



## GOVERNING BOARD MEETING AGENDA

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*South Bay Regional Public Safety Training Consortium*

**Thursday, August 13, 2015**  
**10:00 am – South Bay Regional Public Safety Training**  
**Room #103**

**I. Call to Order**

Dr. Walter Tribley called the meeting to order at 10:05 a.m.

Present:

Dr. Walter Tribley	Monterey Peninsula College
Dr. Ron Travenick	Ohlone College
Mr. Marty Parsons	Hartnell College
Mr. Peter Fitzsimmons	SJECCD
Dr. Kindred Murillo	Lake Tahoe Community College
Ms. Michelle Schneider	College of San Mateo
Dr. Gari Browning	Ohlone College
Dr. Isabel O'Connor	Cabrillo College
Mr. Steve Cushing	SBRPSTC
Ms. Linda Vaughn	SBRPSTC
Mr. Michael Lombardo	SBRPSTC
Mr. Gregg Giusiana	SBRPSTC
Ms. Melissa Beckwell	SBRPSTC

Absent:

Dr. Steve Kinsella	Gavilan College
Mr. Rick Bennett	Mission College
Ms. Nanette Solvason	Foothill College

**II. Approval of Minutes from January 15, 2015 (A)**

Motion approved

**III. Public Comment**

None

**IV. Closed Session**

None

**V. Business**

**a. Selection of Board Representative for Hartnell College**

Hartnell College designated Mr. Marty Parsons, Vice President of Administrative Services, as its primary representative to the JPA Governing Board.

Motion to approve by Mr. Peter Fitzsimmons and 2<sup>nd</sup> by Dr. Kindred Murillo.

**b. Selection of Board Representative for Ohlone College**

Ohlone College designated Dr. Gari Browning as its primary representative and Dr. Ron Travenick as its alternate representative to the JPA Governing Board.

Motion to approve by Dr. Kindred Murillo and 2<sup>nd</sup> by Mr. Peter Fitzsimmons.

**c. Selection of Board Representative for Cabrillo College**

Cabrillo College designated Dr. Kathleen Welch as its alternate representative to the JPA Governing Board.

Motion to approve by Dr. Kindred Murillo and 2<sup>nd</sup> by Mr. Peter Fitzsimmons.

**d. Selection of Board Representative for SJECCD**

SJECCD designated Mr. Doug Smith, Vice Chancellor, as its alternate representative to the JPA Governing Board.

Motion to approve by Dr. Kindred Murillo and 2<sup>nd</sup> by Ms. Michelle Schneider.

**e. By-laws Amendments**

Over the last two meetings, several amendments to the by-laws had been requested by the board. Mr. Lombardo identified the changes to the JPA By-laws to include: the addition of Cabrillo College and SJECCD to the Board, the agreed upon 60/40 share of revenue, the change regarding voting membership to the JPA .

The Consortium administration presented an argument not to change the Consortium's name as approved at the May Board meeting. The Board agreed to "reconsider the previous motion" at the next JPA Board meeting.

**f. Preliminary Budget**

Each year, a preliminary budget is submitted to the Board for consideration. This is the seventh consecutive year forecasting a deficit budget. With the present economy stabilized, unaudited estimates of FY-2014-15 ending budget reflect a \$100,000 gain. The preliminary budget presented does not reflect this gain or subsequent increased FTES commitments requested. The Consortium will include the additional projected revenues from those additional FTES commitments and the adjusted beginning fund balance at the next meeting. South Bay tends to overestimate expenses and underestimate revenue on these preliminary budgets. With the addition of Cabrillo College, it is expected that the Consortium will complete the 2015-16 fiscal year in the black.

Dr. Tribley shared some concerns and considerations of the Board specifically regarding the funding of PERS and STRS and how it might affect South Bay. Mr. Lombardo explained that Consortium staff does not participate in either PERS or STRS. Instead, we offer an optional 401k plan and added that

we were forced to suspend the 6% employer match as part of the budget reduction strategy.

Dr. Murillo inquired about the instructors and whether or not they receive welfare and healthcare benefits through the Consortium. Ms. Vaughn answered that the instructors at South Bay are adjunct instructors from Evergreen College but all costs are picked up by the Consortium. Dr. Murillo proceeded to ask how much is paid towards benefits for a full time employee annually to which Mr. Lombardo clarified that the amount spent on an employee annually depends on the individual circumstances of the employee, including number of dependents, age, etc. It can range from \$700-\$2000 dollars a month per employee.

The preliminary budget includes the absorption of unit value costs, the move from Evergreen to Coyote Creek, and the instructional equipment we anticipate having to replace in the coming year. Mr. Fitzsimmons questioned what expenses were calculated into the section of the budget that reads “Operations-Other.” Ms. Vaughn replied with several examples of instructional equipment including the purchase of a burn car, laptops, iPads, and postage increases. The Consortium is utilizing the money from the newly implemented 40/60 split of revenues from the colleges by funding rent for the Academy, cleaning the ranges, keeping up with the continuously changing POST regulations, and updating training vehicles.

**g. FTES Update**

Ms. Vaughn reviewed the FTES update informational chart distributed prior to the meeting. She went on to explain that there was an increase in what

the expected FTE generation will be, and that Lake Tahoe's previous request for a 300 FTE commitment would also be added.

She explained that the FTES "Original Commitments" numbers come from the individual colleges, i.e. the value each college allocates to the program at the beginning of the year. These numbers do not reflect any FTES generated for rent. The "Total FTES Commitment" values represent any additional FTES requested by the colleges and the rent that we are required to generate over the course of the year. The "Actual FTES" column shows courses that have been scheduled or completed with the colleges. The courses coming in throughout the year need to be matched up to specific curriculum at each of the colleges. Agencies may request certain courses and when those requests come in, the next step is to determine which colleges have that specific curriculum approved and register them. South Bay's courses are also run very differently in that they are considered short term courses. The Consortium relies on positive attendance for courses which causes fluctuations in FTES. Generally, the FTES is overbooked at the colleges for this reason.

**h. Instructional Equipment Funding**

The need for instructional equipment funding and the idea of utilizing money awarded by the state to the colleges for this specific purpose has been discussed in previous meetings. Dr. Tribble stated that the concept of the JPA is to share these costs and inquired as to whether this would be an on-going system for funding equipment or one time funding.

Mr. Fitzsimmons shared the concern that simply cutting a check to the Consortium and identifying it as "instructional equipment" could be problematic

when dealing with audits. He instead offered an idea of making a one-time assessment and allow each district to determine how that money would be allocated and justified.

Ms. Vaughn offered another option in that the Academy could set up a separate “instructional equipment” fund into which each of the colleges could deposit money with access to all accounting details.

Dr. Travenick stated that we should seek the help of the Chancellor’s office regarding the potential audit issues. Dr. Murillo agreed and stated that this could be dealt with through the contract audit manual. She also went on to say that a one-time fix is not ideal as equipment will continuously need to be updated and replaced. She instead suggested coming up with an equipment replacement plan for the next three years. Dr. Browning wondered about the predictability of the need for equipment updates. Mr. Cushing stated that the equipment has not been updated or replaced in a number of years. Consequently, a significant portion of any initial educational equipment funds dollars provided to the Consortium would necessarily need to be allocated to replacement of a large portion of our aging equipment inventory. A more realistic “replacement plan” could then be developed to include maintenance and updates.

The Board decided to table this discussion. Motion to approve by Dr. Kindred Murillo and a 2<sup>nd</sup> by Mr. Peter Fitzsimmons.

**i. Strategic Plan**

Mr. Cushing discussed the reputable brand of South Bay and the loyal, reliable staff members. With this reputation comes interest from across the state

and it is important for the Consortium to assess whether or not it has the resources available to provide for new memberships while maintaining the commitments and quality control of the existing members. South Bay requested the guidance from the JPA regarding these growth opportunities.

Dr. Browning re-iterated that the Chancellor's Office needs to support the idea of a regional facility. Ms. Vaughn stated that regionalization is presently being discussed at the Chancellor's Office and that she would be in communication with Ms. Pam Walker in the Chancellor's Office within the next week. Dr. Murillo advised the Board to wait to have the conversation about expansion until after resolution of the fiscal issue with the Chancellor's Office. Ms. Schneider requested that the Board members receive updates regarding the discussions with Ms. Pam Walker at the Chancellor's Office.

Motion to adjourn meeting by Dr. Kindred Murillo and 2<sup>nd</sup> by Mr. Peter Fitzsimmons.

*\*Next JPA Board meeting will be October 22, 2015 at 10:00 a.m.*