



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, March 18, 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 10:02 a.m.

Present:	Dr. Kathleen Rose	Gavilan College
	Mr. David Martin	Monterey Peninsula College
	Dr. Jon Knolle	Monterey Peninsula College
	Ms. Michelle Schneider	College of San Mateo
	Ms. Kim Lopez	College of San Mateo
	Mr. Steven Crow	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College
	Dr. Chris Dela Rosa	Ohlone College
	Dr. Ghada Al-Masri	Ohlone College
	Dr. Ginger Charles	Cabrillo College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC
Absent:	Mr. Michael Renzi	Gavilan College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Raul Rodriguez	Hartnell College
	Ms. Gerlinde Brady	Cabrillo College
	Mr. Michael Claire	College of San Mateo
	Dr. Cathryn Wilkinson	Hartnell College

a. Approval of Agenda (A)

Motion: Mr. Brad Deeds

2nd: Dr. Ginger Charles

Agenda approved unanimously

II. Approval of Minutes (A)

a. January 21, 2021

Motion: Ms. Michelle Schneider 2nd: Dr. Jon Knolle

Mr. Steven Crow abstained, since he was not present at the meeting.

Minutes were approved

III. Public Comment

No public members present.

IV. Business

a. Individual College Meetings (D)

Ms. Linda Vaughn shared that at the request of the Board, information was compiled to provide clarity and summarize the Budget process, and how it impacts each individual college. As of the Board meeting, the Consortium had met with 6 of the 7 colleges to review the information with positive response.

Mr. Ernie Smedlund shared that during the meetings, there was a request for details about the Consortium's fixed expenses; insurance, payroll, phone and utilities, which total approximately \$663k a month. Variable expenses equate to approximately \$410k a month. Summaries of the financial impact were sent to all colleges prior to scheduling their individual meetings and were not included as attachments for this meeting. Dr. Rose requested a report that summarized the meetings so that the Board can review the topics discussed and to see if there were any items that require further discussion. The Board supported this request.

b. Classroom Cost Recovery Strategies (D)

Ms. Vaughn shared that the Consortium's Executive staff has been researching options and strategies to offset the costs that have been imposed due to the facility expense in excess of \$300k annually. Traditionally, the Consortium has not paid for classroom space on college campuses.

The Consortium has consulted with legal counsel to ensure that the legal ideas that have been presented to the Board have legal foundation. Since we are a program of the colleges, we are bound to the same rules as the college in regards to fees, so we cannot charge students for the classroom space. In order to mitigate some of those costs, we need to be generating \$2 million in additional income to generate \$300k of indirect costs.

Dr. Rose asked if the Consortium has looked into the second and third round of HEER funding for the losses sustained during the Pandemic? This would include hours spent to mitigate the pandemic, revenue that was lost due to not being able to use facilities and any modifications needed to make onsite. Has there been

discussions with the Chancellor's office to see how this impacts the JPA programs? Are there any Grants to support Public Safety training (federal or state) that would be useful to apply for, and has there been any history of doing so?

Ms. Vaughn advised that there is awareness of some of those funding's, however, some of that money doesn't come directly to our program because it has to go directly to the colleges first. The Board would have to decide how we would receive a portion of those funds. We will work on identifying our losses to report to the Board. For the Grant's, we have received Grant's from POST in the past that have evolved into Contracts. We are not considered a college or public safety entity therefore, it is difficult for us to qualify for public safety Grants. We are currently working with a couple industry partners to in an effort to secure grant funding for some of the equipment we will need for our Fire Program.

Mr. Steven Crow asked if there is an executive summary on the space that is available to the Consortium right now and how it's being managed? How is space leased from the different colleges and/or how it interplays in the business model? Dr. Rose agrees that this would be beneficial for the Board to review as well as holding a Board Member Orientation for the newer Board members to attend.

Mr. David Martin advised that the HEER funding is federal and if the Board decided to utilize some of that funding to support the Consortium, each individual college would have to report the Consortium as a sub-recipient on their schedule of federal expenditure awards. Dr. Rose stipulated that the Board would have to agree, from a college perspective, on the amount and to report the expense accordingly.

c. Financial Report (D)

Mr. Ed Flores shared that the FTEs report reflects the Consortium is scheduled to complete approximately 87% of the overall FTES and we anticipate to get to 90% by end of fiscal year. The reduction of class sizes, as well as the cancellations of Conferences, has had the most impact on these numbers. As things are getting better, we currently have 2 conferences scheduled to start late Summer as well as the Fall. Mr. Flores also mentioned that he sent out a report last month to each college indicating how many courses were scheduled with each.

Mr. Smedlund shared that the Consortium's income and expenses are tracking closely. Expenses are expected to increase at the end of the FY when we start closing out classes and revenue sharing with the agencies. There is still a projected deficit of approximately \$652k.

Dr. Rose shared a brief report of the budget sub-committee that met to review the fiscal management of accounts and budget questions around the Financial Report. The committee includes; Dr. Chris Dela Rosa, Ohlone College and Dr. Ginger Charles, Cabrillo College. The following suggestions were made:

- 1) Schedule for program review/scope/expansion, so that the Board can provide their input.
- 2) Reach out to other Public Safety Programs to determine best practices and how they present their fiscal reports to their boards (i.e., College of the Canyons and Santa Ana College)
- 3) Chart of accounts description
- 4) Does the Consortium follow the BAM Manual, from the Chancellor's Office, to reconcile accounts? Mr. Dela Rosa recommended since all of the JPA colleges use this, it would be nice for the Consortium to be in line with this as well.
- 5) Fund balance, what is a reasonable amount? There currently is no direction or policy on how this should be managed.
- 6) What are the budget assumptions for revenue/expenses?
- 7) Recommendation for the Consortium to present a 3-year projection that's presented at the tentative budget phase to look at the trends moving forward.

Ms. Vaughn shared that some of these items may have been addressed when the Consortium met with each individual college and asked for further direction? Mr. Dela Rosa agreed that many topics were discussed and reminded that there was previous Board discussion on whether a Board policy or procedure should be adopted in regards to the fund balance. There was agreement with the other Board Members on having a policy on the fund balance.

Dr. Charles added that program review/planning is important for the future of the Consortium. What is the future of Law Enforcement reformation and how will that affect the Consortium. These changes may have an effect on the budget as well.

Mr. Smedlund asked the Board for projections for their allocations for next year. A 3-year average report was given to the college for informational purposes. The allocations would be needed before the next meeting so that a preliminary budget can be presented. Ms. Vaughn shared that historically college allocations were estimated based upon the needs of the colleges. At this time, the Consortium is not in a position to expand, and believe enrollment numbers are being maximized in our area based upon the courses we offer.

d. Strategic Plan Update (D)

Ms. Vaughn shared that the Strategic Plan is still being reviewed. There have been some goals identified that should be removed involving standardization. A revised strategic plan will be brought back to the Board in May.

e. Title IX Regulations (D)

Mr. Smedlund advised that the Consortium has a harassment policy in place and has assigned and completed the requisite 1- or 2-hour training sessions with Keenan Safe Colleges. Recently, Keenan has developed and made available,

training specific to Title IX revisions in regards to policy and procedural infrastructure.

Mr. Smedlund is asking the Board whether or not 1) all South Bay employees should be required to complete the online training specific to Title IX changes and requirements, and 2) should South Bay develop its own policy and infrastructure or will we fall under the College's policies and procedures?

Dr. Rose added that all colleges are currently required to have something on their website for students to report harassment or any action that falls under Title IX. At minimum, the Consortium should have something similar available and everyone needs to be trained. Training should be considered professional service and staff should not be paid additional for training.

After discussion, the conclusion is that everyone should be trained and at minimum, have something on the website for students to report harassment.

f. Cabrillo Alternate Board Member Appointment (A)

In anticipation of Gerlinde Brady's retirement, Cabrillo College requests Paul Harvell, Dean of Human Arts & Social Sciences, be approved as the alternate representative for Cabrillo College to the JPA Board.

Motion: Mr. Steven Crow

2nd: Dr. Chris Dela Rosa

V. Announcements

No announcements made.

VI. Adjournment

Meeting was adjourned at 10:58 a.m.

Next regular JPA Board meeting is scheduled for May 20, 2021