

**CHANCELLORS PUBLIC SAFETY  
EDUCATION ADVISORY COMMITTEE**

**MEETING MINUTES**

**SEPTEMBER 7, 2006**

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**Meeting Location**

Holiday Inn Hotel  
Kitty Hawk Room  
Sacramento, California

**Meeting Time**

9:30am – 3:00pm

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**Attendees**

Ron Allen  
Anita Bart  
Norman Cleaver  
Art Cota (Chair)  
Laura Lorman  
Dr. P.J. Ortmeier  
Robert "Bob" Pollard

Dick Reed  
Mike Richwine  
Lucia Robles  
David Senior

Cindy Bevins  
Sandra Israel (Recorder)  
Kevin Brame  
Keith Martino

**Guests**

Frank Abbott

**Welcome and Introduction by Mr. Art Cota**

- Mr. Cota distributed Advisory Committee Handbooks and Agenda before meeting started
- Meeting called to order at 9:45
- Recognized Veronica Mireles for her work as past meeting minute recorder
- Introduce Sandra Israel as today's meeting minute recorder
- Self-introduction by attendees
- Call for new agenda items
  - Student Learning Outcome's Workshop
  - Update on changing Penal Code to be able to fire firearms more than one time
- Meeting minutes discussion
  - New process introduced where previous meeting minutes will be reviewed for approval at beginning of following meeting; changes to be made accordingly
  - Review June Meeting Minutes; Mr. Allen made a motion to approve June minutes, motion seconded by Dr. Ortmeier, minutes approved by Committee Members vote
  - Ms. Israel will type meeting minutes and distribute within one week of today's meeting so Committee Members can review them prior to next meeting

**Discuss Fee Issue by Mr. Norman Cleaver**

- Reminded committee about fees allowed when contracting with public agencies with any fee structure or contract fee based course, and when course generates FTEs
- Can contract with third party
- No fee allowed for students paying tuition if there is an instructional agreement and the course generates FTEs
- Fees allowed only if spelled out, otherwise they are illegal

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- Can do private Instructional Service Agreements
- Non Full Time Equivalency (FTE) course is one that is not-for-credit
- **Action Item: Ms. Robles proposes that Chancellors Office send memo about informing districts regarding “no audit” exception**

**Action Item: Ms. Robles will request that the Chancellors Office send an advisory to review instructional contracts**

**Mr. Allen made motion for approval of Ms. Robles’ proposals; motion seconded by Mr. Cleaver, proposals approved by Committee Members vote**

### **Chancellors Office Update by Ms. Lucia Robles**

- New \$300,000 grant approved
- Has final 2005 reports
- Still waiting for this Committee’s report; Chancellors Office needs to receive the fourth quarter report soon
- Payment through apportionment process
  - Have issue with districts having cash
  - Will pay based on quarterly expense reports; file reports in a timely manner
  - Want more details in 2006/2007 instead of one-line descriptions
- **Action Item: Mr. Pollard and Ms. Bevins will find out if the district will front the money until reimbursed---Discussion held that this shouldn’t be a problem if grant is in place but could be a problem if Committee has to wait four months for reimbursement**
- Ms. Lorman asked Ms. Robles where is the appropriate place to discuss safety and security as an advisory; Mr. Abbott stated this Committee can be appropriate place
- **Action Item: Ms. Robles will get Ms. Lorman an answer to her question**

### **2005/2006 Collaborative Overview**

- South Bay Symposium held in San Jose by Mr. Pollard
  - Pandemics of crisis communications
  - Need to protect schools
  - Held a 2-day workshop
  - Workshop was geared for 150 students; had approximately 100 students present
  - Expended \$105,984
- Leadership & Ethics Presented by Mr. Brame
  - Handout, “California Public Safety Leadership and Ethics Program; Narrative”
  - Curriculum change based on review by the Curriculum Committee; recommended revisions were consistent with changes to meet the revised PTK 4<sup>th</sup> edition text
  - Moved ahead with revised workshop
  - For all CPSLEP program components in FY 05-06 a total of 1,480 students completed various components of the CPSLEP for a total of 82,816 contact hours

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- Discussion of Homeland Security and Leadership & Ethics
- Student Learning Outcomes Presented by Dr. Ortmeier
  - Handout, "Executive Summary; Statewide AOJ Student Learning Outcomes (SLOs) workshop"
  - CAAJE sponsored this project
  - The Western Association of Schools and Colleges (WASC) are promoting the development of SLOs. Attempting to complete this by 2012
  - Deliverables include model SLOs for AOJ core and key electives courses available for statewide distribution
    - Mr. Cota asked Committee if they want to review the models before submission to the Chancellors Office; Mr. Senior and Mr. Cleaver both stated not necessarily
- ***Action Item: Mr. Cota will send Dr. Ortmeier's email plus PowerPoint presentation to the Committee Members***
- Fire Service Professional Presented by Mr. Cota
  - Handout, "Fire Service; Professional Development Workshop"
  - Background: Had approximately \$50,000 in funding but were unsuccessful in getting people to attend due to inability to get off work
  - In the 2005/2006 Fiscal Year CSPEAC through its partnerships was able to enhance professional development of approximately 1,826 fire service personnel by co-sponsoring workshops with approximately 38,000 student contact hours
  - Average cost per student to support these training programs was approximately \$39.43, or \$1.84, per student contact hour

**Statewide Needs Assessment/West ED**

- Update: Have 2 students and 2 instructors participate in conference from respective districts
- Will reimburse
- ***Action Item: Mr. Cota will provide names by Friday, September 8***

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**Required & Permitted Use of VTEA Funds Presented by Dr. Ortmeier**

- Handout, “Workforce Development; VTEA: Vocational and Technical Education Act; Use of Funds; Required and Permitted Uses of VTEA Funds (Sections 135b and 135c)”
    - Perkins Act enumerates 8 Required Uses and 15 Permitted Uses of VTEA Funds
    - Every VTEA-funded activity must meet at least one of the Required or Permitted Uses
    - All activities in the LACCD VTEA 3-year Plan meet one or more Required Use, so departments planning and executing activities within the framework need not be concerned with the Permitted Uses
  - CAAJE’s position is that VTEA funds should be directed toward entry level personnel
  - Mr. Cleaver and Mr. Senior understand that funds are not differentiated between types of students
  - Ms. Robles stated there is no entry -level requirement to the best of her recollection
  - Mr. Cleaver suggested to extend funds based on quality of proposal
- **Action Item: Dr. Ortmeier will take this discussion back to CAAJE**

**Leadership & Ethics Marketing Survey Presented by Mr. Martino and Mr. Brame**

- PowerPoint presentation and Handout, “The Case for Public Safety Leadership & Ethics Training”
- College market conducted 27 interviews; used personalized questions for each interview; extensive quotes given; Mr. Martino prefers not to distribute the presentation via email due to lack of consent given by interviewees
- Key themes in Fire Safety/EMS, Corrections, and Police
- Massive opportunity; can expect 940 new participants by next June if Committee decides to market the program
- Strategy
  - Recommend Course #1
  - Focus on areas with heavy populations (counties with 500,000+ population)
  - Links from Associates will reflect benefits for that specific agency
  - Strengthen relationships with endorsing association
  - Gain endorsement from noted associate
  - Meet with Mr. Jim Tilton ASAP
  - Capture largest markets first
  - Place article in journals read by chiefs and executives
- Deliverables from CPSLEP investment
- Dr. Ortmeier stated Grossmont College tried to implement program but has low enrollment (4 students); suggests getting Fire Chief, Police Chief, and Sheriff to support program and help promote it
- Mr. Brame acknowledged what a great job Mr. Martino did on his research and presentation

**2006 Industry Collaborative**

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- Overview & Ground Rules by Mr. Cota
  - Received a number of applications at 100% more than available funds
  - Need to form a sub-committee to review applications
    - Have Ms. Robles or Mr. Abbott facilitate sub-committee
    - Sub-committee will be made up of members from the CSPEAC committee
    - Mr. Cota and Ms. Robles will select between 4 & 6 sub-committee members
    - Mr. Cleaver offered to be on the committee reviewing proposals; also recommends that impartial groups be on the committee and Subject Matter Experts (SMEs) in multi-disciplinary
  - Applications will be reviewed against RFA requirements over the next 2 weeks
  - Sub-committee will design a process for reviewing proposals
  - Sub-committee will make recommendations or decisions on who gets the funds
- State Fire Training Proposal Presented by Mr. Richwine
  - Handout, "State Fire Training; Sub-Grant Project"
  - Three specific training and education needs identified:
    1. Institutionalizing Ethical Leadership in the Classroom training program
    2. Update the Fire Officer and Chief Officer Career Development Guidelines
    3. Update the Public Education curriculum
  - Goal of Ethical Leadership in the Classroom program is to initially train 300 active fire service instructors and coordinators by December 2007
  - Requests funds of \$118,355.37
- South Bay Regional Training Presented by Mr. Pollard and Ms. Bevins
  - Handout, "South Bay Regional Public Safety Training Center"
  - Deliverable: Recertification training in a 4-6 hour block
  - Equal accessibility via online
  - Produce test delivery to be available for distribution
  - Requests funds of \$110,000, which is written into the RFA
  - Committee discussion: Training should be made available to all colleges since public funds are being used to create program; presenters acknowledge this and confirm this would be made available as requested
- CAAJE Proposal Presented by Dr. Ortmeier
  - Handout, "Project Proposal (by CAAJE)"
  - Deliverables
    - Evaluate, revise and realign AOJ courses as well as certificate & degree programs statewide, consistent with Chancellor's Office & WASC requirements
    - Create an employer-based steering committee to oversee the project
    - Conduct workshops throughout the state, involving a wide range of partners
    - Disseminate periodic progress reports and revised curricular materials
  - Requests funds of \$150,000/year for 3 years

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- Leadership & Ethics Proposal Presented by Mr. Brame
  - Three major components
    1. Marketing
    2. Operation and expenses
    3. Course offering
  - Requests funds of \$128,750
- Public Safety Careers Project Presented by Mr. Reed  
(presented before lunch)
  - Handout, “Public Safety Careers” Project”
  - Development instrument to be used by college counselors to offer students Public Safety Careers information
  - Training counselors should take a few hours
  - Develop generic marketing materials focusing on open public safety positions distributed to community colleges and other interested entities via WWW
  - Requests funds of \$88,837
- Fire Service Professional Development Presented by Mr. Cota
  - Handout, “Fire Service; Professional Development Workshop”
  - Continue to add capacity to the CSPEAC Fire Service Professional Development Workshop Project
  - If funded, CSPEAC will seek new partnerships & foster existing relationships
  - Can be 10 projects or 20 projects
  - Requests funds of \$65,000
- Homeland Security Presented by Mr. Cota
  - Original RFA
  - Bring in experts to teach what can be done to increase security and awareness
  - How community colleges can advance homeland security measures
- ***Action Item: Mr. Cota will email RFA to Committee Members***
- Chancellors Office Recap by Ms. Robles  
(based upon projects presented)
  - Projects should have started in July instead of now
  - Offer to amend Project Work Plan but must go through approval process
  - Chancellors Office has not been timely in past, but are dependent on passing of budget
  - Ms. Robles job is to prevent audit exceptions
  - Currently, RFA of \$300,000 covers 3 projects
    1. Development of an Online Instructor Course
    2. Role of CCC in Homeland Security
    3. Public Safety Leadership & Ethics
      - Projects determined by office of Mr. Pollard in late April when they received notice to determine project(s) in order to get approval of grant
      - South Bay/Evergreen Community College administers funds as the Fiscal Agent
      - College gets 4% of grant funds

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- For new approval:
  - Submit new grant approval face sheet
  - Make amendment
  - Go through approval process
- Or, Ms. Robles can modify current project
  - Needs new Work Plan and Budget
- Committee Determination: Mr. Brame will work with Mr. Richwine to fit leadership project into Leadership & Ethics
- Discussion: Mr. Cota asked who is going to take on Homeland Security piece; no takers; Ms. Lorman said CCUPCA can help
- **Action Item: Mr. Cota will select someone for the Homeland Security project**
- **Action Item: Ms. Robles will check with Chancellors Office on who inquired into what was being done with Homeland Security; she'll get contact information to Mr. Reed**

### **Future Meeting Date**

- Next meeting: December 8; time TBD
- Mr. Cota asked Ms. Bevins to make hotel arrangements in Orange County for next meeting

### **Discipline Reports**

- Mr. Senior: Fire Tech meeting coming up; will help Mr. Reed with Homeland Security
- Ms. Bart: Senate is having a seminar in mid-October in Newport Beach; things are quiet; SLOs are important
- Ms. Bevins: JPAG board meeting today to select an Executive Officer for the Consortium
- Mr. Cota: Hiring a Staff Assistant and Assistant Chief
- Mr. Richwine: Developing a strategic plan; had a fire training summit; statewide fire training committee meets on a regular basis
- Mr. Pollard: Thank you Mr. Cota for his continued support

### **Meeting Adjourned**

Meeting adjourned at 3:15 p.m.