



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, September 29, 2022
10:00 p.m. – South Bay Regional Public Safety Training
Zoom Meeting

I. Call to Order

Dr. Chris Dela Rosa called the meeting to order at 10:06 a.m.

Present:	Dr. Chris Dela Rosa	Ohlone College
	Dr. Jon Knolle	Monterey Peninsula College
	Ms. Judith Cutting	Monterey Peninsula College
	Dr. Robin McFarland	Cabrillo College
	Mr. Paul Harvell	Cabrillo College
	Dr. Steven Crow	Cabrillo College
	Ms. Michelle Schneider	College of San Mateo
	Dr. Pedro Avila	Gavilan College
	Mr. Jaime Mata	Gavilan College
	Mr. Graciano Mendoza	Hartnell College
	Mr. Brad Deeds	Lake Tahoe Community College
	Ms. Linda Vaughn	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Michael Manning	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
Absent:	Dr. Jennifer Taylor-Mendoza	College of San Mateo
	Dr. Cathryn Wilkinson	Hartnell College
	Mr. Jeff DeFranco	Lake Tahoe Community College
	Dr. Ghada Al-Masri	Ohlone College

a. Approval of Agenda (A)

Motion: Dr. Steve Crow 2nd: Mr. Paul Harvell

Agenda approved, Gavilan College Abstained.

II. Approval of Resolution #2022-6: Continue Incorporating the Terms of Resolution #2021-1 pursuant to AB 361 (A)

Motion: Dr. Jon Knolle 2nd: Ms. Michelle Schneider

Ayes: 6 Noes: 0 Abstain: 0 Absent: 1

Roll Call Vote:

Dr. Jon Knolle – MPC	Aye
Ms. Michelle Schneider – CSM	Aye
Dr. Steven Crow – Hartnell	Aye
Mr. Brad Deeds – Lake Tahoe	Aye
Dr. Chris Dela Rosa – Ohlone	Aye
Dr. Pedro Avila – Gavilan College	Aye
Mr. Paul Harvell – Cabrillo	Aye

Absent (at time of vote):

Dr. Steven Crow – Hartnell

III. Approval of June 16, 2022 Board Minutes, and August 11, 2022 Special Board Minutes (A)

Motion: Ms. Michelle Schneider 2nd: Dr. Jon Knolle

Motion approved, Gavilan College and Cabrillo College abstained

IV. Public Comment

No public members present.

V. Business

A. Financial Report (A)

The Consortium provides updates on the organization’s financial health/status and meeting FTES goals for member colleges on a regular basis. Mr. Ernie Smedlund reviewed the report that was provided to the Board. He explained that the Budget column was empty due to the final budget not being approved. However, the expenses and income are in there and are up to date. This reflects a surplus of about 48k, as of September. A Definition of Chart of Accounts was also provided to the Board for better explanation.

Mr. Smedlund also shared the following highlights from the report:

- 1.3 million in apportionment from the colleges

- Contract class revenues are just beginning, this is expected to increase as the year goes on.
- The biggest expenses are payroll, benefits and insurance

Mr. Edward Flores reviewed the FTEs update report that was provided to the Board. He shared that the report reflects an FTEs base of 2080 with a max of 2130. Currently the Consortium is achieving 95% of their projections. They expect to achieve and/or exceed the #'s allocated. The Consortium is open to any member colleges that are looking to increase their allocations. Mr. Flores explained that there is an increase in FTEs due to the return of conferences as well as an increase in Fire and In-Service Training. However, there is a decrease in Contract courses and those courses that are being registered with Colleges that are requiring proof of vaccination.

Ms. Linda Vaughn shared that the Consortium reviewed FTEs allocation trends and found that the numbers are around the same as in FY13-14 when there was a big down turn from the colleges. Currently, as the enrollment is increasing, the colleges are pulling back on their allocations.

Dr. Pedro Avila questioned as COVID is being mitigated, why have the Colleges reduced their allocations and also asked what would be the process to increase their allocations. Ms. Vaughn explained that the allocations limit of 2080 is what has been set by the board. Shortages in past years were due to courses that had end dates in the next fiscal year. Based on their achievement of meeting 95% of those goals so early in the fiscal year, the consortium believes that they can produce more. Mr. Smedlund will reach out to those colleges that are interested in increasing their allocations.

B. COVID-19 Update (D)

The Consortium staff continues to work with the staff at member colleges to determine and streamline processes to verify student compliance with individual college vaccination requirements. Ms. Vaughn realizes that as more students are getting vaccinated and COVID mandates are starting to ease throughout the state, colleges are also beginning to change their policies as well.

Mr. Flores added that COVID continues to have an effect on the loss of FTEs. In the FTEs report previously provided, it reflects a loss of 675 FTEs between March 2020 and end of FY2020-21. Additionally, with the introduction of vaccination requirements by some member colleges, the Consortium realized an additional reduction in FY21-22 of 85 FTEs. Due to the nature of their programs and some contract courses, the students attending these programs are reluctant to comply with the COVID requirements. Mr. Flores added that they have also tried to work with the colleges to streamline this process to make it easier for the students.

Ms. Vaughn clarified that the contract courses are courses that we have specifically asked to provide. She also added that enrollment in courses has also increased.

Additionally, enrollment through the industry partners with in-service training has increased. There is no doubt that the Consortium can exceed the maximum allocations per college if given the opportunity.

Mr. Smedlund added the biggest barrier that is holding back the Consortium from meeting their allocations are the colleges that are still requiring proof of vaccination. He questioned if those colleges will be dropping those requirements anytime soon? Mr. Flores agreed that the process of the uploading of proof of vaccination seems to be the biggest obstacle for their students.

Mr. Paul Harvell asked if it would make sense for them to not require the Consortium students to upload proof of vaccination and instead have the Consortium monitor the tracking of these records. Ms. Vaughn agreed that this would be a great help.

Dr. Chris Dela Rosa suggested that at the next Board Meeting an agenda item should be added to discuss the vaccination status for each college. What are their plans, if any, in regards to their COVID vaccine requirements for their Spring semesters?

C. Proposed Final Budget (A)

Ms. Vaughn reported that the audit is still underway. It is expected that it will be completed within the next few weeks. A slideshow was presented to the Board highlighting a few key points:

- Ended the year at 2236.75 FTES (only 2177.17 was funded)
- Ended 2021-22 with \$1.16 million operating deficit, higher than expected
- FY2021-22 Ending All Funds balance \$2,778,797
- Allocation Letters = Minimum of 2080 FTES (inclusive of 60 FTES for rent) This includes a 10.4% decrease in FTES from last year.
- Proposed General Fund deficit of \$965,288, balanced by transferring \$500k from deferred maintenance.
- Unknown Potential Impacts
 - Continued COVID Health restrictions/vaccination requirements
 - Actual enrollment and course delivery
 - Ability to continue staff reductions implemented
 - Funding model, some of our programs represent up to 55% of certificates of achievement with some of the member colleges. AB1942 will also have implications on this.
- Projected Ending All Funds Balance \$1,757,659
- Capital Projects Funds – No large purchases in FY23/24. However, major purchases need to occur to be able to continue business.
- Short-Term
 - Sustained through Reserve Fund through FY25/26
- Long-Term
 - Funding on all SCFF Matrix
 - 70% Base rate (no change)

- % of certificates and 9+ CTE Units need to be considered for additional funding
- If the 70% AB 1942 ISA Funding is approved, this would result in an additional \$1,488,480 in funding to the Consortium

Dr. Avila asked if it would be possible to get an analysis on what the break-even point would be? How many additional FTES would the colleges have to contribute to get out of the operating deficit of \$1 million? He also shared that he had some conversations with their Chancellor, Dr. Daisy Gonzalez, in regards to the JPA and pointed out that they don't receive center funding. She expressed that she would be interested in supporting this matter. Upon approval, this would provide an additional \$1.4 million in funding to the Consortium. This should be discussed at a later meeting. Dr. Dela Rosa was in support of these discussions to be had.

Motion: Dr. Jon Knolle 2nd: Mr. Brad Deeds

Motion passes unanimously

D. Capital Projects Fund (A)

In FY21/22, the JPA Board voted to continue the suspension of the Capital Projects contribution. Ms. Vaugh requests the Board reinstate the FTES capital projects contribution in the amount of \$100 per FTES generated by South Bay, exclusive of any FTES generated in lieu of rent. If approved, this would add approximately \$202,000.00 to the Consortiums Capital Projects Fund.

A list of Operations equipment and IT Equipment needs were provided to the board. Mr. Michael Manning reviewed these lists with the board of the items that need to be purchased/replaced. Expenses totaled to an approximate \$1.4 million.

Dr. Dela Rosa iterated to the Board that this request is not something that is new nor is the amount requested changed from the original contribution.

Mr. Deeds asked if the Consortium has pursued grants available from the state for these types of expenses? Ms. Vaughn explained that due to the Consortium's status, not a college, they will have to have an industry partner, or college, partner with them to take the lead on these grants. Mr. Deeds also shared that Lake Tahoe Community College has had access to regional collaborative funds for public safety training and it would be beneficial for the Consortium to take part of these benefits.

Motion: Recommended to table this item to the next meeting to give the colleges time to discuss with their individual boards since there will be an impact on their budgets.

Motion: Mr. Brad Deeds 2nd: Dr. Robin McFarland

Motion passes unanimously

E. Appointment of Interim President (A)

Due to Ms. Linda Vaughn's resignation, Dr. Dela Rosa requests the Board to select and approve South Bay Vice President of Academy Services, Mr. Gregg Giusiana, as interim President/CEO effective Oct. 4, 2022, pending the appointment of a new President.

Motion: Dr. Jon Knolle 2nd: Mr. Graciano Mendoza

Motion approved unanimously

F. Future JPA Board Meetings (A)

Ms. Vaughn asked the Board to identify a date cease teleconferencing the JPA Board Meetings, and recommends they return to in-person on the Coyote Valley Campus. It was decided that the next scheduled meeting, November 17, 2022, and meetings thereafter, will be back to in-person.

Motion: Ms. Michelle Schneider 2nd: Dr. Pedro Avila

Motion passes unanimously

VI. Announcements

Mr. Ernie Smedlund shared that they have been in conversations with Gavilan in regards to removing instructors from their payroll for instructors that have not taught within the last 3 months. Due to the fact that some instructors may only teach once a year, this may be difficult for the consortium to adapt. They are working with the college for a solution.

Ms. Linda Vaughn thanked the Board for their support in her role as the President of the Consortium. Although this will be her last meeting she assured the Board that she will continue to support the Colleges and the Consortium within the capacity of her new role.

Dr. Dela Rosa, along with other Board members, thanked Linda for her service as the President in the last six years as the CEO.

Dr. Dela Rosa announced that Ohlone College Superintendent, Mr. Eric Bishop, announced his resignation as of October 31, 2022.

VII. Adjournment

Meeting was adjourned at 11:34 a.m.

Next JPA Board meeting is scheduled for November 17, 2022