



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, November 29, 2018
10:00 a.m. – South Bay Regional Public Safety Training
Room #D103

I. Call to Order

Dr. Gari Browning called the meeting to order at 10:06 a.m.

Present:	Dr. Gari Browning	Ohlone College
	Dr. Kathleen Rose	Gavilan College
	Mr. Fred Harris	Gavilan College
	Ms. Gerlinde Brady	Cabrillo College
	Mr. Benjamin Figueroa	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College
	Mr. David Martin	Monterey Peninsula College
	Mr. Ernie Smedlund	SBRPSTC
	Ms. Linda Vaughn	SBRPSTC
	Mr. Michael Lombardo	SBRPSTC
	Mr. Michael Manning	SBRPSTC

Absent:	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Michael Claire	College of San Mateo
	Dr. Willard Lewallen	Hartnell College
	Mr. Daniel Peck	Mission College
	Dr. Min-Hoa Ta	Ohlone College
	Dr. Kathleen Welch	Cabrillo College
	Dr. Walt Tribley	Monterey Peninsula College
	Ms. Michelle Schneider	College of San Mateo

a. Approval of Agenda (A)

Dr. Browning asked if there were any changes to the agenda. Ms. Linda Vaughn advised that the item IV (Closed Session: Personnel Review) would be removed from the agenda and discussed at the next meeting.

Motion: Mr. David Martin

2nd: Mr. Ben Figueroa

Motion approved unanimously.

II. Approval of Minutes (A)

- a. September 20, 2018 Meeting
There was a correction in the minutes to change Mr. Eric Ramos name to read correctly, Dr. Eric Ramones on pages 10 and 11.

Motion: Dr. Kathleen Rose 2nd: Mr. David Martin

Motion approved unanimously.

III. Public Comment

No public members present.

IV. Closed Session: Personnel Review (A)

Removed.

V. Business

a. Report on Closed Session (A)

None

b. Revised Allocation Letters – Status of Payments (D)

Per the Board’s direction at the September board meeting, we changed the wording on the colleges’ allocation letters to remove any reference to P1 and P2 rates and only list a flat rate equal to the 60% FTES rate from last fiscal year instead. New letters have been sent out and only 3 have been returned: MPC, Hartnell and Ohlone Colleges.

Another item of concern was the status of payments. Hartnell College is the only college that does not have any outstanding invoices. It is estimated that \$2.2 million in outstanding invoices, half of which can be attributed to the missing payments from the Colleges. Financially, South Bay is fine at this time, but if this continues, we may have to dip into our reserve funds.

Dr. Browning asked if this was typical to have this many outstanding invoices. Ms. Vaughn stated this is not usual and we assume it’s due to the trepidation surrounding the new funding model from the Chancellor’s office.

Mr. Figueroa mentioned that letters were sent out in the spring and new letters were sent out recently. He asked if we received communication from colleges that haven’t signed and whether they were thinking of not signing the revised letters. Mr. Smedlund stated that he had not received

any feedback from those colleges. Mr. Figueroa asked if any follow up phone calls had been made. Mr. Smedlund responded that South Bay had not reached out to any of the colleges in question prior to this meeting.

Mr. Figueroa wanted to know how long the reserve funds would last absent prompt payment of the FTES invoices. Ms. Vaughn stated that without our receivables (about \$3 million) we are left with about \$4.8 million, which includes our revenue share. Mr. Gregg Giusiana added that we're not in danger yet. Mr. Figueroa expressed his concerns in the event that a member college decided to pull out of the consortium, would we have sufficient cash flow for at least this year. Ms. Vaughn reminded the Board that based on the approved budget, colleges have already agreed to \$.60 to the dollar.

Mr. Smedlund asked for feedback from the Board Members on the payments, and asked if there were any issues or questions regarding the amounts due. Mr. Brad Deeds asked if it was typical for Lake Tahoe Community College to have this many outstanding Invoices. Ms. Vaughn said we may have to see if there are any payment trends; however, she's not concerned based on previous Board conversations. She understands there may be confusion based on the new funding model. Mr. Deeds advised that he would take the invoices back to his fiscal office and discuss.

Dr. Browning inquired about when the letters were sent out and was advised the revised allocation letters were sent in September, shortly after the last Board meeting. Mr. Figueroa wanted to confirm that we had received signed original letters from every college prior to the revised letters going out. Ms. Vaughn confirmed that we had.

Mr. Smedlund provided packets that included letters and payment status records to member college representatives present.

c. FTES Update (D)

Mr. Smedlund shared that we are currently at 86.27%. We aim to reach 90% or more before our Christmas break. The biggest impact that has occurred is the cancellation of Fire courses due to the deployment of fire personnel to ongoing fires throughout the state and/or instructor availability. Last year we almost hit 100% prior to our holiday break. We will still aim to reach that goal. Mr. Figueroa asked if we expect to reschedule those courses that were cancelled. Ms. Vaughn confirmed that we hope to reschedule those courses since there is still a need.

Mr. Smedlund reminded the Board that the FTES numbers are estimates based on what has been scheduled to date. The actual final numbers will depend on the classes being completed and the actual number of students in attendance. Ms. Vaughn added the anticipated numbers are based on future scheduled classes and estimated enrollment. Dr. Rose asked if we'll continue to alert the colleges of any overages or shortages well in advance of the new fiscal year. Ms. Vaughn advised that the numbers were currently being updated and Gavilan College would receive a more realistic number soon.

Dr. Rose also asked about curriculum. Ms. Vaughn stated that we are currently having those discussions with various colleges but the answer is yes. Final decisions have not been made because we want to make sure that courses and the curriculum will be in line with the new funding model moving forward. We've been having many discussions with our member colleges as well as the Chancellor's Office regarding certificate programs, non-credit courses and certificates of completion vs. achievement. Some meetings have taken place to help decide which courses would be best to move to this type of certificate. The overarching question is: are we generating more money through FTES or doing what's best for the students? There are some concerns for changing some courses to a non-credit status, specifically in the Fire program, when there are some conversations that include some of these course credits to achieve a Bachelor's degree. Mr. Figueroa added he anticipates a lower percentage in non-credit. Ms. Vaughn agreed and expects that there will be a movement of courses to certificates of achievement, certificates of completion and non-credit. Once this starts happening across the state, it may cause the Chancellor's Office to reevaluate the value of the enhanced non-credit courses.

Mr. Deeds asked if there have been any discussions on "mirroring" classes. This would allow credit and non-credit students to be in the same class and allow them to choose whether or not they want to receive the college credit. Dr. Rose confirmed this is now allowed. Ms. Vaughn agreed to look at that option and allow the same for our courses. Dr. Rose added that it will need to be structured carefully but she has noticed an increase in enrollment. It is currently being implemented in the ESL classes being offered through Gavilan College.

Mr. Deeds added that, in advanced of the funding formula, some colleges in Northern California have offered non-credit Fire academies to access Adult Education grant programs. It is something that Lake Tahoe Community College is looking into as well.

Dr. Rose added that we need to discuss what other funding and revenue streams might exist beyond the revenue that we are currently familiar with in the non-credit, enhanced non-credit, fee-based credit, and fee-based services that could help the Consortium fiscally. Ms. Vaughn explained that she has put together a workgroup, including Board Members, to discuss the potential changes in credit and non-credit courses. It's going to take a number of funding sources to keep the Consortium whole.

d. Strategic Plan Progress Report (D)

Ms. Vaughn stated that prior to the approval of the Strategic Plan at the last Board Meeting, Mr. Smedlund had already started making overtures to the A&R groups within the colleges. We have also initiated the funding committee and have already met twice. In addition, we have had conversations with our industry partners regarding facilities. Based upon the strategic plan, we want to make sure that we are running efficiently with A&R and looking at funding so that we can make sure we have something in place going into the new fiscal year, as well as make sure we have the facilities needed to continue to offer the training needed.

Mr. Smedlund added that he and South Bay's registration team have visited 6 of the 8 colleges so far. It has been a great experience to meet everyone and to understand some of the issues that they are facing as well. We still need to schedule a meeting with Gavilan and Lake Tahoe Community College. The next step is to assemble the work group representatives that have been assigned from each college and move forward to work through some of the A&R issues that we identified in our meetings.

Dr. Rose asked if there were any recurring themes that have emerged from our meetings with the colleges. Mr. Smedlund said there have been a few, one of which was the use of alternate calendars to accommodate South Bay classes, since we don't observe some of the holidays and vacations that the colleges observe. Other recurring issues included out-of-state students, repeatability issues, and term beginning and ending dates.

Ms. Vaughn mentioned that we need to look at what kind of courses we are offering and where they might fit in the new funding model. Based on the new base rate for FTES, we have identified a potential reduction of \$1.2 million from our funding last year. Any changes in curriculum from credit to non-credit should be initiated as soon as possible. Ms. Vaughn also expressed her concern with some areas in the Fire Program. We've

made some overtures to Silicon Valley ROP's and the local high schools as this is an area that she believes might steer additional students into public safety training programs. There may be some funds becoming available through the K-12 Strong Workforce program and public safety is an area with opportunities for students who are interested, especially in the Fire Services side, since they can get hired at the age of 18. The criterion for Law Enforcement is stricter, though we have articulated some courses to bridge that gap.

Mr. Figueroa suggested we take a multi-approach to our initiatives and thinking, not just non-credit but also certificates because although we are receiving 70% in funding, that will drop to 65% within 3 years. He doesn't foresee the colleges just giving us 60% and we will have to take that into account. Ms. Vaughn added that the spreadsheet she is working on is based on the colleges giving us 60% of the 70% that the colleges receive.

Mr. Fred Harris brought up an earlier comment about public safety students being exempt from having to pay out of state fees. Ms. Vaughn clarified that if they are currently employed by a governmental agency the out-of-state fees are waived. Mr. Harris asked if it was in the Education Code. Mr. Smedlund replied yes (reference Section 76140.5) and that it was clarified by an opinion from the Chancellor's Office in 1999. We have not received anything since that time that would override this opinion. Mr. Smedlund distributed to each Board Member present a copy of that opinion and noted that the student must be employed with a California public safety agency in order for the fees to be waived.

e. POST Basic Course Certification Review (D)

Mr. Giusiana explained that every 3 years, POST conducts on-site audits and inspections of our three Basic Academy sites during our recertification process. POST inspectors reviewed class files and curriculum to make sure that we are following all POST rules and regulations. Their visit was conducted earlier this month, during which all aspects of the Basic Academies (i.e., range, EVOC, physical training, etc.) were reviewed. South Bay passed with only two minor deficiencies. We received positive comments for some of our innovative practices and the strong relationships that we maintain with our partner agencies. There were also a few exemplary things they pointed out in our scenario testing and documentation. The POST inspectors were very happy with us and South Bay passed with flying colors.

Dr. Browning asked if we had been officially notified of passing the review. Mr. Giusiana advised that we do have a report and it can be forwarded to the Board. Dr. Browning asked if we were advised in advance of their arrival or if it was a surprise visit. Mr. Giusiana explained that we are notified well in advance of our recertification inspections.

f. Vacant Positions Update (D)

Mr. Smedlund explained that as a result of the September Board Meeting, it was suggested that we change the title of the position, replacing Michael Lombardo, to Director of Program Services. Of the 5 initial applicants we had in October, three of them withdrew, leaving us with only 2 viable candidates. At Ms. Vaughn's direction, we re-opened the position so that we might obtain more applicants. The job was listed on Indeed, Monster, CalJobs and South Bay's website. In return, we received about 25 applications. Mr. Smedlund screened each one and narrowed the pool down to 10 viable applicants that will hopefully be interviewed in December or early January. He has also reached out to the member colleges to enlist representatives to sit on the interview panel.

Mr. Smedlund also advised that we have a few other job openings that we delay filling until we can get a better picture of what our finances may be going forward.

g. Collaborative Facility Conversations (D)

Ms. Vaughn explained that one of the main goals from the new Strategic Plan is to begin looking at opportunities for new facilities. The facilities that we currently use are booked out through 2019 and are highly impacted.

We have had conversations with San Jose Fire and Santa Clara County Fire as San Jose Fire will be losing their current training facilities due to Google purchasing that property. Santa Clara County has money to purchase property, however, when they get close to purchasing, they are outbid. We are not the only ones facing this issue.

Ms. Vaughn announced that the City of Hayward and Chabot-Las Positas Community College District have reached agreement on a partnership to jointly develop a new regional training center at the Hayward Executive Airport. This has been in discussion for many years.

Kathy Welch reached out to Linda to ask if she thought this new training center would have a negative impact on South Bay. Ms. Vaughn does not believe it will as Chabot will be serving a different area. We will still have

a need here locally. However, this does provide us with inspiration for new opportunities. Ms. Vaughn and Mr. Giusiana have a conference call set up with Stacy Thompson, VPI with Chabot, to get more information on how they negotiated their arrangement and what steps they took to get this to come to fruition. Since the airport had been used for prior training for many years, they have a good relationship already established with them. In addition, the property already has the infrastructure in place for them to build upon.

Mr. Harris asked if there would be any opportunity for us to use their facilities once completed. Ms. Vaughn stated we could ask and have that conversation with them; however, it might be too far for our current students to travel. Often times, our students come from South County and beyond. There is also the expectation that there would be rental fees and based upon the needs of that area, it's assumed that the local industry partners and the fire academies will fill that capacity. Ms. Vaughn emphasized the fact that for public safety in general, there is a huge need for training facilities for the counties in this area: Santa Clara, Santa Cruz and San Benito.

Ms. Vaughn mentioned that Chief Jim Frawley, with Santa Cruz County Fire, is very excited about potential opportunities. We are waiting for after the first of the year to have additional conversations.

Ms. Vaughn shared that she and Mr. Giusiana have also had conversations with Hollister Fire Department, who has applied and received some grant funds to develop a training facility in their area. Hopefully, we can expand on it and partner with them in some way. Mr. Harris added that the issue is land and not money. Ms. Vaughn agreed and added that we need to see if we have access to the resources because part of our job is to work collaboratively with our industry partners. This will be how we will find solutions to our needs.

Ms. Vaughn did acknowledge that the new facilities with Chabot will be state-of-the-art and it may take a few years before they will be up and running and it will take a while for us as well. We may be surprised at how quickly they will fill to capacity for training use just like we are facing with the firearm ranges that are available to us.

Mr. Figueroa wanted to follow up on Mr. Harris's point regarding the land; if we had the resources and the land, do we have the demand for it? Mr. Giusiana replied that we would, in fact, have high demand and if we had an EVOC center it would probably be running full time, as would a firearms range. Mr. Figueroa added that after the wildland fires we've

had in the state, there may be new spending initiatives of which we may want to be ready to take advantage. The Consortium may need to provide the land, purpose and identify who will be using the facilities. Mr. Figueroa asked if there have any potential land/properties identified for this purpose. Ms. Vaughn responded that the land that surrounds the Coyote Valley Campus may be off limits due to environmentalist concerns. We have reached out to different developers in this area, including Brandenburg Properties that owns about 500 acres nearby, and they have indicated that any attempts to develop the vacant land that they own would be opposed by environmental groups. We are also in preliminary discussions with Hollister Fire, who has identified 2 – 3 potential properties that are already city-owned.

Mr. Harris brought up that there may have been past conversations that he remembers were students were having issues with going to Hollister for training. Ms. Vaughn added that our Fire Academy used to train in Hollister and had classes in the Briggs Building. We are at the point where there are no facilities for us to use. We are partnering with Milpitas for our Fire Academy because San Jose Fire facilities are impacted.

Ms. Gerlinde asked if we have looked into the Marina and Seaside area. Maybe even Watsonville? Mr. Martin shared that the board is predicting that some of the old Fort Ord property will be transferred to various entities by March of next year, but this process have been ongoing for the last 7 years. Ultimately, they are trying to decide on how to handle the dissolution of the JPA and this can trigger some California Environmental Quality Act (CEQA) and other environmental concerns which may delay the start of any construction. Mr. Harris asked if the land would hold the potential for a fire tower and EVOC course as an alternative to the Marina airport. Mr. Martin believed that it may, as MPC will be getting two different plots of land. However, one of the properties will be hard to develop due to the habitat that currently exists there. And there are some interested parties with legal representation that will make it hard for something to be built on that plot of land. MPC will have another plot of land that is currently being used by local authorities, and different agencies, because there is a mock city built there (MOUT - Military Operations on Urban Terrain site) which is currently being used for training purposes. There are significant issues with the construction there because there is no running water or any type of infrastructure. This means taking a plot of land in the middle of nowhere and making it usable. Mr. Harris asked if the district's master plan for these sites could include these types of facilities or is something else being planned for the site. Mr. Martin advised that the question would have to be deferred because they are in the beginning stages of coming up with their master

plan. This will be brought to the Board of Trustees hopefully by the end of the spring semester. He hopes this will include a plan that will outline what they would like done with those sites. Mr. Harris added that acquiring any piece of land is going to require mitigation and environmental impact reports. As the "MOUT" sounds like the most viable option and will require some long term planning, South Bay should be in contact with the MPC regarding this.

Mr. Giusiana shared that when he first started with South Bay, one of the first things he did was reach out to see about building an EVOC center in Marina before there were houses developed in that area. The "MOUT" is another piece of land that South Bay has been trying to gain access to. Ms. Vaughn added that we already have plans for that land ready to be presented, should the opportunity arise. Mr. Figueroa asked about any outreach conducted with CSUMB, as they seem to have a lot of land available. Mr. Martin added that they do have a few plots of land, but nothing sizeable enough for the purposes needed. Ms. Vaughn added that we are looking at all options. Together with Mr. Giusiana, in this past year, they have had several meetings trying to identify land and partnerships that may present opportunities for additional training sites.

Dr. Rose asked if we continue to have long term contracts with the firearms ranges that we currently use. Mr. Giusiana replied that we don't have anything long term, but our partner agencies have been very accommodating. We develop our firearms training schedules based on what's available. Most recently we did have a range close down, which required our students to have to drive to Soledad for firearms testing. It was not convenient, but it worked and everyone passed the testing. Ms. Vaughn added that we don't want to leave our industry partners out of the loop because they have been very supportive of us.

Mr. Harris brought up the Hayward training center, suggesting that if we can make a long term commitment for use of that site, maybe they can expand their plan to enhance their capacity. Ms. Vaughn added that the minute the plan was approved, she reached out to Stacy to get a meeting together. She also reached out to the Chief of Police of Hayward; however, they seem to not be included in this plan. It's a Fire, City and District joint project.

VI. Announcements

Dr. Rose announced that Gavilan College is looking for a Director of Allied Health. This will be an Administrative position. If you know of anyone who is a retired nurse or someone in the allied health or retired from the medical field, please let them know. She also announced that their \$248 million dollar bond was passed. One of the projects in that bond is to increase their facilities and offerings at the Coyote Valley Campus.

VII. Adjournment

**Next JPA Board meeting will be on January 17, 2019 at 10:00am*