



GOVERNING BOARD MEETING AGENDA

South Bay Regional Public Safety Training Consortium

Thursday, September 21, 2017
10:00 a.m. – South Bay Regional Public Safety Training
Room #103

I. Call to Order

Dr. Walter Tribley called the meeting to order at 10:15 a.m.

Present:	Dr. Walter Tribley	Monterey Peninsula College
	Dr. Kathleen Rose	Gavilan College
	Mr. Fred Harris	Gavilan College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Ms. Gerlinde Brady	Cabrillo College
	Mr. Rick Bennett	Mission College
	Mr. Benjamin Figueroa	Hartnell College
	Dr. Gari Browning	Ohlone College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Michael Lombardo	SBRPSTC
	Ms. Melissa Beckwell	SBRPSTC

Absent:	Dr. Nanette Solvason	Foothill College
	Ms. Michelle Schneider	College of San Mateo
	Mr. Gregg Giusiana	SBRPSTC

II. Approval of Minutes from May 18, 2017

Motion: Ms. Gerlinde Brady 2nd: Mr. Benjamin Figueroa

Motion approved unanimously. Dr. Gari Browning abstained.

III. Public Comment

IV. Closed Session

In closed session, the Governing Board voted unanimously to approve the contract of Ms. Linda Vaughn as President/CEO of South Bay.

V. Business

a. **FY 2016-17 Auditor's Report**

Mr. Lombardo shared that the Independent auditor's finding and opinion was that the organizations financial position of government activities, the business activities, each major fund and the aggregate remaining year end fund balance and financial position of the organization were presented fairly and accurate in accordance with accepted US accounting principles.

Mr. Figueroa inquired as to how many years the current auditor had been working with South Bay. Mr. Lombardo replied that it was the fourth year, making next year her final year.

Motion: Dr. Kathleen Rose 2nd : Mr. Ben Figueroa

The motion passed.

b. **Organizational Re-Structure**

Ms. Vaughn explained to the Board that the Executive Team had taken some time to look at the organizational structure of South Bay in an effort to assess its functionality. Through their review of current positions and meetings with several departments, it became apparent that more leadership positions were needed to bridge the gap between the executives and the coordinators. Ms. Vaughn proposed the added position of a Business and Student Services Director and added that two assistants should also be added to the Business and Enrollment department.

Ms. Vaughn clarified that the removal of the Vice President of Academic Affairs position would allow the creation of these three new positions with a net impact on the budget of \$45,000. The Director position would help with the response time to the member colleges, allowing someone to focus on the registration process and work with the directors at the member colleges to address any issues and find solutions. The position would be a direct report to the President but would also work under the Vice President of Administrative Services which oversees all internal personnel.

Dr. Rose inquired as to whether a job description for these positions had been written, whether it would be a competitive application process, and if a strategic plan had been created. Ms. Vaughn replied that there was no strategic plan at the moment as she desired input from the Board but that the job descriptions had been written. She also clarified that the position would require a competitive application process. Mr. Figueroa asked

whether South Bay could foresee any challenges in recruiting to which Mr. Lombardo replied that a number of qualified people reside internally.

Motion: Dr. Gari Browning 2nd : Ms. Gerlinde Brady

c. FY 2017-18 Final Budget

Ms. Vaughn expanded on the earlier discussion of the audit report during which a duplicate entry was found. South Bay's forensic accountant had inadvertently made a duplicate entry, which lead to double booking certain expenses, that coupled with an "under calculation of the adjusted FTES value resulted in a nearly \$1 million positive swing to the final budget figures. She also added that South Bay had a \$1.2 million dollar gain last year that would transition into the current budget, allowing for the re-structure and the ability to match employee retirements again. Including the cost of the restructure, we anticipate a gain of \$550,000 in the 2017-18 Fiscal Year.

Dr. Tribley spoke to the assumption that the 3% COLA was being transferred to the employees when in reality, most colleges have been putting that money toward the retirements. It was also clarified that the COLA is at 1.5%, not 3%.

Mr. De Franco voiced concern over approving a budget in which items have been included that have not yet been approved by the Board. Dr. Rose also shared her skepticism regarding passing the budget as is. She asked for more information regarding the double booking error and whether there was a problem with accounting throughout the year. Ms. Vaughn agreed, adding that this was a good opportunity to fix and fill any holes or add new processes to move forward with the presentation of the budget. The Board moved to table the budget. Mr. Bennett stated his opposition but the motion otherwise passed.

Motion to Table: Mr. Ben Figueroa 2nd : Dr. Kathleen Rose

d. FTES Update

Ms. Vaughn expressed that the FTES numbers were right on track as 80% of the commitments had already been met. The goal to reach 90% before the Christmas break appears attainable.

VI. Adjournment

**Next JPA Board meeting will be on November 16, 2017 @ 10:00 a.m.*