



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, June 15, 2023

10:00 a.m. – South Bay Regional Public Safety Training

Coyote Valley Campus Room D103

I. Call to Order

Dr. Chris Dela Rosa called the meeting to order at 10:00 a.m.

Present:	Dr. Chris Dela Rosa	Ohlone College
	Dr. Jon Knolle	Monterey Peninsula College
	Dr. Pedro Avila	Gavilan College
	Ms. Marilyn Morikang	Gavilan College
	Ms. Michelle Schneider	College of San Mateo
	Mr. Brad Deeds	Lake Tahoe Community College
	Mr. Paul Harvell	Cabrillo College
	Mr. Graciano Mendoza	Hartnell College
Staff	Mr. Kevin Jensen	SBRPSTC
	Mr. Gregg Giusiana	SBRPSTC
	Mr. Ernie Smedlund	SBRPSTC
	Mr. Edward Flores	SBRPSTC
Absent:	Dr. Andrew LaManque	Ohlone College
	Ms. Judith Cutting	Monterey Peninsula College
	Dr. Robin McFarland	Cabrillo College
	Mr. Brad Deeds	Lake Tahoe Community College
	Dr. Carla Grandy	College of San Mateo
	Dr. Cathryn Wilkinson	Hartnell College

a. Approval of Agenda (A)

Motion to Approve the Agenda

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

Motion passes unanimously

II. Consent Calendar (A)

a. Approval of March 16, 2023 Board Minutes

b. Approval of Dr. Carla Grandy as the primary Board representative from the College of San Mateo

Motion: Dr. Jon Knolle 2nd: Dr. Pedro Avila

Motion passes unanimously

III. Public Comment

N/A

IV. Business

a. Financial Report (D)

The Consortium provides updates on the organization's financial health/status and meeting FTEs goals for member colleges on a regular basis. The financial report shows income and expenses as of June 6, 2023. It does NOT include any adjustments for future income or expenses.

Mr. Ernie Smedlund reviewed the report with the Board and shared some highlights:

- South Bay anticipates increases in all income categories as last-minute invoices are processed and registration fees are collected:
Estimated additional income: \$1.5 million.
- Expenses also expected to increase in Salaries and Wages, revenue sharing, registration, passthrough expenses and instructional supplies:
Estimated additional expenses: \$1.8 million.

Dr. Pedro Avila asked for some clarification on the 16-Year Trend FTEs Report. During FY16-17 and FY17-18, FTEs were higher than any other year. And in the following FY18-19, there was a significant decrease (Pre-COVID). While there was a decrease in FTES, there was an increase in expenses at that time. Dr. Avila asked if there was any expense analysis made for FY2017-2020 to show the mitigation of expenses that resulted in this increase. Mr. Ernie Smedlund advised that further analysis would be needed and he would report back to the Board at the next scheduled Board meeting.

Dr. Pedro Avila also asked about other ways to assess efficiencies, including an FTES to Instructor ratio assessment. Dr. Jon Knolle advised that he has been working on that analysis with Mr. Edward Flores, however he had not yet provided the college formula to Mr. Flores to complete this assessment. There was general discussion about formula consistencies between the member colleges for FTES to Instructor ratio.

Dr. Dela Rosa requested that this data be tabled for a future meeting.

b. FY 2023-24 Preliminary Budget Presentation (A)

As the President/CEO for the Consortium, Mr. Kevin Jensen introduced himself and shared a presentation with the board highlighting some areas of the Preliminary and his plan for the future of the Consortium.

The Preliminary Budget for FY2023-24 presentation covered the following highlights:

- Minimum of 2330 FTEs/Maximum of 2405, inclusive of 60 FTEs for Rent. This represents an increase of 150 FTEs from FY22-23.
70% of SCFF Base Rate Funding = 3666.60
- Fiscal Strategies; The Consortium plans to maintain most vacant staff positions and to continue to have qualified staff provide instruction as appropriate, and to increase employee compensation by 5%.
- Projected All Fund deficit of \$431,690
- Potential impacts to the Budget can include; actual student enrollment and course delivery, and the ability to continue staff reductions implemented and fill funded vacant positions.
- The All Funds Balance of \$1,494,779 is projected solvency through 2025-26.
- All Capitol Projects will remain on hold. Operation Budget will only be used for immediate maintenance and equipment needs only. Remaining maintenance, equipment and replacement needs will be further delayed. All funds balance will be expended
- Program urgent needs = \$138,100 from the Operating Budget for expenses such as EVOC/Fleet vehicles, Radios, Shotguns, and Fire & Paramedic Equipment.
- Short-Term; The budget can be sustained with the Reserve Fund through FY2025-26
- Long Term; Maintain existing SCFF Funding Model, potential increase FTEs Funding Base/Value, growth of contract courses and implementing new processes and/or procedures after full assessment of the Consortium.

Mr. Jeff DeFranco shared some history with the Board in regards to the SCFF Base Rate Funding. During FY2018-19, it was voted to increase the Base Rate from 60% to 70% when there was a change to the SCFF funding model. Currently none of the colleges are where they were before COVID so more information may need to be gathered for review.

Dr. Dela Rosa requested that the Consortium determine other ways for them to remain sustainable and to also consider the possibility of Non-Credit courses. This may be an area where there is a possibility to receive additional funding. Mr. Jensen commented that this is an option that the Consortium is looking into.

Mr. Graciano Mendoza also recommended for the consortium to review enrollment trends vs. expense trends.

Dr. Pedro Avila asked about Faculty obligation that Gavilan College must meet and if that applied to the Consortium. Gavilan College is currently receiving an Emergency Condition Allowance and in order for them to continue receiving this assistance, they had to hire more Faculty.

Motion to approve the Preliminary Budget

Motion: Mr. Jeff DeFranco 2nd: Dr. Pedro Avila

Motion passes unanimously

c. Fire Science Degree Program

During the past year, the Consortium has been working with Gavilan College to develop an Associate of Science in the Fire Technology program. The curriculum will be designed to meet State & national Fire Service Standards.

Mr. Flores shared that the Consortium has been collaborating with Gavilan college on the development of some On-Line Fire courses which will support this degree program. Mr. Giusiana advised that although enrollment for these courses has been low, they will continue to work with Gavilan to ensure that those students can obtain their degree.

Dr. Dela Rosa suggested for the Consortium meet with Gavilan to have formal discussions on this process. Mr. Gregg Giusiana shared that the Curriculum Coordinator, Ms. Libby Flores, is already having these discussions with them.

No further input/feedback was given by the Board.

V. Closed Session (A)

- a. Public Employee Performance Evaluation (pursuant to Government Code 54957 (b)). Type: Procedural. President/CEO Performance Evaluation

No Report from Closed Session

VI. Announcements

Dr. Pedro Avila introduced Ms. Marilyn Morikang as his alternate for the JPA.

Mr. Paul Harvell announced that as of July, Dr. Robin McFarland will no longer be representing Cabrillo College.

VII. Adjournment

Meeting was adjourned at 11:15 a.m.

Next JPA Board meeting is scheduled for September 21, 2023