



## **GOVERNING BOARD MEETING MINUTES**

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*South Bay Regional Public Safety Training Consortium*

**Thursday, November 17, 2022**  
**10:00 a.m. – South Bay Regional Public Safety Training**

### **I. Call to Order**

Dr. Chris Dela Rosa called the meeting to order at 10:03 a.m.

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

#### **a. Approval of Agenda (A)**

Motion: Dr. Jon Knolle                      2<sup>nd</sup>: Ms. Michelle Schneider

Motion approved unanimously

### **II. Approval of September 29, 2022 Board Minutes**

Motion: Ms. Michelle Schneider                      2<sup>nd</sup>: Ms. Michelle Schneider

Motion passes unanimously

### **III. Public Comment**

No public members present.

Mr. Jaime Mata made public that he is applying for the Consortium's Presidents position.

### **IV. Business**

#### **A. Financial Report (D)**

Mr. Ernie Smedlund advised the Board that the Financial Report provided shows data as of Nov. 2<sup>nd</sup> and they are 1/3 of the way into the fiscal year. The report reflects a loss of about \$227,442.44. There are no significant items on the budget that seem to be out of line. He reminded the Board that the report is a snapshot of where the Consortium currently stands and does not reflect the revenue shares that come in at the end of the fiscal year. There were no increases in salary/wages for FY22-23. So far income and expenses are balancing out. The reserve balance has decreased about \$500k since the last fiscal year.

Mr. Ed Flores reviewed the FTES report provided to the Board. Since the last meeting, Ohlone and Gavilan have increased their allocations by 25 and 50, changing the minimum allocations to 2,155 FTES and the maximum to 2,205 both inclusive of rent. Currently, the Consortium is meeting approximately 99.7% of the minimum allocations and 97.4% of the maximum, equaling 2,148 FTES.

Mr. Gregg Giusiana advised the Board that if any of the Colleges have more FTES to spare, the Consortium is willing to take them. This wouldn't have any effect on the current contracts, if they are generated, the colleges will be billed at the end of the year. Mr. Smedlund added that since COVID guidelines have relaxed, there is an increase of FTEs generated from Conferences. Due to the complexity of the online college application with some colleges, the conferences are being registered with colleges that are still accepting paper applications, (i.e., Hartnell and Lake Tahoe).

Dr. Jon Knolle requested clarification for the colleges that are showing a negative # on FTES. It doesn't make sense to request more if the current number is being met. The example given was that MPC shows -73.06. Mr. Giusiana shared that in this case, due to curriculum, there are some courses that cannot be registered with MPC, such as the courses within the Fire program.

#### **B. COVID-19 Update (D)**

Mr. Giusiana asked the individual colleges to report what, if any, changes are they are making within their COVID policies. He also advised that based on the

changes, if any, made by the colleges. This would have a change in FTES based on the ability to register students who are not vaccinated. As far as the Consortium's policies, the spread of COVID has been very minimal in their classes.

MPC – Dr. Knolle shared that their registration department is currently working with the Consortium to streamline the requirement of proof of vaccination for their students. Additionally, he advised their Board will be meeting on 12/16 to discuss possible removal of their vaccine mandate for the Spring Semester.

GAV – Mr. Jaime Mata shared that they are also having discussions to remove the vaccine mandate for their Spring Semester due to the barriers that their students are facing.

CSM – Ms. Michelle Schneider shared their vaccine mandate was removed 3 weeks ago. Unvaccinated students are also no longer required to test on a weekly basis. And, they also now have a modified mask mandate that will be dependent on the county spread.

Ohlone – Dr. Dela Rosa shared that they are still requiring the vaccine for in person classes and there is no longer a mask mandate.

Dr. Dela Rosa requested for the Consortium to send a survey to all of the member colleges in regards to their COVID policies and any changes, if any. Results should be shared with all Board college members so that they can compare their policies.

### **C. Balanced Budget Recommendations (D)**

Mr. Giusiana shared that at the last meeting the Board requested the Consortium to provide recommendations to balance the budget. Some of the factors that hit the budget were 1) Funding formula changed, reduced the value of the FTE. 2) Addition of rental expense. In recent years, the Consortium has:

- Cancelled courses, In-service training
- Continued working with limited staffing
- Smaller class sizes

Based on using FTES to balance the budget, the Consortium Colleges would have to add about 448 FTES in order to get out of the projected \$1 million deficit. This does not include the additional 50 from Gavilan and 25 from Ohlone. After that addition, the shortfall is approximately 373 FTES, equaling to about \$803,815 in additional FTES funding for the Consortium.

Mr. Giusiana added that the biggest hit to the budget has been the expense of rent at the Gavilan Coyote Valley Site. Considering the Consortium does generate FTES on the campus that goes to Gavilan, it seems a little unfair. Prior to being charged rent, the Consortium was generating FTES in lieu of rent. Currently the rental agreement was extended 1 year from the original contract and which will expire June 30, 2023. Dr. Dela Rosa advised the Board that they should review the

agreement and decide on how to move forward. An action Item for this topic should be added to the next meeting. Dr. Knolle agreed that Gavilan should reconsider and go back to the old model of rent. Dr. Dela Rosa added that continuing to charge rent may lead the other “hosting” college (CSM and MPC) to begin charging rent, which would then lead the Consortium to insolvency within the next few years. Leaving no benefit to the colleges and the communities they serve.

Dr. Knolle asked if there were any other options to balance the budget. Mr. Giusiana advised that all areas of the budget have been reviewed and considered as much as possible. Dr. Dela Rosa added that it may be helpful for the Board to understand if the Consortium can provide Total FTES produced / FTEE = Efficiency Rate.

Dr. Knolle would like to revisit the conversations on program completion and more development of certificates of completion. This may lead to the increase of funding. Currently there are not many completions of Admin. Of Justice degrees with MPC.

#### **D. Capital Projects Fund (A)**

Mr. Giusiana requests the Board reinstate the FTES based capital projects contribution in the amount of \$100 per FTES generated by South Bay, exclusive of any FTES generated in lieu of rent. This would increase South Bay’s Capital Projects Fund by approximately \$202k. He added that these funds are only for operation/equipment expenses and whatever isn’t used is rolled over to the next fiscal year. Currently there is a lot of equipment that needs to be replaced such as vehicles, computers and paramedic equipment. The consortium has also advised their partnering agencies that they are open donations.

Dr. Dela Rosa provided historical context on the funding to the consortium. The Capital Projects funding was suspended in 2021 due to COVID and the funding restrictions to the colleges from the state. Since the state has reinstated the operations funding to the colleges, its only right to pass down some of that funding to the Consortium. Dr. Knolle agreed that since the Consortium is part of the college’s programs, it’s only right that they receive equal instructional resources.

The Board decided to table the item for the next meeting. No action was taken.

#### **E. Final Audit Report (A)**

The firm of Onisko & Scholz, LLP, and CPA’s was retained for the purpose of conducting the Consortium’s yearly audit of their financial statements. The auditor found no deficiencies in internal controls and no instance of non-compliance or other reporting requirements under Government Auditing Standards. The only great finding was 30% of loss in reserves due to loss in FTEs from COVID. However, the reserve balance still sits at about \$2 million, causing no major concerns at this time.

Motion: Dr. Jon Knolle                      2<sup>nd</sup>: Mr. Jaime Mata

Motion passes unanimously

**F. Interim President Pay (A)**

Dr. Dela Rosa requests approval for Interim President, Gregg Giusiana, to receive a salary increase from \$11,622.37 to \$14,429.00, effective October 1, 2022, until the appointment of a new President.

Motion: Dr. Jon Knolle                      2<sup>nd</sup>: Mr. Jaime Mata

Motion passes unanimously

**V. Announcements**

No announcements

**VI. Adjournment**

Meeting was adjourned at 10:58 a.m.

*Next JPA Board meeting is scheduled for January 19, 2023*