



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, January 21, 2021
10:00 a.m. – South Bay Regional Public Safety Training

Zoom Meeting

I. Call to Order

Dr. Kathleen Rose called the meeting to order at 10:03 a.m.

Present:	Dr. Kathleen Rose	Gavilan College
	Mr. Michael Renzi	Gavilan College
	Dr. Jon Knolle	Monterey Peninsula College
	Ms. Michelle Schneider	College of San Mateo
	Dr. Chris Dela Rosa	Ohlone College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Raul Rodriguez	Hartnell College
	Dr. Ginger Charles	Cabrillo College
	Ms. Gerlinde Brady	Cabrillo College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC

Absent:	Mr. David Martin	Monterey Peninsula College
	Mr. Michael Claire	College of San Mateo
	Ms. Kim Lopez	College of San Mateo
	Dr. Ghada Al-Masri	Ohlone College
	Dr. Cathryn Wilkinson	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College

a. Approval of Agenda (A)

Motion: Dr. Chris Dela Rosa 2nd: Dr. Ginger Charles

Agenda approved unanimously

II. Approval of Minutes (A)

a. November 19, 2020

Motion: Dr. Raul Rodriguez 2nd: Dr. Ginger Charles

Dr. Jon Knolle abstained, because he was not present at the meeting.

Minutes were approved

b. December 17, 2020

Motion: Dr. Chris Dela Rosa 2nd: Ms. Michelle Schneider

Dr. Jon Knolle abstained, because he was not present at the meeting.

Minutes were approved

III. Public Comment

No public members present.

IV. Closed Session: Programmatic Guidance

V. Business

a. Report from Closed Session (D)

Dr. Rose shared that during the closed session, there were three different categories that were discussed: 1) Budget, 2) Program Development, 3) Instructional Student Services.

- 1) Budget – The Board recommends that the Consortium do a college by college review of the funding scenarios. The Board would like a better understanding of the efficiencies and savings in the budget. When are the budget assumptions set for the year? What are the budget assumptions? (i.e., balance, fiscal goals) The Board would like to assist with setting these goals.

Dr. Rose, Dr. Dela Rosa and Dr. Charles will be meeting separately in a sub-committee to discuss ideas around the budget as well as reviewing other Public Safety Training College systems.

- 2) Program Development – The Board would like a review the Advisory Committees and requested the Consortium conduct a needs assessment to get input and feedback from the agencies they serve to determine their training needs. The Board requests an overview based on the “Call to Action” from the Chancellors office, in ways that the agencies have been incorporating training for Social Justice, Discrimination and Anti-Racism.

There have been discussions regarding adding a Paramedic Program. The Board would like to have more discussions about this, specifically on curriculum and equipment costs.

- 3) Instructional Student Services – The Board would like to spend some time to review other community colleges and how they are developing their curriculum around public safety training compared to us. Review of their Budget, Action Plans and Best Practices might be beneficial to help us better understand how public safety training is being offered throughout the state. Would our Board benefit from having someone from the Chancellor’s Office attend?

The Board may want to review the current Instructional Services Agreement in more depth before the end to of the fiscal year to determine if there are areas that may need to be clarified and updated based fulfilling the needs of the Board and the Consortium.

Ms. Vaughn addressed the concerns and advised that together, with the Executive Staff, the Consortium will support the requests of the Board.

b. Financial Report (D)

Mr. Ernie Smedlund advised the Board that the Financial Report provided was as of 12/31/2020 and provided an explanation on some of the expenses. The Contract Revenue is slightly below where we should be, 38%, but as of this meeting it is at 50%. Some agency reimbursement income was miscoded by the fiscal staff which resulted in rental income reflecting 385% of the budget. Those charges will be coded properly in the future. Testing income is now at 47%, which is expected. Refunds are high due to the cancellation of courses due to COVID. The Agency Revenue Sharing Expenses is reporting at 2.8% which is low, however, there is usually an increase as we get closer to the end of the fiscal year.

Mr. Ed Flores reviewed the FTE’s report provided. The report shows a projection of 81.92% with a shortfall of about \$439k. Since conferences have been cancelled, this has had a major effect on the FTEs we generate. These usually generate about 250 FTEs. In-Service training has also been reduced across the region, as well. Overall there has been a reduction in class sizes due to COVID. Mr. Flores will be sending the individual college reports out to the Board quarterly.

There was a question if the projected numbers reflected on the report where optimistic? Mr. Flores advised that the numbers are actually more accurate than they are exaggerated, especially with the current restrictions.

Ms. Vaughn added that a report will be provided to the Board to show the performance of the Consortium under the SCFF model. We are projecting a minimum of 262 certificates of completion for the year. The report will be provided during the individual college meetings.

c. Curriculum & Delivery: Addressing the Chancellor’s Call to Action and COVID Implications (D)

Ms. Vaughn shared with the Board that the Consortium has been addressing the Call to Action since it was initiated. A handout was provided to the Board to show the Learning Domains that are required as well what is being presented additionally. These topics include: Principled Policing, Racism, Anti-Racism, Cultural Diversity and People with Disabilities. This adds up to an additional 56 hours of training. A breakdown of this curriculum was also provided to the Board for review.

South Bay is one of three presenters in the State that is offering, and delivering, the Principled Policing Course that was developed by DOJ, POST and Stanford University. This includes a block of training that involves bringing in members of the community to have conversations with the officers. However, due to COVID, we are limited to provide this face-to-face presentation. Mr. Flores added that this training is provided at every layer of the organization, from recruit level to upper management. South Bay is working with the colleges to get our instructional staff trained on Canvas for the development and delivery of online/hybrid courses.

Through the RJV, we are bringing in Jodi Pfarr to offer a course in The Urgency of Awareness. South Bay staff is encouraged to attend as well as the Instructional Staff. Mrs. Vaughn added that if the course, “The Urgency of Awareness” is found to be valuable, this may be used as a professional development tool and required for staff and faculty to attend.

A list of Courses that have been approved for Online and/or Hybrid Delivery, was given to the Board. Ms. Vaughn hopes that we will be able to add more to the list. However, POST and State Fire certified courses require approval for this kind of delivery from those agencies, as well. Ms. Vaughn explained that they want to ensure that the learning objectives will be met and that the learning activities will be understood by the students. State Fire also has a rule that the course must have been presented at least once face-to face before it can be offered online.

Dr. Charles asked how are the instructors being evaluated and ensuring that they are delivering topics thoroughly? Mr. Giusiana explained that the students are given instructor evaluations electronically after every topic. In addition, Coordinators sit in on instruction to ensure that the delivery is up to par. There is also additional training offered/required to our instructors to ensure properly delivery of content and the quality of instruction provided.

d. Strategic Plan Update (D)

Ms. Vaughn shared that the entire Plan was not included in the Board Packet for this meeting. However, although there are regular updates, this is something that may require a full review. A spreadsheet was provided with the recent updates and goals accomplished.

Dr. Rose asked that the Consortium take some time to review the Plan as well and take the following points into consideration: Do the goals still fit? What's the Master Plan? Should any modifications be made? Should there be any additions?

e. BACCC Public Safety RJV Report (D)

Ms. Vaughn reported that in addition to The Urgency of Awareness event with Jodi Pfarr, there was a statewide Dean's meeting in regards to helping support the Call to Action. Another item being discussed is Bridges Out of Poverty, this is being presented by a working and a retired officer. This is a tactical communications training for first responders to bridge the gap between them and the communities they serve.

Ms. Vaughn will be meeting with the BACCC to discuss the future of the RJV and how they will proceed. A report will be provided to the Board at the next meeting.

Dr. Rose asked what is the funding allocation to the RJV from the BACCC? Ms. Vaughn shared that the RJV received \$100k to support the trainings shared at this meeting, as well as for building instructor capacity in Fire Programs. Additional funding came from individual colleges that had allocated SWP money to support the venture. Currently Los Medanos College is the fiscal agent for the RJV.

f. Instructional Services Agreement Requirements (D)

Dr. Rose complimented the Consortium staff for their thoroughness in providing information and suggested the item might require a more in-depth review. She suggested to bring the item back to the Board at a later time.

VI. Announcements

Mr. Smedlund reminded the Board that their Form 700 are due for 2020.

VII. Adjournment

Meeting was adjourned at 11:35 a.m.

Next regular JPA Board meeting is scheduled for March 18, 2021