



## **GOVERNING BOARD MEETING MINUTES**

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*South Bay Regional Public Safety Training Consortium*

**Thursday, April 16, 2020**  
**10:00 a.m. – South Bay Regional Public Safety Training**

### **Zoom Meeting**

#### **I. Call to Order**

Dr. Gari Browning called the meeting to order at 10:01 a.m.

Present:	Dr. Gari Browning	Ohlone College
	Dr. Kathleen Rose	Gavilan College
	Ms. Michelle Schneider	College of San Mateo
	Ms. Gerlinde Brady	Cabrillo College
	Dr. Ghada Al-Masri	Ohlone College
	Dr. Cathryn Wilkinson	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College
	Mr. Michael Renzi	Gavilan College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC

Absent:	Mr. Michael Claire	College of San Mateo
	Mr. Daniel Peck	Mission College
	Mr. David Martin	Monterey Peninsula College
	Dr. Jon Knolle	Monterey Peninsula College
	Dr. Kathleen Welch	Cabrillo College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Ms. Linda Wilzcewski	Hartnell College

#### **a. Approval of Agenda (A)**

Motion: Dr. Kathleen Rose                      2<sup>nd</sup>: Ms. Michelle Schneider

Motion approved unanimously

**II. Approval of Minutes (A)**

**a. January 16, 2020**

Ms. Michelle Schneider stated the minutes should be corrected to reflect Mr. Michael Claire as Mr. and not Dr.

Motion: Ms. Michelle Schneider                      2<sup>nd</sup>: Dr. Kathleen Rose

Dr. Cathryn Wilkinson abstained since she was not present.

Minutes were approved.

**III. Public Comment**

No public members present.

**IV. Closed Session: Personnel Action**

**V. Business**

**a. Consortium President's Contract (A)**

Dr. Browning shared that at the last JPA meeting the President's contract was approved through June, during the closed session. It now needs to be endorsed.

Motion: Ms. Michelle Schneider                      2<sup>nd</sup>: Mr. Brad Deeds

Dr. Rose wanted to discuss the contract further. Before it can be moved forward, an evaluation needs to be conducted before the contract can be negotiated and go into effect July 1<sup>st</sup>. She also asked Ms. Linda Vaughn if there was a process the board used in the past or would she be open to a process proposed by the Board? Ms. Vaughn replied that either way would be fine and explained the process of the last evaluation which included surveys from industry and college partners as well as a self-assessment. Dr. Walt Tribley was in charge of the assessment.

Since Dr. Browning will be retiring June 30<sup>th</sup>, Dr. Rose and her team will take over the process for extending Ms. Vaughn's contract. The evaluation will be discussed during the closed session at the next meeting.

Motion approved unanimously

**b. Financial Report (D)**

Ms. Vaughn shared that the COVID-19 pandemic has had a great impact on us. Prior to the pandemic, South Bay was on track to fulfill over 99% of their commitments and allocations to the colleges. Courses have already been cancelled and may expect to cancel more classes before the end of the fiscal year. It's projected that South Bay will meet 2215, or 87%, of those allocations.

Ms. Vaughn also shared that though we've cancelled courses, we continue to hold training for essential needs. The Fire Academy continues to run, San Jose PD suspended their academy but recently started back up again and we are scheduled to start the next academy class on April 27<sup>th</sup>. Due to the pandemic, the class size has been limited to maintain social distancing. At this point we are projecting a 625k deficient spending.

Mr. Ernie Smedlund reviewed some of the numbers reflected in the Financial Report. Hartnell and Gavilan Colleges will be the only ones receiving an invoice from South Bay for now. The rest of the colleges may not be invoiced until the end of the fiscal year based upon the actual FTES. Ms. Vaughn added that many expenses hit at the end of the fiscal year so the report may reflect low numbers right now.

Ms. Vaughn shared that not only has South Bay had to cancel courses, but many Fire and Police Departments are also cancelling reservations because they need staffing due to other personnel being exposed to the virus. There has been talk of delivering some courses online, however, due to POST guidelines, most of the courses need to be delivered face to face.

Mr. Brad Deeds shared some news regarding hosting additional courses and modules approved through State Fire.

Dr. Rose asked Ms. Vaughn if she has been participating in the weekly Webinex calls with the Chancellors Office. Ms. Vaughn replied that she has attended a couple meetings. Dr. Rose went over some of the details from the calls and expressed that it would be beneficial for South Bay staff to review some of those memos on the Vision Resource Center as well, so that they will be aware of the discussions happening at the State level that may impact Public Safety training. Ms. Vaughn replied that in order to access some of that information, a .edu address is required to log-in. Dr. Rose advised that if a list can be provided with names that need access, Gavilan will work with South Bay to assign those .edu email addresses.

Ms. Vaughn asked that if South Bay had to present online courses through Canvas, we will need individual access through each college.

**c. 2020-21 Budget Pre-Planning (D)**

Ms. Vaughn shared that there hasn't been an opportunity to get the working groups back together to discuss the Consortium funding model.

In a prior meeting, Mr. Renzi had asked South Bay to show how we would fit into the new funding model. Based on a 3-year average, a new Exhibit C was created and provided. This reflects a \$1.8 million decrease in revenue from the colleges. There has been talk about growth and possibly adding a Paramedic program to

our services, however, due to the recent pandemic, this may be difficult with the challenges we are facing.

Ms. Vaughn also reported that South Bay is facing challenges with facilities. There is an MOU with SCRWA (Water Treatment Facility) for EVOC. No other development in the plans for the area besides a skid pan for us to use for EVOC. There have also been conversations with San Francisco Co. Sheriff's Department to find a site for EVOC. This will have an impact on us financially. Marina airport is no longer an option for us to use for EVOC. There has been new construction surrounding the area around the MPC site we currently use for the Police Academy in Seaside. This has brought up an issue and there has been talk about possibly relocating that academy site.

When South Bay moved to the Gavilan Coyote Valley campus, a 10-year contract was signed with a review at 2 years. There has been some preliminary conversations and assessments on renegotiations with South Bay taking over the entire site. Dr. Rose clarified South Bay's contract with Gavilan to the board. During the last 3 years, Gavilan has had staffing and a few courses on the Coyote site. After recent review they have decided that it was no longer beneficial to continue to run courses here. The proposed plan is to have a joint use agreement with South Bay at the beginning of the fiscal year. This will include full use of Gavilan's classrooms and administrative office. There has been a preliminary market analysis done and has come back at \$2 a sq. ft. Dr. Rose is aware that this will have a major financial impact on South Bay's budget. Ms. Vaughn calculated that we would be faced with about a \$1.1 million rental agreement with Gavilan. If this were the agreement, South Bay would have to dip into their reserves annually and that would be depleted by 2022. Ms. Vaughn asked the Board that if South Bay will be the sole occupants, would it be possible for us to source out some of the day to day expenses to keep costs down, as part of the negotiations.

Ms. Vaughn reported that this year there is a deficient spend, leaving the total fund balance at \$4.8 million. If we were to align with the SCFF, that would be a minimum a \$1.18 million hit to the budget. This would cause us to dip into the reserves annually. If everything continues the same, this would bring us down to \$3.6 million fund balance by the end of next fiscal year.

Dr. Rose asked the last time South Bay surveyed partner agencies to determine current and future training needs. Ms. Vaughn replied that South Bay conducts a needs assessment with the agencies we serve every year. The Coordinators engage on a monthly basis with the agencies Training Managers. San Mateo County just provided us with a formal Needs Assessment of things they would like from us. Dr. Rose suggested that it may be beneficial to do a needs analysis that is focused on the needs after COVID-19. This may have caused a shift in the needs of the agencies we service.

Ms. Vaughn asked the Board how they would like South Bay to move forward with the budget? Create 2 budgets: one based on the SCFF and the other based on a Hold Harmless (\$3091/FTES), like last year. Dr. Rose shared that she would support a budget based off the SCFF.

Dr. Browning asked to see an analysis of the Coyote Valley campus rental cost passed on to the colleges. Dr. Rose wanted to add that Gavilan supports South Bay to remain on the campus and move forward with the partnership. There just has to be an agreement made on the terms which will still allow Gavilan to access, and ultimately, have authority of the site. The agreement will be shared with the Board as we get closer to negotiations.

Dr. Cathryn Wilkinson had a comment, she wants South Bay to look at their allocations with Hartnell college. South Bay should start reducing their numbers with the college little by little over the next 5 years. Dr. Wilkinson asked to decrease from the 300+ from last year to 240 for FY2020-21.

Mr. Deeds shared that Lake Tahoe is currently capped on their FTE's.

#### **VI. Announcements**

Ms. Vaughn wanted to point out that there is funding available for "Centers". More research may have to be done, but we need to see what might make us eligible to meet "Center" status. It may be time for South Bay to provide a regional service rather than relying on the college FTE's.

Mr. Renzi asked if South Bay is aware of any other JPA boards in the state like South Bay. Ms. Vaughn replied that there might be another one in Southern California but may only consist of 2 colleges. Shasta also just formed their own JPA, however, they are the only college involved. He also asked if there has ever been an effort, by South Bay, to look at becoming its own entity with the State Chancellor's Office? Ms. Vaughn replied no. If this were to become reality, South Bay would no longer become a benefit to the colleges. This can only be done by direction from the Board.

#### **VII. Adjournment**

Meeting was adjourned at 11:02 a.m.

*Next regular JPA Board meeting has been rescheduled from May 21<sup>st</sup> to June 18<sup>th</sup>.*