

ZTC Meeting Minutes 4.15.2025: 12:00 p.m. Zoom meeting room

In attendance: Jennifer Fowler, Nicole Porter, Carla Pegues, Jayne Smithson, Diana Bajrami, Olga Fish, Richard Kaeser, Hoi Ko, Jane McKenna

Absent: Khalilah Beal-Urbe, Vanson Nguyen

### **Summary**

The team discussed the agenda and minutes from the last meeting, with a focus on the onboarding of Carla Pegues and Jayne Smithson as Interim ZTC Co-Coordinator through the end of summer 2025. Discussion ensued around proposed plans and allocation of funds for faculty work on transitioning courses to ZTC format. The meeting ended with the team's consensus to disband the task force and transition to a new structure, with Carla and Jayne serving as coordinators and providing monthly updates to Academic Senate.

### **Recap of Actions to be taken following today's discussion**

- Jayne and Carla to send emails to faculty leads explaining the stipend structure and inviting them to participate officially.
- Jayne and Carla to contact faculty leads to discuss summer work and compensation.
- Jayne and Carla to schedule periodic check-in meetings with faculty leads (department leads and/or faculty leads working on course updates) to seek consultation, discuss progress, and support needs.
- Jayne and Carla to present the recommendation to disband the task force to Academic Senate on Thursday.
- Jayne and Carla to work with VPI Porter to develop a more detailed proposed budget presentation for future reports and consultation at Academic Senate.
- Office of Instruction to create a new ZTC time sheet with more specific categories for deliverables.
- Current Task Force members to submit pro-rated April time sheets to Marivic for compensation for work done from April 1 – 15, 2025.
- Dr. Porter to discuss with Jennifer about potentially extending the interim coordinator positions beyond the initial 3 months.

### **ZTC Grant Coordinator Transition Meeting 4/15/2025 expanded AI notes:**

Jayne led the meeting, waiting for Nicole to join. They discussed the agenda and minutes from the last meeting. Nicole introduced Jayne and Carla as the interim ZTC grant coordinators, expressing her appreciation for their participation in the task force. The team also discussed the absence of some members.

### **Meeting Agenda and Stipend Discussion**

Jayne presented the agenda for the meeting, which was approved by the team. The agenda was informal and straightforward. Diana's suggestion to ask for agenda items in advance was well-received. The minutes from the previous meeting were also discussed with a motion, second, and vote to approve them. Diana raised a question about the stipends for lead faculty, which were decided to be compensated by stipends instead of release time or hourly rate going forward after today's meeting. The 42-hours maximum ZTC Taskforce payments that Dr. Diana referred to are meant to compensate taskforce members for work done from Jan. 1, 2025 through March 31, 2025.

### **ZTC Faculty hourly payments for work through today (April 15, 2025)**

The group discussed the allocation of 42 hours maximum compensation for work done during the first three months of 2025, with uncertainty about whether it's per month or for a three-month period. Carla suggests it's a catch-up measure for January to March, with work done April 1-15 to be paid using the hourly payment structure previously in place. The minutes are approved with a note to investigate the stipend versus limited hours issue. Jayne and Carla then prepared to share the team's proposed plan after meeting with Nicole.

### **ZTC Grant Allocation Proposed Plan**

Jayne presented a proposed plan to allocate the new \$320,000 grant award from state to develop two new ZTC degree and certificate pathways as follows: \$120,000 for BUS degree 2.0 and \$200,000 for DMECH certificate of achievement. Total ZTC grants allocated from state = \$1.5 million, with \$52,679 spent as of January 15<sup>th</sup> 2025 (\$50,973.12 for faculty work and faculty benefits, plus \$1,706.32 for out of area travel expenses and conferences. Remaining funds to be used for faculty leads, coordinators, materials, textbooks, professional development, and other associated expenses. A draft budget was developed in collaboration with Carla, Jayne and Nicole and presented as a work in progress for information and discussion at the ZTC meeting today. The faculty leads for the degrees and certificate pathways have been identified and will be invited via email to participate officially.

### **Stipend Discussion and Budget Concerns**

Diana and Jayne discussed the stipend for ZTC Coordinator(s), which would be \$2,000 per month, totaling \$40,000 for a total of about 20 months. Jayne clarified the draft budget item as including CoA-paid faculty benefits in addition to faculty work stipends, which increases the budget allocation for this category to \$52,500. Diana raised concerns about the budget, particularly the calculation for faculty leads and the inclusion of benefits. She requested a more detailed presentation of the budget to ensure clarity and transparency. Diana left the meeting before these questions were addressed and discussed later in the meeting.

### **ZTC Initiative Proposed Budget and Structure Changes**

Changes to the Zero Textbook Cost (ZTC) initiative structure and proposed budget were then discussed. Jayne and Carla, newly hired ZTC coordinators, propose disbanding the task force and having coordinators report directly to the VPI and faculty rather than to the taskforce. The function of the ZTC Taskforce was to identify the ZTC Coordinator(s) and provide strategic leadership for the ZTC grant within our governance structure until an official faculty coordinator(s) was/were identified. Having accomplished this goal, the ZTC Taskforce in its current form is no longer needed. This proposal causes some confusion and concern among task force members. Dr. Nicole clarifies that the budget is not finalized and feedback is still welcome. Olga, Jennifer and Hoi raises questions about the proposed budget and compensation structure for faculty leads and those doing course conversions. The group discussed the need for transparency, compensation for staff and faculty involved, and sustainability of the initiative. It was confirmed that feedback and support will come from frequent meetings between faculty members working on class conversions and the ZTC Coordinators. Monthly updates and consultation on ZTC grants progress will be presented and discussed at Academic Senate meetings to ensure ongoing transparency and communication with CoA constituents. Nicole confirmed that this reporting and input structure is intended to be the model for all grants administered at CoA going forward.

### **Task Force Transitions to New Structure**

The task force developed consensus to disband and transition to a new structure. Carla and Jayne will serve as co-coordinators, working directly with faculty leads on grant activities. They will present recommendations to Academic Senate and provide monthly updates. Compensation for task force work through April will be prorated. The group discussed the importance of maintaining communication and coordination as the work continues under the new structure.

Meeting concluded at 12:59 p.m.