



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, March 21, 2019
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 10:07 a.m.

Present:	Dr. Gari Browning	Ohlone College
	Dr. Kathleen Rose	Gavilan College
	Mr. Fred Harris	Gavilan College
	Ms. Ramona "Suzie" Payne	Hartnell College
	Mr. Brad Deeds (remote attendance)	Lake Tahoe Community College
	Mr. David Martin	Monterey Peninsula College
	Dr. Kathleen Welch	Cabrillo College
	Mr. Ernie Smedlund	SBRPSTC
	Ms. Linda Vaughn	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC
Absent:	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Michael Claire	College of San Mateo
	Mr. Ben Figueroa	Hartnell College
	Mr. Daniel Peck	Mission College
	Dr. Min-Hoa Ta	Ohlone College
	Dr. Walt Tribley	Monterey Peninsula College
	Ms. Michelle Schneider	College of San Mateo
	Ms. Gerlinde Brady	Cabrillo College

a. Approval of Agenda (A)

Dr. Browning asked if there were any changes to the agenda. Ms. Linda Vaughn advised that item IV.a. (JPA Board Representative Changes – Hartnell) should reflect Mr. Alfred Muñoz, Interim VP of Administrative Services, as alternate to replace Mr. Ben Figueroa. Dr. Browning requested approval of the agenda as amended.

Motion: Ms. Suzie Payne 2nd: Mr. David Martin

Motion approved unanimously.

II. Approval of Minutes (A)

Motion: Ms. Suzie Payne 2nd: Dr. Kathleen Rose

Motion approved unanimously.

III. Public Comment

No public members present.

IV. Business

a. JPA Board Representative Changes – Hartnell (A)

Ms. Linda Vaughn reported that according to the by-laws, each college will designate a Representative and/or Alternate. Hartnell has requested that Ms. Suzie Payne be the Primary Representative and Mr. Alfred Muñoz as the alternate.

Motion: Ms. Kathleen Welch 2nd: Dr. Kathleen Rose

Motion approved unanimously

b. Financial Report (A)

Ms. Vaughn shared that at the last JPA Board meeting; the board had requested South Bay to provide a Financial Status Update Report as well as a more detailed quarterly report. The format and information provided needs to be approved by the board.

The first handout provided was the FTE's report. Ms. Vaughn went over the report with the board and shared that we are currently meeting about 98% of the needs of the colleges. There were some classes that were recently scheduled with Lake Tahoe and Cabrillo College that may increase those numbers.

Mr. Fred Harris asked if the variances within the regions are due to the varying classes in that particular area. Ms. Vaughn explained that this is due to a few factors; curriculum, enrollment and our obligations to each college.

Mr. Ernie Smedlund advised that Dr. Gari Browning had provided us with samples of reports that they present to their board of trustees, and we used those models to come up with our own charts to show Income,

Expenditures, and Capital Projections. These figures are based on where we stand in our fiscal year, about 67% of the way through.

The final page of the report, page 11, provided a more detailed financial report to show all Revenue and Expenditures. Mr. Smedlund also reported that all colleges are current with their apportionment payments.

Ms. Vaughn clarified that our figures will be about 1 month behind when it comes to the numbers reported for salaries due to the way those figures are reported from month to month. We are at approximately 63% of our salaries and benefits. We are in line with our income and behind on our expenses.

Mr. Harris asked if this numbers were low based on vacancies and salary savings. Ms. Vaughn confirmed that our report does reflect those salary savings. However, we have hired a couple of part-time employees pending our filling our vacancies which will impact those savings. Overall we are anticipating a salary savings at the end of our fiscal year.

Dr. Kathleen Rose asked if there were more details available on other revenue sources. Ms. Vaughn advised that some of that information could be found on page 11, to include Contract Courses, Agency Reimbursement, Rental Income, Supervisory Courses, Drivers Training, Testing, Bookstore and Registration Fees collected.

Dr. Browning asked the Board if the information provided was helpful. Dr. Rose shared that she found that the information on page 11 was the most useful. At the request of the board, South Bay will provide the board with the FTEs report along with the Detailed Financial Report (page 11) only at each meeting.

Motion: Ms. Suzie Payne 2nd: Mr. David Martin

Motion approved unanimously

c. Vacant Position Update (D)

Mr. Smedlund reported that South Bay held interviews for Mike Lombardo's position in January. As of February 1, 2019, Edward Flores was hired with South Bay as our new Director of Program Services. He retired from Santa Clara County as Chief of Corrections. Mr. Flores introduced himself to the Board. Mr. Smedlund thanked the board for allowing Candice Whitney from Gavilan and Kip Nead from Cabrillo to sit in on our interview panel for this position.

Mr. Smedlund reported that we hired Darrell Burton to replace Gordon Sievert as the Basic Academy Coordinator at the academy at the College of San Mateo. Lindsey Mitchell was promoted in February as our newest Law Enforcement In-Service Coordinator, replacing Joy Garza. We have also hired someone on an interim basis to backfill Lindsey's vacant position in Instructional Services and hired an additional interim Operations Staff Assistant. The last position filled was the LMS/Application Support Specialist. This position was filled by an internal candidate, Brenda Cheng.

All vacancies are expected to be filled by the end of the fiscal year.

d. Independent Contractor Conversion (D)

Mr. Smedlund shared that he attended an HR workshop in January and learned of specific changes in employment law associated with Independent Contractors. The "*Dynamex*" case decision set forth a three-pronged test to be used in determining employee status. As a result, we determined that our independent contractors should be converted to part time employees. We have about 120 employees to convert and hope to have this process completed by the end of the fiscal year.

Mr. Harris inquired if all of these instructors were to be added as Instructors of Record at Gavilan. Ms. Vaughn advised that the people being converted were instructors used to fulfill our contract obligations with POST and would have no impact on Gavilan College.

e. Fair Political Practice Commission (D)

Mr. Smedlund advised that there only two JPA Board members left who must complete their annual 700 Forms. These forms are due by April 1st.

f. Strategic Plan Workgroup Updates (D)

Ms. Vaughn advised that South Bay has created a number of workgroups to take action on the Strategic Plan. One committee consists of Dr. Browning, Dr. Rose and Ms. Vaughn. They meet together, a week before the JPA board, to review the agenda and to address any issues that may arise beforehand.

We are also currently working on making sure our website is congruent with the colleges' sites. Mr. Michael Manning shared that we have identified a few things that were out of compliance that we are currently working on and should be done within the next few weeks. Ms. Vaughn added that we have links to each college on our website as well for

registration. We are also working with our system developer to have the capability to upload student information instead of manually inputting all of their data into our student management system.

Mr. Smedlund advised that he is currently working with an Admissions and Records workgroup with A&R Directors from various colleges. They meet virtually to discuss some issues we've had with repeatability letters and out-of-state students. We have found that Gavilan waives out of state fees for students are taking classes that are less than 6 units. Unfortunately, not all colleges are on board with this exception because they are working to determine the financial impact due to loss of those out-of-state fees.

We are looking at solutions to resolve the need for repeat letters for the students who have to take legislative mandated courses. Lake Tahoe College currently allows us to have Ms. Vaughn write a letter for those students that are taking these courses that are registered with them. It would be beneficial to South Bay to have all colleges on board with accepting such letters for legally mandated courses.

Ms. Vaughn advised that South Bay generally does not have a large number of out-of-state students. One of the reasons that Lake Tahoe joined our consortium was due to the fact that they don't have enough public safety students in their area. Since the College is so close to the Nevada state border, there are a quite a few California employees who live in Nevada, but attend college at Lake Tahoe. Lake Tahoe Community college does have a reciprocity agreement that allows these students to attend the college without paying out-of-state fees.

Mr. Brad Deeds shared that Lake Tahoe is looking at these In-Service courses and working on determining whether to make these courses Credit v. Non-Credit so that there won't be any issues with out-of-state fees.

Ms. Vaughn also discussed the Fiscal Committee that has been getting together to review the New Funding Model. We continue to move forward to come up with new ideas, including the Credit v. Non-credit for our lower unit courses. We do have some courses that meet the CDCP standards; however, the Basic Police Academy and Fire Fighter Academies will not. There was a legal opinion issued through the Chancellor's Office, that deemed these courses exceeded the standard because of the number of units associated with them and because students receive a Certificate of Achievement.

Ms. Vaughn shared a report with the Board that showed the value of our Basic Police Academy students based on the colleges with the old funding model and the proposed new model. Based on this model, we show about a \$700 loss per student.

Mr. Harris asked what percentage of our students are receiving the Pell or Promise Grant? Ms. Vaughn replied that very few of our students are applying and qualifying for either one. We are required, by the Penal Code, to allow up to 15% of our students be self-sponsored. On average, 9 students per Basic Course are self-sponsored and maybe half of those students qualify for the BOG waiver.

Dr. Kathleen Welch shared that Dr. Diane Vanhook, an advocate on the board group of the College of the Canyons, is arguing against incarcerated students getting reimbursed at a higher rate than students in public safety programs. Ms. Vaughn agreed that Dr. Vanhook would be an asset on a state-wide committee being formed to research the potential to fund public safety programs similar to the nursing program. Dr. Rose suggested that Grant and Lynn Shaw, at the Chancellor's Office, would be great advocates to assist with the effort as well.

Ms. Vaughn updated the Board that the Paramedic program has stalled because of the new funding formula. Dr. Welch asked if it would be possible to make this course Credit/Non-Credit? Ms. Vaughn replied that it may not meet the standard but is willing to look at the program to determine that.

Mr. Harris asked which FTES rate we be using for the next fiscal year. Ms. Vaughn replied that those decisions have not been made yet, but based on current estimates, we could have a potential deficit of about \$1.2 million.

Ms. Vaughn advised the Board that we will start working on the budget in April. She also suggested having a Special Board meeting to determine the funding values to create Allotment Letters and begin the budget process.

Mr. Smedlund asked the board if they knew if the hold-harmless clause extends into the 2019-20 fiscal year and if the colleges would take that into consideration in our budget? Ms. Vaughn suggested that we can begin the process and provide the board with 3 different scenarios based on the various funding models. The Board agreed on April 18th for the special meeting to discuss budget options before the next official board meeting in May.

V. Announcements

None

VII. Adjournment

Special JPA Board meeting will be on April 18th at 10:00am via phone conference

Next regular JPA Board meeting will be May 16, 2019 at 10:00 a.m.