021-2022.



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- Member Wu asked clarifying question about Non-Audit Procedure 1. Mr. Coen stated that the focus was on the multi-year projections.
- Member Messer asked clarifying question regarding IT and Administrative costs. Mr. Coen stated that the Support Services cost is the methodology for the allocation. City College and DCYF need to determine what should be included in the MOU.
- Member Mar stated that the cost of the program seems to be less than what the City is allocating to City College. Member Mar asked Member Su for the current fund balance. Member Su shared that there is 5.2 million dollars in the reserve.
- Member Mar asked Mr. Coen to explain more about process for returning funds to City. Mr. Coen said that returning excess funds to the City is generally recommended, but that it was unclear in the MOU on how to handle. Member Mar expressed desire for excess funds to be used for other program needs, such as student retention and outreach to increase enrollment. Member Mar requested the committee discuss as an agenda item at a future meeting. (Action Item)
- Member Quock asked if the new annual audit would cover the same audit objectives and procedures. Mr. Maraccini confirmed that the objectives and procedures will be the same but welcome suggestions.
- Chair Lam requested overview of timeline for feedback. Mr. Maraccini replied that the timeline is advanced with a finalization by April and release of the report by May/June. Suggestions should be submitted within a few weeks.
- Member Fong suggested carryover funds be used to dual enrollment and requested more committee discussion at the next meeting. (Action Item)
- Member Brodie noted the missing continuity within the program and the turnover in the City College Finance Team. Member Wilkins confirmed that she will continue to serve as a point of contact for programmatic information and work closely with John Al-Amin for finance and administration information. Committee requested an update from City College on points of contact. (Action Item)

C. No public comment.

VII. Update on Free City College Fall 2021

- A. Member Wilkins gave a brief update to the committee.
- B. Member Comments & Questions
 - Member Ford requested deep dive into student fees and their impact. (Action Item)
 - Member Wu requested to discuss how to better streamline information and resources directed to students. How can the committee help triage information? Member Wu also requested to hear participant stories at future meetings.

VIII. Future Agenda Items

- A. Member Messer and Member Mar requested to meet within the next month.
- B. Discuss use of excess funds for other program needs.
- C. Discuss student fees and their impact on students a part of the program.
- D. Discuss solutions to streamline information students are receiving.

IX. Adjournment

- A. Adjourned at 3:35pm.