

Meeting date **June 6, 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:** Trish Shannon, Paulette Lino, William Garcia, Na Liu, Bruce Griffin, Rachel Ugale, Sarah Thompson, Diane Brady, Tamica Ward, Noell Adams, Sara Parker, Cynthia Gordon da Cruz, Doug Roberts, Dawn Neideffer, Theresa Fleischer-Rowland, Ron Gerhard. On the phone: Kathy Medina, Virginia Criswell, Andi Shreibman

**AGENDA TOPICS | MEETING COMMENCED AT 3:16**

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

**Discussion** Quorum not obtained.

**Conclusion** Agenda not approved.

| Action items  | Person Responsible | Deadline     |
|---|--------------------|--------------|
| 1. Agendize approval of 6/6 agenda for next meeting | Dawn               | Next meeting |

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

**Discussion** Quorum not obtained.

**Conclusion** Minutes not approved.

| Action items   | Person Responsible | Deadline     |
|--|--------------------|--------------|
| 1. Agendize approval of 5/3 and 6/6 minutes for next meeting | Dawn               | Next meeting |

Time allotted | **5 min** | Agenda topic **3.0 Review Flowchart for SCFF Project Proposals** | Presenter **Cynthia**

**Discussion** Flowchart reviewed. Conversation about the SCFF application process ensued. A suggestion to create a facts sheet for applicants was made. It was noted that instructional videos will be made to help applicants and SCFF coaches navigate project proposal submissions.

## Conclusion

Flowchart will be used as a visual aid. SCFF training videos and SCFF coaches will be made available to assist applicants with SCFF application. College leadership to review applications for possible recommendations to applications and/or connect applications that are in line with overall college planning.

| Action items                             | Person Responsible | Deadline        |
|--|--------------------|-----------------|
| 1. Revise flowchart with FFC suggestions | Cynthia            | SCFF App Launch |

Time allotted | Time **10 min** | Agenda topic **4.0 Review timeline for SCFF Project Proposals** | Presenter Names | **Cynthia**

## Discussion

*SCFF Application Timeline* is a deadline-reference sheet for the submission and approval of SCFF PP applications. A firm cut-off date for application submission was recommended for the management of application approval process.

## Conclusion

Suggestion made for a general advisory email to be sent in June and July. Plan is to have, by end of September, a final batch of applications for FFC subgroup to review. In October, final batch of applications to go through FFC and then PBC. By the first week of December, PBC will forward approved applications to Chancellor.

| Action items  | Person Responsible | Deadline    |
|---|--------------------|-------------|
| 1. Colleges to work on internal process for SCFF Applications | College Leadership | August 2019 |

Time allotted | **20 min** | Agenda topic **5.0 Establish FFC subcommittee to review, score and rank SCFF Applications** | Presenter **Doug**

## Discussion

The FFC Subcommittee discussed and gave a report out of a proposed membership for the new FFC subgroup that will review, score and rank SCFF applications.

## Conclusion

FFC recommends representation from the following work groups: 2 IR's, 1 from each campus; 2 Administrative Services VP's, 1 from each campus; 2 Academic Senate members, 1 from each campus; 2 Classified Senate members, 1 from each campus; and 1 District representative, totaling 9 members for the subgroup who will review and rank the SCFF applications. Vote to establish subgroup tabled until next meeting.

| Action items   | Person Responsible | Deadline     |
|--|--------------------|--------------|
| 1. Agendize approval of subgroup members and name of subgroup for next meeting | Dawn               | Next Meeting |

Time allotted | **10 min** | Agenda topic **6.0 Move FFC Meeting from the 1<sup>st</sup> Friday**

**every month to 3<sup>rd</sup> Friday every month | Presenter Doug**

**Discussion**

Currently, the FFC meets immediately after the PBC meeting, on the same day each month. This schedule is not ideal for effective report-outs, communication and action. A more effective time line would have FFC and PBC meetings on staggered days each month. With staggered meeting dates, the FFC will have time to discuss new SCFF developments made at the State level, as well as have time to review SCFF data for recommendations to the PBC.

**Conclusion**

Staggered meetings will allow the FFC to review and discuss State changes and how it effects the SCFF and the SCFF Project Proposals before reporting out to PBC. The VC's of Ed Services and Business Services to discuss and move FFC meetings to 3<sup>rd</sup> Friday of every month.

| Action items  | Person Responsible             | Deadline    |
|---|--------------------------------|-------------|
| 1. Move FFC meeting date and time to 3 <sup>rd</sup> Friday, time TBD | Doug and Dr. Fleischer-Rowland | August 2019 |

**Time allotted | 20 min | Agenda topic 7.0 Discussion about common District-wide projects | Presenter Doug**

**Discussion**

Item skipped and time for this item used to discuss membership and making quorum.

**Conclusion**

Item tabled until next FFC meeting.

| Action items  | Person Responsible | Deadline         |
|---|--------------------|------------------|
| 1. Discussion about common District-wide projects will be a standing item on FFC's agendas to aid in the SCFF Project Proposals | Dawn               | Next FFC meeting |

**Time allotted | 15 min | Agenda topic 8.0 Obtain specifics about how membership will be reduced for Recommendation to Chancellor | Presenter Doug**

**Discussion**

Quorum has been difficult to obtain. Need to review who has not been able to attend FFC meetings. At FFC's inception in fall of 2018, a passionate conversation was had about who will be represented in the voting membership.

**Conclusion**

Ron attended the June meeting and said a smaller group may limit representation. When FFC was formed, the Ad Hoc Committee aired on the side of inclusivity. A look at the data is in order to determine why quorum is difficult to meet. Moving the meeting date and time may help members attend. A conversation with departments or individuals to be had to clarify voting membership.

| Action items | Person Responsible | Deadline |
|--------------|--------------------|----------|
|--------------|--------------------|----------|

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|--|------|----------------------------|
| 1. Reach out to members not attending for a report out at next FFC meeting | Dawn | Next scheduled FFC meeting |
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Time allotted | **5 min** | Agenda topic **9.0 Future Agenda Items** | Presenter **All**

1. *Standing item:* Approve agenda from 6/6/19 and minutes from 5/3/19 and 6/6/19
2. *Standing item:* Discuss common District-wide projects to align SCFF PP's
3. Establish FFC subgroup for review of SCFF Project Proposals
4. Report out of FFC voting membership

**Summary of Action Items**

- Agendize approval of 6/6 agenda for next meeting-*Dawn*
- Agendize approval of 5/3 and 6/6 minutes for next meeting-*Dawn*
- Revise flowchart for SCFF Application launch-*Cynthia*
- Confirm/revise data in *SCFF Application Timeline* -*FFC SC*
- Agendize nomination and approval of FFC subgroup for next meeting-*Dawn*
- Agendize District-wide projects as a standing item on FFC's agendas to aid in the SCFF Project Proposals-*Dawn*
- Reach out to members not attending for a report out at next FFC meeting-*Dawn*

Future Meeting Dates

Possibly August 1, pending quorum count by calendar invite

\*New meeting dates to be established when FFC moves to 3<sup>rd</sup> Friday

**| Meeting adjourned at 4:45**