



# Free City College Oversight Committee

## Agenda



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

**Date and Time:** Friday, August 4, 2023, 10:00 am – 12 pm

**In-Person Location:** City College (Main Campus) - Multi-Use Building (MUB), Rm 140  
50 Frida Kahlo Way, San Francisco, Ca. 94112

**Remote Access to Information and Participation:**

Remote public participation is available upon request for individuals who cannot attend in person due to disability. Please make a request to participate remotely no later than one (1) hour prior to the start of the meeting to help ensure availability of the meeting link. Captions can be enabled if participating remotely. To receive access to the meeting to provide remote public comment due to a disability accommodation, visit <https://www.dcyf.org/fcc-remote-participation>.

**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](mailto:FCCOC@dcyf.org) with any questions.

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**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 2023 Minutes (5 min)**

Action required

**V. Outstanding Fees Update (5 min)**

Discussion Only

**VI. FCC Year 2 Audit Update (10 min)**

Discussion Only

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

Discussion Only

**VIII. Unfinished Business (10 min)**

Discussion Only

- Appeals process for students who drop out of FCC due to circumstances.
- Support for students with barriers.

## Free City College Oversight Committee

- Marketing Campaign

### IX. Future Agenda Items (5 min)

Discussion Only

### X. Adjournment

Action required



## Free City College Oversight Committee

### *Policies & Translations*



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#### **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](mailto: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](http://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**

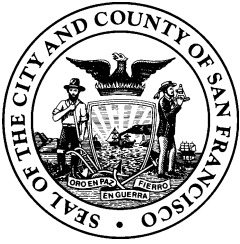
Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon request. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages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

#### **ACCESSIBLE MEETING POLICY**

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**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112



# Free City College Oversight Committee

## Policies & Translations



website: [www.sfgov.org/ethics](http://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。

#### 了解你在陽光政策下的權益

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

陽光政策的文件可以通過陽光政策專責小組秘書、三藩市公共圖書館、以及市政府網頁[www.sfgov.org](http://www.sfgov.org)等途徑索取。民眾也可以到網頁<http://www.sfbos.org/sunshine>閱覽有關的解釋文件，或根據以上提供的地址和電話向委員會秘書索取。

#### 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](mailto: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。

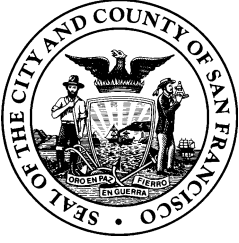
#### 利便參與會議的相關規定

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。

#### 遊說者法令

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](http://www.sfgov.org/ethics)。



# Free City College Oversight Committee

## Policies & Translations



### SPANISH

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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](http://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](mailto: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.

#### ORDENANZA DE CABILDEO

Individuos y entidades que influyen o intentan influenciar legislación local o acciones administrativas podrían ser requeridos por la Ordenanza de Cabildeo de San Francisco (SF Campaign & Governmental Conduct Code 2.100) a registrarse y a reportar actividades de cabildeo. Para más información acerca de la Ordenanza de Cabildeo, por favor contactar la Comisión de Ética: 25 de la avenida



# Free City College Oversight Committee

## Policies & Translations



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

### FILIPINO

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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**

Tungkulin ng Pamahalaan na paglinkuran ang publiko, maabot ito sa patas at madaling maunawaan na paraan. Ang mga komisyon, board, kapulungan at iba pang mga ahensya ng Lungsod at County ay mananatili upang maglingkod sa pamayanan. Tinitiyak ng ordinansa na ang desisyon o pagpapasya ay ginagawa kasama ng mamamayan at ang mga gawaing panglungsod na napagkaisahan ay bukas sa pagsusuri ng publiko. Para sa impormasyon ukol sa inyong karapatan sa ilalim ng Sunshine Ordinance ( Kapitulo 67 sa San Francisco Administrative Code) o para mag -----report sa paglabag sa ordinansa, mangyaring tumawag sa Administrador ng Sunshine Ordinance Task Force .

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](http://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](mailto: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](http://www.sfgov.org/ethics).



## Free City College Oversight Committee Meeting Minutes

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

**Date and Time:** Tuesday, April 18, 2023, 2:00 PM - 5:00 PM  
**In-Person Location:** City College (Main Campus) - Multi-Use Building (MUB), Rm 140  
50 Frida Kahlo Way, San Francisco, Ca. 94112

### Free City College Equity Retreat – 2 PM- 4 PM (No Action Required)

- The RP Group facilitated activities to support the development of equity goals and outcomes for the Free City program.
- Members Present: Eileen Mariano, Alan Wong, Joanna Feit, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Malinalli Villalobos, Conny Ford, Christopher Brodie
- 13 CCSF staff/faculty attended.

### Oversight Committee Meeting – 4 PM - 5 PM

#### I. Call to Order and Roll Call

- A. Meeting called to order at 4:05 PM.
- B. Members Present: Eileen Mariano, Alan Wong, Joanna Feit, Calvin Quock, Maria Su, Dr. Lisa Cooper Wilkins, Alisa Messer, Malinalli Villalobos, Conny Ford, Christopher Brodie
- C. Members Absent: Nicole Hatfield, Win-Mon Kyi, Heather Brandt

#### II. Adoption of the Agenda

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

#### III. General Public Comments

- A. No public comment.

#### IV. Review and Approval of February 2023 Minutes

- A. Minutes approved.
- B. Member Ford motioned.  
Co-Chair Mariano seconded.

#### V. 21-22 Annual Report

- A. Kelley Karandjeff presented the report.
  - COVID continues to impact enrollment, which is why we see a dip. Might need to remind students they have to apply each semester.
  - There's a slightly smaller percentage of students using the fee waiver.
  - Financial aid data shows that FAFSA submission is about the same, but the number of students who received a Pell Grant more than doubled.



- There's an increase in the older age group. There's an opportunity to raise awareness for the younger age categories, especially for non-traditional-age students. This year, high school graduates will be required to submit a FAFSA.
- The proportion of key equity populations has also declined. Black, Latinx, and native Hawaiian/Pacific Islanders all declined.
- Most FCC participants are part-time. FCC students take more units than non-FCC participants.
- We should look at how students are moving through the application process; if there are any barriers that should be removed, and how to staff the program to achieve the goals that FCC is trying to achieve.
- Will email the links to additional resources to Member Cooper-Wilkins, for the FCCOC Secretary to share with the committee. (See C. Additional Resources.)

#### B. Member Comments

- Member Messer asked if the 11% in the top right, is people moving from one way to another, for example, from tuition waivers to the cash grant. Kelley responded there is no trend in one way or another, but they did not dig into this area specifically.
- Member Messer asked if the percentage for Free City enrollment represents Free City students or eligible Free City students. Kelley responded these are all City College participants, but we would expect these bars to be just about equal.
- Member Villalobos asked, since it is the same percentage of completion, do the students who do not complete the courses in FCC end up paying back the units? Kelley responded this is passing the class, not withdrawing. Some students not completing the course are paying it back because they're withdrawing, but some are not passing their courses which means they are not paying for it.

#### C. Additional Resources

##### **NCII's Approach to Student Financial Stability:**

<https://ncii-improve.com/student-financial-stability/>

##### **Student Financial Stability Resource Series:**

<https://ncii-improve.com/student-financial-stability/sfs-resource/>

*Includes:*

- *Student Financial Stability Demystified*
- *What Does Student Financial Stability Look Like in the Student Experience?*
- *Student Financial Stability Scale of Adoption Self-Assessment*

##### **Student Financial Stability College Profiles:**

<https://ncii-improve.com/student-financial-stability/student-financial-stability-college-profile-series/>

*Profiles of 7 colleges making student financial stability an institutional priority*

## VI. Unfinished Business

#### A. Outstanding Fees - Discussion led by Co-Chair Mariano.

- It is being considered as part of the mayor's budget. The mayor and the budget office will publish the budget proposal by June 1, and there will be a better idea on this by then.
  - Member Ford shared it is frustrating because we aren't asking the mayor to take it from the general fund but from our own fund. We just want to spend the money wisely since we have the money currently. Mariano responded a strong recommendation has been made to the mayor.
  - Member Villalobos shared thank you for the sort of update. Sort of update is because a lot of students are in limbo who cannot come back to FCC because they have outstanding fees. What do we tell those students who can't come back until potentially after June 1? If everything was passed after June 1, what



is next? Students are starting to register for fall courses very soon, which means that students may not be able to register for classes for fall as we hoped.

- Member Su clarified that the FCC fund is not a special fund. We as a body have said that we want to oversee the 16 million. Since it is not a special fund, it requires the mayor and BOS to determine how to allocate the funds. Once the funds are allocated, they will be put into DCYF's fund, and then DCYF can transfer the funds to FCC. Once we get the approval, we will move it. We just want to emphasize that the final approval lives with the mayor. the budget turned upside down in a matter of a few months. This will be a tough budget season and many departments are having to cut budgets. We do have a priority with FCC students because the students are our residents.
- Co-Chair Wong asked when we were working on this in 2019, was there any wording in the structural changes in what needs to be authorized? To use reserve funds for fees? Member Su responded it is supported.

B. Appeals Process for Students Who Drop Out of FCC Due to Circumstances.

- Tabled for the next meeting. Discussion to be led by Member Brandt, who was absent.

C. Support for Students with Barriers.

- Member Cooper-Wilkins shared that some of the work that we are doing now with goal setting will address this issue.
- Tabled for the next meeting. Discussion to be led by Member Brandt, who was absent.

D. Dual Enrollment - Discussion led by Member Cooper-Wilkins

- More allocation of units to support dual enrollment. CCSF and SFUSD have had many meetings to streamline and build relationships.

E. Marketing Campaign - Discussion led by Member Cooper-Wilkins

- Hopefully by the next meeting we will have a bigger presentation about marketing.
- Table for the next meeting.

F. Oversight Committee Meeting Calendar – Discussion led by FCC Analyst, Kia Wallace.

- Fridays are the popular days to have our meeting. The popular time is from 10 am-12 pm.
  - Member Ford asked where they will be held. Kia responded our hope is to keep it here (CCSF Ocean Campus) for now. It might help encourage CCSF students to come to the meetings. If we want to move around to different satellite campuses, we can discuss that.
  - Member Villalobos mentioned no more remote meetings unless there is a request an hour in advance. Kia responded that this is correct for public participation. Members will need to email an accommodation request/fill out a form and submit it. *Added this to the minutes for clarity:*
    - **Committee members** with disabilities can request individual reasonable accommodation using [Attachment 2](#). To ensure consistency across all City Policy Bodies, DHR is responsible for processing these requests. Please contact Heather Kittel at [heather.kittel@sfgov.org](mailto:heather.kittel@sfgov.org) and list Kia Wallace as the FCCOC Committee Secretary.
    - **Remote public participation** is available upon request for individuals who cannot attend in person due to disability. Please make a request to participate remotely no later than one (1) hour prior to the start of the meeting to help ensure the availability of the meeting link. Captions can be enabled if participating remotely. To receive access to the meeting to provide remote public

comment due to a disability accommodation, visit <https://www.dcyf.org/fcc-remote-participation>.

- Member Cooper-Wilkins asked when will the next retreat be? Kia responded we are thinking about early May. Will send out a doodle. We want to ensure there is still a good turnout. Member Messer shared we did not have a large turnout from students. Be careful of finals. Schedule in the first two weeks of May.
- Member Villalobos shared that he and Member Brant will not be on the committee after May 31st.

## **VII. Future Agenda Items**

### A. Unfinished Business Items:

- Appeals Process for Students Who Drop Out of FCC Due to Circumstances.
- Support for Students with Barriers.
- Marketing Campaign

## **VIII. Adjournment**

- ### A. Meeting adjourned at 4:57 pm.



# Free City College Program Year 2 Performance Audit

Crowe LLP

August 4, 2023





# Agenda



Introductions

Audit Objectives

Audit Findings

Results of Nonaudit Procedures

Q&A



# Introductions



**Mark Maraccini, CPA**  
*Project Partner*



**Aaron Coen**  
*Project Manager*

# Audit Objectives





# Audit Objectives

## 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.

**Audit Conclusion: City College had findings related to Objective #1 and #3 as summarized in this presentation. Objectives #1 and #2 were met in all significant respects.**





# Audit Findings



# Audit Findings

Finding	Recommendation	Audit Objective Impacted
1. City College did not provide sufficient evidence to support its methodology for allocations of administrative salaries and benefits to the Free City College Program Fund. Payroll expenses totaled \$595,895.	DCYF should require City College to submit a methodology for review before approving additional staff allocation expenses. The methodology for allocating staff time to the Free City College Program needs to be better defined and approved by DCYF. We recommend implementing a time sheet reporting system, conducting a time and motion study, or completing lookback reviews of time allocations to include staff verification of time reported.	1 and 3
2. The oversight committee met less frequently than required by the MOU. The committee met less than every four months, which does not comply with the MOU.	DCYF should ensure the Oversight Committee meetings occur every three months as required by the MOU.	3

# Status of Y1 Audit Findings

Finding	Status	Comments
1. City College used Free City College Program funds to pay for Information Technology (IT) support services that occurred before execution of the MOU. In total, City College included \$193,332 in IT support expenses covering periods before execution of the MOU.	Remediated	City College returned funds to the Program Fund.
2. City College included \$122,043 in costs for computer hardware for the counseling department. The MOU does allow for costs due to increased staff hours for financial aid counseling staff, however this would not include the expenses for new hardware.	Remediated	City College returned funds to the Program Fund. City College did not use Program funds for IT hardware service costs in Y2.
3. City College did not provide support for the allocation of IT support services expenses to the Free City College Program. For the audit period, \$1,318,004 in IT support service expenses were charged to the program, which includes the amounts identified in Finding 1.	Remediated	City College returned funds to the Program Fund. City College did not use Program funds for IT support service costs in Y2.
4. City College did not provide sufficient evidence to support its methodology for allocations of administrative salaries and benefits to the Free City College Program Fund. Payroll expenses totaled \$565,763. Crowe questions the allocations for executive-level positions, including \$91,177 in salary and benefits.	Partially Remediated	See Finding 1 in this report for details on Y2 Finding.
5. The oversight committee met less frequently than required by the MOU. The committee met less than every four months, which does not comply with the MOU.	Repeat Finding	See Finding 2 in this report for details on Y2 Finding.



# Results of Nonaudit Procedures





# Nonaudit Procedures

## Nonaudit Procedures

1. Prepare a cost analysis for the following City fiscal year and provide recommendations to help program sustainability. Determine how federal/state aid is being leveraged in conjunction with the Free Tuition Program.
2. Calculate the percentage of the total budget that is used for tuition and what percentage is used to distribute grants to students.
3. Assess DCYF's management and monitoring of the MOU and make recommendations for improvement.
4. Determine how much revenue is generated to the college from the free city college program.

# Nonaudit Procedures

## Nonaudit Procedure 1

Prepare a cost analysis for the following City fiscal year and provide recommendations to help program sustainability. Determine how federal/state aid is being leveraged in conjunction with the Free Tuition Program.

**Result:** Crowe determined that the program is sustainable for the foreseeable future. Crowe recommends closely monitoring the program fund balance to mitigate carrying a balance that is more than 50 percent of the baseline funding for the following year, per the MOU.

**Estimated Free City College Program Fund Beginning and Ending Balance Through Academic Year 2022/23**

Academic Year	(a) Annual Budget From MOU	(b) Beginning Balance (a + d)	(c) Expense Estimated	(d) Fund Balance (b - c)
Prior Year Actual	15,000,000	17,000,000	10,714,098	\$6,285,902
2020/21 (actual)	15,700,000	21,985,902	10,118,517	\$11,867,385
2021/22	16,400,000	28,267,385	10,653,200	\$17,614,185
2022/23	16,400,000	34,014,185	10,816,305	\$23,197,880

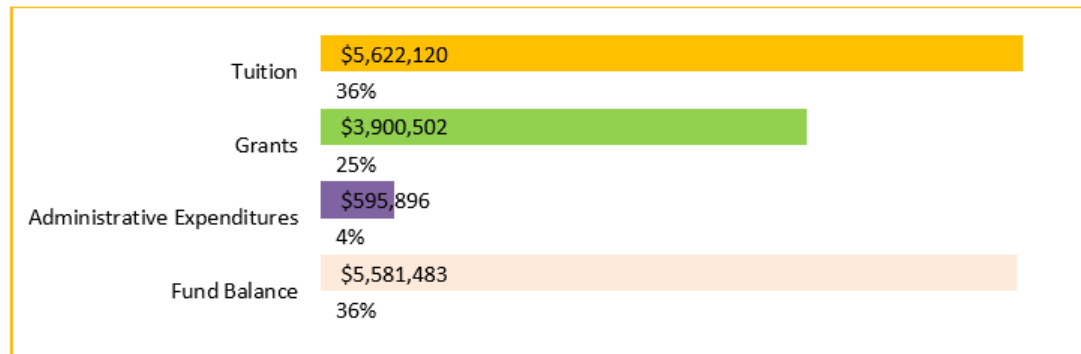
# Nonaudit Procedures

## Nonaudit Procedure 2

Calculate the percentage of the total budget that is used for tuition and what percentage is used to distribute grants to students.

**Results:** Crowe obtained detailed financial records from City College and calculated the ratio of funds used for tuition and grants. **Exhibit below** provides a breakdown of all expense categories for reference. The Free City College Program provided \$5,622,120 in enrollment fees and \$3,900,502 in grants, totaling 61 percent of allocated funding for Year 2.

**Free City College Program Expenditures, by Category, and Fund Balance**







# Nonaudit Procedures

## **Nonaudit Procedure 3**

Assess DCYF's management and monitoring of the MOU and make recommendations for improvement.

**Results:** Crowe recommends the following:

- Determine an agreed upon methodology for administrative salary and benefit allocations and IT support overhead allocation to DCYF for approval.
- Update the MOU to more clearly define eligible administrative expenses.
- Update the MOU to include a cap to eligible administrative expenses.
- Amend the MOU to add consequences (i.e., withhold funds) from City College for findings of noncompliance in the annual audit.



# Nonaudit Procedures

## **Nonaudit Procedure 4**

Determine how much revenue is generated to the college from the Free City College Program.

*Results:* Crowe determined that the range of measurable revenue generated to the program was between \$5,622,120 (total enrollment fees paid for academic year 2020-21) and \$9,522,622 (total Free City College Fund payments to students).

- Free City may also impact overall student enrollment levels
- Increased enrollment is the largest driver of increased general apportionment revenue
- Approximately 80 percent of Proposition 98 funding is allocated based on full time equivalent student (FTES) counts
- Overall enrollment has been decreasing since 2018-19, however approximately 70 percent of City College students use Free City funds which would indicate enrollment levels (and revenue) may have been further reduced without this additional funding source.



# Questions and Answers

**Thank you**

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