



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Thursday, September 19, 2024

9:00 a.m. – South Bay Regional Public Safety Training

Coyote Valley Campus Room E107 / Zoom Conference

I. Call to Order

Dr. Jon Knolle called the meeting to order at 9:03 a.m.

Present:	Dr. Jon Knolle Ms. Leslie DeRose Mr. Farhad Sabit Ms. Marilyn Morikang Mr. Paul Harvell Mr. Graciano Mendoza Ms. Danni Redding-Lapuz Mr. Jeff DeFranco	Monterey Peninsula College Monterey Peninsula College Ohlone College Gavilan College Cabrillo College Hartnell College College of San Mateo Lake Tahoe Community College
Staff	Mr. Kevin Jensen Mr. Edward Flores Mr. Ernie Smedlund Mr. Alan Soroka Mr. Michael Manning	SBRPSTC SBRPSTC SBRPSTC SBRPSTC SBRPSTC
Absent:	Dr. Raymond Gamba Dr. Pedro Avila Dr. Travaris Harris Dr. Ram Subramaniam Mr. Brad Deeds	Ohlone College Gavilan College Cabrillo College Hartnell College Lake Tahoe Community College

a. Approval of Agenda (A)

Motion to Approve the Agenda

Motion: Mr. Graciano Mendoza

2nd: Mr. Jeff DeFranco

Motion passes unanimously

II. Consent Agenda (A)

a. Approval of June 20, 2024 Board Minutes

b. Approval of the following new members:

- **Ohlone College - Raymond Gamba, Vice President/Deputy Superintendent of Academic Affairs, to replace Dr. Chris Dela Rosa as the primary Board representative. Farhad Sabit, Interim Vice President of Administrative and Technology Services as the alternate Board representative.**
- **Cabrillo College - Dr. Travaris Harris as the alternate Board representative.**
- **College of San Mateo - Danni Redding Lapuz as the primary Board representative.**
- **Monterey Peninsula College - Leslie De Rose as the alternate Board representative.**

All new board members introduced themselves and were welcomed to the Board.

Motion: Mr. Jeff DeFranco

2nd: Mr. Graciano Mendoza

Motion passes unanimously

III. Public Comment

N/A

IV. Business

a. JPA History of Funding-Facilities-Faculty (D)

A document was provided to the Board to share the history of the Funding-Facilities-Faculty with the Joint Powers Agency (JPA). Mr. Kevin Jensen shared with the Board that he has had the opportunity to meet with previous South Bay presidents; Dr. Steve Kinsella, Dr. Susan Oliviera and Linda Vaughn, to help him better understand the relationship between the Consortium and the JPA. He also shared that he is working on another document to explain the history on the lease agreements. It will be introduced at a later time. The Consortium is open to feedback and recommendations from the Board.

The Board thanked Mr. Jensen for this document. Since there are several new members they found it very helpful.

b. Financial – FTES Report FY2024-25 (D)

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 thanked some of the colleges for the additional FTES they gave us mid-year (FY23/24). They were able to fulfill those FTES which helped the Consortium increase their apportionment by approximately \$320k. This helped to

make it possible to offset the income from Contract courses, which fell a little short. He continued to highlight a few other items that affected the budget. During FY23/24, there was a transfer from the General Fund to the Capital Projects fund of \$663k to anticipate the expense to begin replacing EVOC cars. Only one of those vehicles came in during that fiscal year, so the rest of the money was rolled over to this year's budget (FY24/25). The remaining vehicles did come in in July. They are expecting to transfer another \$17k to the Capital Projects fund to cover the expenses of some much-needed training equipment and replacement costs. Overall the Fund Balance increased from about \$3,047,000 to about \$3,600,00.

Mr. Edward Flores reviewed the FTES Allocation Summary reports that were given to the Board. As of today, the Consortium is on board to meet 97.60% of their maximum allocations and are expected to exceed the allocation for each college. This is due to an increase in FTP (Field Training Program) as well as the increasing sizes of the Basic Academy classes. Mr. Flores also shared that the report doesn't include about 106 FTES for FTP that have not been allocated to any of the member colleges. They have been put aside to make room for FTES for annual training with the agencies we have long standing relationships with, and revenue share with them. Another thing that is not included on the report is the attrition rate. Generally, this is about a 1-2% attrition due to cancelled courses or when agencies do not meet their training goals. Mr. Flores requested additional FTES from the member colleges. He also clarified to the Board that the additional FTES that needs to be allocated is coming from the following disciplines; FTP, Fire Program and Conferences. In addition he stated that he has asked Consortium staff to refrain from making additional FTES course commitments, as there they are all ready limited for FTES space.

Mr. Jeff DeFranco shared that Lake Tahoe, as well as other some other colleges, is currently meeting and exceeding the growth of the state with their enrollment causing them to pull back on FTES allocations to the Consortium.

Although it is still early in the fiscal year, Mr. Flores asked the board the sooner they are able to provide us with FTES allocation #'s the easier it is for the Consortium to plan and allocate those #'s to the various disciplines for the remaining of the fiscal year, as well as the new fiscal year.

c. Approval of FY 2024-25 Final Budget (A)

At the June 2024 JPA Board Meeting, the Board approved the Preliminary Budget for FY24/25. The FY24/25 Budget Report is presented to the Board with adjustments for changes in FTES allotments, contract income and materials cost increases. Some other changes to the Budget include; an increase in the payroll taxes with Gavilan and a 3% pay increase for all staff. This projects an ending Fund Balance of \$2.7million from \$3.6million.

Mr. Kevin Jensen provided some historical background on some of the expenses that the Consortium deals with in association with courses such as the Basic and Fire

Academies vs. FTP. While the Basic courses do generate the majority of the FTES, they are generally not as cost effective as are the FTP and in-service courses that we present with their partnering agencies. While the demand for the Basic Academy course is increasing so are the expenses. They are able to offset some of those expenses by allotting FTES to FTP, as previously discussed.

He also shared that the 2 biggest areas that are being affected is the Equipment Fund, which hasn't been funded since COVID, as well as the absence of funding received for Certificates. If it is possible, in the future, for the Consortium to attain the \$100 per FTES from the colleges again, they believe that they will be able to return to a healthy Ending Fund Balance, and better replace failing equipment.

With help from his staff, Mr. Jensen is working to gather data to get a 15-year projection on equipment replacement/maintenance. This will help the Consortium foresee those future expenses well in advance.

Mr. Jeff DeFranco provided some history of the equipment funding (\$100 per FTES) that was being shared with the Consortium. Back in FY16/17, the Colleges received an infusion of instructional equipment money from the state. Some of that money was passed to the Consortium. He believes the year the JPA stopped giving that additional money to the Consortium was when the FTES funding went from 60 to 70%. He understands that there is an importance to fund the equipment fund, but it may need to be something that should be already included through the SCFF and not a secondary allocation.

Mr. Flores shared that the Consortium generates a significant number of Certificates of Completion for member colleges, and they have processes in place to track them. He mentioned that he has also worked with Mr. Deeds (LTCC) to develop additional certificates for them. The Certificate of Completion numbers by college was part of previous budget presentations but was removed 2-3 years ago for unknown reasons. Additionally, he offered to provide this information, in a separate report, during a future JPA meeting as requested. Mr. DeFranco stated that the information would be interesting to review because the previous focus was solely on FTES. They may want to consider including Certificates of Completion in this equation, and how the combination may affect revenue.

While looking at the Capital needs, Mr. Graciano Mendoza agrees with the need for a schedule of equipment and recommended that it would be helpful to also include equipment life cycles and what the overall projected costs would be over 5 and 10 years.

Motion: Mr. Graciano Mendoza

2nd: Ms. Marilyn Morikang

Motion passes unanimously

d. Election of New JPA Chairperson (A)

Past Board Chair, Dr. Chris Dela Rosa, left Ohlone College in July 2024 and subsequently resigned as Chairperson of the JPA Board. A new Board Chair person needs to be elected.

Mr. Jeff DeFranco nominates Dr. Jon Knolle to serve as Chair for the JPA Board effective immediately through the end of FY25-26, June 30, 2026.

Motion: Mr. Jeff DeFranco

2nd: Mr. Graciano Mendoza

Motion passes unanimously

e. Nomination/Selection of a replacement sub-committee member for rental agreement between Consortium and Gavilan Community College (A)

The Board needs to nominate and select at least 2/3 members to create a sub-committee to help negotiate a new rental agreement between the Consortium and Gavilan Community College.

After discussion the following members were nominated and selected to serve in the committee; Dr. Jon Knolle (MPC), Mr. Jeff DeFranco/Mr. Brad Deeds (LTCC) and Mr. Graciano Mendoza (Hartnell).

Motion: Ms. Marilyn Morikang

2nd: Dr. Jon Knolle

Motion passes unanimously

V. Announcements

Mr. Kevin Jensen expressed his gratitude towards Dr. Chris Dela Rosa for his time as a JPA Board member and for His knowledge and contributions towards the Consortium.

VI. Adjournment

Meeting adjourned at 9:51 am

Next meeting scheduled for November 21, 2024.

VII. JPA Board Members and Consortium Staff continued to the Strategic Planning Retreat