



Free City College Oversight Committee

Meeting Agenda



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

Date and Time: Friday, October 6, 2023, 10:00 am – 12 pm
In-Person Meeting Location: City College (Main Campus) – MUB RM 140
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://us06web.zoom.us/j/85830406246?pwd=uUk9pnLnGeT00xwfausyHCLkjZQU6c.1>

Zoom Public Access Phone Number: +1-669-444-9171

Meeting ID: 858 3040 6246; Passcode: 962472

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 August 2023 Minutes** (5 min)
Action required
- V. Outstanding Fees Update** (15 min)
Discussion Only
- VI. FCC Year 2 Audit Update** (15 min)
Discussion Only
- VII. 22-23 Annual Report** (25 min)
Discussion Only
- VIII. Unfinished Business** (15 min)
Discussion Only

Free City College Oversight Committee

Meeting Agenda

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

ACCESSIBLE MEETING POLICY

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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

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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。

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 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

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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.

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



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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

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 .

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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



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 among 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 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.



FREE CITY COLLEGE DEBT PROGRAM (FCDP) UPDATE

FREE CITY COLLEGE PROGRAM OVERSIGHT COMMITTEE MEETING

OCTOBER 6, 2023

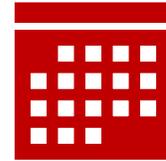
Topics



Overview of the Free
City Debt Program



FCDP Frequently
Asked Questions



Progress To Date



Q & A

Overview



- ❑ 13,000+ San Francisco residents had outstanding fees
 - Enrollment Timeframe: August 2017 – December 2022
 - Not able to enroll in classes

- ❑ Debt relief provided through a \$2.1 million allocation from Mayor London Breed
 - Fresh start at pursuing their educational and career aspirations
 - Students with a current outstanding balance are eligible
 - Once fees paid, holds automatically lifted from student accounts

- ❑ Debt relief processing began the week of August 22, 2023
 - Impacted students receive an email and/or a text message once the funds have been applied to their accounts

FCDP FAQ's



1. Who is eligible for the Free City Debt Program (FCDP)?

Free City students who currently have outstanding Free City debts that were incurred between the Fall 2017 and the Fall 2022 terms. This includes students who would have been eligible for Free City but either did not have a Free City Affidavit on file or may have filled one out incorrectly.

2. The Free City Program was not available during the 2018 summer term. Will those outstanding balances be covered under FCDP?

Yes. Only students with established San Francisco Residency prior to the start of the Summer 2018 are eligible.

3. What fee's will be covered under FCDP?

FCDP will cover the Free City outstanding tuition balance as well as the following fees: Student Health fee, Student Activities fee, Student Representative fee, Web Registration fee, Course Material fees, Follet Material fee, and the Free City Repayment Charge.

NOTE: The FCDP does NOT cover other Financial Aid related fees such as Pell overpayment/student loan fees.

FCDP FAQs continued



4. Will refunds be issued?

NO. Payments made prior to the availability of the Free City Debt Program funds are not refundable. Please note that funds approved to pay outstanding balances for the terms between Fall 2017 and Fall 2022, is a one-time opportunity for eligible City College students.

5. When will the outstanding balance hold be lifted?

Outstanding balance holds will be automatically lifted once the funds have been applied to student accounts. Eligible students do not need to do anything in order for the funds to be applied to their account and will be notified once this process has occurred. Should students have questions, they may contact the Bursar's Office: bursar@ccsf.edu. For their office hours and other details, please visit the following website: www.ccsf.edu/bursars-office.

6. When will FCDP funds be applied to student accounts?

Funds have already begun to be applied to student accounts and will continue to be applied over the coming weeks in reverse chronological order (for example, students with outstanding balances from the Fall 2022 semester will have the funds applied to their accounts first, followed by the Summer 2022 term and so on until all accounts have had the funds applied).

Processing Updates



- ❖ Total Students Processed: 3,371
- ❖ Total Amount Processed as of 09/22/2023: \$427,005.48 of \$2,071,518
- ❖ Semesters Processed: Fall 2020 – Fall 2022
 - ✓ Remaining: Fall 2017 – Summer 2020
- ❖ Remaining anticipated action steps:
 - ✓ Finish posting Free City Repayments and other outstanding fees by 10/06
 - ✓ Finish posting outstanding fees for remaining San Francisco Residents by 11/03
 - ✓ Address outstanding Free City Repayment fees & fees for SF students with AB540 status

Q&A





FCC Year 2 Audit Update

Free City College Oversight Committee

10/06/2023

Audit Finding #1

Finding	Recommendation
<p>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.</p>	<p>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.</p>

DCYF's Response to Audit Finding #1

Appendix A-Invoice and Budget Narrative

Please submit Free City College (FCC) Annual Expense Reports to the Deputy Director of City & Community Partnerships and cc Chief Financial Officer **no later than September 30th each year**. Annual Expense Reports can follow the same format as the advance approval requests and use the coversheet provided in the communication dated September 19, 2023.

Annual Expense Report Summary (Invoice)

- Free City Enrollment Waiver Costs (Fall, Spring Summer)
- Free City Grants (Fall, Spring, Summer)
- Costs associated with the administration of the program (Fall, Spring, Summer)

Annual Expense Report Supplemental Information

- Student Costs (ongoing program reporting)
- Direct Costs
 - Staff Costs (please itemize charges by staff and provide the following information)
 - Department
 - First and last name
 - Total salary and benefits incurred supported by timesheet or other time tracking record.
 - A brief explanation of the staff's job responsibilities and how they are related to the FCC Program
 - Other Direct Costs
 - Invoice for purchased items.
 - Contract for outsourced services
 - Other supporting documents that could substantiate the spending for other direct costs.
 - A brief explanation of how the costs are directly contributed to the FCC Program
- Indirect Costs (include shared staff costs, Information Technology (IT) costs and other shared costs)
 - Charging administrative costs using federally approved administrative rate
 - A letter from the Department of Health and Human Services, showing the federally approved administrative rate.

Annual Budget Narrative

- Are there any additional costs or recommendations that should be considered to support in program implementation?
- Are there any significant foreseeable changes towards administrative costs for next year?

Appendix A – Invoice and Budget Narrative

- Originally implemented in 2020 in response to audit finding #1. DCYF worked with CCSF and the Controller's Office to approve the methodology (Appendix A). CCSF was also approved to use federal-approved admin overhead rates to allocate admin costs moving forward.
- Updated to include the use of the Expense Request and Review form as a coversheet to ensure review and approval of the Annual Expense Reports.
- DCYF will remind CCSF in August of each year to submit the Annual Expense Report by the September 30th deadline.

DCYF's Response to Audit Finding #1

Free City College Expense Request & Review Form

- The Expense Request and Review form was initially developed to serve as review and approval for expense requests made outside of the MOU.
- Added the use of the form as a coversheet for Annual Expense Reports to ensure review and approval of annual expenses.




**Free City College
Expense Request & Review**

Maria Su, Psy.D. Executive Director London Breed Mayor

Date of Request: _____

CCSF Staff Name:	CCSF Department:
Phone:	CCSF Approved by Name & Title:
Email:	Signature:

Expense Request Type (Check All That Apply):

<input type="checkbox"/> Annual Expense Report	<input type="checkbox"/> Other Direct Costs (Specify):
<input type="checkbox"/> Other Direct Costs (Specify):	<input type="checkbox"/> Other (Specify):

Description of Request:

Total Amount of Expense(s): _____

Submit supporting documentation with all requests. Documentation includes proposals, invoices, scopes of work, budgets, payroll documentation, and or timesheets. Refer to Appendix A: Invoice and Budget Narrative for more information.

If the actual expense(s) approved under this request are less than what was requested, only the actual expense(s) shall be billed. If the expenses are greater than what is approved under this request, submit a new request that includes the additional expenses.

Submit Annual Expense Reports no later than September 30th of each year to the Deputy Director of City Community and Community Partnerships and cc the Chief Financial Officer.

Submit Other Direct Cost Requests to the Free City College Analyst and cc the Budget and Contracts Manager.




**Free City College
Expense Request & Review**

Maria Su, Psy.D. Executive Director London Breed Mayor

DCYF ONLY

Initial Review by Name & Title: _____

Date: _____

Date Submitted for Approval: _____

Approved: Yes No

If no, explain why:

Name: _____

Title: _____

Signature: _____

Date: _____

Process in Action



DCYF notified CCSF in writing of the updated Appendix A, Expense Request and Review form and the process.

Questions?

Thank you!

CCSF Free City College Annual Data

2022-2023



Free City Support Options

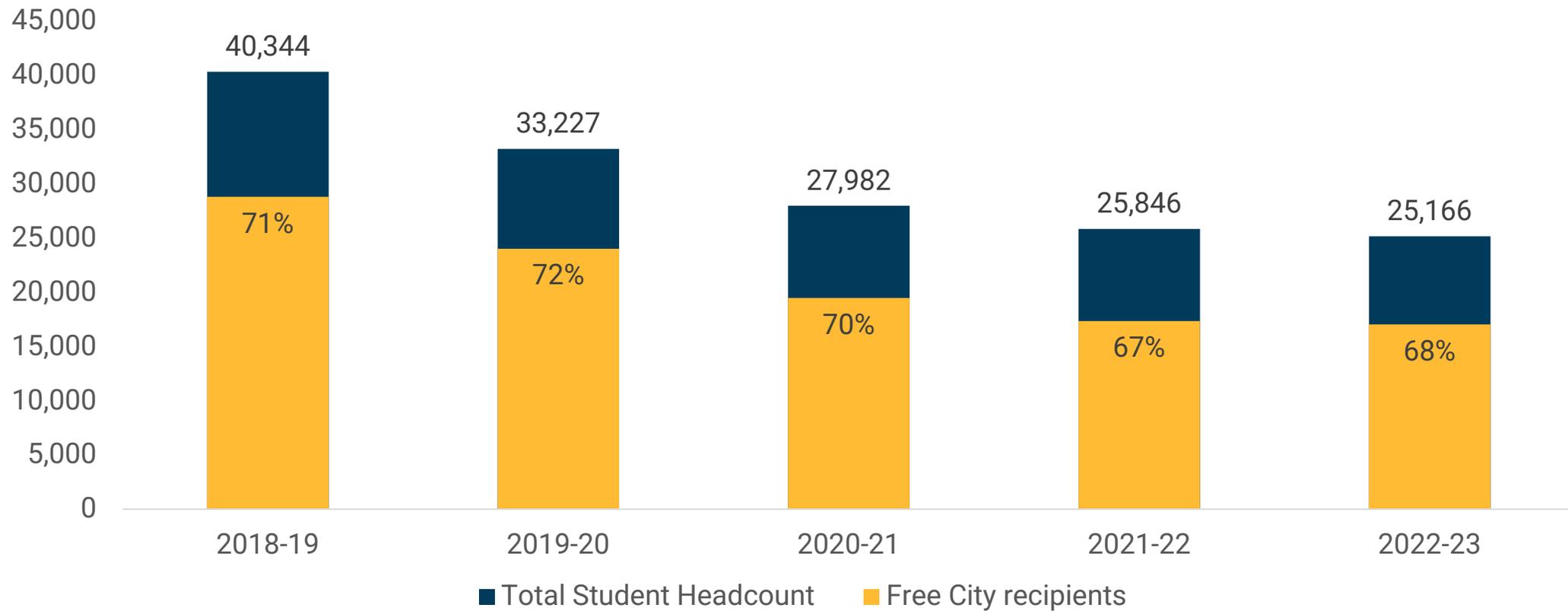
Fee Waiver:

- Apply when registering each term
- Complete a brief application in the online student portal
- Receive a tuition waiver in the amount of \$46/unit based on SF residency

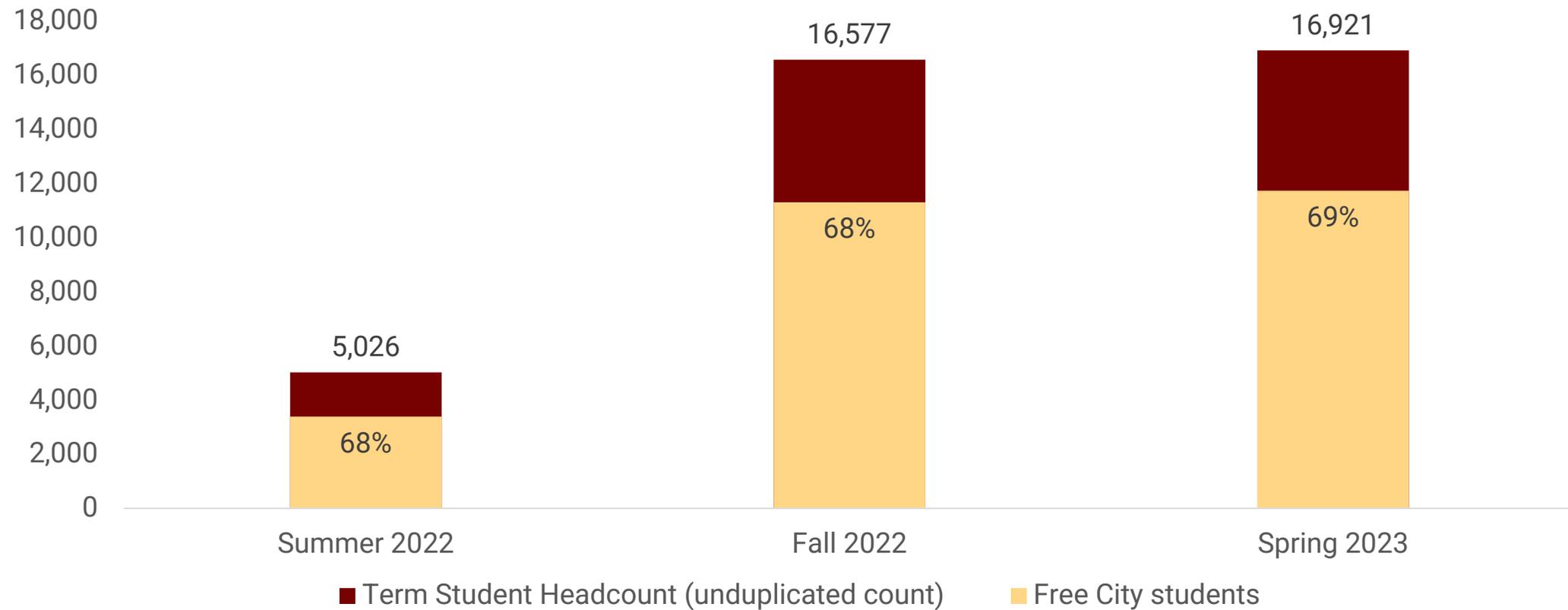
Cash Grant:

- Complete a separate application each term
- Submit the California College Promise Grant (CCPG) application
- Receive a \$46 cash grant/unit based on demonstrated financial need

Annual Headcount and Free City Participation: 5-Year Trend

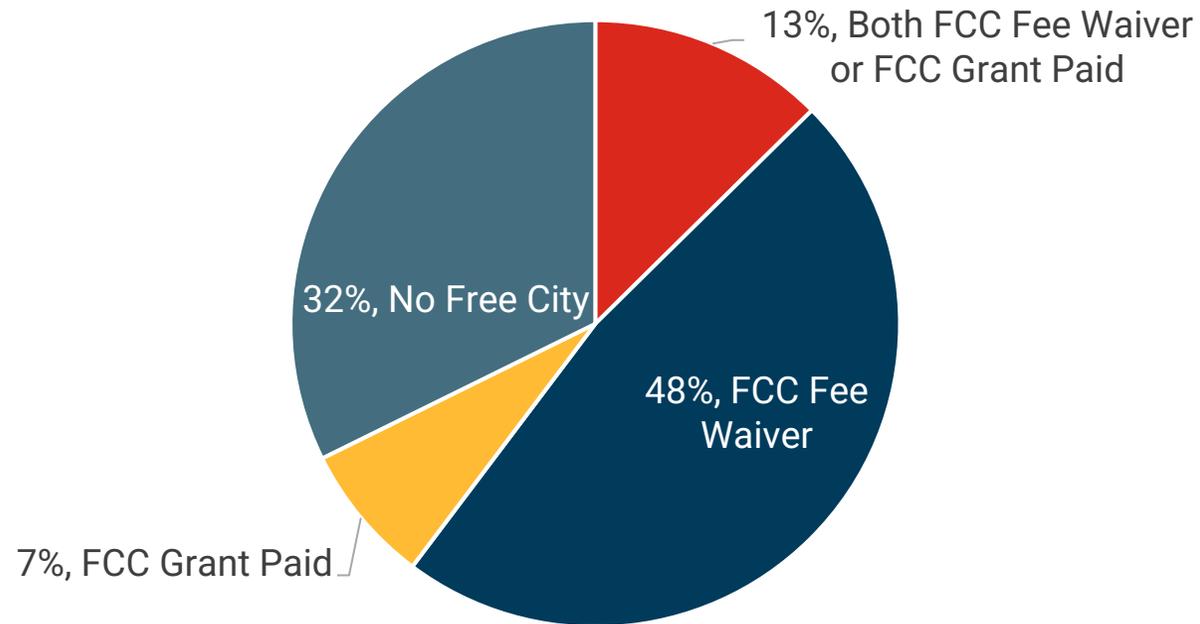


Term Headcount and Free City Participation

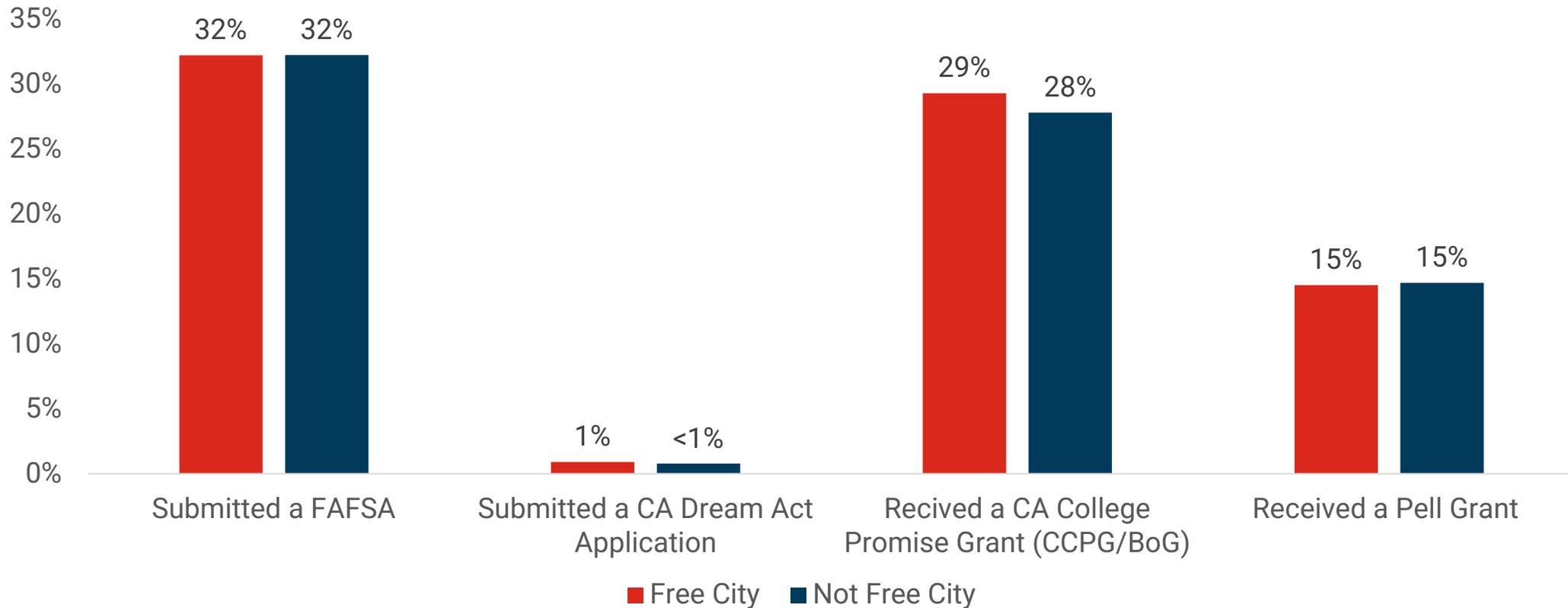


Free City Participation by Benefit Type

N = 25,116

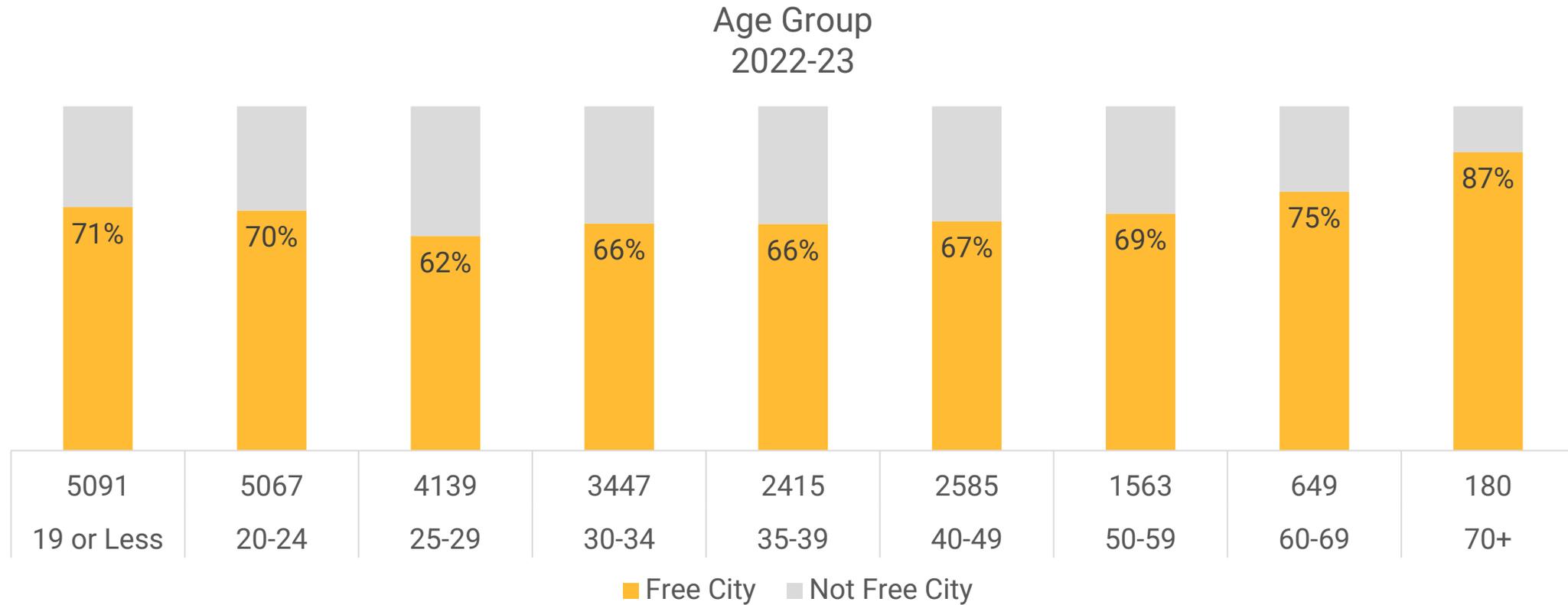


Free City Participant Financial Aid Status*

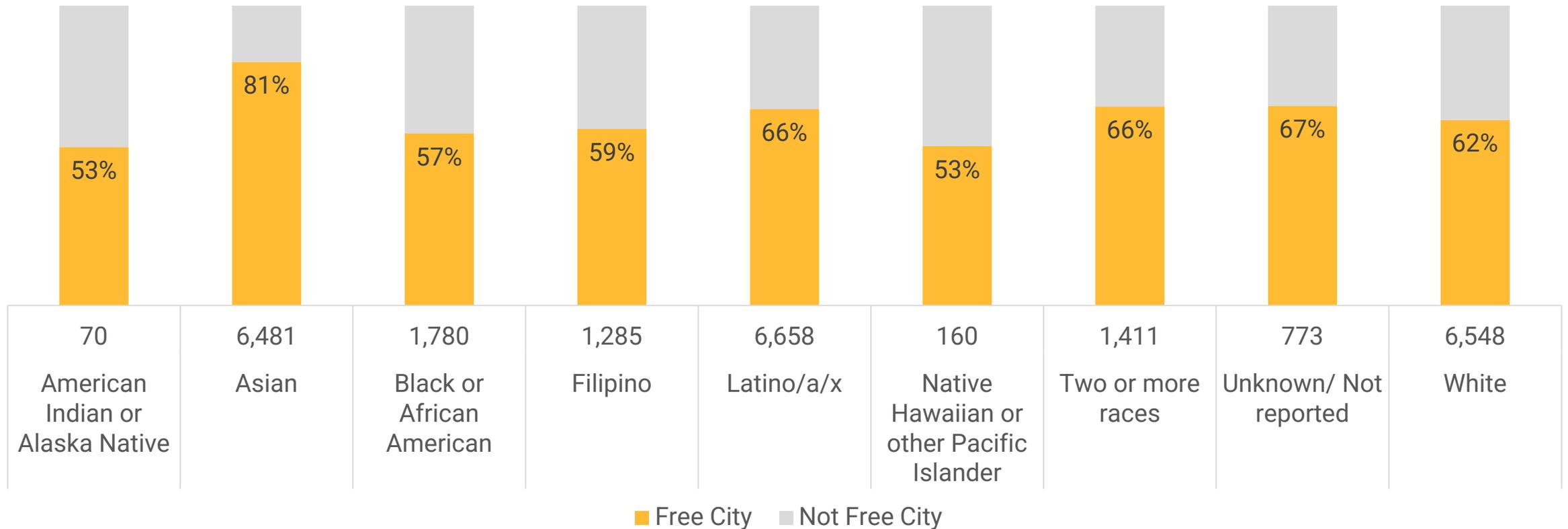


*Counts are for financial aid year (fall 2022, spring 2023, summer 2023), which has a trailing summer.

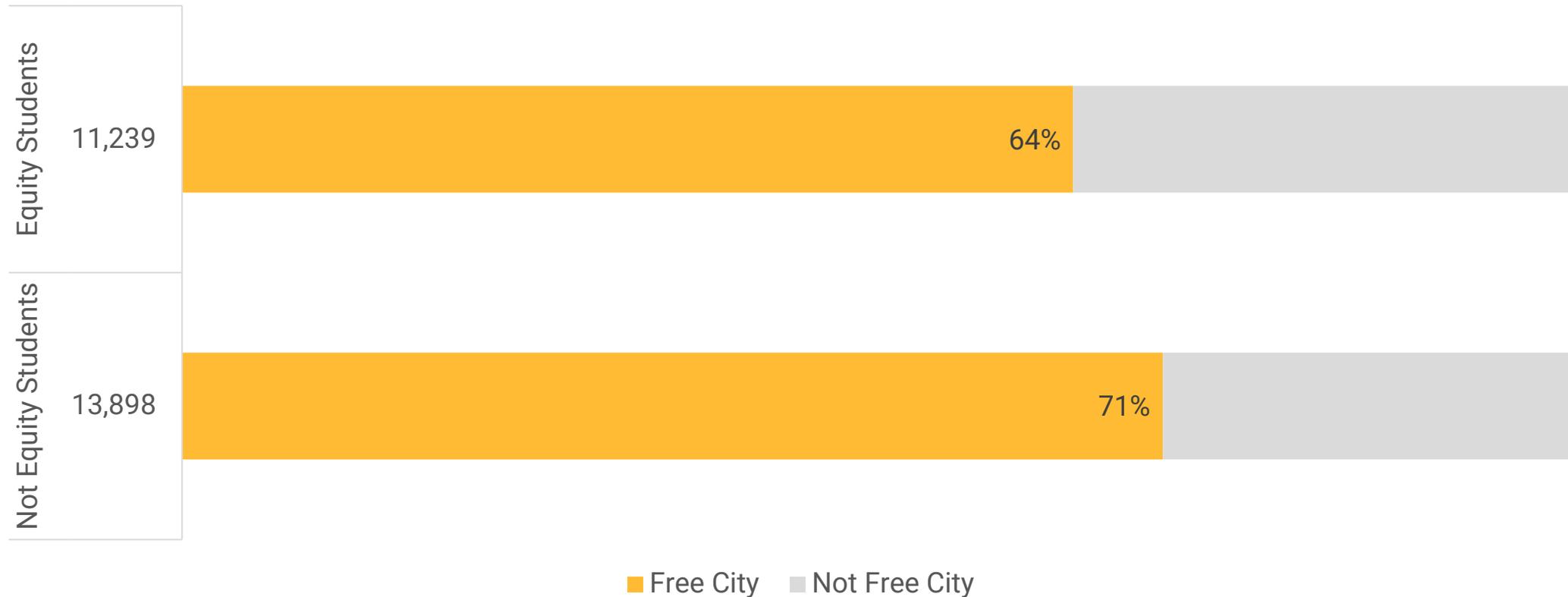
Free City Participation by Age



Free City Participation by Race/Ethnicity



Free City Participation by Equity Populations

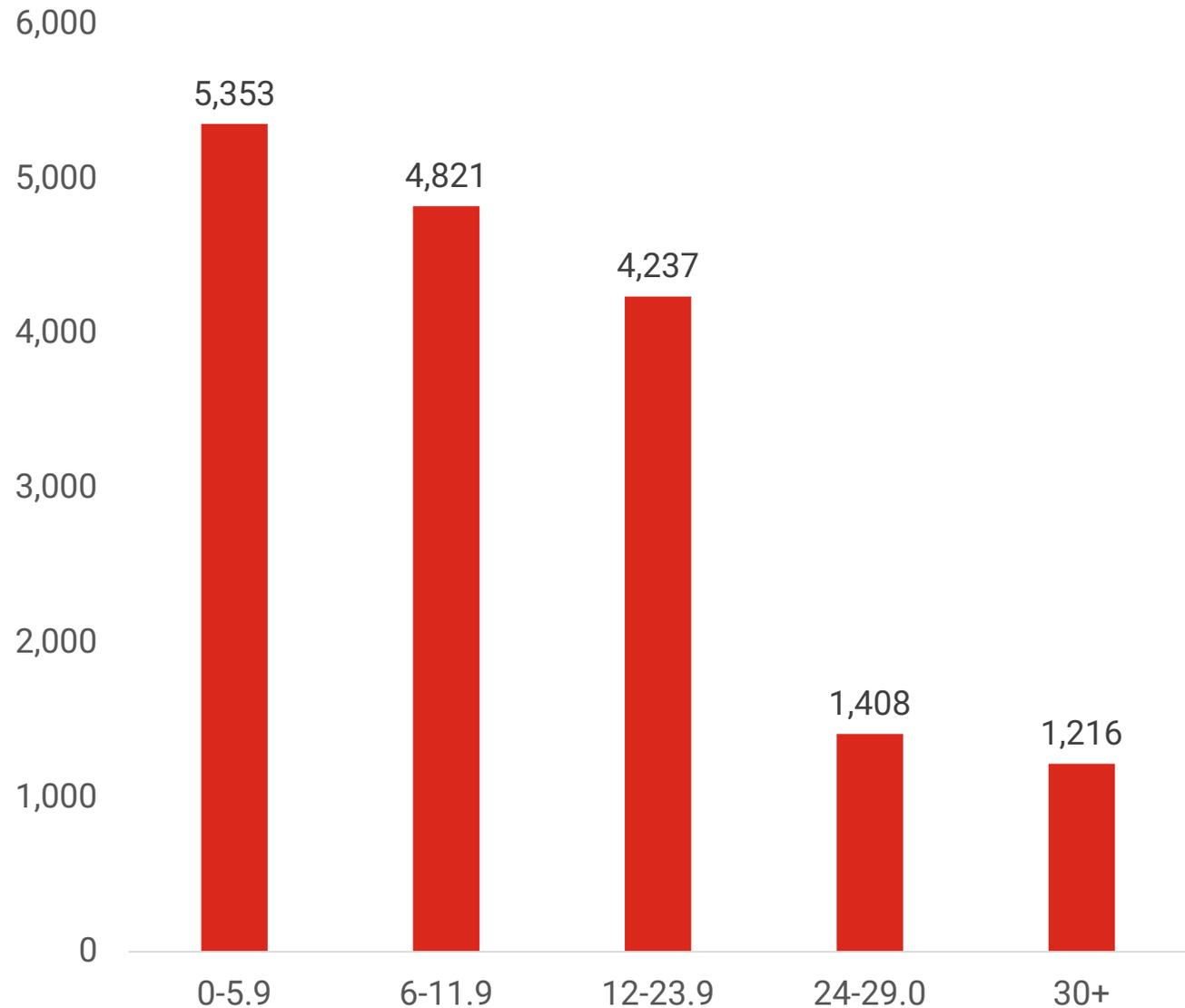


Free City Participant Unit Load

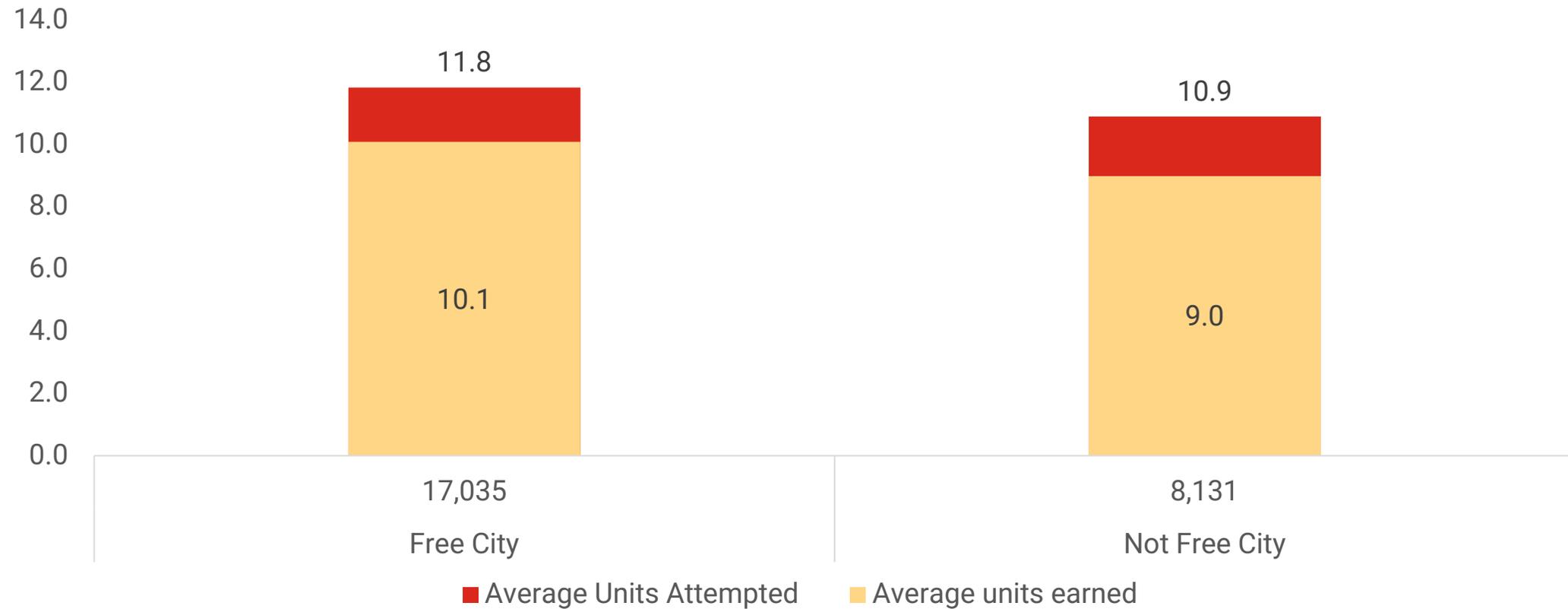
Most enroll part-time (like City College students overall)

15% attempted a full load (24+ units) in 2022-2023 (vs 15% non-program-participants)

27% attempted a full load (12+ units) in at least one term (vs 32% non-program-participants)



Average Units Earned by Free City Participants



Definitions

- Free City student – any student who received a Free City enrollment fee waiver or a Free City grant and was enrolled in the 2022-23 academic year.
- Reporting year – includes dates from July 1 to June 30th for awards, this means students who have a graduation date between 7/1 and 6/30 in the indicated year
- Student Equity groups in this dataset:
 - American Indian or Alaskan Native
 - Black or African American
 - Filipino
 - Latino/a/x
 - Native Hawaiian or other Pacific Islander
 - Foster youth
 - Students with disabilities
 - Students experiencing homelessness
 - Students who identify as a transgender or no- binary gender identities