

Meeting date **January 17, 2020** Time **9:00** | Meeting location **District Office-Board Room**

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

**Attendees:** Chasity Whiteside, Noell Adams, Rachel Ugale, Bruce Griffin, Heather Hernandez, Heike Gecox, Kristina Whalen, Rajinder Samra, Craig Kutil, William Garcia, Samantha Kessler, Matt Kritscher, David Rodriquez, Roanna Bennie, Dale Wagoner, Kathy Medina, Heidi Ulrech, Miguel Colon, Ashley Young, Doug Roberts and Dawn Neideffer *On the phone, Stacy L. Thompson, Sara Parker, Tom Dewitt and Susan Sperling*

## AGENDA TOPICS | MEETING COMMENCED AT 9:07

Time allotted | **2 min** | Agenda topic | **1.0 Welcome and Verification of Quorum** | Presenter **Doug**

**Discussion** All welcomed; Samantha introduced as new chair for FFC. Voting members counted.  
**Conclusion** Quorum obtained with 18 voting members present, excluding Doug.

### Action items

None noted

Time allotted | **2 min** | Agenda topic **2.0 Approve Agenda** | Presenter **Doug**

**Discussion** For clarity, the word “application” was added to the “FFC Subcommittee” in item 5.  
**Conclusion** The two FFC subcommittees are 1) FFC Application Subcommittee and 2) FFC Proposal Subcommittee. Agenda approved with change noted above, by consensus.

### Action items

1. Agenda approved, by consensus

Time allotted | **3 min** | Agenda topic **3.0 Approve Minutes** | Presenter **Doug**

**Discussion** No discussion.  
**Conclusion** Minutes from November 22, 2019 approved with two abstentions.

## Action items

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1. Minutes approved with 16-Yes, 0-No and 2 Abstentions

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Time allotted | **45 min** | Agenda topic **4.0 Review and Approve Updated Timeline** | Presenter **Rajinder & Samantha**

### Discussion

Group discussed what happens before an e-application is submitted. Screening-out proposals before proposal is submitted is important. Deans are supportive and working with faculty, but it's critical to say no to proposals that are not viable. The curriculum process will affect the timeline. For collaborative purposes, a conversation at the Colleges needs to happen before the e-application is submitted. FFC Proposal Subcommittee (FFC PSC) needs to be able to consult with others when evaluating, e.g.: a consult with counsel and discussion with HR may help assessing viability of proposals. Bruce suggested the FFC PSC could possibly evaluate e-apps as they come in. Miguel suggested giving applicants a working excel sheet to draft ROI.

### Conclusion

Revisions to timeline: deadline moved to 2/28; "all signatures" added to deadline box; "suggested" removed from internal app deadline box; on 2/7, the word "for" replaced the word "at"; SCFF Word-Workbook and SCFF Excel-Workbook to be given to CLPCCD community to make a rough draft of project proposal. Rajinder made motion to approve SCFF spring timeline, William seconded motion; motion approved by consensus.

## Action items

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1. Timeline for SCFF spring proposals approved, by consensus

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Time allotted | **15 min** | Agenda topic **5.0 Membership of FFC Application Subcommittee and FFC Proposal Subcommittee** | Presenter **Rajinder**

### Discussion

Listing of [FFC Subcommittees Members](#) was handed out. Membership reviewed. FFC Application Subcommittee (FFC ASC) membership reduced. Diane Brady's spot still vacant. Trish suggested the Administrative Assistants in the College Business Offices watch the SCFF money transactions. Roanna suggested the College President decide who to appoint to FFC PSC. Noell suggested the FFC PSC bring in HR to consult with, as needed.

### Conclusion

The FFC PSC can consult with other departments as needed. The FFC ASC will be reduced to include: Bruce, Dawn, Miguel, Samantha, Rajinder, Sheri Moore and Kirti Reddy. The FFC ASC prepares the e-application, the submittal process, manages e-applications through DocuSign and downloads valid e-applications from DocuSign for the FFC PSC. The FFC PSC reviews, scores and ranks the proposals collected through the e-application process. Dale made a motion to reduce FFC ASC membership, Kristina seconded the motion, motion approved by

consensus.

### Action items

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1. [FPC Subcommittee members](#) revised and approved, by consensus

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Time allotted | **20 min** | Agenda topic **6.0 Advocacy Update** | Presenter **Rajinder**

**Discussion** A group from CLPCCD has been attending State SCFF Oversight meetings to advocate for a change in SCFF metrics. Rajinder gave an update from the oversight meetings in December. Conversation ensued about student Promise grants and the metric for students to attain a living wage.

**Conclusion** The advocacy from CLPCCD has 'moved the needle' at the State level in the direction desired. SCFF Oversight meetings from the State are held in Sacramento and sometimes in Southern California and it is in CLPCCD's best interest to continue advocating for changes to the SCFF.

### Action items

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None noted

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Time allotted | **25min** | Agenda topic **7.0 Recommendation to PBC for SCFF Advocacy Funding** | Presenter **Rajinder**

**Discussion** To help offset the travel expenses for CLPCCD members who are advocating on CLPCCD's behalf for the SCFF, creating an advocacy fund was suggested.

**Conclusion** Four to five CLPCCD employees have been attending the SCFF Oversight meetings consistently. Up to six people could attend in the future to advocate on the legislative level. Trish made a motion to recommend a SCFF Advocacy Fund, Motion approved, by consensus.

### Action items

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1. Recommendation to PBC for a SCFF Advocacy Fund was approved, by consensus

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Time allotted | **85 min** | Agenda topic **8.0 Future Agenda Items** | Presenter **All**

- 1) Update on SCFF applications and how the process is coming along; 2) how ESS committee will assess and evaluate SCFF projects in progress; 3) report out from PBC the snapshot from Doug for 20-21 initial budget; 4) how much SCFF funding to allocate how much to reserve

### Summary of Action Items

1. Agenda approved, by consensus
2. Minutes approved with 16-Yes, 0-No and 2 Abstentions
3. Timeline for SCFF spring proposals approved, by consensus
4. FFC Subcommittee membership revised and approved, by consensus
5. Recommendation to PBC for a SCFF Advocacy Fund was approved, by consensus

### Future Meeting Dates

2/21/20

3/20/20

4/17/20

5/15/20

**| Meeting adjourned at 11:05**