

CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE

COMMITTEE MEETING MEETING MINUTES JANUARY 23, 2008

Meeting Location

Bahia Resort Hotel
Pacific
San Diego, California

Meeting Time

10:00 a.m. – 4:00 p.m.

Attendees

Ron Allen
Paul Bestolarides
Norman Cleaver
Art Cota (Chair)

P.J. Ortmeier
Robert Pollard
David Senior

Guest

Sandra Israel (Recorder)

Meeting Called to Order

Meeting called to order at 10:10 a.m.

A. Welcome

Handouts

- [Committee Roster](#)
- [2007/2008 Travel/Expense Reimbursement Form](#)

- Meeting Logistics by Mr. Art Cota
 - Direct bill on hotel.
 - Confusion checking in using assigned confirmation numbers.
- Travel Reimbursement by Mr. Bob Pollard
 - Use travel/expense forms for meals, including lunch.

B. Minutes (September 07) by Mr. Art Cota

Handout

- [Meeting Minutes, September 25, 2007, Final Unapproved](#)

- Reviewed all action items; removed completed and out-dated action items as discussed; Mr. Pollard stated Evergreen would continue as Fiscal Agent of Committee grant, and project grant if project grant is not competitive.
- No changes to minutes; approved.
1st motion: Mr. Allen
2nd motion: Dr. Ortmeier
- Mr. Cota noted that venue for today's meeting was changed to San Diego from Orange County, as planned at the September 2007 meeting, due to logistical issues with setting up a tour at the Orange County Sheriff's Office.

B. Minutes (September 04) by Mr. Art Cota (continued)

- Mr. Cleaver recommends the Committee meet with other public safety industry entities approximately every other meeting to build relationships with and to collaborate with on projects; committee members discussed advantages to the committee and individuals; meetings could be planned as working lunches. In addition it was reemphasized that the committee would like hold a meeting in Sacramento and meet new Chancellor, Dr. Diane Woodruff, and other key members of their organization.

C. Chancellor's Office Update by Ms. Lucia Robles

- No report provided.

D. 07 Grant Progress

a. POST/South Bay by Mr. Bob Pollard

07/08 Grant Update

[Handout](#)

- \$300,000 COLLABORATIVE GRANT BUDGET, UPDATED 01/08

- Approval took longer due to logistical demands.
- Funds are ready for expenditure.
- Send invoices to Shirley Andre at South Bay for reimbursement.
- Mr. Cota noted that spending authority at July 1 did not start until late September; monies spent prior to approval would not be reimbursed as per Lucia Robles.
- Reporting is online.
- Committee requested that Bob Pollard provide the committee with dates that quarterly reports are due to the Chancellors Office. [*Action Item*]

07/08 Project Update

[Handout](#)

- Sample Reports "VTEA-IB, YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT

- POST/South Bay project update: Dr. Sue Oliviera's continuing work on the project; has held meetings to gather information for further requirements.
- Committee would like Ms. Jan Myyra to provide an update and presentation at the March 27 committee meeting. [*Action Item*]
- Committee wants public domain information and/or issues. [*Action Item*]
- South Bay is the middleman with POST on this project.
- Committee wants to view the first module products
- Committee would like to be briefed as to how the multi-disciplinary component is being met.

D. 07 Grant Progress (continued)

b. California Fire Technology by Mr. Art Cota

Student Learning Outcomes

Handout

- Student Learning Outcomes, Project Update, January 22, 2008

- Mr. Cota held a 2-day meeting with 25 SME's to develop guidelines.
- Since every college handles SLO's differently the group designed generic course SLO's.
- Ms. Natalie Haunamn was very helpful to the process because of her extensive knowledge on developing SLO's
- Mr. Cleaver noted the project SLO document was excellent to work from and he was able to write his college's SLO's based upon the document.

Compendium of California Community Colleges

Second portion of project is to comprise a compendium of California Community Colleges of the Fire Tech Programs.

- Plan to send Community Colleges a detailed survey to aid in development of the Fire Tech Programs in California. Survey would encompass:
 - Online availability and possibly written format.
 - Assessment of resources.
 - Serve as a comparative analysis document for existing programs.
 - Delivery capability.
 - Strategically position FTP to assist state and industry to deal with new and emerging needs.
 - Staff levels.
- Mr. Cleaver suggested that the survey asks users the following questions:
 - Under what discipline is your course listed?
 - What student needs are being met?
 - Do you partner with anyone?

D. 07 Grant Progress (continued)

c. CAAJE by Dr. P.J. Ortmeier (Lunch Presentation)

Overview of CAAJE

- Formed in early 1960's, CAAJE represents Administration of Justice educations throughout California (i.e. corrections, law enforcement, paralegals, forensics, etc.); there are 90 programs in California.
- CAAJE was very active until mid-90's; attendance has declined; funds have dried up; CAAJE was revived in 1996 with a curriculum grant to update AJ core courses; corporate charter with California went dormant; board worked on reinstatement the last couple of years.
- CAAJE applied for the grant funds to update AJ SLO's in California with hopes to revitalize CAAJE; due to retiring faculty, new teachers are not aware of CAAJE, but CAAJE is trying to grow their membership by making those involved in SLO process to get involved with CAAJE and this grant funded project; staff development funds allow groups to participate in CAAJE.
- Dr. Ortmeier has been a member for 12 years; he is the liaison between CAAJE and CPSEAC.
- Mr. Cleaver mentioned that AJ is the largest curriculum; state held workshops are well attended; CAAJE's work is well received and serves an important function.
- Mr. Senior noted the importance of sharing information with each other; smaller agencies cannot afford to do something on their own so shared information is important to them.

c. CAAJE by Dr. P.J. Ortmeier

CAAJE Update

- Grant project workshop planned for April 3 & 4, 2008 on the Queen Mary; Mr. Mike Kinrade is the Project Manager.
- Expect to have a good turnout, 25-30 participants, since lunch and dinner are provided on Thursday, in addition to breakfast on Friday; members have the option of staying through the weekend at the same low rate.
- Group wants to focus on core courses developing SLO's based on experience.

d. Cal Fire

Mr. Rodney Slaughter provided Cal Fire's report, which was then presented by Mr. Art Cota

[Handout](#)

[- State Fire Training Report](#)

- First meetings to be held January 22 and 23, 2008.
- Workgroup concentration is on the CTS for public education officers.
- Workgroup to meet monthly to develop documents.

E. CAAJE – Forensic Science by Dr. P.J. Ortmeier

Background

Forensic Science was not typically popular until CSI effect. Science departments want to offer Forensic Science to increase FTE's. CAAJE is opposed to Science departments offering this course, as they believe the course should be in the Administration of Justice program.

Administration of Justice at Grossmont College has Forensic Chemistry course; lab is Forensic Science oriented and teacher is trained with AJ funds; course is transferable to UC and CSU; only difference is the lab.

CAAJE believes Forensic Science is more appropriately placed in AJ.

- CAAJE wants support of CPSEAC on CAAJE's position of placing Forensic Science in AJ program.
- Committee agreed that CAAJE should submit their position in writing to CPSEAC to consider for support. [*Action Item*]

*** New Item – Open Position by Mr. Norman Cleaver**

Handout

- [Dean, Public Safety, Santa Rosa Junior College, Brochure](#)

- Position is open because of Mr. Cleaver's impending retirement.
- Help get the word out about the open position by passing along the brochure to others.

F. 08 Grants by Mr. Art Cota

- Status of \$300k collaborative grant for 2008/2009 is unknown. Mr. Pollard indicated that he has not heard from Ms. Robles as to the nature of the grants. Ms. Robles indicated at the last meeting that she and Dean Seldge would be making the determination as to whether the collaborate grants would be competitive or not by November 2007.
- CPSEAC wants to submit an RFA if the grant goes competitive; need a college to apply for grant for disbursement [*Action Item*]
- Need a college-based Fiscal Agent if bid goes competitive.
- Need projects to submit; committee suggestions are as follows:
 - CAAJE – Help get association up and running;
 - Instructor Symposium;
 - Provide startup funds for curriculum development and modifications to existing roll-out programs;
 - Seed money for modular programs for six community college sites that will be delivering corrections based curriculum.

* **New Item – Committee Membership by Mr. Art Cota**

Mr. Cota asked committee to discuss committee membership and to consider if representatives below should be removed from the committee; committee also made suggestions for new members; committee agreed to discuss in further detail at next meeting after voting rules are clarified. [Action Items]

Existing Members

- California College & University Police Chief's Association
Note: Ms. Laura Lorman has confirmed that her organization no longer desires representation on this committee.
- California Fire Chief's Association
Representative has not attended meetings in at least 18 months; bylaws should state how many meetings can be missed; committee agreed that having this representation on the committee is good but representative needs to attend meetings. [Action Item]
- State Fire Training
What is their commitment to this committee; need representation at the CPSEAC meetings. The committee expressed concerns that representative is not attending meeting on a regular basis. [Action Item]

Suggested New Members

- Regional Training Centers
Mr. Cleaver would like to nurture and mentor someone to replace him after he retires; he is willing to stay on one (1) year as an Annuitant; two representatives for one (1) year was acceptable by group.
- Southern California Fire Tech
Mr. Cota asked if a representative from southern California should be added to committee.
- HazMat
Suggestion by Mr. Cota.
- EMS
Suggestion by Mr. Cota; Mr. Cleaver also suggested the Paramedics Association; discussion was that colleges have more EMT training programs than Paramedic programs and would provide a wider representation.
- For a Southern California representative; Ms. Natalie Haunaum, Director of Regional Fire Academy at Riverside, would be an excellent addition to this committee

An informal members vote resulted in adding the following new members; vote is not official until Mr. Cota reviews CPSEAC voting rules then official vote to be taken at March 27, 2008, meeting:

Round Table

No items today.

Next Meeting Dates

March 27, 2008, in Northern California.

June 5 & 6, 2008, in Southern California

**Dates replace May 22 meeting previously scheduled **

Lunch Session

All attending members met for a business discussion lunch and presentation on CAAJE.

Meeting Adjourned

Meeting adjourned at 4:30 p.m.

Final Approved

Meeting Location

Bahia Resort Hotel
Restaurant
San Diego, California

Meeting Time

8:00 a.m. – 9:00 a.m.

Attendees

Paul Bestolarides
Norman Cleaver
Art Cota (Chair)
David Senior

Guest

Sandra Israel (Recorder)

Meeting Called to Order

Meeting called to order at 8:10 a.m.

A. Discussion Items by Mr. Art Cota

- a. Information Gathering
 - Mr. Cota is working on improvement of gathering information prior to committee meetings; result would allow creation of the agenda and support documents prior to meetings, which may then be disbursed to committee members; having information earlier also allows for making copies of handouts prior to meetings.
 - Routine information presented at each meeting includes:
 - Chancellor's Office report
 - Project updates
 - Travel and Expense reporting requirements, as necessary if requirements change
- b. Making Meetings more Meaningful
 - How can meetings be made more meaningful? Mr. Cota asked for suggestions.
 - Members like the idea of having speakers or presenters at every other meeting; project managers could make a presentation during lunch of currently funded projects.
- c. Project Status
 - How should the committee monitor project(s) progress?
 - Suggestion made to assign a committee member (not associated with the project) as a liaison to each project; member would be responsible for contacting project manager for a progress report.
 - Members suggested creating a project reporting form; form must be provided via soft copy to member contact responsible for that project; committee member would then email the reporting form to the chair and recorder in preparation of the next meeting agenda.
 - Mr. Cota noted that the committee needs someone to assess the progress and outcome of each project as compared to the project as it was bid.

A. Discussion Items by Mr. Art Cota (continued)

- d. How to Solicit Potential Collaborative Projects
 - Mr. Cota asked the members how they could best accomplish identifying potential projects that if done would have a statewide public safety impact.
 - Suggestion made to advertise for a "Call For Projects".

B. POST Meeting

- CPSEAC members have been invited to attend the POST meeting held at the Town and Country Resort Hotel, San Diego.
- Attendees included:
 - Paul Bestolarides
 - Norman Cleaver
 - Art Cota (Chair)
 - David Senior
 - Sandra Israel (Recorder)
- Mr. Cota made a brief statement describing CPSEAC's membership and purpose; he asked each member present to introduce themselves.
- Committee members used the opportunity to meet with POST staff and others attending the meeting.

Final Approved

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE
COMMITTEE MEETING – JANUARY 23/24, 2008
ACTION ITEMS**

Chancellors Office Report

- Mr. Cota to follow up with Ms. Robles on following action item (01/23/08):

Ms. Robles to email committee PowerPoint: Managing Perkins Funds, Questions and Answers (9/25/07)*
- Mr. Cota to follow up with Ms. Robles on following action item (01/23/08):

Ms. Robles to send committee Chuck Wisely's PowerPoint presentation on accountability and core indicators (9/25/07)*
- Mr. Cota to distribute CD "Student Fee Handbook" to committee based on following action item (01/23/08):

Fee Issue: Ms. Robles proposes that Chancellors Office send memo about informing districts regarding "no audit" exception – Incomplete, needs to send memo (9/7/06)*
- Ms. Robles will follow up with Mr. Burnett regarding the Disaster Resistant California Community College project and provide a report back to the Committee; Ms. Robles will also invite Mr. Burnett to our next meeting to make a presentation on their project (12/8/06)*

07 Grant Progress

- Mr. Pollard to send committee Chancellors Office reporting due dates (01/23/08)*
- Mr. Pollard to invite Ms. Jan Myyra to March 27 committee meeting to provide an update and presentation on the POST/South Bay project (01/23/08)---Note: Mr. Cleaver spoke with Ms. Myyra at the POST meeting on January 24 about attending next committee meeting; Ms. Myyra was agreeable but arrangements still need to be made by Mr. Pollard (01/23/08)*
- Mr. Pollard to provide committee public domain information and/or issues (01/23/08)*

CAAJE – Forensic Science

- Dr. Ortmeier to submit CAAJE's position on Forensic Science courses; submission to include CAAJE's expectations of CPSEAC in consideration for support (01/23/08)*

08 Grants

- Mr. Cota to check with Shasta College to see if college is interested in holding grant (01/23/08)*
- Ms. Robles to let committee know if \$300k collaborative grant will be competitive or not (9/25/07)*
- Ms. Robles to compare New Act with current RFA; will research comparison then let committee know differences (9/25/07)*

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE
COMMITTEE MEETING – JANUARY 23/24, 2008
ACTION ITEMS**

Committee Membership by Mr. Art Cota

- Mr. Cota to check with Ms. Anita Bart to learn if she is still the Academic Senate representative (01/23/08)*
- Mr. Cota to ask State Fire Training to send a representative to each CPSEAC meeting (01/23/08)*
- Mr. Cota to review committee bylaws and/or guidelines for (1) how many meetings a representative can miss before being removed from the committee, and (2) voting rules (01/23/08)*

07/08 Meeting Goals & Directions by Mr. Cota

- Ms. Robles to arrange for Chancellor's Office staff to meet committee (9/25/07)*

Final Approved