

Meeting date **May 3, 2019** Time **3:00** | Meeting location **District Office Board Room**

Meeting called by VC Business Services
Type of meeting SCFF
Tri-Chairs Doug Roberts, Cynthia Gordon da Cruz & Rajinder Samra
Note taker Dawn Neideffer
Timekeeper Doug Roberts

Attendees: Heike Gecox, Amir Law, Rachel Ugale, Diane Brady, Tamica Ward, Paulette Lino, Sarah Thompson, Bruce Griffin, Shayari Saha, Na Liu, Virginia Criswell, David Rodriguez, William Garcia, Chasity Whiteside, Melissa Korber, Kathy Medina, Craig Kutil, Matt Kritscher, Trish Shannon, Dave Fouquet, Mon Khat, Rajinder Samra

AGENDA TOPICS | MEETING COMMENCED AT 3:05

Time allotted | **2 min** | Agenda topic **1.0 Approve Agenda** | Presenter **Doug**

Discussion No objections to agenda as presented.

Conclusion Agenda approved.

Action items	Person Responsible	Deadline
1. Agenda approved		

Time allotted | **3 min** | Agenda topic **2.0 Approve Minutes** | Presenter **Doug**

Discussion No objections to past meeting minutes as presented.

Conclusion Minutes approved.

Action items	Person Responsible	Deadline
2. Past Meeting Minutes approved		

Time allotted | **5 min** | Agenda topic **3.0 Discuss Current Membership** | Presenter **Doug**

Discussion The FFC Meeting on April 5th did not meet quorum. Today's FFC Meeting made quorum with the exact number needed. Conversation ensued about reducing membership.

Conclusion

Motion for a recommendation to the Chancellor made: *The Funding Formula Committee (FFC) currently has a membership of twenty-seven people. The FFC recommends the total of voting members be reduced to sixteen to align with other district-wide voting committees so that a quorum can be more easily obtained.*
Vote taken. 14 yeases; 1 abstention; 0 noes. Motion carried.

Action items	Person Responsible	Deadline
1. Members voted and approved a recommendation to the Chancellor to reduce size of FFC membership	N/A	N/A

Time allotted | Time **15 min** | Agenda topic **4.0 Discussion About Common District Wide Projects** | Presenter Names | **Rajinder**

Discussion

The two project proposals piloted via the SCFF application were a common need for both colleges. Question for discussion is how to prioritize the next project(s) that benefit the Colleges and District. A subcommittee or taskforce needs to be established to review the applications and help determine the projects needed. There is a software called CurricUNET that could enable the Colleges to share curriculum which may help identify and prioritize SCFF projects. The SCFF application coaches will help the applicants with the application process and assess which projects are most promising and offer collaboration district-wide.

Conclusion

The SCFF application has a section to clarify if the project proposal has been looked at by Program Area Review. The *Reviewer’s Signature* field on the SCFF application is another opportunity to review for cross collaboration. Collaborative efforts between the colleges may help reduce the cost and create greater value.

Action items	Person Responsible	Deadline
None noted		

Time allotted | **15 min** | Agenda topic **5.0 Report Out of Preliminary Discussion with HR** | Presenter **Doug**

Discussion

Concern raised about hiring employees with SCFF (soft) funding for short durations. Conversation ensued about need for more staffing.

Conclusion

From HR’s perspective, funding source does not matter. Prospective employees fall into three categories of employment: part-time, special expert or permanent, regardless of where or how funds are derived.

Action items	Person Responsible	Deadline
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None noted

Time allotted | 30 min | Agenda topic **6.0 Potential Incoming Applications for FFC Funding Project Proposals, 6a Concurrent Enrollment, 6b DegreeWorks** | Presenter **William**

Discussion Purpose is to find where colleges can utilize State funding.
6a Concurrent Enrollment. Reach out to high school students in their senior year to enable concurrent enrollment in high school and community college.
6.2 DegreeWorks. A sub-product from Ellucian (Banner software provider) is a good tool; current version, however, is outdated by two to three years.

Conclusion **6a Concurrent Enrollment.** Parents have expressed interest in concurrent enrollment and want to know the process to enroll their students.
6b DegreeWorks. There is a need for both colleges to have updated software. This aligns with the goals of equity and achievement for students. Counselors need to be brought along with updates to DegreeWorks. No new software needed for purchase from Ellucian, only the update.

Action items	Person Responsible	Deadline
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None noted

Time allotted | 30 min | Agenda topic **7.0 Report Out from FFC Subcommittee Application & Rubric** | Presenter **Doug**

Discussion FFC members and attendees reviewed and discussed the application section by section. Paulette volunteered to give the latest version of the SCFF application a trial run to offer suggestions for modification.

Conclusion FFC Subcommittee will meet and finalize application.

Action items	Person Responsible	Deadline
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|---|------------------|------|
| 1. Colleges to decide who SCFF application coaches will be. | VP's | ASAP |
| 2. FFC Subcommittee to finalize application. | FFC Subcommittee | ASAP |

Time allotted | 15 min | Agenda topic **8.0 Vote on Draft Statement**

/Recommendation for Proactive Awarding of Certificates and Degrees |
Presenter Matt

Discussion Position statement handed out. The statement will be brought to Academic Senate. Students will have the option to opt-out of Proactive Awarding.

Conclusion Title IV says to proactively award. Staff to be trained, students to be informed. Motion made to take move Proactive Awarding Recommendation forward: 14 yeses, 0 no's and 0 abstentions. Motion carried.

Action items	Person Responsible	Deadline
1. Members voted and approved a recommendation to implement Proactive Awarding of Certificates and Degrees.	N/A	N/A

Time allotted | **5 min** | Agenda topic **9.0 Future Agenda Items** | Presenter **All**

1. Put standing item on agenda to discuss shared projects (curricular, etc.)

Future Meeting Dates

Special summer meeting dates to be determined.

Summary of Action Items:

1. Agenda approved
2. Past meeting minutes approved
3. Approval of Recommendation to the Chancellor to Reduce Membership:
Yes 14 ; No's 0 ; Abstentions 1
4. Colleges to decide who will be their SCFF coaches
5. FFC Subcommittee to finalize SCFF application
6. Approval of Recommendation to implement Proactive Awarding of Certificates and Degrees:
Yes 14 ; No 0 ; Abstentions 0.

| Meeting adjourned at 5:02