FUNDING FORMULA COMMITTEE | DRAFT MINUTES

Meeting date **October 18, 2019** Time **9:00** | Meeting location **_Board Rm., District Office_**

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: Tamica Ward, Cynthia Gordon da Cruz, Heike Gecox, Paulette Lino, Noell Adams, Heather Hernandez, Bruce Griffin, Heidi Ulrech, Andi Schreibman, Virginia Criswell, Matt Kritscher, Kristina Whalen, Trish Shannon, Rachel Ugale, Chasity Whiteside, William Garcia, Ashley Young, Theresa Fleischer-Rowland, Diane Brady, Dale Wagoner, Rajinder Samra, David Rodriguez, Max Gikharev. _On the phone, Miguel Colon_

AGENDA TOPICS | MEETING COMMENCED AT 9:08

Time allotted | **_2 min_** | Agenda topic |**_1.0 Welcome and Verification of Quorum_** | Presenter **_Doug_**

Discussion	All welcomed, no guests, voting members counted.
Conclusion	Quorum obtained.

Action items	Person Responsible	Deadline
None noted		

Time allotted | **_2 min_** | Agenda topic **_2.0 Approve of Agenda_** | Presenter **_Doug_**

Discussion	No discussion had.
Conclusion	Agenda approved by consensus.

Time allotted | **_3 min_** | Agenda topic **_3.0 Approve Minutes_** | Presenter **_Doug_**

Discussion	Added Matt Kritscher to sign-in and attendees in minutes from September 2019.
Conclusion	Minutes from September 20, 2019 approved with revisions, above.

Action items	Person Responsible	Deadline
1. Minutes approved with revisions	Dawn	10/30/19

Time allotted | **5 min** | Agenda topic **4.0 Announcement of New FFC Proposal Subcommittee Membership** | Presenter **Cynthia**

Discussion	A recap of the new subcommittee for FFC and who will serve on this subcommittee was given.
Conclusion	Members on new subcommittee are: Bruce Griffin-District Administrator, Dale Wagoner-CC VP, Diane Brady-LPC VP, Cynthia Gordon da Cruz-CC Institutional Researcher, Rajinder Samra-LPC Institutional Researcher, David Rodriquez-LPC Classified Senate, Noell Adams-CC Classified Senate, Craig Kutil-LPC Academic Senate and Miguel Colon-CC Academic Senate.

Action items	Person Responsible	Deadline
None noted		

Time allotted | **30 min** | Agenda topic **5.0 Review of FFC Proposal SC Process & Timeline** | Presenter **Cynthia**

Discussion	A conversation about the how the subcommittee will evaluate applications and the process by which proposals are moved forward was had. A question about what may happen to proposals that need more information was raised. The FFC Subcommittee for Application and Rubric had previously discussed whether or not to have applicants present a five-minute presentation on their proposals to offer additional information. In the ensuing conversation it was suggested that a brief write-up would be more efficient than a five-minute presentation from the applicants. The concern was raised about the time factor in having applicants prepare and share additional information with the FFC, and whether or not this is conducive to sticking to the approved timeline.
Conclusion	Reviewing SCFF project proposals needs to be smooth and address questions without slowing the evaluation process down. The FFC Proposal Subcommittee (FFC PSC) has not yet met to review, score and rank the applications. Once the FFC PSC meets, a better idea of how to get additional information from applicants, if needed, will be had. The members voted and approved, by consensus, to keep the evaluation process as is and revisit potential changes in Spring 2020.

Action items	Person Responsible	Deadline
1. Members approved keeping process and timeline as is, by consensus	Members	N/A

Time allotted | **15 min** | Agenda topic **6.0 FFC Member Responsibilities** | Presenter

Cynthia

Discussion	Members asked what they will see for SCFF proposals and how the proposals will be sorted. It was suggested that the SCFF Rubric allow for some projects to be rejected due to criteria being outside the scope of SCFF uses and metrics.
Conclusion	The FFC will review the FFC PSC-approved-proposals. FFC voting members will then briefly discuss proposals that align with the SCFF funding and metrics. The proposals approved by the FFC will then be forwarded to the PBC for review and approval. The approved SCFF proposals to be made available to voting members in no less than 72 hours before the regularly scheduled FFC meeting.

Action items	Person Responsible	Deadline
None noted		

Time allotted | *30min* | Agenda topic *7.0 SCFF Projects Prioritized by College* | Presenter *Rajinder*

Discussion	It was noted in several FFC and PBC meetings that SCFF projects have a better return on investment if they are implemented District-wide. Before some projects can launch, other projects have to be implemented, as they work in conjunction with one another. Each College can prioritize their project proposals and determine if project proposals need to be implemented sequentially.
Conclusion	In addition to the Colleges prioritizing their SCFF project proposals, the FFC PSC will review and flag projects that work in tandem. It was noted that all applicants deserve feedback from the FFC PSC due to the effort put forth on each proposal.

Action items	Person Responsible	Deadline
None noted		

Time allotted | *30 min* | Agenda topic *8.0 SCFF White Paper* | Presenter *Rajinder*

Discussion	Students living in high cost areas are systematically being denied the financial aid they need. It is common practice for Financial Aid offices to use the Student Expense Budgets developed by the California Student Aid Commission to create the required cost of attendance that determines student-eligibility for Promise Grants. The process to determine eligibility for Pell Grants disadvantages low-income students in a high cost region.
Conclusion	Cynthia and Rajinder compiled an analysis of the data to answer why the cost of living matters and why it should be indexed as part of the SCFF. The following handouts and presentations can be found on the FFC webpage: *Student Centered Funding Formula (SCFF) Impacts equity in the San Francisco Bay Area (White Paper-Analysis)*, *Student Centered Funding Formula (SCFF) Impacts Equity in the San Francisco Bay Area (White Paper-Summary)* and *SCFF Impacts Equity in the San*

Action items	Person Responsible	Deadline
None noted		

Time allotted | *3 min* | Agenda topic *9.0 Future Agenda Items* | Presenter *Open to All*

1. Review of SCFF Project Proposals
2. Alignment & Prioritization of District-wide SCFF projects
3. Update on SCFF White Paper Analysis, as information changes

Summary of Action Items
1. Agenda approved, by consensus
2. Minutes approved, with revision, by consensus
3. Members approved keeping SCFF evaluation process and timeline as is, by consensus

Future Meeting Dates
~~11/15/19~~ 11/22/19 at 3:00PM
12/20/19
2/21/20
3/20/20
4/17/20
5/15/20

| **Meeting adjourned at 11:07**