



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, May 20, 2021
10:00 a.m. – South Bay Regional Public Safety Training

Zoom Meeting

I. Call to Order

Dr. Kathleen Rose called the meeting to order at 10:02 a.m.

Present:	Dr. Kathleen Rose	Gavilan College
	Mr. David Martin	Monterey Peninsula College
	Dr. Jon Knolle	Monterey Peninsula College
	Ms. Michelle Schneider	College of San Mateo
	Dr. Raul Rodriguez	Hartnell College
	Dr. Steven Crow	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College
	Dr. Ghada Al-Masri	Ohlone College
	Dr. Ginger Charles	Cabrillo College
	Mr. Paul Harvell	Cabrillo College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
	Mr. Michael Manning	SBRPSTC
Absent:	Ms. Kim Lopez	College of San Mateo
	Dr. Chris Dela Rosa	Ohlone College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Ms. Gerlinde Brady	Cabrillo College
	Mr. Michael Claire	College of San Mateo
	Dr. Cathryn Wilkinson	Hartnell College

a. Approval of Agenda (A)

Motion: Dr. Raul Rodriguez 2nd: Ms. Michelle Schneider

Agenda approved unanimously

II. Approval of Minutes (A)

a. March 18, 2021

No action was taken – Approval moved to next meeting.

III. Public Comment

No public members present.

IV. Closed Session – Public Employee Action

No report from closed session

V. Business

a. March 2021 JPA Meeting Directed Requests (D)

During the March 2021 JPA Board Meeting, the Consortium Executive Team was asked to provide a number of summary reports, and supporting documents, on the following topics. Ms. Linda Vaughn provided a summary on each topic:

- **Individual College Meetings Summary** – The themes of these meetings surrounded the budget and the evolution of the funding model. There were also discussions with the colleges in regards to AB720 and the implications it may have on the organization, along with the fund balance/reserve accounts and how they have been instrumental in sustaining the Consortium. Additionally, there were conversations that included; 1) Identifying additional funding sources to support the rising costs of the facilities. 2) Should a restricted reserve fund be maintained at a certain balance, or percentage? 3) Identifying additional funding sources for capital projects and equipment.

Mr. Ernie Smedlund added that the summary included a 12-year FTEs trend as well as a 13-year history of fund balance as a percentage of the operating budget.

- **Survey of Other Academy Programs** – The Consortium was asked to conduct a survey of different Academy Programs to compare how they operated; specifically, the College of the Canyons and Santa Ana College. These colleges do not run their own police academy. Their academies are under an Instructional Services Agreement (ISA) with local police agencies.

Mr. Gregg Giusiana added that South Bay is the only multi-district Academy being offered in the state. The ISA's in place with those colleges are similar to the ISA between South Bay and San Jose PD. They run their own academy but South Bay helps with registration and instructional staff so students receive college credit. Other colleges run their own academy programs with full funding. Ms. Vaughn added that under an ISA, by legal opinion, the colleges are required to offset a minimum of 21% of the instructional costs. Since San Jose PD already has their own budget, they're not relying on these funds to sustain their academy. If they were to disengage in the agreement, they would continue to run their academy as is.

- **Title IX Update** – Mr. Smedlund shared that South Bay updated our website with a place where anyone can report an incident they see, hear or experience as a victim/witness. This is mirrored after what Gavilan College has on their website. We are in the process of fulfilling all Title IX requirements, including assigning the Title IX training to all full-time and part-time staff.
- **Equity Goals and Plans** – South Bay is in the process of assembling a committee that will include representatives from all factions of the organization, as well as student involvement if possible. It may be difficult to get student engagement due to the manner in which our courses are delivered. The purpose of the committee will be to look at equity goals and to set realistic ideas and plans looking to enhance training and services. There are currently 3 different scholarships available through our Foundation; 2 are with the Fire Academy and the other for the Law Enforcement Program focused on diversity and community engagement.
- **Consortium Facilities Use of Agreements** – At the request of Dr. Crow, Ms. Vaughn shared some background on the use of facilities at the partnering colleges. Historically South Bay has provided FTE's to the colleges in lieu of cash payments because we are a program of the colleges. While at the original campus of Evergreen, the District received 40 FTEs in lieu of rent and other services provided. When South Bay originally moved to the Gavilan Campus, the agreement was on the same 40 FTEs basis in lieu of cash payments. In 2020, South Bay engaged in a 2-year lease agreement with Gavilan College for \$501k with a 3% multiplier for subsequent years plus any operational and utilities costs.

Mr. Michael Manning added that overall, the Gavilan Campus has served South Bay very well. However, the issues with the HVAC system have been ongoing. There also seems to be some issues with the open internet connection available to South Bay due to the facility location. It is working but it's not ideal. The Gavilan staff has been very accommodating to the needs of South Bay.

Dr. Rose added that there are still classrooms that are dedicated to Gavilan and the option to bring content or expand classes is still available. In addition, the District office is also still available. Gavilan is looking at leasing out the office space to the OpenSpace Authority. They are interested in creating a reserve around the campus. More to come on this.

b. Program Review (D)

Mr. Ed Flores shared that the South Bay staff has begun collecting and analyzing various data sets and demographics required for the program review at the request of the Board. He was able to secure the last program review that was produced for Gavilan in preparation for developing this review. It was unclear if each college wanted/had their own template or if one template/format was ok for all? Dr. Rose advised that each college should have a similar template. These should all be found on each individuals college website. She also agreed that there

should only be one program review for all colleges. She invited Board members to comment. Overall the Board agrees to have one review for all.

c. Financial Report (D)

The Consortium has reduced class sizes to accommodate the COVID restrictions still in effect in the state. South Bay is one of the few public safety programs who have been able to offer some courses and they are maximizing their facility capacities in an effort to meet the allocations to the colleges. Ms. Vaughn shared that the current FTEs projections are at 2148 (~89%) of total allocations. There is also a projected deficit of \$648k in expenses. It is projected that South Bay will have a loss of revenue of approximately \$1.1 million. This has been mitigated to having only a \$195k impact to the organization.

Mr. Flores also provided an overview and recognized the hard work of the Consortium staff to achieve close to 90% of our projected FTES in spite of all the pandemic related health restrictions and the negative operational impacts.

Ms. Vaughn addressed some questions from the Board concerning the Financial Report from the last meeting. The Board had asked about using the BAM (Budget Account Manual) and if it would be feasible for South Bay to convert their process and chart of account to match? If South Bay were to convert to the BAM system, it would reduce the Chart of Accounts and detail being presented to the Board. For these reasons, the original Board recommended South Bay use the GASB (Governmental Accounting Standards Board) system. Based upon the research, analysis and input from the Consortium's Forensic Accountant, attempting to renumber and reconfigure QuickBooks is not recommended, nor is customizing and investing in a new software program. This would have various negative impacts on the Consortium's financial resources and fiscal staff.

There were some questions about the CARES, State and Federal Funding assistance, due to the pandemic, that was available and whether or not South Bay was able to utilize any of those funds through the JPA? And, was South Bay able to mitigate any losses due to COVID? Ms. Vaughn shared that South Bay conducted research on the CARES and HEER funding and found that if a program is associated with a College that was already receiving this assistance, then they are unable to receive the funds directly. The parent organizations/colleges would have to allocate and distribute funds they had received. The Consortium shared a summary report to the Board to show the expenses lost due to the Pandemic. Ms. Vaughn clarified that the funding does apply to South Bay, however we don't have the ability to apply for it directly. If the Board was to decide to support the program, then colleges would have to include South Bay as a sub-contractor on their financial reports.

Ms. Vaughn shared an overview of the Budget vs. Actual expenses for the General fund. As previously mentioned the reports show a gross loss of \$1.1 million in income mitigated to having a net \$195k negative impact to the

organization. Mr. Smedlund added that the facilities/utilities expenses for the 2nd half of the fiscal year have not been paid yet. South Bay will also be sending out invoices to the colleges, by the end of the fiscal year, that total about \$460k. Lastly, revenue share with our partnering agencies is expected to be expensed by the end of June.

Mr. Flores provided an overview on the Reserve Fund Balance. The Consortium's Reserve Balance consists of the fund balances in the Operating Budget, Capital Projects, Deferred Maintenance and Self Insurance. The combination of these four funds are commonly referred to as the Consortium Reserve Fund. Over the past 14 years, the balance has fluctuated considerably. In times of hardship, the Consortium has had to rely on the Reserve Fund to sustain the program. During the recession and at its lowest, between 2008 - 2014, Reserves were reduced to approximately 11% of annual expenses, in spite of taking a number of other measures, such as; reduction in force (RIFs), reduction of employee benefits, pay reductions, and work furloughs. When the Reserve Fund was reduced to 11% the Consortium experienced cash flow issues. Since that time and over a number of years, the Consortium was able to rebuild the Reserve Fund. This past year, due to the pandemic the Consortium once again had to rely on the Reserve Fund. The Consortium is projecting use of the Reserve Fund again this fiscal year.

Additionally, after further investigation, Mr. Flores found that the California Legislative Analyst's Office report titled "Update on Community College Reserves," released in January 2021, stated that based on the survey of Community College Districts throughout the state, colleges had an average Reserve Fund of 22% of annual operating budget. Mr. Flores advised that while no law requires a specific percentage of the operating budget to be a reserve, the Chancellor's Office requested a 5% restricted reserve for colleges but doesn't speak to the issue of unrestricted reserves. South Bay currently has a 22% Reserve Fund, of their 3-year average for operating expenses.

Due to the economic instability created by the SCFF and the uncertainty of future pandemic health restrictions, the Consortium's Executive Staff does not recommend implementing a Restricted Fund at this time. Instead, they recommend that the Board revisit this item once the Consortium returns to normal operation. The Board accepted the report without action.

d. Strategic Plan Update (D)

Based on feedback from the Board from the last meeting, updates were provided on each goal and proposed changes. The Strategic Plan was included in the meeting packet and shows highlighted proposed changes, bullet points and completed goals. The Consortium Executive Staff recommends that if the Board wants to make substantial changes and/or new goals/sub-goals, there should be a retreat planned including Board Members and other stakeholders. Dr. Rose agreed and suggested December or January may be ideal to hold this retreat.

Ms. Vaughn addressed questions about the planning cycle of the Sustainable Funding Model. Unfortunately, at this time there isn't a cycle in place. However, the continued questions surrounding overall funding (the hold harmless status, implementation of the SCFF, and AB720), hinder the ability to make informed decisions specific to this Strategic Goal. The original date of having this accomplished, June 2021, will not be feasible. The committee will need to reconvene to determine how best to move forward with funding the organization before developing a planning cycle.

Dr. Jon Knolle added that after review of the Strategic Plan, he didn't notice any reference of continuing improvement of Instructional Programs. He would like to see some reflection of previous conversations in regards to racism, inclusiveness and equity.

e. Preliminary Budget (A)

Motion: Mr. David Martin 2nd: Dr. Ghada Al-Masri

Motion approved unanimously

No further discussions.

VI. Announcements

Dr. Rose advised the Board that Ms. Vaughn's evaluation is due soon and her contract ends on June 30th. At the next Board Meeting, it is expected that she will present her goals and achievements before the Board goes into a closed session to discuss.

Dr. Rose suggested that the JPA meetings proceed to meet via zoom unless there is a need to meet in person. At least the next 2 meetings will be Zoom then the Board can determine if this will continue to be a more efficient way of meeting.

Lastly, Dr. Rose announced that Gavilan College currently has an opening for the following positions: VP of Administrative Services, Director of Fiscal Service and Director of Financial Aid.

Ms. Michelle Schneider announced that the College of San Mateo has a new President, Dr. Jennifer Taylor-Mendoza, effective July 1st. Mr. Michael Claire is now the Chancellor of the San Mateo County Community College District and Interim President Ms. Kim Lopez will be returning to her position as Vice President of Student Services.

VII. Adjournment

Meeting was adjourned at 10:58 a.m.

Next regular JPA Board meeting is scheduled for July 15, 2021