



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, June 20, 2019
10:00 a.m. – South Bay Regional Public Safety Training

Room #D103

I. Call to Order

In absence of Dr. Browning, Dr. Kathleen Rose called the meeting to order at 10:04 a.m.

Present:	Dr. Kathleen Rose	Gavilan College
	Ms. Gerlinde Brady	Cabrillo College
	Ms. Michelle Schneider	College of San Mateo
	Mr. Wade Ellis	Gavilan College
	Mr. Alfred Muñoz	Hartnell College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC

Absent:	Dr. Gari Browning	Ohlone College
	Dr. Kathleen Welch	Cabrillo College
	Dr. Michael Claire	College of San Mateo
	Mr. Fred Harris	Gavilan College
	Ms. Ramona "Suzie" Payne	Hartnell College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Mr. Daniel Peck	Mission College
	Mr. David Martin	Monterey Peninsula College
	Dr. Walt Tribley	Monterey Peninsula College

a. Approval of Agenda (A)

II. Approval of Minutes (A)

a. March 21, 2019

Motion: Ms. Gerlinde Brady

2nd: Ms. Michelle Schneider

Motion approved unanimously

b. April 18, 2019

Motion: Ms. Michelle Schneider

2nd: Ms. Gerlinde Brady

Motion approved unanimously

III. Public Comment

No public members present.

IV. Business

a. JPA Board Representative Changes – Ohlone (A)

Ms. Linda Vaughn reported that according to the by-laws, each college will designate a Representative and/or Alternate. Ohlone College has requested that Dr. Ghada Al-Masri, Dean of Social Sciences, be their new alternate.

Motion: Mr. Jeff DeFranco

2nd: Mr. Alfred Muñoz

Motion approved unanimously

b. Shortfall of FTES for Member Colleges (D)

Ms. Vaughn reported that the Consortium experienced a decrease in enrollment and FTES during the FY18-19 due to unforeseen emergency situations (numerous wildland fires) that caused the cancellation of some fire courses and lower enrollment in others.

There were also some changes in some college attendance accounting procedures that affected the public safety courses. Some colleges allow us to use daily census attendance instead of positive attendance. Because of this, some of the courses that we were counting on being a part of this fiscal year will not be included in the final FTES numbers because they will be ending in the new fiscal year. Instead those classes will be included in FY19/20 FTES numbers.

Mr. Jeff DeFranco asked the board which colleges were using the daily census. Ms. Vaughn advised that if we were using the daily census method across the board, we would not have had been short on the FTES. During scheduling there was some miscommunication, which South Bay is taking responsibility for. Moving forward, we realize that there are some courses that should always be tracked using daily census. This will benefit

both the Board and South Bay. We were tracking positive attendance because that was previously approved by the board but that was not clearly communicated to the affected colleges.

Courses using the Daily Census in FY19-20 will be properly noted and communicated to the affected college. This should not have a major effect on the curriculum. Language will be added to curriculum to include "Required Field Trips/Activities" for things such as Night time exercises.

The agreement with Dr. Rose, Gavilan College, is to take the deficit from FY18-19 in FTES and move it to next fiscal year.

The ruling is that for scheduling purposes for positive attendance is that the course can be scheduled for longer hours but we can only collect the maximum on the core. As approved by the Chancellor's Office.

Ms. Vaughn also reported that the Consortium is also experiencing enrollment fluctuations similar to member colleges. Despite our best efforts by the staff, the Consortium is projecting a shortfall of FTES at a number of the member colleges for FY18-19.

Dr. Rose would like to further discuss the census accounting methodology that the Consortium uses, to include how it will benefit the colleges and also to discuss how classes will be assigned to each college so that there won't be any surprises going into the end of the next fiscal year.

c. Preliminary Budget Report (A)

At the last meeting, the board requested for the Consortium to present a preliminary budget. Ms. Vaughn shared some of the history about the consortium as far as budget, dependency on FTES, class enrollment and staffing. We are now down to 57% dependency on FTES, from what used to be about 90%. Moving forward, it would be beneficial to look at these 3 year analysis to include our funding, allocations and work load for the colleges.

Some key points in the report were covered, to include:

- CA Labor Market Information for Police, Fire, EMT Paramedic and Public Safety Dispatch Operators for the next 6 years.
- Financial Plan
- General Fund Revenue Sources (Based on the Allocation letters that were sent to the colleges)
- General Fund Expenditures

Mr. Gregg Giusiana explained that the budget also takes into account expenses for possible EVOC site that may be acquired in the City of Gilroy. We want to make sure we are budgeting for that expense now so we know what to expect in future years. Ms. Vaughn added that the EVOC plans that we had originally set for San Jose will be presented to the City of Gilroy.

Dr. Rose advised the Consortium that a firing range will never be an option at the Coyote Site due to the Coyote Valley environmental groups. There will be no further expansions at Coyote Valley.

Mr. Ernie Smedlund explained that the budget included a 5% pay increase for the Consortium staff and provided some historical perspective on current consortium salaries.

The board requested that the Consortium present the pay increase as a separate item at the next board meeting. Dr. Rose requested that we present the history of salary increases over the last 5 years. Ms. Vaughn advised that a 10 year historical salary increase perspective would provide better context. A separate salary increase proposal and a revised budget, with and without the proposed salary increase will also be presented at the next meeting.

- Reserve Fund: Ms. Vaughn explained that based upon the FY19-20 Preliminary Budget the Consortium would need a minimum of \$7.5 million in reserves to maintain the organization at its current operating levels in order to operate for the same period of time as the 2009-2014 recession.

FTES/Site Lease: Ms. Vaughn explained that historically, the rent in lieu of FTES was something that was taken off the back end. Going forward, this will now show as a credit on invoices to Gavilan and MPC.

Mr. Jeff DeFranco motioned to move approval on the budget as presented to the next JPA meeting; to include a separate 5% pay increase proposal.

Motion: Mr. Jeff DeFranco 2nd: Ms. Michelle Schneider

Motion approved unanimously

V. Announcements

Ms. Vaughn announced that Mr. David Martin has a contract with MPC for 2 years as the President as of July 1st. No alternate has been chosen yet.

Mr. Alfred Muñoz announced that Hartnell is transitioning to a new President. Interviews will be held today. The new President will select the new CBO. Dr. Rose announced that Mr. Fred Harris's last day was yesterday, June 19th. Gavilan is currently on the search for a new Vice President. They also have done a complete reorganization in their academic affairs area and they have 7 new interim Deans as of July 1st. The Bond is moving along just fine and they just hired a project architect. They also just graduated their largest class with 410 students.

Mr. DeFranco is getting ready to present to 144 high school sophomores as part of Rotary Youth Leadership Academy.

Ms. Vaughn also shared that she was at the State Capital yesterday and announced that AB302 was amended and will be moving forward to the judicial committee. This will allow students in good standing, to park their vehicles in college parking lots and sleep there as needed. Biggest concerns are liability and security. There will be an option to opt-out; however, the college will have to give their reasoning as to why.

Most of the Representatives that were present voted for AB720. Ms. Vaughn showed her support on behalf of the Consortium. If this passes, Instructional Services Agreements will be reviewed and we could potentially go from \$1.8 million deficit to a \$156 k deficit. This would benefit the colleges and the Consortium.

VI. Adjournment

Next regular JPA Board meeting scheduled for July will be postponed till September 19, 2019 at 10:00 a.m.