

**CHANCELLOR'S OFFICE, STATEWIDE
PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE**

**COMMITTEE MEETING
MEETING MINUTES
MARCH 27, 2008**

Meeting Location

Holiday Inn
Earhart Room
Sacramento, California

Meeting Time

9:30 a.m. – 3:00 p.m.

Attendees

Ron Allen
Paul Bestolarides
Norman Cleaver
Art Cota (Chair)
P.J. Ortmeier

Robert Pollard
Dick Reed
Nat Reed
Mike Richwine
Lucia Robles

David Senior

Guest

Sandra Israel (Recorder)

Meeting Called to Order

Meeting called to order at a.9:55 a.m.

A. Welcome

[Handouts](#)

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

a. Meeting Logistics by Mr. Art Cota

- Submit hotel expense on your travel reimbursement form.

b. Travel Reimbursement by Mr. Bob Pollard

- Use travel/expense forms for meals, including lunch.

B. Minutes (January 2008) by Mr. Art Cota

[Handout](#)

[Meeting Minutes, January 23/24, 2008, Final Unapproved](#)

- Changes to minutes on pages 4 and 5 by Dr. Ortmeier
- Approved with noted changes
 - 1st motion: Mr. Cleaver
 - 2nd motion: Dr. Ortmeier

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

- Ms. Robles received Mr. Pollard's letter requesting an extension of the 07-08 collaborative program. Mr. Pollard noted that his letter was based on POST's request for an extension.
 - Request denied due to June 30 deadline for release of funds.
 - Reporting deadline is August 31.
 - Discussion by group that POST may encumber funds by June 30 and complete the report by August 31.
 - Ms. Robles suggested that POST or other sub-projects state in their final report that the project would be finished using 08-09 funds.
- Committee is not aware of project process.
 - Reports are always late by sub-grantees; Mr. Allen and Mr. Reed noted that this is the first time they've heard that this committee is last and late in turning in reports to the Chancellor's Office; suggestion made that Mr. Pollard carbon copy Mr. Cota on correspondence when he submits committee reports; Mr. Cota and Mr. Pollard noted that reporting is done online so this is not possible.
 - This quarter's Project Progress Report is due to Chancellor's Office by April 25 for payment.
 - Quarterly reports and Final report are not typically submitted on time.
 - Chancellor's Office has not received the last quarterly report.
 - Evergreen is Fiscal Agent; South Bay collects information on sub-grants then refers the information to the District Finance Office; South Bay submits reports for this committee.
 - Mr. Cota noted the change in philosophy over the past year or so; committee previously had responsibility of tracking projects; progress reports were submitted to Mr. Abbott, former Chancellor's Office liaison;

Now, Mr. Pollard and Ms. Andre receive verbal progress on projects but information is not in a format that can be forwarded to the Chancellor's Office; discussion by committee members as to whether this committee should take on the responsibility of tracking project progress.
 - Mr. Pollard stated that communication between Ms. Andre and the new fiscal accounting person needs to be improved to ensure better reporting.
 - Ms. Robles wants to hold sub-grantees and committee to deadlines; Mr. Pollard suggested that Ms. Robles send him a list of outstanding reports so he can review them with Ms. Andre. *[Action Item]*
- Mr. Cota asked Ms. Robles if the Chancellor's Office grant web site could be improved as it is difficult to navigate and find information; Ms. Robles noted that web master has been in process of updating site but would pass along this suggestion.

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* **New Item - How to Improve Reporting by Mr. Cota**

Mr. Cota suggested the group discuss how the committee could improve their reporting.

- Mr. Cota reminded the committee that last April the group agreed to hire an individual as a liaison between the committee and the sub-grantees.
 - Ten thousand dollars (\$10k) was allocated amongst grant sub-projects based on the amount of award as an administrative charge. When the sub-grant was submitted, this triggered a red flag at the Chancellor's Office as Evergreen had already encumbered funds allowable as administrative fees.
 - Committee agreed to review this at a later date.
 - Mr. Cota suggested that the charge be paid through the administrative grant for 08/09 instead of applying it to the sub-grants.
 - Liaison would obtain periodic updates from each project leader then provide the updates to Mr. Pollard for the committee reports.
 - Liaison would also provide reports at the committee meetings.
 - Mr. Senior suggested hiring Mr. Cleaver as the liaison; Mr. Cleaver said he is interested after he retires.
- Dr. Ortmeier remarked that it would be in the best interest of this committee to have a point-person; Mr. Pollard noted that having a point-person will help with reporting since there is no standard at this time.
- Committee agreed to determine an exact process later.
- Mr. Allen suggested including a reporting agreement in the 08-09 grant applications.
- Committee discussed setting sub-grant expectations before going to bid.

D. 07 Grant Progress

a. POST/South Bay by Mr. Bob Pollard

- Mr. Pollard will let the POST representative know that their extension was denied. He noted that there is no doubt that the project would be completed with POST involved.
- Ms. Jan Myyra is the Project Lead for POST; Dr. Sue Oliviera is the Project Coordinator. Mr. Dick Reed will have Ms. Myyra provide an update to Mr. Pollard. [\[Action Item\]](#)
- Mr. Cota noted that the product should be in the public domain but is not available. Mr. Pollard stated that South Bay IT is behind on the public domain portion and that POST is also working on the IT part of the project.
- Mr. Pollard will contact Dr. Oliviera for an update. [\[Action Item\]](#)
- Mr. Dick Reed will contact Ms. Myyra to confirm product is multi-disciplinary and find out what agencies will have access to the product. [\[Action Item\]](#)

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b. California Fire Technology by Mr. Art Cota

[Handout](#)
[California Community College](#)
[Fire Technology Programs](#)
[Compendium Project](#)

Student Learning Outcomes

- No report at this time due to completion of the project.

Compendium of California Community Colleges

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

- Mr. Cota provided a handout; document is a copy of the compendium survey.
- One goal of the survey is to gather a physical resources inventory throughout the state.
- Survey will be e-mailed; there will be a 30-day voluntary period to turn in completed surveys; compendium anticipates the return of 35 completed surveys.
- Surveys to be sent to Fire Tech Directors; Mr. Cleaver suggested sending the surveys to the Managers/Supervisors of the Fire Tech Directors.
- Mr. Cota asked the committee to review the handout then think about how they would use the information within the survey for their programs; this is a comparative analysis amongst agencies; Mr. Cota asked Mr. Cleaver to pay particular attention to the instructional service agreements portion of the survey; Mr. Cleaver suggested that "per student" be added after "...hourly dollar amount..." in the second question on the ISA page.

c. CAAJE by Dr. P.J. Ortmeier

- CAAJE is holding a workshop in April on the Queen Mary.
- Twenty-five (25) participants enrolled in the workshop, which is an increase from the Spring 2006 workshop.
- Group plans to use a template for consistency and uniformity.
- Mr. Mike Kinrade is handling (course level) SLO segment at the workshop and Mr. Segal is handling the fiscal segment.
- Mr. Cota suggested having participants outside the discipline since they bring a more rounded outcome with SME's; if no one fits that SLO role, then a recommendation was made to find someone who does fit. Mr. Cleaver does not recommend having experts because group produces a better SLO. Mr. Senior stated that having one expert per group allows group to progress quicker.

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d. Cal Fire by Mr. Richwine

[Handout](#)
[Community Risk Officer](#)
[Certification Training Standards](#)
[2008 Edition](#)

- Mr. Richwine recapped that Cal Fire received \$38k for Ethical Leadership and to develop public education standards.
 - Cal Fire submits grant reports to South Bay on a timely basis.
 - Mr. Richwine assured the Committee that Cal Fire would keep committee members updated on the status of the projects.
 - Cal Fire plans to apply for 08-09 grant funds.
 - This project will continue to move forward whether or not next grant is specifically for completion of the project.
 - Mr. Richwine noted that he read in the January 2008 meeting minutes that State Fire did not have good representation at committee meetings but they are committed to this committee; they intend to stay involved and attend meetings.
- Public Education Standards
- Cal Fire's goal is to utilize NFPA standards plus include what educators should know to do their job; NFPA35 changed on several levels; SME's are located throughout California therefore, training needs are statewide.
 - Community Risk Officer training is a new level of training that combines all levels. New system consists three (3) levels:
 - Community Risk Educator
 - Community Risk Specialist
 - Community Risk Officer
 - Cal Fire is holding 3-day meetings through June to complete this project; deliverable goal is to complete the course outline based on the new Community Risk Officer training standards and develop off-the-shelf certification.
 - Handout represents the first draft; final copy to be submitted to the state for approval.
 - All but \$3,400 of grant funds will be spent on developing new standards; State Fire Training added \$6,800; Mr. Cota suggested use remaining funds to purchase and distribute materials to fire technology programs. *[Action Item]*
 - Cal Fire will not be able to complete the projects by June 30 but plans to apply for new 08-09 grant funds; outstanding tasks include (1) adopting curriculum, (2) materials search, (3) course outline.
 - Cal Fire anticipates curriculum approval in fall 2008 with plans to roll out the program as soon as they receive approval.

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d. Cal Fire by Mr. Richwine (continued)

Ethical Leadership

- Cal Fire will spend the remaining grant funds to purchase Ethical instructional kits for community colleges.
- Materials (kits) will be distributed to instructors.
- Cal Fire to develop nine (9) leadership classes.
- Leadership and Ethical classes are very popular; classes fill quickly.

E. 08 Grants by Mr. Art Cota

Handout
Grant Concept Proposal

- Mr. Cota received notice from the Chancellor's Office on March 26 that the sub-grant funds were approved and will be non-competitive.
- Mr. Cleaver recommended that the committee set timelines for project status reporting.
- Committee discussed that this group is to decide what agencies receive 08-09 funds.
- Mr. Cota asked the committee if anyone has been approached for a grant. None of the members had been approached. Dr. Ortmeier stated that CAAJE is interested in applying for a grant again. POST and Corrections are interested in applying for the grant. Mr. D. Reed stated that POST would be interested in collaborating with Corrections on a project.
- Timeline.
 - Timeline is short this year because RFA is not finished, as expressed in Ms. Robles' earlier report.
 - Mr. Cota noted that committee must wait until RFA is completed before distributing the Concept Proposal.
 - Mr. Senior suggested that committee members send a message to their respective organizations two weeks ahead of deadline to let them know committee would be seeking proposals.
 - Due to time constraints, committee should expect to get as few as four or five proposals.
- Dr. Ortmeier suggested sending notices to the chief academic instructional officers that the committee is looking for projects. Mr. Cota asked committee if this was acceptable protocol; all agreed it is acceptable. Mr. Cleaver said he could send Mr. Cota a list of these officers. [Action Item]
- Committee discussed criteria for sub-grants: funds available (\$300k less 5% administrative fee), looking for high impact projects; seeking small projects; maximum amount available; multi-disciplinary projects.

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E. 08 Grants by Mr. Art Cota (continued)

- Concept Proposal
 - Mr. Cota to write a narrative based on new RFA. Narrative will accompany the Concept Proposal. [\[Action Item\]](#)
 - Mr. Cota will distribute the Concept Proposal via mass email to committee members as soon as RFA is released.
 - Committee members will distribute Concept Proposal to their organizations as soon as they receive it.
 - Concept Proposal will be posted on CPSEAC web site.
- Meeting dates to review and select submitted concept proposals will be set based upon majority of attendees.

F. 07 Advisory Committee Grant Deliverables by Mr. Art Cota

- Mr. Cota described final report deliverables for committee members and asked for volunteers to participate in the development in the report.

G. Disaster Resistant CA Community College by Mr. Craig Zachlod

Mr. Zachlod was unable to attend the meeting.

H. Round Table

- Mr. Bob Pollard
No update at this time.
- Mr. Paul Bestolarides
Closing Stockton academy; Governor designated it as a re-entry facility; must vacate by mid-June; numbers are not there to support keeping the facility open; parolees are up but not projected adult numbers; community college project is still on track.
- Mr. David Senior
New NFP standards are out; online hybrid course available and waiting for approval; determining Company Officer requirements for next year and will rewrite all 10 courses; online courses are exciting.
- Mr. Nat Reed
Very busy in his office; performing executive development training when asked—several sessions are done with several more to come; AB900-Re-entry for jail beds is controversial but he is not impacted right now. Mr. Reed is revising instructional development course; he plans to incorporate ethics rollout in the fall; instructional training material is due on April 15. No budget cuts to date.
- Mr. Norm Cleaver
No update at this time.
- Mr. Ron Allen
No update at this time.

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H. Round Table (continued)

- Mr. Dick Reed
POST is evaluating driver training simulators; looking for efficiency of simulators due to the high number of single car (officer) accidents; review of outdated equipment assessment study being done. There is a need for more high-speed tracks. Budget is unaffected; no cuts at this time; going into budget hearings soon; no requests for downsizing; POST is a special fund agency.
- Mr. Art Cota
Preparing for cuts to the Fire Department and the Fire Technology program; gathering information regarding potential impacts.

Next Meeting Dates

TBD

Lunch Session

Mr. Cota provided a presentation/update on the disaster resistant California Community Colleges initiative.

Meeting Adjourned

Meeting adjourned at 2:15 p.m.

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<u>Done?</u>	<u>Member</u>	<u>Meeting Date</u>	<u>Section</u>	<u>Action Item</u>
1. <input type="checkbox"/>	Ms. Robles	12/08/06	Chancellors Office Report	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
2. <input type="checkbox"/>	Ms. Robles	9/25/07	07/08 Meeting Goals & Directions by Mr. Cota	Arrange for Chancellor's Office staff to meet committee
3. <input type="checkbox"/>	Ms. Robles	09/25/07	08 Grants	Compare New Act with current RFA; will research comparison then let committee know differences
4. <input type="checkbox"/>	Mr. Pollard	01/23/08	07 Grant Progress	Send committee Chancellors Office reporting due dates
5. <input type="checkbox"/>	Mr. Pollard	01/23/08	07 Grant Progress	Invite Ms. Jan Myyra to March 27 committee meeting to provide an update and presentation on the POST/South Bay project. <i>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.</i>
6. <input type="checkbox"/>	Mr. Pollard	01/23/08	07 Grant Progress	Mr. Pollard to provide committee public domain information and/or issues
7. <input type="checkbox"/>	Mr. Cota	01/23/08	08 Grants	Check with Shasta College to see if college is interested in holding grant
8. <input type="checkbox"/>	Dr. Ortmeier	01/23/08	CAAJE – Forensic Science	Submit CAAJE's position on Forensic Science courses; submission to include CAAJE's expectations of CPSEAC in consideration for support
9. <input type="checkbox"/>	Mr. Cota	01/23/08	Chancellors Office Report	Follow up with Ms. Robles on following action item: Ms. Robles to email committee PowerPoint: Managing Perkins Funds, Questions and Answers (9/25/07)
10. <input type="checkbox"/>	Mr. Cota	01/23/08	Chancellors Office Report	Follow up with Ms. Robles on following action item: Ms. Robles to send committee Chuck Wisely's PowerPoint presentation on accountability and core indicators (9/25/07)
11. <input type="checkbox"/>	Mr. Cota	01/23/08	Chancellors Office Report	Distribute CD "Student Fee Handbook" to committee based on following action item: 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)
12. <input type="checkbox"/>	Mr. Cota	01/23/08	Committee Membership by Mr. Art Cota	Check with Ms. Anita Bart to learn if she is still the Academic Senate representative
13. <input type="checkbox"/>	Mr. Cota	01/23/08	Committee Membership by Mr. Art Cota	Ask State Fire Training to send a representative to each CPSEAC meeting
14. <input type="checkbox"/>	Mr. Cota	01/23/08	Committee Membership by Mr. Art Cota	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
15. <input type="checkbox"/>	Mr. Cota	03/27/08	07 Grant Progress	Let Mr. Richwine know how to categorize funds so that Cal Fire will get reimbursed for remainder of funds
16. <input type="checkbox"/>	Mr. D. Reed	03/27/08	07 Grant Progress	Ask Ms. Myyra to provide a project update to Mr. Pollard
17. <input type="checkbox"/>	Mr. Pollard	03/27/08	07 Grant Progress	Contact Dr. Oliveira for a project update

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18. <input type="checkbox"/>	Mr. D. Reed	03/27/08	07 Grant Progress	Contact Ms. Myra to confirm product is multi-disciplinary and who will have access to the product
19. <input type="checkbox"/>	Mr. Cota	03/27/08	08 Grants	Write narrative to accompany Concept Proposal.
20. <input type="checkbox"/>	Mr. Cleaver	03/27/08	08 Grants	Send Mr. Cota an email list of chief academic instructional officers for him to use for mass mailing notification that committee is looking for projects to fund
21. <input type="checkbox"/>	Ms. Robles	03/27/08	Chancellors Office Report	Send Mr. Pollard the list of outstanding committee reports

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