[](https://alameda.edu/)

**MINUTES**

**Zero Textbook Cost (ZTC) Taskforce**

Tuesday, April 15, 2025

12:00pm – 1:00pm

Location: Zoom

<https://peralta-edu.zoom.us/my/fowler>

**Approval of Agenda**

* Moved, seconded and passed unanimously

**Approval of 3/18/2025 Meeting Minutes**

* Moved, seconded, discussed, passed unanimously

**ZTC Coordinator Update**

* ZTC Interim Co-Coordinators Carla Pegues and Jayne Smithson were introduced by VPI Porter.

**ZTC Proposed Work Plans and Budget Allocations**

* Funding from ZTC Grants has been received. The following disciplines have been confirmed as participating in ZTC Degree and Certificate Pathways development under the grants received:

|  |  |
| --- | --- |
| CalGETC | DENTL |
| ADAM | DMECH (new program) |
| AMT: Airframe and Powerplant | ECON |
| ANTHR | MATH |
| BUS 2.0 (new program) | PSYCH |
| COMM | possibly GEOG, POSCI and SOC (no ZTC funding) |

* **Proposed Budget Overview (current draft for funds allocation categories, subject to discussion and revision):**

|  |  |
| --- | --- |
| ZTC Interim Coordinators: monthly stipend: 3 months @ $2,000/mo (Apr-June 2025 | $ 6,000 |
| ZTC Interim Coordinators Peralta-paid benefits (STRS, FICA, Unempl, Workers Comp) | $ 1,400 |
| Long-term Coordinator(s): monthly stipend: 18 months @$2,000/mo (July 2025 – Dec. 2025) | $ 36,000 |
| Long-term Coordinator(s) Peralta-paid benefits (STRS, FICA, Unempl, Workers Comp) | $ 8,200 |
| Faculty Leads and Discipline Faculty Course Converters payments 4/2025 – 12/2026 | $ 600,000 |
| Faculty Leads and Discipline Faculty Course Converters Peralta-paid benefits | $ 137,000 |
| Classroom Textbooks and materials (including Library facilitators) | $ 250,000 |
| Professional Development: training, building reporting systems, etc. | $ 200,000 |
| Associated expenses for conferences, collaborations, travel, etc. | $ 111,400 |
| Braided funding to support implementation (Guided Pathways, POCR, etc.) | $ 150,000 |
| Total Budget for funds received for ZTC Degree and Certificate Pathways completion (draft) | $1,500,000 |

* **Proposed Reporting Structure**

VPI is the administrator for the ZTC Degree and Certificate Pathways project. ZTC Coordinators report to the VPI, Faculty Leads report to the ZTC Coordinators, Discipline Faculty course converters report to Faculty leads. Concerns were raised about ongoing communication and consultation between and among constituents and transparency regarding spending. Communication and consultation will be ensured by frequent meetings between Faculty Leads and their Discipline Faculty. Periodic meetings will be held by ZTC Coordinator(s) and Faculty Leads as often as needed (at least monthly). ZTC Coordinator(s) will report progress on this project at monthly Academic Senate meetings and other CoA committees as necessary (i.e. Curriculum Committee, Budget Committee, etc.). All faculty meetings at CoA are open to anyone who wishes to attend, ensuring full transparency on all phases of this project.

* **Actions (next steps)**

ZTC Coordinator(s) will:

* send emails to Faculty Leads explaining the payment structure and inviting them to participate officially.
* contact Faculty Leads to discuss summer work and compensation.
* 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.
* work with VPI Porter to develop a more detailed proposed budget presentation for future reports and consultation at Academic Senate.

Office of Instruction will

* create new ZTC time sheets for Faculty Leads and Discipline Faculty course converters with more specific categories for deliverables.
* discuss with Academic Senate President about potentially extending the interim coordinator position beyond the initial 3 months, as start date was pushed back to mid-April 2025 because of Spring Break.

Current Taskforce members are asked to submit pro-rated April time sheets to Office of Instruction for compensation for work done from April 1 – 15, 2025.

**ZTC Taskforce Future Meetings**

* ZTC Taskforce was created by Academic Senate in fall 2024 as a short-term taskforce charged with
* providing input on proposals to identify ZTC Coordinator(s) and
* providing strategic leadership for the ZTC grant within our governance structure until an official faculty coordinator(s) was/were identified.

Having fulfilled these charges, it was proposed that the ZTC Taskforce be disbanded after a job well done. Discussion ensued and consensus was reached to disband the ZTC Taskforce and transition the ZTC Degree and Certificate Pathways project to the proposed reporting and funds allocation structure for work to continue.