

AGENDA
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STUDY SESSION OF THE BOARD OF TRUSTEES
April 14, 2021

Closed Session at 5:00 p.m.; Open Session at 6:00 p.m.

This meeting will be held telephonically via Zoom.

Members of the public should **NOT** come to District Office to participate.

Join this Zoom Meeting – <https://smccd.zoom.us/j/88965750660>

Dial-In: 1-669-900-9128 – Webinar ID: 889 6575 0660

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the link or calling the following telephone number above at the beginning of the meeting.

Providing Public Comment During the Meeting on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments for members of the public to comment using a phone.

Providing Public Comment During the Meeting on AGENDA Items

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3-minute time limit for comment.

For members of the public who do not have access to a computer or smart device, time will be allotted at the end of public comments on the agenda item for members of the public to comment using a phone.

Accommodations

Persons with disabilities who require an accommodation or service should contact the contact the Chancellor’s Office at (650) 358-6877 at least 24 hours prior to the Board meeting.

5:00 p.m. Call to Order

CLOSED SESSION ITEMS FOR DISCUSSION

1. Conference with Labor Negotiators
Agency Designated Representative: Mitchell Bailey and Laura Schulkind
Employee Organizations: AFT

2. Conference with Labor Negotiator
Agency Designated Representative: Michael Claire
Unrepresented Employees: Provost – International Education, Vice Chancellor – Chief of Staff,
Vice Chancellor – Education Services & Planning, Vice Chancellor – Facilities, Vice Chancellor
– Auxiliary Services & Enterprise Operations

3. Public Employee Performance Evaluation: Review of Goals – Chancellor
4. Public Employee Appointment: College of San Mateo President
5. Employee Discipline, Dismissal, Release
6. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Gov. Code, § 54956.9, subd. (d)(2): Two Cases

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

6:00 p.m. Call to Order / Roll Call / Pledge of Allegiance

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

DISCUSSION OF THE ORDER OF THE AGENDA

STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

STUDY SESSION

21-04-01C Discussion of Zero Textbook Cost (ZTC) and Open Educational Resource (OER) Adoption in the District
(Time Allotted: 60 minutes)

21-04-02C Discussion of Ethnic Studies Graduation Requirement in the District
(Time Allotted: 60 minutes)

NEW BUSINESS

21-04-101B Approval of Letter of Support for Governor’s Zero Textbook Cost (ZTC) Degree Program
(Time Allotted: 5 minutes)

21-04-102B Approval of Resolution No. 21-05 Recognizing April as Diversity, Equity and Inclusion Awareness Month
(Time Allotted: 5 minutes)

21-04-01A Approval of Personnel Items: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel
(Time Allotted: 5 minutes)

INFORMATION ITEMS

21-04-03C Update on District Recovery of Operations Relating to COVID-19
(Time Allotted: 20 minutes)

COMMUNICATIONS

STATEMENTS FROM BOARD MEMBERS

RECONVENE TO CLOSED SESSION (if necessary)

RECONVENE TO OPEN SESSION (if necessary)

ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION (if necessary)

ADJOURNMENT

BOARD REPORT NO. 21-04-01C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Dr. Aaron McVean, Vice Chancellor for Educational Services and Planning

**DISCUSSION OF ZERO TEXTBOOK COST (ZTC) AND
OPEN EDUCATIONAL RESOURCE (OER) ADOPTION IN THE DISTRICT**

Inability to afford textbooks and course materials is an equity issue and it can be addressed through Zero Textbook Cost (ZTC) and Open Educational Resources (OER) adoption. The primary goal of Textbook Affordability Solutions is to reduce educational costs for students by providing free or low-cost learning materials that are available from day-one of their class and customizable to fit their learning needs.

Open Educational Resources (OER) are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a **Creative Commons license**, that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students. OER can include textbooks, videos, tests, entire courses, course modules, and syllabi.

Zero Textbook Cost (ZTC) may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials. Zero textbook cost (ZTC) also means that students do not incur any costs for course materials. Zero-cost to the students does not guarantee zero-cost to the institution, i.e. subscription databases, library equipment loans. To create a ZTC course, instructors might use Open Educational Resources (OER); Open Access, Creative Commons, and public domain materials, along with teacher-created materials and electronic resources owned or licensed by the college library.

The Board will receive a presentation from faculty engaged in this work across the District as part of the study session discussion.



ZERO TEXTBOOK COST

Textbook Affordability Solutions at SMCCCD

ZTC & OER DEFINED



Zero Textbook Cost (ZTC)

[S.B. 1359](#): [ZTC] courses that exclusively use digital course materials that are free of charge to students and may have a low-cost option for print versions. [ZTC] course materials ... may include open educational resources, institutionally licensed campus library materials that all students enrolled in the course have access to use, and other properly licensed and adopted materials.

Open Educational Resources (OER)

"Open educational resources" are high-quality teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license, such as a [Creative Commons license](#), that permits their free use and repurposing by others, and may include other resources that are legally available and free of cost to students. - [Hewlett](#)

OVERVIEW OF DISTRICT EFFORTS

The San Mateo County Community College Textbook Affordability Solutions Work Group's (TASW) primary focus is to increase awareness of textbook affordability and support faculty choice through adoption of Open Educational Resources (OER) and/or use of ZTC course materials. The TASW will support and facilitate faculty zero textbook cost adoption through scaling ZTC/OER use and implementation across SMCCCD. In doing this, we look to create *equitable learning opportunities* and increase access to zero cost classes for our diverse student population enrolled at any/all of the three District colleges.

Efforts to this point have been focused on course-by-course adoption, with the exception of one concentrated effort at Skyline College, which resulted in the Associates of Science in Respiratory Care. Support of the Work Group's actions will significantly reduce financial barriers to higher education, ensure day one access to course materials and textbooks, establish multiple zero-cost OER guided pathways to program completion, and ultimately facilitate equitable student degree attainment in higher education needed to meet California's workforce demands.



STUDENT VOICE ON COURSE MATERIALS AFFORDABILITY

DID YOU KNOW?

Because of the high course material costs SMCCCD students

- 36%** Enrolled in fewer classes
- 30%** Did not purchase course material
- 18%** Did not register for a course they need
- 17%** Dropped a course because [they] could not afford course materials
- 56%** Purchased course materials elsewhere (off campus)



OEW 2021 SMCCCD Student Awareness Survey Responses

(n=505)



45% of respondents report instructors made them aware of OER and/or ZTC classes

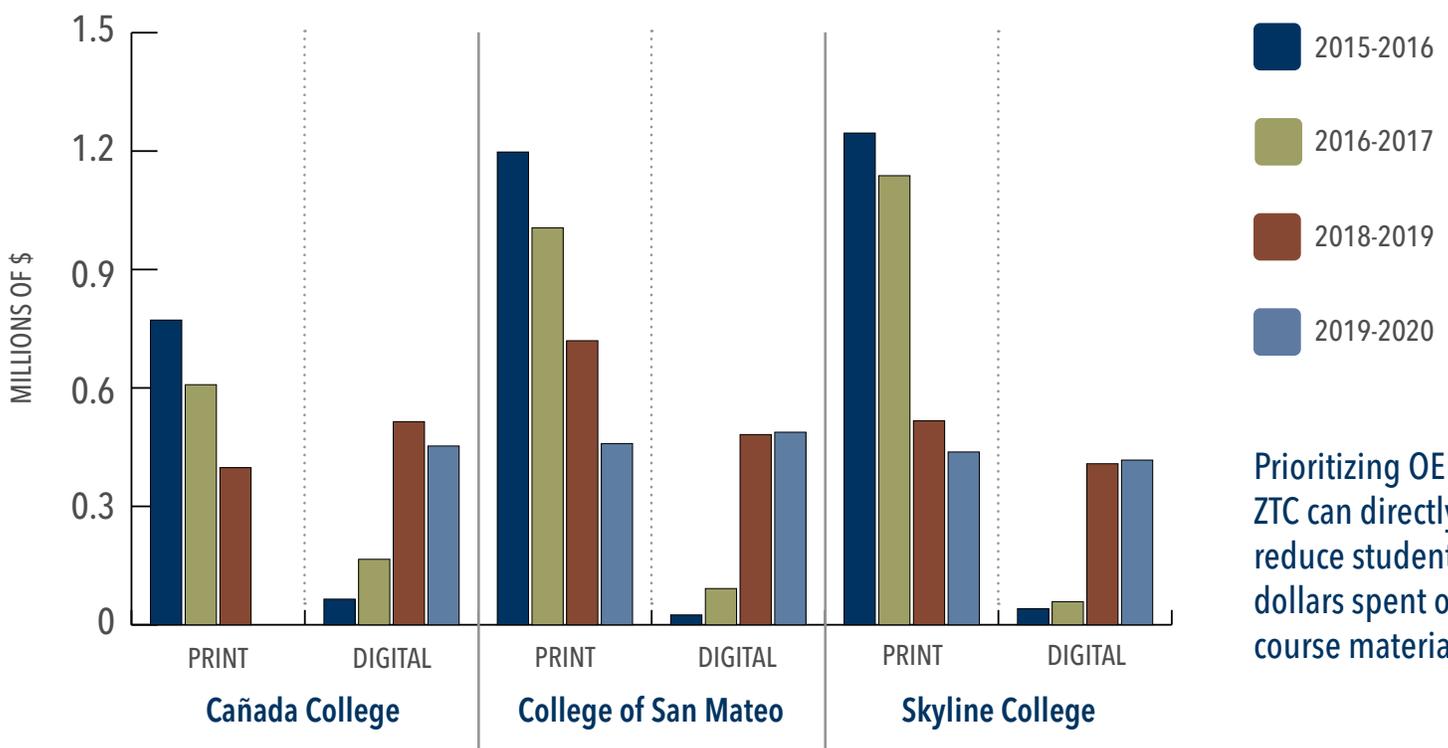


51.3% of respondents report they are aware of ZTC/OER designators in WebSchedule



32.5% of respondents have used OER and/or ZTC indicators to search for no- & low-cost classes.

STUDENT DOLLARS SPENT ON COURSE MATERIALS AT CAMPUS BOOKSTORES



Prioritizing OER/ZTC can directly reduce student dollars spent on course materials.

FACULTY VOICE ON COURSE MATERIALS AFFORDABILITY

BARRIERS TO OER ADOPTION (high to low)

	Time 32%
	Knowledge of OER 32%
	Lack of Test Banks & Ancillary Materials 27.7%
	Not enough Resources for my Subject 27.7%
	Not comprehensive catalog of materials 25.5%
	Quality of Materials 23.4%
	Too Hard to Find What I Need 21.3%
	Copyright issues 19%

OEW 2021 SMCCCD Faculty Awareness Survey Responses

(n=47)



91.5%
of respondents are
concerned about
course materials costs



57.5%
of respondents have
adopted a no-cost
textbook, reader,
lab manual, and/or
homework system
to replace publisher
materials

WHAT WE HAVE DONE



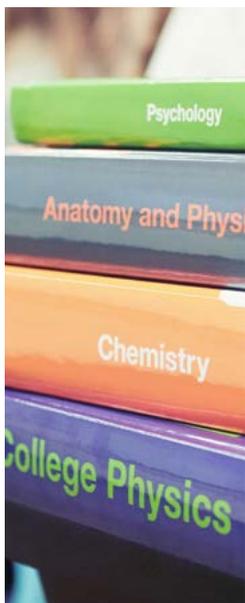
- Regularly meet to coordinate efforts, particularly for [Flex Days](#) and [Open Education Week](#).
- Celebrated Open Education Week 2021; created [OER Virtual Petting Zoo](#) and [website](#).
- District-wide surveys of faculty and students on OER awareness (2021).
- District Academic Senate's Taskforce for Teaching and Learning (TTL) presence.
- Work with Curriculum personnel to ensure publication of SB 1359 designators in [WebSchedule](#).
- Collaborate to identify OER resources, support faculty adoption of ZTC/OER, and share best practices.

WHERE WE ARE NOW



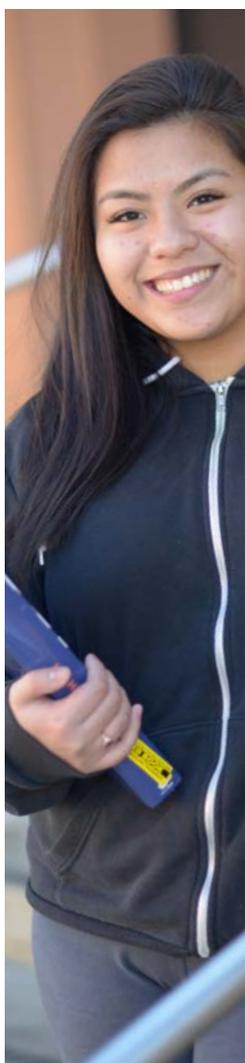
- TASW is comprised of the ASCCC OER Liaisons at the 3 campuses plus an Instructional Designer.
- Faculty and student awareness has increased significantly since we began OER work in 2018.
- District web presence launched on the [SMCCCD ZTC](#) and Faculty Gateway [Getting Started](#) pages.

WHERE WE ARE HEADING



- Identify and implement Zero Textbook Cost (ZTC) degree and certificate pathways
- Focus on ZTC General Education course conversion and increased adoption
- Include Textbook Affordability Solutions as part of equity work
- Engage student voice in OER/ZTC
- Connect with state-wide and national ZTC and OER Champions
- Increase District OER/ZTC web presence to support faculty adoption
- Apply for grants (e.g. Department of Education [Open Textbook Pilot Project](#))
- Expand professional learning opportunities for OER/ZTC and supporting areas
- Establish SMCCCD as a ZTC/OER state leader

WHAT DO WE NEED TO GET THERE



DISTRICT-WIDE COORDINATION

- District policy guidance for ZTC and OER adoption and use
- District and Campus databases tracking support for measurable benchmarks of courses such as: ZTC degree and certificate pathways, student impact, S.B. 1359 applied online schedule designators
- Continuation of optional print-on-demand at-cost, with access for students at all campus Bookstores
- Dedicated budget for ZTC program support, including increasing ZTC electronic collections in the Libraries and Professional Development
- Faculty incentive program for adoption, remixing, and authoring of ZTC/OER materials
- Establishing regular communication with the Chancellor's Office re: ZTC/OER

PERSONNEL AND INFRASTRUCTURE

- Faculty Services Librarian (ZTC/OER)
- Zero Textbook Cost (ZTC) Coordinator for administrative support
- Dedicated Student Assistants to support a range of projects that increase awareness of ZTC and OER, such as Open Ed Week, panel discussions, and student outreach
- Permanent 1.0 FTE Accessibility Specialist for ZTC/OER materials (ensures ADA compliance sec. 504 & 508)
- Summer semester personnel supports



ZERO TEXTBOOK COST

Textbook Affordability Solutions at Cañada

OVERVIEW



Cañada College's goal is to provide resources to students at the lowest cost possible to meet the educational needs of the student, faculty, transfer institutions, community expectations and employers. Our intention is to create a structure that finds options for implementation through support and development that explores and finds instructional material, encourages creation and curation of resources, and assesses and evaluates their suitability for implementation as teaching material. The College recognizes the impact cost can have on students' progress and success and acknowledges the responsibility of faculty to choose appropriate, suitable and exceptional material to teach their courses in the best possible manner with the lowest cost possible.

WHAT WE HAVE DONE

SPRING 2021



Estimated
Student Savings
\$40,200



ZTC student
enrollment
336



ZTC classes
offered
22

FACULTY



Bi-monthly
newsletter



Textbook Affordability
Subcommittee of
Academic Senate,
formed Spring 2019



Faculty
OER surveys

STUDENTS



Increase OER
awareness &
ZTC awareness



Increase number
of ZTC and OER
course offerings



Student
OER surveys

CAMPUS-WIDE



Flex Day professional
development



ZTC Website



[Library Research Guide](#)



Established key partnerships with
the Promise Scholars Program;
working on others with the
College for Working Adults and
the upcoming Umoja program

WHO WE ARE

TAS

The [Textbook Affordability Subcommittee \(TAS\)](#) of the Academic Senate is the group whose responsibilities include advocating for increased adoption and remixing of open educational resources.

WHERE WE ARE NOW



STUDENT VOICE ON COURSE MATERIALS AFFORDABILITY

Source: SMCCCD Open Education Week 2021 Student Survey, n=113

DID YOU KNOW?

Because of the high course material costs Cañada students

- 36%** Take fewer classes
- 26%** Dropped a course because I could not afford course materials
- 23%** Not purchase course material
- 16%** Not register for a course
- 50%** Purchase course materials elsewhere (not Bookstore)



OEW 2021 Cañada Student Awareness Survey Responses



Source: SMCCCD Open Education Week 2021 Student Survey, n=113



25.7% of respondents report instructors made them aware of OER and/or ZTC classes

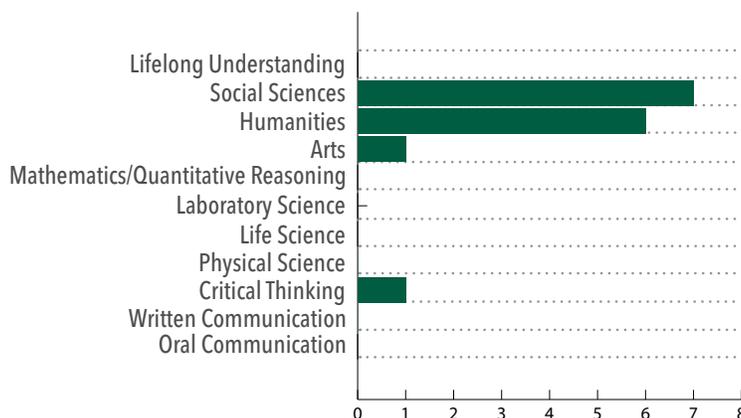


42.5% of respondents report they are aware of ZTC/OER designators in WebSchedule



17.7% of respondents have used OER and/or ZTC indicators to search for no- & low-cost classes.

CSU GE PATTERN AND CAÑADA ZTC COURSES, AY20-21



FACULTY VOICE ON COURSE MATERIALS AFFORDABILITY

OEW 2021 Cañada Faculty Awareness Survey Responses



Source: SMCCCD Open Education Week 2021 Faculty Survey, n=15

WHERE WE ARE HEADING

GOALS



In a given term, 75% of courses/sections would be OER-converted (ZTC, Low-Cost, No-Textbook);



Develop a repository of permanent campus-wide resources;



Develop partnerships with transfer institutions/programs (through Curriculum);



Create a program of incentives for all instructors to put their materials in the public domain, including adoption of low-cost materials and ZTC.

WHAT DO WE NEED TO GET THERE

CAMPUS-WIDE COORDINATION



Unified campus messaging about ZTC goals



Formalized institutional support for ZTC



Included ZTC & textbook affordability messaging in hiring interviews



ZTC integration into curriculum offerings and planning



Marketing and promotion of ZTC & OER course offerings



Identification of ZTC degree and certificate pathways



Faculty incentive program for adoption, remixing, and authoring of ZTC/OER materials



Measurable benchmarks of courses such as: ZTC degree and certificate pathways, student impact, S.B. 1359 applied online schedule designators



Dedicated budget for ZTC program support, including increasing ZTC Collections in the Libraries and Professional Development

PERSONNEL & INFRASTRUCTURE



Faculty Services Librarian (ZTC/OER)



Zero Textbook Cost (ZTC) Coordinator at .4 FTE release time per semester (current coordinator release time is .25 FTE annually)



Dedicated Student Assistants to support a range of projects that increase awareness of ZTC and OER, such as Open Ed Week, panel discussions, and student outreach



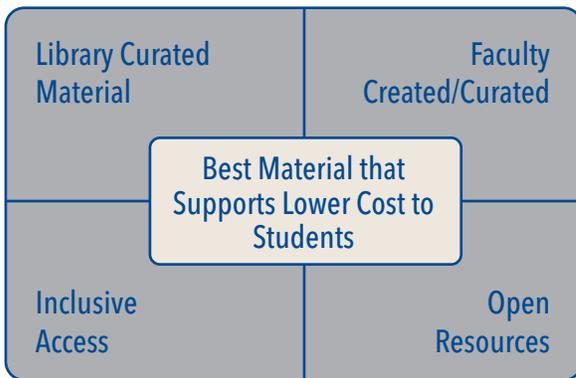
Permanent 1.0 FTE Accessibility Specialist for ZTC/OER materials to ensure ADA compliance sec. 504 & 508



ZERO TEXTBOOK COST

Textbook Affordability Solutions at College of San Mateo

OVERVIEW



College of San Mateo's goal is to provide resources to students at the lowest cost possible to meet the educational needs of the student, faculty, transfer institutions, community expectations and employers. Our intention is to create a structure that finds options for implementation through support and development that explores and finds instructional material, encourages creation and curation of resources, and assesses and evaluates their suitability for implementation as teaching material. The College recognizes the impact cost can have on students' progress and success and acknowledges the responsibility of faculty to choose appropriate, suitable and exceptional material to teach their courses in the best possible manner with the lowest cost possible.

WHAT WE HAVE DONE

FACULTY/CLASSIFIED STAFF



Textbook Taskforce goal: to explore textbook cost at CSM



OER Working Group goal: to investigate textbook costs and lower cost alternatives with a diverse representation of faculty, student services and CSM bookstore.



Increase OER awareness



Faculty OER surveys

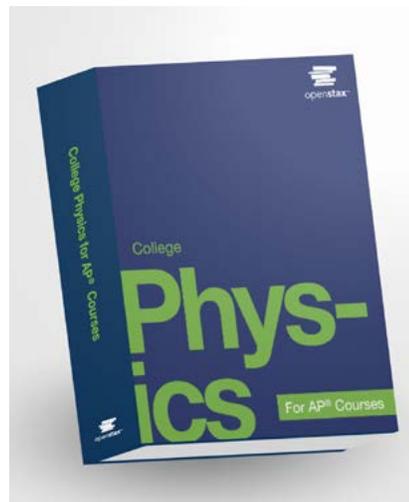
STUDENTS



Increase OER awareness & ZTC awareness



Increase number of ZTC and OER course offerings



CAMPUS-WIDE



Flex Day professional development



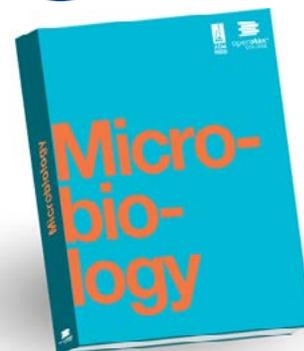
[Library Website](#)



[Library Research Guide](#)



Working with OERI and LibreText

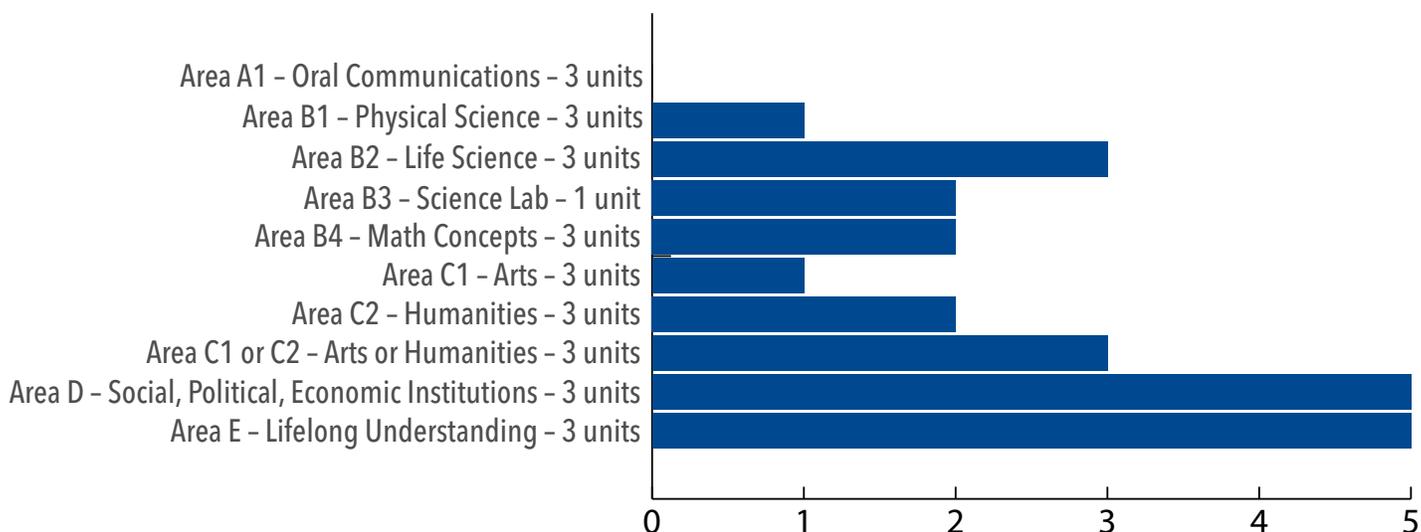


WHERE WE ARE NOW

CSM-only data points

- On average 55 courses with 75 sections listed as ZTC in WebSchedule per semester (over 4 semesters, not including Summer)
- OE Week data collection from CSM faculty about OER material currently in use.

CSU GE PATTERN AND CSM COURSES, FALL 2020



STUDENT VOICE ON COURSE MATERIALS AFFORDABILITY

DID YOU KNOW?

Because of the high course material costs CSM students

60% Purchase course materials elsewhere (not Bookstore)

35% Take fewer classes

26% Not purchase course material

15% Not register for a course

9% Dropped a course because I could not afford course materials

OEW 2021 CSM Student Awareness Survey Responses



Source: SMCCCD Open Education Week 2021 Student Survey, n=113



31.9% of respondents report instructors made them aware of OER and/or ZTC classes



40.7% of respondents report they are aware of ZTC/OER designators in WebSchedule

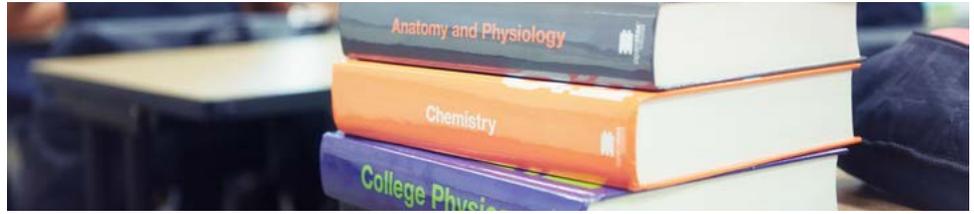


26.6% of respondents have used OER and/or ZTC indicators to search for no- & low-cost classes.

FACULTY VOICE ON COURSE MATERIALS AFFORDABILITY

OEW 2021 CSM Faculty Awareness Survey Responses

Source: SMCCCD Open Education
Week 2021 Faculty Survey, n=15



WHERE WE ARE HEADING

LOWER COST DEGREE/CERTIFICATES

Through:

- Open Education resources
- Bookstore involvement: inclusive access
- Faculty Contribution and participation
- Library support

Will lead to:

- ZTC degree and certificate pathways
- Decreased time to program completion
- Increased success rate

WHAT DO WE NEED TO GET THERE

PROFESSIONAL DEVELOPMENT



Overall ZTC/OER professional development



Continued outreach to faculty, staff and administrators



Financially supported project-based OER development



Identify OER currently in use for development

PERSONNEL & INFRASTRUCTURE



Faculty Services Librarian (ZTC/OER)



Zero Textbook Cost (ZTC) Coordinator for administrative support



Accessibility Specialist for ZTC/OER materials



Dedicated Student Assistants

CAMPUS-WIDE COORDINATION



Institutionalized financial support for ZTC/OER



Integrated campus communication about ZTC/OER



Improved ZTC/OER reporting and identification in WebSchedule



Include textbook affordability in hiring interviews



ZTC/OER awareness in the curriculum design and approval process



Transparent data collection and evidence based decision making



ZERO TEXTBOOK COST

Textbook Affordability Solutions at Skyline College

OVERVIEW



Skyline College is committed to improving access and educational success for our students. As part of our College Redesign, a significant part of improving access will be making impactful changes to teaching and learning, and integrating efforts across the college. Textbook Affordability Solutions at Skyline promote equitable access to education through focusing on textbook affordability solutions such as zero textbook cost materials (ZTC) and open educational resources (OER). Textbook affordability will reduce equity gaps and ensure that education is available to every member of our community without the barriers of unpredictable and frequently rising prices of textbooks and course materials.

WHAT WE HAVE DONE

SPRING 2018 - SPRING 2021



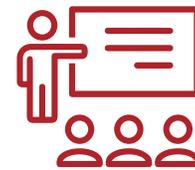
Student
Savings

\$4,631,357.73



Student
Enrollments

31,076



ZTC & OER
classes offered

203

FACULTY

- Hired dedicated FT Faculty Services Librarian (ZTC/OER)
- OER Faculty Awareness Survey, 2021
- Ongoing Professional Development presence (Flex Days, Adjunct Symposium, ZTC & OER, Copyright, CC Licensing, and OER Basics workshops, and 1:1 consultation)
- Increased faculty participation in ZTC & OER Adoption from 34 (Spring 2018) to 92 (Spring 2021)
- Launched ZTC Early Adopters and Discipline Leads Faculty Incentive Program in Spring 2019

STUDENTS

- Launched first ZTC degree pathway, A.S. Respiratory Care, including prerequisites (19 classes and 7 pre-reqs)
- Added ZTC and OER Course Designators to WebSchedule and enabled search for ZTC & OER courses
- Conducted Student Textbook Affordability Surveys, 2018 & 2021
- Hired Federal Work Study ZTC Student Assistant, Spring 2021
- Added searchable OER and ZTC course materials to Library electronic course reserves (ALMA)

CAMPUS-WIDE

- Celebrated Open Education Week 2018 - 2021
- Created a [ZTC Website](#) and [OER by Subject Research Guide](#)
- Established key partnerships with the Library, Bookstore, CTTL, ASSC, Academic Senate, Curriculum Committee, and Divisions/Departments, and SMCCCD ZTC & OER Champions
- **Established ZTC Task Force and launched ZTC Early Adopter and Discipline Lead Incentive Program SP 2019; 77-courses completed or in-process of transition to OER/ZTC**
- Participated in statewide and national conferences 2017-2021

WHO WE ARE

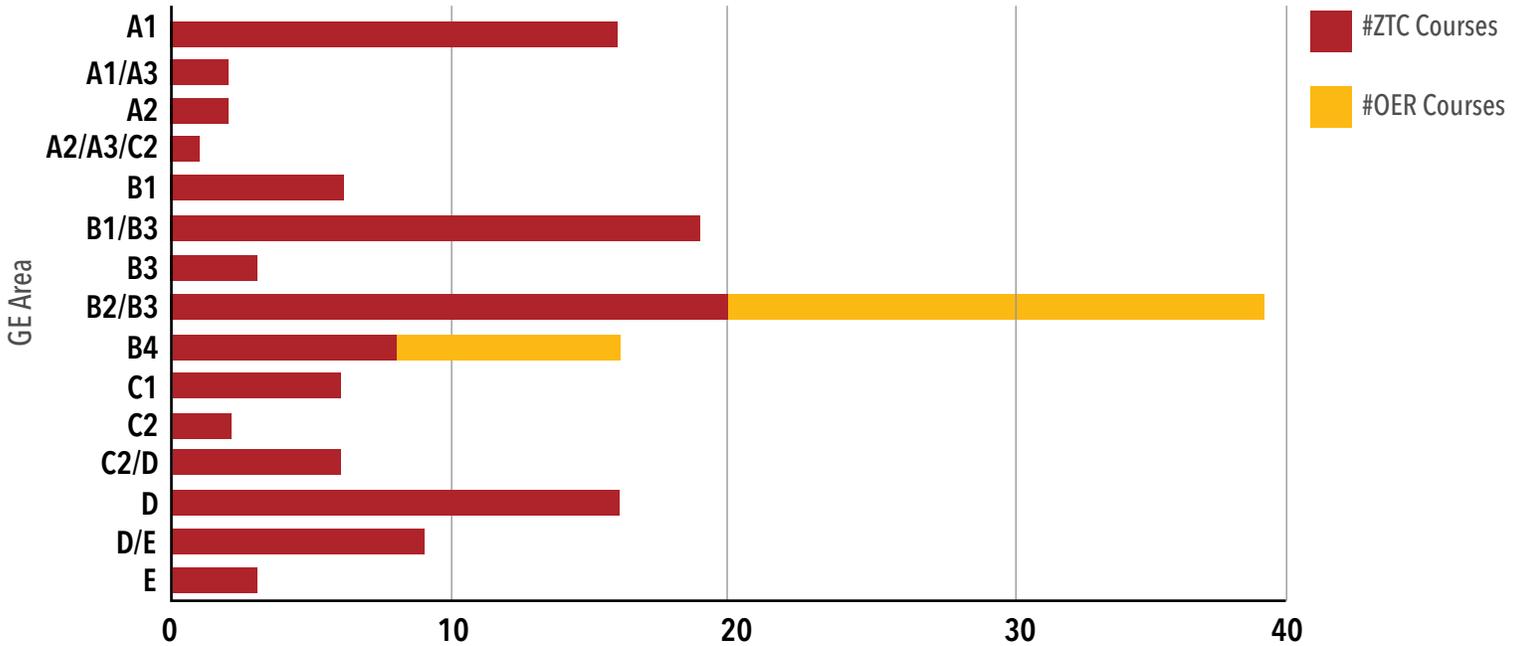
ZTC TASK FORCE

ZTC Task Force, began September 2018

Team Members: Ame Maloney, Dr. Bianca Rowden-Quince, Kevin Chak, Sanjyot (Pia) Walawalkar, Gabriela Nocito, & Kim Saccio-Kent, Dr. Jennifer Taylor-Mendoza, and Dr. Rolin Moe

WHERE WE ARE NOW

CSU GE PATTERN AND SKYLINE COLLEGE COURSES, AY20-21



STUDENT VOICE ON COURSE MATERIALS AFFORDABILITY

Source: SMCCCD Open Education Week 2021 Student Survey, n=152

DID YOU KNOW?

Because of the high course material costs Skyline College students

42% Take fewer classes

36% Not purchase course material

23% Not register for a course

18% Dropped a course because [they] could not afford course materials

53% Purchase course materials elsewhere (not Bookstore)

OEW 2021 Skyline Student Awareness Survey Responses



64.5% of respondents report instructors made them aware of OER and/or ZTC classes



61.8% of respondents report they are aware of ZTC/OER designators in WebSchedule



40% of respondents have used OER and/or ZTC indicators to search for no- & low-cost classes.

FACULTY VOICE ON COURSE MATERIALS AFFORDABILITY

Source: SMCCCD Open Education Week 2021 Faculty Survey, n=15

OEW 2021 Skyline Faculty Awareness Survey Responses

n=15



WHERE WE ARE HEADING

FOCUS ON ZTC/OER GE & INCREASED ADOPTION

- [ZTC Adoption Expansion Plan \(Cabinet Presentation 2018\)](#)
- Expanding GE to accommodate a 100% ZTC General Education pathway
- Meet or surpass 50% of course offerings designated as ZTC or OER within four years, with accelerated increase in campus-wide adoption
- Identify new ZTC/OER certificate and degree pathways

TEXTBOOK AFFORDABILITY SOLUTIONS AS PART OF EQUITY WORK

- Increase ZTC Adoption in Promise Scholar Program class sections
- Incorporate ZTC expansion into Equity Plan

ENGAGE STUDENTS IN ZTC WORK

- Partner with ASCC to inspire student OER/ZTC Champions
- Onboard students to help with OER production, packaging, and outreach

INCREASE FACULTY PARTICIPATION & PROFESSIONAL DEVELOPMENT

- Goal of 75% FT Faculty OER/ZTC participation in at least one course by 2022
- Regularly update ZTC & OER repository and share discipline materials
- Ongoing Flex Day and professional learning opportunities presence

ESTABLISH SKYLINE COLLEGE AS A ZTC STATE LEADER

- Partner with CSM & Canada OER Liaisons to further district ZTC coordination
- Expand regional ASCCC OERi, ZTC, and Library partnerships with Northern California CC's
- Host annual ZTC & OER symposium
- Present Skyline College course Textbook Affordability Solutions journey at local, regional, and national conferences.



WHAT DO WE NEED TO GET THERE

CAMPUS-WIDE COORDINATION



Dedicated budget for ZTC program support, including increasing ZTC Collections in the Libraries and Professional Development



Dedicated budget for faculty incentive program for adoption, remixing, and authoring of ZTC/OER materials



Unified Campus Messaging about ZTC/OER



Campus databases tracking support for measurable benchmarks of courses such as: ZTC degree and certificate pathways, student impact, S.B. 1359 applied online schedule designers

PERSONNEL & INFRASTRUCTURE



Zero Textbook Cost (ZTC) Coordinator for administrative and office support



Permanent 1.0 FTE Accessibility Specialist for ZTC/OER materials (ensures ADA compliance sec. 504 & 508)



Dedicated Student Assistants to support a range of projects that increase awareness of ZTC and OER, such as Open Ed Week, PD panel discussions, and student outreach



Summer personnel supports



BOARD REPORT NO. 21-04-02C

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Jeramy Wallace, English Faculty – College of San Mateo and District Academic Senate President
Dr. Aaron McVean, Vice Chancellor for Educational Services and Planning

DISCUSSION OF ETHNIC STUDIES REQUIREMENT IN THE DISTRICT

In August 2020, the District Academic Senate (DAS) created a task group to align an ethnic studies graduation requirement for all three colleges. At the time, Cañada College had an ethnic studies degree requirement, Skyline College had a social justice competency requirement, and College of San Mateo had no requirement but did have an Ethnic Studies Department and Program. Unsurprisingly, these different requirements created a great deal of confusion for students. This task group included leaders from the District Academic Senate, ethnic studies discipline experts from College of San Mateo, stakeholders from Cañada College, Skyline College, and the District Office.

That same month, the California Assembly passed AB1460, which created an ethnic studies graduation for all California State University (CSU) students graduating in the 2024-25 academic year. The CSU dictated that their students would fulfill this requirement in their lower-division coursework, and subsequently, the CSU created a new Area F for community college transfer students. As a consequence of this decision, all three colleges have adopted an ethnic studies graduation requirement that mirrors the new transfer requirement.

This Board study session discussion will include information about the discipline of ethnic studies, the new local degree requirements, and the new CSU Area F transfer requirement.

BOARD REPORT NO. 21-04-101B

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff
Aaron McVean, Vice Chancellor for Educational Services and Planning

**APPROVAL OF LETTER OF SUPPORT FOR GOVERNOR'S
ZERO TEXTBOOK COST (ZTC) DEGREE PROGRAM**

In his recent budget proposal, Governor Newsom has included a \$15 million, one-time allocation from Proposition 98 funds for the California Community College (CCC) System's Zero-Textbook Cost (ZTC) Degree program.

These funds will allow for continued growth in ZTC degree programs, which is an educational and financial benefit to students. The growth of ZTC programs aligns further with the Board's policy goals of educational equity and reducing financial barriers for students.

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached letter of support for the Governor's proposed budget allocation to support the Zero Textbook Cost Degree Program.



D R A F T

The Honorable Nancy Skinner, Chair
Senate Budget and Fiscal Review Committee
State Capitol, Room 5094
Sacramento, CA 95814

The Honorable Phil Ting, Chair
Assembly Budget Committee
State Capitol, Room 6026
Sacramento, CA 95814

RE: Support for Governor's Zero Textbook Cost Degree Proposal

Dear Chairs Skinner and Ting:

On behalf of the San Mateo County Community College District, we write to offer support for Governor Newsom's budget allocation of \$15 million in one-time funds from Proposition 98 to support the California Community College system's Zero Textbook Cost (ZTC) Degree program.

The San Mateo County Community College District has been engaged in efforts to implement programs that support ZTC and create equitable learning opportunities and increase access to zero cost classes for our diverse student population enrolled at our three colleges. To this point, our District's work has been focused on course-by-course adoption, with the exception of one concentrated effort at Skyline College, which resulted in the Associates of Science in Respiratory Care.

Because of high course material costs, students have voiced concerns about affordability, including 36% indicating that, because of costs, they have enrolled in fewer classes, 30% did not purchase course materials, 18% did not register for a course they needed and 17% dropped a course because they could not afford the course materials. The Governor's budget proposal for ZTC will support efforts to significantly reduce financial barriers to higher education, ensure day one access to course materials and textbooks, establish multiple zero cost Open Educational Resources guided pathways to program completion, and ultimately facilitate equitable student degree attainment in higher education needed to meet California's workforce demands.

For these reasons, we support the Governor's budget proposal allocating \$15 million to support community college Zero Textbook Cost Degree programs and ask for your consideration of this request.

Sincerely,

Thomas A. Nuris
President, Board of Trustees

Michael E. Claire
Chancellor

BOARD REPORT NO. 21-04-102B

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

**APPROVAL OF RESOLUTION NO. 21-05 RECOGNIZING APRIL AS
DIVERSITY, EQUITY AND INCLUSION AWARENESS MONTH**

The California Community Colleges Board of Governors has declared April 2021 as Diversity, Equity and Inclusion Awareness Month and has encouraged Districts to adopt resolutions joining in this recognition. The SMCCCD recognizes that the diversity of its students is one of the District's greatest assets and that students, faculty, staff and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution 21-05 Recognizing April 2021 as Diversity, Equity and Inclusion Awareness Month.

**RESOLUTION NO. 21-05
BY THE GOVERNING BOARD OF THE
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
STATE OF CALIFORNIA**

**RESOLUTION RECOGNIZING APRIL 2021 AS
DIVERSITY, EQUITY AND INCLUSION AWARENESS MONTH**

WHEREAS, for many Californians, the open-access mission of the California Community College system constitutes an accessible path to a better life and upward mobility; and

WHEREAS, with more than 2.1 million students at 116 colleges, including Cañada College, College of San Mateo and Skyline College, the California Community Colleges system is the largest system of higher education in the nation and serves the most diverse student population of any segment in California; and

WHEREAS, the California Community Colleges student population reflects the racial and ethnic diversity of the state of California; and

WHEREAS, the State Chancellor's *Vision for Success* calls on the system to integrate equity throughout its efforts to increase student success and to eliminate equity gaps by 2026-27, and the San Mateo County Community College District's Student First strategic plan aligns with this equity priority; and

WHEREAS, recognizing the diversity of its students as one of the state system's greatest assets and the importance of faculty and staff as key drivers of student success, the Board of Governors of the California Community Colleges has adopted the Diversity, Equity and Inclusion Integration Plan, consisting of 68 hiring, recruitment and retention strategies to address diversity among full- and part-time faculty, classified staff and educational administrators; and

WHEREAS, over the past months, the SMCCCD Board of Trustees and student, faculty, classified staff and administrative leaders have called for action and open dialogue across the District to strategize against structural racism and racial inequities; and

WHEREAS, students, faculty, staff and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment;

NOW, THEREFORE, BE IT RESOLVED, that the San Mateo County Community College District Board of Trustees joins the California Community College Board of Governors in recognizing April 2021 as Diversity, Equity and Inclusion Awareness Month; and

BE IT FURTHER RESOLVED, that the Board of Trustees encourages the celebration of the District's racial and ethnic diversity among students, faculty, staff and administrators and honors their tireless contributions to advancing diversity, equity, inclusion and anti-racism work that results in student success; and

BE IT FURTHER RESOLVED, that the Board of Trustees encourages the Colleges to engage in action recognizing Diversity, Equity and Inclusion Awareness Month, showcasing and amplifying the role of students, faculty, classified staff and administrators dedicated to equity to give agency to those voices and perspectives, and leading campus-wide dialogues to nurture a collective understanding and appreciation for our District's rich diversity.

REGULARLY PASSED AND ADOPTED 14th day of April 2021 by the San Mateo County Community College District Board of Trustees.

AYES:

NOES:

ABSTAIN:

Attest: _____
Richard Holober, Vice President-Clerk
Board of Trustees

BOARD REPORT NO. 21-04-01A

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Cheng Yu Hou, Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT AND REASSIGNMENT
(NP = New position, * = New Employee)

Cañada College

Griselda Paredes Acting Student Life and Leadership Manager Counseling

Reassigned from Retention Specialist (Funded by Basic Skills and ACCEL) (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636) into this acting classified supervisory assignment (Grade 180E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$105,696 - \$133,884), effective April 15, 2021, replacing Michiko Maggi Kealoha who is on a leave of absence.

Chantal Sosa Acting College Business Officer Administrative Services

Reassigned from Business Operations Analyst (Grade 195S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$91,212 - \$116,436) into this acting classified supervisory assignment (Grade 192E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$122,688 - \$155,388), effective April 15, 2021, replacing Mary Chries Concha Thia who is on a leave of absence.

College of San Mateo

David McLain Acting Director of Community Relations and Marketing President's Office

Reassigned from Communications Manager (Grade 192S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$91,212 - \$116,436) into this acting classified supervisory assignment (Grade 194E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$142,008 - \$179,868), effective April 15, 2021, replacing Richard Rojo who was temporarily reassigned.

District Office

Lauren Ford Director of Strategic Initiatives and Planning Educational Services & Planning

Reassigned from Project Director (Promise Scholars Program) (Grade 175S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$73,272 - \$93,600) into this academic supervisory assignment (Grade 193E of the Academic-Classified Exempt Supervisory Schedule 35; Salary Range: \$135,240 - \$171,324), effective April 15, 2021, replacing Delisle Warden who resigned.

B. PUBLIC EMPLOYMENT**1. New Hires (NP = New Position, * = New Employee)****Cañada College**

Claudia Alvarado* Career Resource/Counseling Aide Counseling

New full-time, 12-month classified employment (Grade 19 of the Classified Salary Schedule 60; Salary Range: \$56,412 - \$72,000), effective April 19, 2021. This position was previously vacant.

Nallely Gonzalez* Office Assistant II Counseling
(Funded by Student Equity)

New full-time, 12-month classified employment (Grade 18 of the Classified Salary Schedule 60; Salary Range: \$55,104 - \$70,248), effective April 19, 2021, replacing Loretta Rascon who retired.

College of San Mateo

Gilbert Perez Personal Counselor Enrollment Services

Correction: At its meeting on March 24, 2021, the Board approved of Mr. Perez's new Contract I status academic employment, effective August 16, 2021. This position was previously vacant. A correction is being made to this item. Staff is requesting the Board approve a Contract II status academic employment for Mr. Perez.

District Office

Robert Daleiden* IT Support Technician II ITS

Correction: At its meeting on March 24, 2021, the Board approved of Mr. Daleiden's new full-time, 12-month classified employment (Grade 31A of the Classified Salary Schedule 60; Salary Range: \$76,404 - \$97,620), effective March 29, 2021, replacing Richard Tidd who retired. A correction is being made to this item. The Office of Human Resources was informed that Mr. Daleiden's date of employment is effective April 12, 2021. Therefore, with the adoption of this report, the Board approves the new date of employment.

Kannan Ramasamy* Facilities Systems Manager Facilities

Correction: At its meeting on February 24, 2021, the Board approved of Mr. Ramasamy's new full-time, 12-month classified employment (Grade 210S of the Classified Professional-Supervisory Salary Schedule 40; Salary Range: \$104,832 - \$133,800), effective April 1, 2021, replacing Roberto Gutierrez who was reassigned. A correction is being made to this item. The Office of Human Resources was informed that Mr. Ramasamy's date of employment is effective May 1, 2021. Therefore, with the adoption of this report, the Board approved the new date of employment.

Arian Robare*

Public Safety Officer

Public Safety

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 62; Salary Range: \$73,164 - \$93,336), effective April 15, 2021, replacing James McCoy who retired.

Skyline College**Qimmah Tamu***

Laboratory Coordinator

Sciences/Math/Technology

New full-time, 12-month classified employment (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392), effective June 14, 2021, replacing Kylin Johnson who was reassigned.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

None

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT**College of San Mateo****Laura Demsetz**

Professor, Engineering

Mathematics and Science

Reassigned from the position of Dean of Creative Arts and Social Science (Grade AD of the Management Salary Schedule 20) into this full-time tenured faculty position (Faculty Salary Schedule 80) pursuant to Education Code section 87454 (Retreat Rights), effective Fall 2021 semester.

E. CHANGES IN STAFF ALLOCATION**Cañada College**

1. Recommend a change in staff allocation to add one International Counselor position (Faculty Salary Schedule 80) in the Counseling Division, effective April 15, 2021.

College of San Mateo

1. Recommend creation of a new classification titled, "Director of Pathways and Promise" at Grade 193E (salary range: \$135,240 - \$171,324) of the Academic-Classified Exempt Supervisory Schedule (35), effective April 15, 2021. In addition, recommend a change in staff allocation to add one full-time, 12-month Director of Pathways and Promise position in Student Services, effective April 15, 2021.

Skyline College

1. Recommend approval of a temporary increase in staff allocation for one 10-month position in the Kinesiology, Athletics and Dance division, effective May 13, 2021 through June 22, 2021. The increase in allocation will support athletes returning to campus for assessment and training.

Allocation

Athletic Trainer

Incumbent

Kayla Crittendon

of Days

28 days

F. PHASE-IN RETIREMENT

None

G. LEAVE OF ABSENCE

None

H. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

None

2. Post-Retirement

None

3. Resignation

None

I. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

J. PROFESSIONAL EXPERT/CONTRACT POSITIONS

None

K. SHORT-TERM, NON-CONTINUING POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
District Office	Payroll	1	04/15/2021	06/30/2021	Accounting Technician: This position will assist the Payroll department with the upcoming Cost of Living Adjustment (COLA) retro process. Duties include retro retirement reporting, redistribution and general accounting work.

BOARD REPORT NO. 21-04-03C

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Mitchell Bailey, Vice Chancellor/Chief of Staff

UPDATE ON DISTRICT RECOVERY OF OPERATIONS RELATING TO COVID-19

On February 24, 2021, the Board of Trustees ratified the Chancellor’s recommendation to hold all classes, services, and operations, with limited exceptions, online or remotely for the Summer 2021 term and Fall 2021 semester. Since that time, the District’s Emergency Operations Center has shifted fully to a recovery phase in anticipation of completely reconstituting in-person services on-site on January 3, 2022.

On April 6, 2021, Governor Newsom announced his statewide plan for full recovery of operations for all sectors by June 15, 2021.

The Board will be briefed on the District’s recovery plans and the impact of the Governor’s announcement.