



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, September 16, 2021
10:00 a.m. – South Bay Regional Public Safety Training

Zoom Meeting/In-Person

I. Call to Order

Dr. David Martin called the meeting to order at 10:05 a.m.

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

a. Approval of Agenda (A)

Motion: Dr. Chris Dela Rosa 2nd: Ms. Michelle Schneider

Agenda approved unanimously

II. Approval of Minutes from March 18, 2021

Motion: Dr. Chris Dela Rosa

2nd: Dr. Steven Crow

Minutes approved unanimously

III. Public Comment

No public members present.

IV. Business

a. 2021-22 Proposed Budget (A)

The FY2021-22 Budget Report was presented to the Board with adjustments for changes in contract income and materials cost increase. Due to unforeseen circumstances, the completion of the Audit Report was delayed.

Ms. Linda Vaughn provided the Board with a brief presentation on the Proposed Budget. Here are some of the key points reviewed in the Budget:

- Closed FY2020-21 with a deficit of approximately \$650k
- Loss in Revenue
 - \$706k from FTEs
 - \$407k from Fees, Testing & Bookstore Sales
- Additional Revenue
 - POST Contracts \$492k
 - Other Contracts/Services \$151k
- Operational Savings
 - Salaries \$250k for unfilled Vacancies
 - Various Operational Expenses \$21k
- Ending All Funds balance of \$3.9 million
- Final Budget is based on the Allocation Letters provided to the Board
Colleges = 2320 FTES inclusive of 60 FTES Rent. This includes a 4.8% decrease in FTES Allocations
- Cancellation of POST Simulator and QAP Contract, loss of approx. \$260k.
- Budget is based on 70% of SCFF Base Rate Funding (\$2948.58/FTES)
- Includes 3% increase in Coyote Valley Campus lease
- Payroll Adjustments:
 - 2% Salary increase for all Staff & Faculty (beginning January 1, 2022)
 - Maintain vacant staff positions
- Unknowns:
 - Continued COVID Health Restrictions
 - Actual enrollment and course delivery
 - Ability to continue staff reductions implemented, this will not be sustainable
- Projected Operating Budget Deficit of \$282k
- All Funds Balance

- Projected 23% spent over 2020-21 & 2021-22
- Projected solvency through 2026-27
- Projected Ending All Funds Balance \$3.6 million
- Capital Projects fund was suspended last year
 - Projected Positive Balance into FY2022-23
 - Program expenses will again impact the Operating Budget (EVOF/Fleet vehicles, Radios, Shotguns, Fire Props & Equipment)
- Historical data over the last 3 years
 - Income – Average 3.8% variance
 - Expenses – Average 5.1% variance (savings)
 - Short-term, sustained through Reserve Fund
 - Long-term
 - Implementing SCFF @ 60% rate for certificates and 9+ CTE Units only. Resulting in \$417k+ in funding
 - SCFF & AB 720 ISA Funding, additional \$762k in funding

Dr. Ginger Charles asked about the impact of South Bay being short staffed with the agencies hiring and the demand for training? Ms. Vaughn shared that with the demand for training, student volume will increase, causing South Bay to increase the instructional costs for their courses. Eventually vacant positions will need to be filled again.

Ms. Vaughn provided some clarity on the projected fund balance. If South Bay maintained a deficit budget of \$282k moving forward, the projected fund balance would sustain the organization through FY2026-27. The percentage of the fund balance compared to the total expenditures is about 28%.

The Consortium has a history of putting forward a deficit budget knowing that there will be a reliance on the reserves or the other fund balances. A few years ago, the Board inquired about the size of the reserve balance. During the economic downturn in 2008, the Board asked South Bay to balance the budget using the Reserves. When the economy recovered, South Bay was able to build the balance again. Many factors went into cutting back expenses. In recent years there has been a combination of events that have affected the deficit spending, including the SCFF. Funding South Bay based only on the SCFF base funding only, dramatically reduced the funding from the colleges. Coupled with reduced enrollment, the effects of COVID and the Coyote Valley facility rental expense; the cumulative effect has had a huge negative impact on the Consortium budget.

Motion: Mr. Paul Dela Cerda

2nd: Dr. Chris Dela Rosa

Motioned approved unanimously

b. Attendance Accounting (D)

Prior to the legislative changes in 2014, Public Safety courses were excluded from Daily Census. In more recent years, the Chancellor's Office and the Governor's Office realized that this was not appropriate because it precluded the Consortium from delivering any courses online. Where appropriate, courses that had a standardized schedule, began running as daily census courses. Partly because this was more efficient for South Bay and the member colleges. Approximately 90% of the courses, presented by South Bay, start and end within the same fiscal year. The other remaining %, begin in one fiscal year and end in the next. This has caused individual member colleges to make decisions in May, June or July to push these courses into the next fiscal year; causing negative implications to the Consortium's financial health.

Courses are scheduled based on the number of FTES per college during the year. When a college decides to claim those FTES in the next year, 2 things happen; 1) All expenses incurred in that fiscal year won't have any income to offset it. And, 2) there is no way to make up those FTES. Ms. Vaughn requests of the Board that they meet with their Admissions/Records to make them aware of this and if/when a course needs to be moved, that they let the Consortium know as soon as possible.

Ms. Vaughn clarified that most of the courses presented by South Bay don't meet the Daily Census so they are tracked by Positive Attendance.

The Board will take this topic and circle back to their Admissions/Records and provide the Consortium with direction at the next Board Meeting.

c. Financial Report (D)

Mr. Ernie Smedlund reviewed the FTEs Allocation Summary with the Board. 3-months into the new fiscal year, the Consortium is on track meeting about 70% of the projected allocations. They hope to meet all projections by Spring of next year. Ms. Vaughn added that the goal is to have courses scheduled to meet at least 90-95% by the end of the calendar year.

Onto the Financial Report. More details were added to Object Code 42000, specific to POST classes, to provide more specific information in regards to what individual POST Contracts are providing in the way of revenue vs. expenses. As of Sept. 8th, the Financial Report reflects total income of about \$1.7 million. Costs and expenses reflect about \$2 million with a deficit of about \$298k.

d. COVID-19 Vaccines (D)

With the vaccines receiving full FDA approval, some counties, cities, and colleges have enforced requiring staff and students to be vaccinated or tested regularly as a condition of employment or attendance. Since South Bay is a regional provider of training, and a regional consortium of colleges, they cover multiple counties. Unfortunately, there are different requirements and recommendations at all of them. Gavilan College has officially adopted a policy

to require all Staff, Faculty and Students to be vaccinated. Per an email from Dr. Rose, she assumes that any courses that South Bay provides and schedules with Gavilan, all students and faculty will be required to be vaccinated as of Spring 2022. This may cause an issue for the Consortium since currently not all agency partners we provide training for are requiring their personnel to be vaccinated. Self-sponsored students are currently not required to show proof of vaccination. With the precautions the Consortium has put into place to limit the spread of COVID, we feel comfortable allowing students to attend despite their vaccine status. The Consortium has concerns about establishing a policy to mandate vaccinations if not all partnering agencies are requiring it.

A vaccine mandate would also put limitations on our faculty. here is already a limitation on the instructors to choose from and this would make that pool even smaller.

Ms. Vaughn asked the Board for direction and input on this topic. What is each college requiring in regards to vaccination? And, what direction they suggest the Consortium takes?

Mr. Smedlund suggested that the Consortium send out a survey to the partnering agencies to see what they are requiring of their personnel in regards to requiring the vaccine. Once the data is collected, they can come back to the board to present the data of the regions they provide training to.

Dr. Ginger Charles suggested that the policy would be more on the restrictive side in regards to the vaccine and mask wearing with an Exemption to the policy if the student is with an agency that doesn't require them to be vaccinated.

Dr. Cathryn Wilkinson shared that Hartnell College will come to a decision in the next week in regards to a vaccine mandate that would impact anyone enrolled in courses being held on the campus. Mr. Smedlund added that this could also have an effect on the courses being held off campus. Would the mandate be different for those courses as well? Some of the courses presented by the Consortium are presented in different counties than the colleges they are registered with.

Dr. Steven Crow asked if the Consortium had a Union to deal with? It may be best to anticipate that there will be a vaccine mandate and require it. This is something that may be enforced at the Federal level in the near future. He also suggested that it not be limited to just face to face since the employees do/may have interactions with others outside of staff and students.

Dr. Chris Dela Rosa shared that the Board of Ohlone College agreed to a COVID vaccine mandate for all Students and Employees to be fully mandated. However, there is an exemption for medical and religious reasons. It also does not affect any online instruction or any instruction that occurs outside of the district-controlled properties and/or facilities. He agrees with Dr. Crow in regards to

complying with the mandates that are being implemented by the hosting institutions.

Dr. David Martin shared that MPC is in the same situation as Hartnell. Their Board will be meeting to discuss a potential vaccine mandate, as well.

Ms. Michelle Schneider shared the status for CSM. They are requiring students to answer if they are vaccinated, not vaccinated or decline to state. All unvaccinated students, or decline to state, must wear masks while indoors. Even if the mask mandate is lifted those students will still need to wear masks. Their Board will be meeting next week to further discuss their mandate.

Ms. Vaughn advised the Board that they be sending out surveys to all partnering agencies to see where they stand and bring more information, based on their feedback, to the Board to the next meeting.

V. Announcements

No announcements made

VI. Adjournment

Meeting was adjourned at 11:03 a.m.

Next regular JPA Board meeting is scheduled for November 18, 2021