



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, March 29, 2018
9:00 a.m. – South Bay Regional Public Safety Training
Room #D103

I. Call to Order

Dr. Walter Tribley called the meeting to order at 9:00 a.m.

Present:	Dr. Walter Tribley	Monterey Peninsula College
	Dr. Kathleen Rose	Gavilan College
	Mr. Fred Harris	Gavilan College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Mr. Brad Deeds	Lake Tahoe Community College
	Ms. Gerlinde Brady	Cabrillo College
	Ms. Michelle Schneider	College of San Mateo
	Dr. Nanette Solvason	Foothill College
	Mr. Benjamin Figueroa	Hartnell College
	Dr. Gari Browning	Ohlone College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Michael Lombardo	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
Absent:	Mr. Rick Bennett	Mission College
	Min-Hoa Ta	Ohlone College
	Mr. Gregg Giusiana	SBRPSTC

II. Approval of Minutes from January 18, 2018

Motion: Dr. Tribley 1st: Michelle Schneider 2nd: Dr. Nanette Solvason

Motion approved unanimously.

III. Public Comment

IV. Closed Session

V. Business

a. **FTES Update**

Ms. Vaughn shared that as of March 20th South Bay has exceeded its FTES commitment goal, with a number of colleges expressing interest in additional FTES. One of the Consortium's goals has been to be more proactive and schedule classes ahead of time at the respective colleges and South Bay was successful in doing that. There were some short term classes that came up so there was extra FTE. MPC is still short, but is up from 617 to 625. Bottom line is FTES will exceed original commitment levels by approximately 60 FTES. A couple classes were cancelled due to conflicts, but more courses are still coming in.

Net effect is a positive. It's only \$140,000 to the budget because South Bay has to take into consideration that most of the courses are ones which are partnered with agencies. With those courses, they engage in ISAs so there is an additional expense and the above figure is adjusted for that cost.

b. **Proposed Budget Report**

Ms. Vaughn stated that when the budget was submitted for this year, there were a number of questions and requests to have additional information. Based on copies of reports that Lake Tahoe and Gavilan provide their trustees, a decision was made to revise the format with a cover page and four different classification/categories of information. This is in addition to the Basic Format showing 5 years of actuals.

1. Executive Summary: History/narrative overview of FY17. Includes short and long term outlooks, what South Bay is planning/expecting in FTE growth as well as the use of equipment funds.
2. General Information: History, reorganization, mission, the performance, how South Bay met goals from last year, and how funds were actually utilized.
3. Financial Plan: How funds are doing, how South Bay is using them, budget assumptions, all funds and general funds.
4. Exhibits/graphics: Illustrate information on what South Bay is doing and how.

Dr. Tribley stated that at some point, South Bay may be giving a report to the Gavilan Board because they are hosted by Gavilan and that the Board is used to seeing things a certain way. He approves of this structure.

Mr. DeFranco likes the direction this is heading and stated that the key is having a greater understanding of assumptions, what those assumptions are based on, and clarify where the different revenue streams are coming from.

Motion: Dr. Tribley 1st: Dr. Gari Browning 2nd: Ms. Michelle Schneider

c. Substantive Change Report Update

Ms. Vaughn discussed that an all-inclusive Substantive Change Report was created with Gavilan when South Bay moved from Evergreen College to the Coyote Valley site. Lake Tahoe also put together an abridged version of that document and submitted it to the ACCJC. During this process, the question was raised whether or not this needed to be done with all the colleges in the consortium. Dr. Welch conducted research and determined that Lake Tahoe authored their report addressing Section 3.3.2 of the Substantive Change Manual:

Establishing an additional location geographically apart from main campus at which the institution offers at least 50% of an education program.

The interpretation consensus among the members was that if the program is based on FTES, then the percentage would also be based on FTES. If the college is funded by Basic Aid, then the percentage is based upon how much they are allocating to the Consortium in a budget line item. Given that South Bay represents over 50% of Lake Tahoe's Fire Science program FTES, the assumption was that the Substantive Change Report was probably required.

Ms. Vaughn proposed that this information be taken back to each of the college CIOs to determine what % of their program South Bay represents. This will determine whether or not a Substantive Change Report is required.

d. JPA Board Meeting Schedule

Ms. Vaughn proposed to defer the May meeting and combine May & July into a June meeting.

Decision Date: June 21, 2018

Motion: Dr. Tribley 1st: Ms. Gerlinde Brady 2nd: Ms. Michelle Schneider

e. Title V- Continuous Enrollment/Catalog Rights

Ms. Vaughn shared with the Board that there have been changes in Santa Cruz with the State Fire promotional track. There has been a push among the Santa Cruz Co Chiefs to once again re-emphasize the importance on academic degrees. Personnel who have been in the Fire Service for a number of years, are now seeking their degrees. As a result, some questions about Catalog Rights have been raised.

Ms. Vaughn noted that Kathy Achen brought attention to Title V, Section 40401: Election of Regulations, which stipulates that as long as students remained in attendance in regular sessions (in at least one semester or two quarters each calendar year) at any California State University, at any California Community College, or any combination of

the CCCs and CSUs, they are deemed continuously enrolled for the purpose of electing graduation requirements (catalog rights).

Gavilan College references Title V in their Catalog whereas some colleges adopted policies that define it just for students attending their college. Ms. Vaughn explained that as an RJV/Consortium of the Community Colleges, students do not necessarily take classes at one college exclusively, but rather may take classes through several of the member colleges. If Title V is applied to these students, and, if there is no break in 'attendance', they are considered a continuously enrolled student according to the State.

Ms. Vaughn asked the Board for discussion of the regulation and of the potential benefits for South Bay and any RJV that may pop up in the future.

Dr. Solvason posed a question requiring clarification of which college would award the degree if students were taking courses at multiple colleges and whether or not Section 40401 applied to certificates as well as degrees.

Ms. Vaughn stated that her understanding was that 51% of the courses a student took had to be completed at the awarding institution and applied to any petition for graduation. She went on to elaborate that for Fire, wherever they attended the Fire Academy is where their cert comes from because that's more than 50%. Basic (Police) Academy is also more than 50%. For degrees, it may end up being more based upon where they started, since South Bay may not have been the first place they attended.

Many different conversations and ideas arose out of the Title V discussion:

1. Each college needs to be very clear and have their Board Policy and Administrative Procedure in place in terms of Continuous Enrollment.
2. Consistent messages to and from A & R staff- Ms. Vaughn was asked to craft a memo to college staff summarizing the conversation to serve students.
3. Track students who attend college through South Bay and produce a cumulative report that can include certificates and degrees generated from all the consortium colleges, including dates of entry, dates of completion, and patterns.
4. What resources/limitations does South Bay have in order to achieve tracking, research goals since they do not have the same resources as the colleges.
5. Curriculum Issues: If the courses are not articulated at the other colleges, courses have to be run through a different college. Courses are scheduled based on curriculum and the needs of the college.

6. Creation of a handbook for Board Members and Staff that captures best practices, compliance, pertinent Title V Bylaws etc.

7. Spring Break course scheduling: South Bay has to schedule courses around several different Spring Breaks. Gavilan issues 2 calendars each year, one for traditional students the other for non-traditional students which South Bay falls into. Can the other colleges do this?

8. Ms. Vaughn requested from the Chair, a subcommittee, with experts that can tag potential red flags so that they can be resolved on the front end, rather than on the back end.

VI. Announcements

1. Dr. Tribely: Requested that 'Announcements' be added to future agendas.

2. Dr. Solvason: Foothill is considering moving from 2 cohorts of Paramedic Students to 1. Ms. Vaughn followed up by stating that feasibility research is in progress which includes MPC, Gavilan, Hartnell and Cabrillo. They (Hartnell & South Bay) are working on setting a date to get a report out.

3. Dr. Tribely: MPC will not be prioritized by the Governor for about 7M worth of capital project money coming from the state bond for an Emergency Vehicle Operations course and shooting range. This is a regional service that can be a big money maker. He is asking South Bay to help with a letter of support.

VII. Adjournment

**Next JPA Board meeting will be on June 21, 2018 @ 10:00 a.m.*