

**College of San Mateo**  
**Finance Committee**  
April 13, 2023  
2 PM – 4 PM

**Members:** Linda Allen, Anthony Djedi, Stephen Heath, Steven Lehigh, Stephanie Martinez and Andreas Wolf

**Staff:** Luz Román-Amaro & Yung Nguyen

**MEETING AGENDA**

| Item # | Item                                                                                                                                            | Lead(s)       | Time     | Documents                | Action      |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|--------------------------|-------------|
| 1.     | Welcome and Review Agenda                                                                                                                       | Anthony Djedi | 1 Mins.  | None                     | Action      |
| 2.     | Review and Approve Minutes: <ul style="list-style-type: none"><li>October 13, 2022</li><li>November 10, 2022</li><li>December 8, 2022</li></ul> | Anthony Djedi | 5 Mins.  | <a href="#">Attached</a> | Action      |
| 3.     | Senate Bill 893 – Free College Initiative Policy Revision & Administrative Procedure (Board meeting 3/22)                                       | Anthony Djedi | 15 Mins. | <a href="#">Attached</a> | Information |
| 4.     | Covid-19 Block Grant Update                                                                                                                     | Anthony Djedi | 8 Mins.  | None                     | Information |
| 5.     | 2023-2024 Meeting Schedule                                                                                                                      | Anthony Djedi | 5 Mins.  | <a href="#">Attached</a> | Action      |
| 6.     | Next Meeting: May 11, 2023                                                                                                                      | Anthony Djedi | 5 Mins.  | None                     | Action      |
| 7.     | Preliminary Agenda Items for May 11, 2023's Meeting (contingent to Item#6)                                                                      | Anthony Djedi | 5 Mins.  | None                     | Share       |
| 8.     | Adjourn                                                                                                                                         |               | 2 Mins.  | None                     | Action      |

<https://smccd.zoom.us/j/89311790601?pwd=RHVna0xTOW1EbE0wSOV1RE4xRzNtdz09>

Meeting ID: 893 1179 0601      Passcode: 012838

College of San Mateo  
**Finance Committee Meeting Minutes**  
Thursday, October 13, 2022  
2:00 PM – 4:00 PM  
Via Zoom

**Members Present:** Arianna Avendano, Anthony Djedi, Linda Allen, Steven Lehigh and Andreas Wolf.

**Staff:** Yung Nguyen and Luz Román-Amaro

Anthony called the meeting to order at 2:16PM.

The following members, support staff, and guests were present:

Andreas Wolf  
Anthony Djedi  
Arianna Avendano  
Linda Allen  
Luz Román-Amaro  
Steven Lehigh  
Yung Nguyen

**Welcome and Review Agenda**

The agenda was reviewed but not approved due to the lack of quorum.

**Review and Approve Minutes from September 8, 2022**

The September 8, 2022 minutes were approved at the end of the meeting by the committee members present without any request for changes or additions.

**Flex Day January 12, 2023:**

- Budget Overview Presentation

Anthony Djedi changed to order of the agenda to discuss item#4: Flex Day, before Item#3: CSM's Reserve Policy.

Anthony communicated that he will be meeting with Steven Lehigh to plan an activity for January's Flex Day. He also asked for activity ideas from committee members.

Steven Lehigh indicated that the topic of budgets it's very complex and broad. He recommended to define what aspects of the budget (s) should be part of the presentation and to reach out to the CSM community to get preliminary questions ahead of time.

Anthony proposed to do the presentation at the Flex Day in April.

Linda Allen commented that doing an activity during Flex Day would be a good idea. She reminded the committee that the previous VPAS used to do several budget presentations throughout the year.

Steven Lehigh clarified that previous VPAS used to do budget presentations to the different constituency groups, but not on Flex Day.

Steven shared the CSM 5YR budget Summary presentation that was presented in 2019 as an example of what could be done during Flex Day. This PowerPoint presentation will be included in the minutes.

Andreas Wolf communicated that Flex Day is primarily focused on professional development. He suggested to do a Town Hall meeting at another date. He also suggested to consult with IPC on what type of activity to do in the Spring.

Arianna Avendano agreed on the idea of a town hall meeting and proposed to talk about SB893.

Anthony will ask Carla Grandy to add this topic to the next IPC meeting agenda.

Steven proposed to use one of the Finance Committee's monthly meetings to host a town hall.

No further comments, questions or feedback were given on this item.

### **CSM's Reserve Policy**

Anthony offered a quick overview about what a reserve policy for CSM will entail. He mentioned that most colleges keep a 5%-7% reserve.

Steven Lehigh communicated that we already have a 5% reserve from Fund 1. He presumes that what the college will need to do is set aside an additional 5% from any future revenue.

Anthony communicated that the main concern with establishing a reserve policy will be how to replenish the funds when they are spent.

Steven Lehigh asked Andreas Wolf to provide some historic perspective of what the college has done in the past to address revenue issues.

Andreas wolf communicated that during the 2008-2009 fiscal crisis the college cut 25% of the budget. There were college wide discussions about program viability in order to determine what programs to cut. Nowadays, the college has some healthy reserves that allow the college to continue with its capital improvement projects even with the declining enrollment.

Steven Lehigh expressed his concern of using 6 million dollars of the reserve to fund SB893 without an established plan on how to continue funding the program.

Anthony proposed to continue the conversation at the next meeting.

Steven suggested to Anthony to present at the next meeting a visual conceptualization of what a CSM

reserve would look like.

Steven asked if an additional reserve is created, would the district be able to take those funds? Should the college be autonomous of their own reserve?

No further comments, questions or feedback were given on this item.

#### **Agenda Items for November 10, 2022 Meeting**

Anthony asked for agenda items for the next meeting.

Steven and Andreas informed Anthony that they will not be able to attend the November 10 meeting due to all day interviews and asked if the meeting could be cancelled.

Anthony decided to keep the November meeting as scheduled.

No further comments, questions or feedback were given on this item.

#### **Adjourn**

The meeting adjourned at 3:27PM.

College of San Mateo  
**Finance Committee Meeting Minutes**  
Thursday, November 10, 2022  
2:00 PM – 4:00 PM  
Via Zoom

**Members Present:** Arianna Avendano, Anthony Djedi, Linda Allen and Stephanie Martinez.

**Staff:** Yung Nguyen and Luz Román-Amaro

Anthony called the meeting to order at 2:10PM.

The following members, support staff, and guests were present:

Anthony Djedi  
Arianna Avendano  
Linda Allen  
Luz Román-Amaro  
Stephanie Martinez  
Yung Nguyen

**Welcome and Review Agenda**

The agenda was reviewed but not approved due to the lack of quorum.

Anthony communicated that the approval of the minutes from October 13, 2022 will be postponed until the next meeting on December 8, 2022.

**Campus Updates**

Anthony communicated that President Jennifer Taylor-Mendoza and the Leadership team will be holding an All-campus meeting on Tuesday, November 16. The meeting will include a presentation about CSM's budget and SB893. Regarding SB893, the SMCCD district has established some guidelines for the implementation of the bill in Spring 2023, but they will be working on establishing long term guidelines and a budget for this 5-year pilot.

Linda Allen commented that she has heard a lot about the college offering free tuition, but there is no information about what SB893 entails or the criteria for eligibility. She recommended that the District conducts a marketing campaign to get the information out to the community.

Anthony will bring her suggestion to the District's budget committee and the marketing team.

There were no additional comments or feedback offered on this item.

**Agenda Items for December 8, 2022 Meeting**

- CSM's Reserve Policy
- Spring 2023 Flex Day Presentation
- All-Campus meeting Update
- Resource Allocation Update

There were no more preliminary agenda items offered for the December 8, 2022 meeting.

## **Adjourn**

The meeting adjourned at 2:26PM.

DRAFT

College of San Mateo  
**Finance Committee Meeting Minutes**  
Thursday, December 8 2022  
2:00 PM – 4:00 PM  
Via Zoom

**Members Present:** Linda Allen, Anthony Djedi, Stephen Heath and Steven Lehigh.

**Staff:** Yung Nguyen and Luz Román-Amaro

Anthony called the meeting to order at 2:07PM.

The following members, support staff, and guests were present:

Linda Allen  
Anthony Djedi  
Stephen Heath  
Steven Lehigh  
Luz Román-Amaro  
Yung Nguyen

**Welcome and Review Agenda**

Anthony communicated that Andreas Wolf, Arianna Avendano and Stephanie will be absent from today's meeting. The agenda was not officially approved due to the lack of quorum. The meeting was held as scheduled.

No further comments were added on this item.

**Review and Approve Minutes**

Anthony communicated that the approval of the minutes will be postponed until the next meeting.

- October 13, 2022
- November 10, 2022

No comments or questions were offered on this item.

**CSM's All-Campus Meeting Update**

Anthony provided a summary of his presentation at the All-Campus meeting held on November 14, 2022. He communicated that CSM received 52 million dollars of the district general fund allocation, but there is still some uncertainty about the current economic environment, the state's budget and the impact of SB 893. The governor's preliminary budget proposal is coming out in January 2023. Anthony will share the 2023-2024 Governor's State Budget Proposal with committee members when it becomes available.

Linda Allen asked about the state of our categorical funding considering that enrollment has gone down.

Anthony responded categorical funds allocations vary from one-fund to another. A great number of funds are allocated based on full-time equivalence. During Covid a large number of funds were available to mitigate the impact of the pandemic. However, even though the funding has gone down, proportionally it has remained the same. The most important considerations are that we use the one-time funds for the one-time purpose that were intended and that we have sufficient resources to mitigate any potential funding cuts.

Steven Lehigh asked for clarification about which fiscal he is referring to.

Anthony clarified that he is talking about Fiscal Year 2023-2024. Additionally, the impact of the SB 893 initiative will not be known until Fall 2023.

Linda Allen communicated that the District needs to provide a clearer message about the Free College Initiative.

Anthony explained that the implementation of SB893 in Spring 2023 might be different from what is going to be done in Fall 2023.

Linda Allen asked if individuals who currently owe the college need to settle their debt before they are able to benefit from the free college initiative.

Anthony responded that individuals who owe the college are not allowed to register. If they are not able to pay their bills, they need to request a waiver. Any other applications to the waiver or payment options require a board policy.

Steven Lehigh asked what is the Board's criteria for the implementation of SB893 in Spring 2023.

Anthony explained that he was not part of the original SB893 conversations, but he expects the board to provide more clarity about the subject at their next meeting on December 14, 2022.

Linda expressed her concern about how the college is tracking the enrollment data.

Anthony communicated that he met with Hilary Goodkind and President Taylor-Mendoza and discussed the importance of honing in the enrollment data.

Steven Lehigh asked if the 13% year over year increase refers to the number of people or the number of units.

Anthony responded that he has to review the enrollment data in depth in order to respond to his question.

Steven Lehigh commented that we really have to pay attention to the enrollment process under the free college initiative to avoid any unintended consequences with priority enrollment such as over registration.

Anthony will share Linda and Steven's concerns about enrollment with the Vice President of Student Services, Joshua Moon-Johnson.

No further comments, questions or feedback were offered on this item.

#### **Resource Allocation Update**

No comments were offered on this item.

#### **CSM's Reserve Policy**

Anthony communicated that the reserve policy it is now called Contingency Plan. He proposed to review the contingency plan in detail at the next meeting. He added that college has a strong contingency fund. A portion of it (7.2M) has been allocated for the deferred maintenance projects that will be completed in the next three years.

No additional comments, questions or feedback were offered on this item.

### **Spring 2023 Flex-Day Presentation**

Anthony communicated that he will be meeting with Steven Lehigh in January put together a presentation that will be presented to the committee before is presented to the community in a possible town hall or all-campus meeting.

### **Preliminary Agenda Items for January 12, 2023's Meeting**

The January 12, 2023 meeting was canceled to allow committee members and support staff to attend CSM's Flex-Day events.

No further comments, questions or feedback were offered on this item.

### **Adjourn**

Meeting adjourned at 3:01PM.

DRAFT

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** Policy for Free Community College authorized under SB 893  
**Revision Date:** XX/23  
**Policy References:** CA Education Code Sections 76302, 68000, 68130.5, 76140, 76140.5, 66025.3, 72246(c) (d.1) (d.2), 72252 and 76060.5

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Students who meet the following criteria will qualify for Free Community College support authorized by Senate Bill 893 (Becker; [SB 893](#)).

1. In order to qualify for support authorized by SB 893, students must meet all the following criteria:
  - a. Reside within the boundaries of the San Mateo County Community College District (SMCCCD), which are coterminous with the borders of San Mateo County; and
  - b. Not be international students or other non-resident students, except as identified as students eligible for AB540 status or students eligible for the Non-Resident Tuition Fee Waiver for Undocumented Students (BP 8.75).
2. Students who meet the criteria described in Section 1 above and who are eligible for the Non-Resident Tuition Fee Waiver for Undocumented Students (BP 8.75) will have the non-resident tuition waived by the District for all enrolled units.
3. Students who qualify for support authorized by SB 893 based on the criteria described above will qualify to receive the following Free Community College supports:
  - a. District payment of the \$46/unit enrollment fee;
  - b. District payment of non-resident tuition fee and capital outlay fee (as applicable);
4. Students who meet the criteria described in Section 1 above will also qualify for District payment of all other enrollment associated fees (e.g., including but not limited to the health fee, student body fee, student representation fee, student union fee, inclusive access fee(s), and materials fee(s)) if they also meet the following criteria:
  - a. Have an educational goal of certificate, degree, or transfer with a degree (CCCCO MIS SB14: A, C, or E); and
  - b. Qualify to receive any California College Promise Grant (CCPG: A, B, C, or D); or
  - c. Have documented financial need as defined by an expected family contribution (EFC) of up to 600% of CCPG Type C EFC eligibility.
  - d. Be enrolled in a minimum of six (6) units during the Fall or Spring semester (with no minimum unit requirement for the Summer term);
5. Students who meet the criteria described in Section 1 above and the additional criteria described in Section 4 may also qualify for additional supports authorized by SB 893 as follows:

- a. Transportation support as defined in AP XX.XX
  - b. Technology support as defined in AP XX.XX
  - c. Textbook support as defined in AP XX.XX
  - d. Child and Dependent Care support as defined in AP XX.XX
  - e. Instructional Materials Support for Specialized Programs as defined in AP XX.XX
  - f. Study Abroad support as defined in AP XX.XX
  - g. Bachelor's Degree support as defined in AP XX.XX
6. If a student has a third-party payer or funding source that has agreed to pay for any part of the student's total cost of education, that payer will be billed prior to the use of District general fund dollars authorized by SB 893 as outlined in this Board Policy and subsequent Administrative Procedures.
7. This Board Policy and all associated Administrative Procedures are subject to the availability of funds in any given fiscal year, based on prepared fiscal impact statements as required by SB 893.

**ADMINISTRATIVE PROCEDURE XX.XX**  
**San Mateo County Community College District**

**Subject:** Administrative Procedure for SB 893 Authorized Free Community College Supports  
**Revision Date:** XX/23

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1. Students who qualify for support authorized by SB 893 based on the criteria described in BP XX.XX will qualify to receive the following Free Community College supports, as specified below.
  - a. **Full-time students taking at least 12 semester units who are active participants in the Promise Scholars Program (PSP), TRiO Student Support Services, or Extended Opportunity Program and Services (EOPS) programs will be eligible to receive the following supports during the Fall and Spring semesters:**
    - i. **Textbook Support**
      1. A college bookstore credit of \$400/academic year, distributed as \$150/Fall semester, \$150/Spring semester, and \$100/summer session (as applicable); and
    - ii. **Technology Support**
      1. A one-time college bookstore credit for \$500 that can be used at the respective college bookstores toward the purchase of approved educational technology.
        - a. Technology supports can include hardware, software, and/or licensure or subscriptions.
  - b. **Part-time students taking at least 6, but less than 12, semester units will be eligible to receive the following supports during the Fall and Spring semesters:**
    - i. **Textbook Support**
      1. A college bookstore credit of \$300/academic year, distributed as \$100/Fall semester, \$100/Spring semester, and \$100/summer session (as applicable); and
    - ii. **Technology Support**
      1. A one-time college bookstore credit for \$500 that can be used at the respective college bookstores toward the purchase of approved technology.
        - a. Technology support can include hardware, software, and licensure or subscriptions.
  - c. **Transportation Support**
    - i. Students enrolled in a minimum of 6 units of in-person course work (including hybrid) during the Fall and/or Spring semester will receive \$50/month.
  - d. **Instructional Materials Support for Specialized Programs**

- i. The District will provide support for course materials or special fees for students that have been accepted into and are enrolled in approved career education (CE) specialized programs.

**e. Study Abroad Support**

- i. The District provide support for study abroad opportunities for up to 45 students (15 per college) per academic year.

**f. Child and Dependent Care Support**

- i. Students who have children who are enrolled in subsidized childcare services (CCTR, CSPP, Alternative Payment, etc.) will be eligible for financial support if assessed a Family Monthly Fee, up to the maximum amount as determined by the State of California (for the 2022-2023 academic year the maximum monthly amount is \$595).
- ii. The District will allocate enough funds each fiscal year depending on the maximum Family Monthly Fee to support a minimum of 20 students per college (60 students in total).

**g. Bachelor's Degree Support**

- i. The District will pay the \$130/unit upper division course enrollment fee for students that have been accepted into and are enrolled in the Respiratory Care bachelor's degree program at Skyline College.

## SB 893 POLICY RECOMMENDATIONS

FALL 2023 TO SPRING 2028

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### INTRODUCTION

Senator Josh Becker (13<sup>th</sup> CA Senate District) introduced Senate Bill 893 ([SB 893](#)), co-authored by Assembly members Kevin Mullin and Marc Berman, on behalf of the San Mateo County Community College District (SMCCCD) on January 31, 2022. After approval by the Assembly and the Senate, the bill was signed by the Governor on September 30, 2022. The SMCCCD Board of Trustees adopted a set of interim policies for the Spring 2023 semester at its regular meeting on September 8, 2022. The District then engaged in a process for the development of a draft of final policies and procedures for the ongoing implementation of SB893. At its February 4, 2023 Board Retreat, the Board received a draft policy and a fiscal impact analysis that presented a series of considerations for focusing the use of general fund dollars, and the impact that those considerations would have on the potential number of students who would be supported. Based on that conversation, revised draft policy and procedures documents were shared with the District Participatory Governance Council (DPGC) at its March 6, 2023 meeting. Several presentations were given to different governance groups across the District, and DPGC representatives engaged their constituencies for feedback and suggestions. These have been incorporated into the draft policy and procedures included in this report. A recommendation to the Chancellor for a final policy and procedures for SB893 will be made by DPGC at a special meeting on March 20, 2023.

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### OVERVIEW OF SB893

SB893 provides greater flexibility to the SMCCCD to use local revenue from the District's unrestricted general fund to remove financial barriers so students can pursue their education. The bill is a five-year pilot program, and requires reporting to the California Community Colleges Chancellor's Office, the California Department of Finance, and the appropriate committees of the legislature of how the District has determined to use local unrestricted general funds to support implementation of the California College Promise, assist students with total cost of attendance, the fiscal impact of the pilot program and demographic information on the students served by the funds allowable under the bill, by March 1, 2026. The bill became effective January 1, 2023.

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### SB893 POLICY CONSIDERATIONS

The bill language from SB893 provides general direction for the use of general funds authorized by the legislation, outlined in an added section of CA Education Code 76302 (see Appendix A). From the added education code:

"76302.

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- (a) The governing board of the San Mateo County Community College District may adopt a policy that uses local unrestricted general funds to provide fee waivers to students with the greatest financial need, as determined by the community college district, when other fee waivers are not

provided to those students. The policy shall include a requirement to prepare a fiscal impact statement, including a three-year projection of fiscal impact of the fee waiver on the community college district. The fiscal impact statement shall be presented at a public meeting of the governing board of the community college district and made available to the public.

(b) In addition to funding received pursuant to subdivision (b) of Section 76396, the San Mateo County Community College District may use local unrestricted general funds to provide assistance to students for the total cost of attendance.

(c) The San Mateo County Community College District may use local unrestricted general funds for the purposes described in this section only for students who reside within the boundary of the community college district.

At its core, SB893 is intended to first benefit students with the “greatest financial need” by removing fees as a barrier to access, progression, and completion. The language does not stop there, however, and adds that in addition to “funding received pursuant to subdivision (b) of Section 76396,” which we commonly refer to as AB19 funds, or the California College Promise, the District may “provide assistance to students for the total cost of attendance.” The added education code 76302 goes on to define total cost of attendance as:

“(e) For purposes of this section, the total cost of attendance for a student attending a community college shall be defined to include the student’s tuition and fees, books and supplies, living expenses, transportation expenses, and any other student expenses used to calculate a student’s financial need for purposes of federal Title IV student aid programs.”

There are also a number of additional transparency requirements and safeguards in the bill, including:

- The SMCCCD Board of Trustees must establish a framework and adopt policies to determine eligibility. Financial need is defined by the District.
- Students must reside in San Mateo County, thus preventing any real or perceived competition with neighboring community college districts.
- SMCCCD must publicly provide financial impact information at a public Board meeting showing that the District has the funds to reduce fees for additional students and the District is prohibited from receiving reimbursement from the state.

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## CONSIDERATIONS FOR BREADTH AND DEPTH OF SUPPORTS

Given the flexibility in the bill and education code language, and the requirements outlined, discussion with the Board, feedback from DPGC, and discussion with campus governance committees, the District has finalized a draft Board Policy and associated Administrative Procedures (see Appendix B). The draft policy presents criteria for the District to pay enrollment fees and other fees associated with a students’ enrollment in course sections. The draft policy is written to provide for the \$46/unit enrollment fee for all students who qualify under the broadest parameters (i.e., reside in the District, not be international or

other non-resident students, unless undocumented or AB540 qualified). However, there are other parameters that could be considered that reduce the breadth of these supports.

Additional fees (e.g., student body, student union, student association, and inclusive access fees), are proposed to be paid only for students who have demonstrated financial need, and meet other criteria. Again, the Board can consider removing or adding parameters that would impact the breadth of these supports as well. Different scenarios are presented below that show what the impact would be of some of these choices, including the projected student served and costs based on the draft policy included in Appendix B.

## A FOCUS ON ENROLLMENT FEES

The first consideration for the Free Community College strategic initiative under SB893 is the breadth of support for the \$46/unit enrollment fee. As shown in Table 1 below, the current draft policy would cost approximately \$6.4M per academic year (not including the summer session). If additional criteria are applied to limit the breadth of support, the impact on projected students served and overall cost are presented.

| Criteria                                                                                                          | Students | Enrollment Fee Cost |
|-------------------------------------------------------------------------------------------------------------------|----------|---------------------|
| Reside in San Mateo County, not be International or Non-Resident, other than Undocumented or AB540 (DRAFT Policy) | 11,933*  | \$6,389,538*        |
| Have an Educational Goal of Degree, Transfer, and/or Certificate (A,C,E)                                          | 8,462    | \$4,245,144         |
| Have submitted a Financial Aid Application (FAFSA, Dream Act, or CCPG)                                            | 5,261    | \$1,237,446         |

Table 1 – \*NOTE: Enrollment fees paid for the maximum number of students.

The total potential cost of enrollment fees is further outlined below. Students who currently meet financial need thresholds for CCPG technically have their enrollment fees waived by the state, and so there is no requirement to identify impact to the general fund under SB893. For all other students, either those who meet financial need as defined by the District, or those who do not but otherwise reside in San Mateo County, the costs are shown separately in Table 2 below.

|                                     | DRAFT SB893 Policy | Policy with Required Educational Goal for Enrollment Fees | Policy with Required Financial Aid Application for Enrollment Fees |
|-------------------------------------|--------------------|-----------------------------------------------------------|--------------------------------------------------------------------|
| Total Number of Students Need Based | 5,040              | 4,438                                                     | 5,040                                                              |
| Enrollment Fees                     | \$987,482          | \$843,134                                                 | \$987,482                                                          |

|                                         |             |             |             |
|-----------------------------------------|-------------|-------------|-------------|
| Total Number of Students Not Need Based | 6,893       | 4,024       | 221         |
| Enrollment Fees                         | \$5,402,056 | \$3,402,010 | \$249,964   |
|                                         |             |             |             |
| Total Number of Students                | 11,933      | 8,462       | 5,261       |
| Total Enrollment Fees                   | \$6,389,538 | \$4,245,144 | \$1,237,446 |

**Table 2 – Enrollment fees paid based on breadth criteria.**

## SUPPORTS FOR STUDENTS WITH FINANCIAL NEED

As authorized under SB893, the District can use general fund dollars for both enrollment related fees and to support a students' Total Cost of Attendance. Beyond the \$46/unit enrollment fee, there are other fees associated with enrollment in course sections that the District can pay for. The draft policy reserves these and other supports for the Total Cost of Attendance for students who meet the following criteria:

- Have documented financial need as defined by the District.
- Have an educational goal of degree, certificate, or transfer.
- Be enrolled in a minimum of six (6) units during the Fall and/or Spring semester.

Based on these criteria, the number of students served and projected costs for additional fees, transportation, textbook, and technology supports are presented in Table 3 below. Two scenarios are presented: one based on the draft policy with the financial need threshold set at 600% of the state EFC level used for CCPG, and the other with the need threshold set at 300% of the state EFC level.

|                                                                                                | DRAFT SB893 Policy | DRAFT SB893 Policy with EFC @ 300% |
|------------------------------------------------------------------------------------------------|--------------------|------------------------------------|
| Number of Students with Financial Need                                                         | 3,954              | 3,811                              |
| Other Fees (Student Body, Student Rep, Student Union, Inclusive Access, Course Materials Fees) | \$583,408          | \$558,700                          |
| Transportation Support                                                                         | \$1,242,000        | \$1,189,000                        |
| Textbook Support                                                                               | \$1,186,200        | \$1,003,700                        |
| Technology Support                                                                             | \$713,500          | \$696,500                          |
| Subtotal TCA Supports                                                                          | \$3,725,108        | \$3,447,900                        |

**Table 3**

Additional Total Cost of Attendance (TCA) supports that are authorized under SB893 include child and dependent care, supplies (i.e., course materials), and “any other student expenses used to calculate a

student's financial need for purposes of federal Title IV student aid programs," which includes study abroad opportunities. The draft policy and associated costs for Child Care and Study Abroad are based on serving a set number of students at each of the colleges each academic year, as opposed to all students who would potentially qualify. Course materials for specialized programs and tuition for the Baccalaureate program are based on program maximums since each year some or all of the students may qualify as having financial need.

|                                                    | DRAFT SB893 Policy |
|----------------------------------------------------|--------------------|
| Child Care (Need Based for 12 months)              | \$428,400          |
| Study Abroad (45 students total per year)          | \$504,000          |
| Course Materials for Specialized Programs          | \$1,073,200        |
| BS Degree Upper Division Courses (Skyline College) | \$182,000          |
| <b>Subtotal Additional TCA Supports</b>            | <b>\$2,187,600</b> |

**Table 4**

#### FISCAL IMPACT ANALYSIS

The information presented above outlines the projected number of students served and projected fiscal impact of the SMCCCD's Free Community College initiative, using the authorization under SB893 to support a students' Total Cost of Attendance. There is separate analysis based on criteria for paying for enrollment fees, other enrollment associated fees, transportation, technology, and textbook support, and additional TCA supports such as child care, study abroad opportunities, course materials for specialized program in career education, and Baccalaureate degree tuition. The table below (Table 5) brings all this information together for a Grand Total projection that will inform annual budgets for the District during the implementation of the SB893 legislation.

|                                         | DRAFT SB 893 Policy | Policy with Required Educational Goal for Enrollment Fees | Policy with Required Financial Aid Application for Enrollment Fees |
|-----------------------------------------|---------------------|-----------------------------------------------------------|--------------------------------------------------------------------|
| Total Number of Students Need Based     | 5,040               | 4,438                                                     | 5,040                                                              |
| Enrollment Fees                         | \$987,482           | \$843,134                                                 | \$987,482                                                          |
| Total Number of Students Not Need Based | 6,893               | 4,024                                                     | 221                                                                |
| Enrollment Fees                         | \$5,402,056         | \$3,402,010                                               | \$249,964                                                          |
| <b>Total Number of Students</b>         | <b>11,933</b>       | <b>8,462</b>                                              | <b>5,261</b>                                                       |
| <b>Total Enrollment Fees</b>            | <b>\$6,389,538</b>  | <b>\$4,245,144</b>                                        | <b>\$1,237,446</b>                                                 |

|                                                                                                | DRAFT SB893<br>Policy | DRAFT SB893<br>Policy | DRAFT SB893<br>Policy |
|------------------------------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Number of Students with Financial Need</b>                                                  | <b>3,954</b>          | <b>3,954</b>          | <b>3,954</b>          |
| Other Fees (Student Body, Student Rep, Student Union, Inclusive Access, Course Materials Fees) | \$583,408             | \$583,408             | \$583,408             |
| Transportation Support                                                                         | \$1,242,000           | \$1,242,000           | \$1,242,000           |
| Textbook Support                                                                               | \$1,186,200           | \$1,186,200           | \$1,186,200           |
| Technology Support                                                                             | \$713,500             | \$713,500             | \$713,500             |
| <b>Subtotal TCA Supports</b>                                                                   | <b>\$3,725,108</b>    | <b>\$3,725,108</b>    | <b>\$3,725,108</b>    |
|                                                                                                | DRAFT SB893<br>Policy | DRAFT SB893<br>Policy | DRAFT SB893<br>Policy |
| Child Care (Need Based for 12 months)                                                          | \$428,400             | \$428,400             | \$428,400             |
| Study Abroad (45 students total per year)                                                      | \$504,000             | \$504,000             | \$504,000             |
| Course Materials for Specialized Programs                                                      | \$1,073,200           | \$1,073,200           | \$1,073,200           |
| BS Degree Upper Division Courses (Skyline College)                                             | \$182,000             | \$182,000             | \$182,000             |
| <b>Subtotal Additional TCA Supports</b>                                                        | <b>\$2,187,600</b>    | <b>\$2,187,600</b>    | <b>\$2,187,600</b>    |
| <b>Summer Session</b>                                                                          | <b>\$616,739</b>      | <b>\$616,739</b>      | <b>\$616,739</b>      |
| <b>Free Community College Grand Total</b>                                                      | <b>\$12,918,985</b>   | <b>\$10,774,591</b>   | <b>\$7,766,893</b>    |

**Table 5**

Depending on the options exercised by the Board of Trustees, the projected annual cost of Free Community College for the SMCCCD under the authorization of SB893 ranges from just over \$7M to just under \$13M. The District commits to annually reviewing the impact of the eventual policy adopted by the Board of Trustees and adjusting if needed based on actual costs and impact on students served.

## CONTACT

Any questions or comments related to this report can be sent to Dr. Aaron McVean, Vice Chancellor of Educational Services, [mcveana@smccd.edu](mailto:mcveana@smccd.edu).

## APPENDIX A

### THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

#### SECTION 1.

Section 76302 is added to the Education Code, to read:

#### 76302.

(a) The governing board of the San Mateo County Community College District may adopt a policy that uses local unrestricted general funds to provide fee waivers to students with the greatest financial need, as determined by the community college district, when other fee waivers are not provided to those students. The policy shall include a requirement to prepare a fiscal impact statement, including a three-year projection of fiscal impact of the fee waiver on the community college district. The fiscal impact statement shall be presented at a public meeting of the governing board of the community college district and made available to the public.

(b) In addition to funding received pursuant to subdivision (b) of Section 76396, the San Mateo County Community College District may use local unrestricted general funds to provide assistance to students for the total cost of attendance.

(c) The San Mateo County Community College District may use local unrestricted general funds for the purposes described in this section only for students who reside within the boundary of the community college district.

(d) On or before March 1, 2026, the governing board of the San Mateo Community College District shall submit a report to the Chancellor's Office of the California Community Colleges, the Department of Finance, and the appropriate committees of the Legislature on the implementation of this section. The report shall include all of the following:

(1) How the district has determined to use local unrestricted general funds to support implementation of the California College Promise.

(2) How the district has determined to use local unrestricted general funds to assist students with the total cost of attendance.

(3) How the district has determined to use California College Promise funds to assist students with the total cost of attendance.

(4) A copy of the policy adopted by the governing board of the San Mateo Community College District pursuant to subdivision (a).

(5) A copy of the fiscal impact statement prepared pursuant to subdivision (a).

- (6) The number and percentage of students receiving a fee waiver pursuant to this section, disaggregated by age, race and ethnicity, unit load, and income level.
- (7) The number and percentage of students receiving a California Promise Grant, disaggregated by age, race and ethnicity, unit load, and income level.
- (8) The number and percentage of students receiving other forms of institutional aid, including scholarships and grants, disaggregated by age, race and ethnicity, unit load, and income level.
- (9) The services and programs that were limited or eliminated due to the implementation of this section.
- (e) For purposes of this section, the total cost of attendance for a student attending a community college shall be defined to include the student's tuition and fees, books and supplies, living expenses, transportation expenses, and any other student expenses used to calculate a student's financial need for purposes of federal Title IV student aid programs.
- (f) This section shall become inoperative on July 1, 2028, and as of January 1, 2029, is repealed.

San Mateo County Community College District

|                                  |                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b><u>Subject:</u></b>           | Policy for Free Community College authorized under SB 893                                                          |
| <b><u>Revision Date:</u></b>     | XX/23                                                                                                              |
| <b><u>Policy References:</u></b> | CA Education Code Sections 76302, 68000, 68130.5, 76140, 76140.5, 66025.3, 72246(c) (d.1) (d.2), 72252 and 76060.5 |

Students who meet the following criteria will qualify for Free Community College support authorized by Senate Bill 893 (Becker; [SB 893](#)).

1. In order to qualify for support authorized by SB 893, students must meet all the following criteria:
  - a. Reside within the boundaries of the San Mateo County Community College District (SMCCCD), which are coterminous with the borders of San Mateo County; and
  - b. Not be international students or other non-resident students, except as identified as students eligible for AB540 status or students eligible for the Non-Resident Tuition Fee Waiver for Undocumented Students (BP 8.75).
2. Students who meet the criteria described in Section 1 above and who are eligible for the Non-Resident Tuition Fee Waiver for Undocumented Students (BP 8.75) will have the non-resident tuition waived by the District for all enrolled units.
3. Students who qualify for support authorized by SB 893 based on the criteria described above will qualify to receive the following Free Community College supports:
  - a. District payment of the \$46/unit enrollment fee;
  - b. District payment of non-resident tuition fee and capital outlay fee (as applicable);
4. Students who meet the criteria described in Section 1 above will also qualify for District payment of all other enrollment associated fees (e.g., including but not limited to the health fee, student body fee, student representation fee, student union fee, inclusive access fee(s), and materials fee(s)) if they also meet the following criteria:
  - a. Have an educational goal of certificate, degree, or transfer with a degree (CCCCO MIS SB14: A, C, or E); and
  - b. Qualify to receive any California College Promise Grant (CCPG: A, B, C, or D); or
  - c. Have documented financial need as defined by an expected family contribution (EFC) of up to 600% of CCPG Type C EFC eligibility.
  - d. Be enrolled in a minimum of six (6) units during the Fall or Spring semester (with no minimum unit requirement for the Summer term);

5. Students who meet the criteria described in Section 1 above and the additional criteria described in Section 4 may also qualify for additional supports authorized by SB 893 as follows:
  - a. Transportation support as defined in AP XX.XX
  - b. Technology support as defined in AP XX.XX
  - c. Textbook support as defined in AP XX.XX
  - d. Child and Dependent Care support as defined in AP XX.XX
  - e. Instructional Materials Support for Specialized Programs as defined in AP XX.XX
  - f. Study Abroad support as defined in AP XX.XX
  - g. Bachelor's Degree support as defined in AP XX.XX
6. If a student has a third-party payer or funding source that has agreed to pay for any part of the student's total cost of education, that payer will be billed prior to the use of District general fund dollars authorized by SB 893 as outlined in this Board Policy and subsequent Administrative Procedures.
7. This Board Policy and all associated Administrative Procedures are subject to the availability of funds in any given fiscal year, based on prepared fiscal impact statements as required by SB 893.

**ADMINISTRATIVE PROCEDURE XX.XX**  
**San Mateo County Community College District**

**Subject:** Administrative Procedure for SB 893 Authorized Free Community College Supports

**Revision Date:** XX/23

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1. Students who qualify for support authorized by SB 893 based on the criteria described in BP XX.XX will qualify to receive the following Free Community College supports, as specified below.
  - a. **Full-time students taking at least 12 semester units who are active participants in the Promise Scholars Program (PSP), TRiO Student Support Services, or Extended Opportunity Program and Services (EOPS) programs will be eligible to receive the following supports during the Fall and Spring semesters:**
    - i. **Textbook Support**
      1. A college bookstore credit of \$400/academic year, distributed as \$150/Fall semester, \$150/Spring semester, and \$100/summer session (as applicable); and
    - ii. **Technology Support**
      1. A one-time college bookstore credit for \$500 that can be used at the respective college bookstores toward the purchase of approved educational technology.
        - a. Technology supports can include hardware, software, and/or licensure or subscriptions.
  - b. **Part-time students taking at least 6, but less than 12, semester units will be eligible to receive the following supports during the Fall and Spring semesters:**
    - i. **Textbook Support**
      1. A college bookstore credit of \$300/academic year, distributed as \$100/Fall semester, \$100/Spring semester, and \$100/summer session (as applicable); and
    - ii. **Technology Support**
      1. A one-time college bookstore credit for \$500 that can be used at the respective college bookstores toward the purchase of approved technology.
        - a. Technology support can include hardware, software, and licensure or subscriptions.
  - c. **Transportation Support**
    - i. Students enrolled in a minimum of 6 units of in-person course work (including hybrid) during the Fall and/or Spring semester will receive \$50/month.
  - d. **Instructional Materials Support for Specialized Programs**

- i. The District will provide support for course materials or special fees for students that have been accepted into and are enrolled in approved career education (CE) specialized programs.

**e. Study Abroad Support**

- i. The District provide support for study abroad opportunities for up to 45 students (15 per college) per academic year.

**f. Child and Dependent Care Support**

- i. Students who have children who are enrolled in subsidized childcare services (CCTR, CSPP, Alternative Payment, etc.) will be eligible for financial support if assessed a Family Monthly Fee, up to the maximum amount as determined by the State of California (for the 2022-2023 academic year the maximum monthly amount is \$595).
- ii. The District will allocate enough funds each fiscal year depending on the maximum Family Monthly Fee to support a minimum of 20 students per college (60 students in total).

**g. Bachelor's Degree Support**

- i. The District will pay the \$130/unit upper division course enrollment fee for students that have been accepted into and are enrolled in the Respiratory Care bachelor's degree program at Skyline College.

## **2023-2024 Finance Committee Meeting Schedule**

*2nd Thursday of every month, 2PM-4PM*

|      |          |
|------|----------|
| Sept | 9/14/23  |
| Oct  | 10/19/23 |
| Nov  | 11/9/23  |
| Dec  | 12/14/23 |
| Jan* | 1/19/24  |
| Feb  | 2/8/24   |
| Mar  | 3/14/24  |
| Apr  | 4/11/24  |
| May  | 5/9/24   |

*\* Meeting moved to the 3rd Thursday due to Flex Day*

*2023 Fall Flex Days: 8/14/23, 8/15/23 & 10/11/23*

*2024 Spring Flex Days : 1/11/24, 1/12/24 & 4/18/24*