



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

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Thursday, March 20, 2014

**10:00 am – South Bay Regional Public Safety Training
Room 103**

I. Call to Order

Dr. Steve Kinsella called the meeting to order at 10:03 am.

Present:	Dr. Steve Kinsella	Gavilan College
	Dr. Walter Tribley	Monterey Peninsula College
	Dr. Willard Lewallen	Hartnell College
	Mr. Peter Fitzsimmons	San Jose/Evergreen
	Mr. Rick Bennett	Mission College
	Mr. John Mummert	Foothill College
	Dr. Kindred Murillo	Lake Tahoe Community College
	Ms. Michelle Schneider	College of San Mateo
	Mr. Steve Cushing	SBRPSTC
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusianna	SBRPSTC
	Ms. Marti Rogers	SBRPSTC
Absent:	Dr. Ron Travenic	Ohlone College
	Mr. Bret Watson	DeAnza College
	Mr. Michael Lombardo	SBRPSTC

II. Approval of Minutes from December 5, 2013 (A)

Motion to approve by, Dr. Walter Tribley and 2nd by Dr. Kindred Murillo.
Minutes were approved with a correction request to amend San Jose/Evergreen Community College District in reference to: Re-location of the Consortium Update.

III. Public Comment

None.

IV. Closed Session

a. Fire Academy Complaint: Re: Investigation Update (D)

V. Business

a. Selection of SJECCD Board Representative (A)

San Jose Evergreen Community College District request that Peter Fitzsimmons, Director of Fiscal Services be designated as its primary representative to the JPA Governing Board.

Motion to approve by, Dr. Walter Tribley, 2nd by Dr. Kindred Murillo.

b. Personnel Action: Registration Coordinator Reclassification (A)

The Registration Coordinator position has been an approved job classification within the Consortium's organizational structure. The employee that carries this position works closely with the registrars of each JPA colleges and must be intimately familiar with the nuances, practices and technical requirements involved in the registration and admission process to each college partners.

The job description and pay rate of the coordinator classification was not, at the time of its initial creation more than a decade ago, reflective of the increased responsibilities, workload and mandates which it has now become. It has now become the responsibility for the Registration Coordinator to train and supervise subordinate staff. Currently, the Registration Coordinator has supervisory oversight for one (1) staff person and provides registration specific guidance and direction to numerous internal staff.

The progressive increase in this employee's workload and responsibilities have become identical to the higher pay of Program Coordinator (Salary Range 102 (\$4,675.82 - \$5,683.49 p/mo).

The salary range for the Registration Coordinator position is presently at salary range 98 (\$4,493.38 – \$5,461.73 p/mo). Anticipated approval of this re-classification would also include the recently re-instated 5% salary adjustment.

Motion to approve by, Mr. John Mummert, 2nd by Dr. Kindred Murrillo.

c. Personnel Action: Curriculum/Testing Coordinator Reclassification (A)

The responsibilities of the Curriculum Coordinator has consistently expanded in workload and responsibilities dramatically over the last four years. Becoming familiar with differing curriculum nuances and requirements of additional Board Member Colleges, intensifies the demand of the Curriculum/Testing Coordinator.

With continued expansion in the number of JPA college partners brings additional increase in workload, the responsibilities now required of this employee has created an unintended equity issue which needs rectification. The job responsibilities now mirror those of the next higher Program Coordinator classification paid at salary range 102 (\$4,675.82 - \$5,683.49 p/mo).

The salary range for the Curriculum/Testing Coordinator position is presently set at salary schedule range 98 (\$4,493.38 – \$5,461.73 p/mo). Approval of this re-classification would, based on the amended salary schedule includes the recently re-instated 5% salary reduction, result in an increased annual expense to the Consortiums operating budget of \$2,261.12.

Motion to approve by, Dr. Kindred Murrillo, 2nd by Mr. John Mummert.

d. FTES Update (D)

Steve distributed the most up to date expense sheet to Board Members to reference in addition to the enclosed 2013-2014 FTES Report Summary of the board packet. The

Consortium is currently at 98% of the 2013-2014 FTES commitment. The only remaining FTES is at Foothill College, within the Fire Services discipline.

With increased FTES commitments, it looks to be a consistent outlook for next year.

e. Gavilan College District Expansion - JPA Board Support Proclamation (A)

Gavilan College District has been in the process of preparing submission of documents to the State Chancellor's office for its proposed development of a satellite campus in the Coyote Valley area. As part of its application process for college expansion, the Chancellor's Office requires submission of a "Needs Assessment".

As we near the completion process of the "Needs Assessment" document guidelines call for the submission of "Letters in Support" of Gavilan's proposed campus development.

President Steve Cushing asks the Governing Board to review and consider action on the Resolution. With JPA Board approval, this may be a more efficient approach to submission of the required support letters.

Motion to approve by, Dr. Kindred Murrillo, 2nd by Dr. Walter Tribbley.

Peter Fitzsimmons abstained from approval of item per By-Laws of section 4. Dr. Steve Kinsella abstained by default.

Majority ruling approved agenda item.

f. POST Contracts (D)

The Consortium has been a contract provider for the delivery of a variety of public safety courses for POST. A recent decision was made by Sacramento to discontinue presentation of POST ICI courses. Sacramento State's decision not to renew the contract with POST was based on internal financial issue and not the profitability or workload of the POST contract. That said, it has left a significant delivery gap for these essential training courses.

The Consortium has been requested by POST to assume delivery of 6 additional ICI management courses in supplement to those we are already presenting. This would bring the total number of presentations to 35 per year. The Consortium has also been asked by POST if it would be willing to become one of the regional providers of the Academy Instructor Certification Course (AICC). Their plan to regionalize the delivery of this course will reduce travel and per-diem reimbursement costs.

Upon agreement, the Consortium would assume the coordination for the delivery of 10 Instructor Development classes per year.

Consortium administration has discussed with internal staff to ensure that the delivery of these additional responsibilities would not overly burden respective workloads or resources. Though we are not able to forecast the exact figure of profitability, it is certain, based on current contracts, that each of these contracts would generate some profit for the Consortium.

g. Training Provider Advisement (D)

In 2012 a police officer attending a Tactical training classes registered by the Consortium was serious injured. The Consortium, the JPA, the training provider (ITR) and participating private corporations were, as a consequence, named in a legal action. That suit has since settled for an undisclosed amount.

At least one of the founders of ITR has now formed a new LLC training company. Under the name California Association of Tactical Trainers, (CATT) this provider has received certification from POST to deliver tactical training presentations. A representative from the company contacted the Consortium to solicit a partnership to register the tactical training which they now deliver.

Given ITR's history and its current connection to CATT, the Consortium has declined to engage in business with the newly formed CATT-LLC. The Consortium strongly urges any of its college partners which may be contacted by CATT, to give serious thought to any consideration of a partnership to register CATT training.

VI. Adjournment

Steve Cushing advised the JPA that the May 15th JPA Board meeting had a conflict with the San Mateo Graduation. After some discussion, it was determined that Wednesday, May 7th would be an agreeable alternate day for the May JPA meeting.

**Next meeting scheduled for: Wednesday, May 7, 2014*