

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

**COMMITTEE MEETING
MEETING MINUTES
MAY 7, 2008**

Meeting Location

Hilton Gardens Hotel
Pine Room B
Sacramento, California

Meeting Time

10:00 a.m. – 2:00 p.m.

Attendees

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

Robert Pollard
Dick Reed
Mike Richwine
Lucia Robles
David Senior

Guests

Rodney Slaughter
Sandra Israel (Recorder)

Meeting Called to Order

Meeting called to order at 10:36 a.m.

A. Welcome

[Handout](#)

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

a. Overview of Today's Meeting by Mr. Art Cota

- Review concept papers then report results to submitting agencies.
- All public service agencies are eligible to submit the full grant application.
- Special time limits today:
 - Mr. Richwine needs to leave at 11:30 a.m. then Mr. Slaughter will act as the State Fire Training representative. Mr. Richwine will return at 1:30 p.m.
 - Dr. Ortmeier needs to leave by 2:30 p.m.
 - Mr. Allen needs to leave by 2:00 p.m.

b. Meeting Logistics by Mr. Art Cota

- Lunch will be served at noon. The committee will work on ranking the concept proposals during lunch.

c. Travel Reimbursement by Mr. Bob Pollard

- Use travel/expense forms for travel. Lunch expense is included in the room expense being paid by Mr. Cota.

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COMMITTEE MEETING**

MAY 7, 2008

B. RFA Overview by Ms. Lucia Robles

- Board of Governors made changes that affect advisory committees and collaborative projects.
 - Ms. Robles read the advisory committees' section of code. She will email the document to the committee members. [\[Action Item\]](#)
 - All Chancellor's Office committees are concerned with the education of students and concentrate on industry standards.
 - Collaborative grants should develop effective practice models with statewide scope. Intent is statewide projects.
 - Main intent of collaborative grants is to ensure that developed projects benefit more than one area and can be used as a model. Ms. Robles noted that upon final review of last year's projects, some projects did not meet these requirements. The projects could not be replicated statewide even though the original proposal indicated otherwise. Mr. Dick Reed asked if Ms. Robles would let the committee know if any future project does not meet the stated requirements.

Discussion followed regarding the POST software project as to whether the software would be available via a website portal or on CD. Mr. Cleaver said he is looking into the distribution format then would let the committee know the outcome. [\[Action Item\]](#)

- Ms. Robles reviewed the 2008-2009 RFA written for the Public Safety Education Advisory Committee's Sub-Grant.
 - Ms. Robles read the 2008-2009 RFA. Committee members asked for an electronic version of the new RFA. [\[Action Item\]](#)
 - Ms. Robles reminded the committee of the PowerPoint handout from a previous meeting *Managing Perkins Funds* that outlined the use of the grant funds.
 - Ms. Robles suggested getting the verbiage from her or Mr. Cota when writing the sub-grant application so the project meets the requirements.
 - Collaborative grant amount remains at \$300,000. Mr. Pollard noted that 4 percent (4%) of the funds is paid to Evergreen/South Bay for indirect costs incurred by the college for handling fund monies. Evergreen/South Bay is also paid an administration fee up to, but not-to-exceed, 5 percent (5%). The remaining funds of \$273,000 are available for award.

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COMMITTEE MEETING**

MAY 7, 2008

B. RFA Overview by Ms. Lucia Robles (continued)

- 2008/2009 Sub-Grant Deadline Timeline [Action Items by date]

May 8, 2008

Ms. Robles will send the sub-grant application to Mr. Cota and Mr. Pollard.

May 9, 2008

Mr. Cota will forward the application to agencies planning to apply for collaborative funds.

May 16, 2008

Sub-Grant applications are due to Mr. Cota, Mr. Pollard, and Ms. Israel.

May 23, 2008

Combined Sub-Grant application is due to Ms. Robles. Ms. Robles performs the initial review of the grant application. She noted that Mr. Pollard should let her know if he needs a couple of additional days to prepare the application, as she is flexible on the May 23 deadline.

July 1, 2008

Operational date. Ms. Robles notifies San Jose/Evergreen of approval. Mr. Pollard stated that he is waiting for the San Jose/Evergreen Board of Trustees May meeting for approval of the contract to manage the funds. He expects the contract to be approved.

- Ms. Robles asked Mr. Pollard if San Jose/Evergreen has a policy for accepting incoming funds and a policy for outgoing funds. Mr. Pollard is unsure so he will determine if policies exist then notify Ms. Robles. [\[Action Item\]](#)

C. Concept Proposal Review by Committee Members

Handouts

- [2008-2009 Submitted Concept Proposals](#)
- [Rating/Scoring Sheets](#)

- Mr. Cota noted that with the exception of Kevin Brame, all proposal representatives are present.
- Voting Rules:
 - Ms. Robles does not vote.
 - Representatives do not vote for their proposal.
 - Only one representative per agency is allowed to participate at a time.
- During lunch, committee members read each proposal then rated them using the rating/scoring method outlined on the handout. Per discussion, **Item #6-Matched funds?**, was removed from the Rating/Scoring Sheet making the total points scored allowed of 33 points.
- Committee members read their total score for each proposal; scores for each proposal were totaled then averaged; rankings were given based on highest to lowest average score.

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COMMITTEE MEETING**

MAY 7, 2008

D. 2008-2009 Concept Proposals Selection

- Committee members discussed the top five ranked concept proposals. Based on discussions the committee agreed to the split of the sub-grant award money as follows:

**2008-2009 CONCEPT PROPOSALS
SELECTED TO RECEIVE COLLABORATIVE FUNDS**

| <u>Rank</u> | <u>Proposal #/Description</u> | <u>Award Amount</u> |
|-------------|--|---------------------|
| 1 | PROPOSAL #5 <u>Fred Bunker and Art Cota</u> Santa Rosa Junior College Public Safety Training Center and Shasta College | \$49,500 |
| 2 | PROPOSAL #6 <u>Bryon G. Gustafson</u> Commission on POST | \$110,000 |
| 3 | PROPOSAL #7 <u>Bradley J. Young</u> California Association of Administration of Justice Educators (CAAJE) | \$60,000 |
| 4 | PROPOSAL #8 <u>Mike Richwine</u> CAL FIRE – State Fire Training | \$40,000 |
| 5 | PROPOSAL #2 <u>Kevin S. Brame</u> International Public Safety Leadership & Ethics Institute, a 501(c)(3) Non-Profit California Corp. | \$13,500 |
| | TOTAL FUNDS AWARDED | <u>\$273,000</u> |

Next Meeting Dates

Thursday/Friday, June 5/6, 2008, in Southern California; location TBD

Meeting Adjourned

Meeting adjourned at 2:43 p.m.

**CHANCELLOR'S OFFICE, STATEWIDE
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COMMITTEE MEETING – MAY 7, 2008
ACTION ITEMS**

| <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. Oliviera 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 |
| 22. | <input type="checkbox"/> Ms. Robles | 05/07/08 | RFA Overview | Send committee members an electronic version of the Board of Governors Advisory Committee Code |
| 23. | <input type="checkbox"/> Mr. Cleaver | 05/07/08 | RFA Overview | Determine how POST/South Bay project software will be distributed |
| 24. | <input type="checkbox"/> Ms. Robles | 05/07/08 | RFA Overview | Send committee members an electronic version of the 2008-2009 RFA |
| 25. | <input type="checkbox"/> Ms. Robles | 05/07/08 | RFA Overview | Send Sub-Grant Application to Mr. Cota & Mr. Pollard by 05/08/08 |
| 26. | <input type="checkbox"/> Mr. Cota | 05/07/08 | RFA Overview | Send Sub-Grant Application to agencies applying for collaborative funds by 05/09/08 |
| 27. | <input type="checkbox"/> Grant Applicants | 05/07/08 | RFA Overview | Send completed Sub-Grant Applications to Mr. Cota, Mr. Pollard, and Ms. Israel by 05/16/08 |
| 28. | <input type="checkbox"/> Mr. Pollard | 05/07/08 | RFA Overview | Send combined, completed, Sub-Grant Application to Ms. Robles and Mr. Cota by 05/23/08 |
| 29. | <input type="checkbox"/> Ms. Robles | 05/07/08 | RFA Overview | Notify San Jose/Evergreen of sub-grant funds approval by 07/01/08 |
| 30. | <input type="checkbox"/> Mr. Pollard | 05/07/08 | RFA Overview | Let Ms. Robles and Mr. Cota know if San Jose/Evergreen has a policy for accepting incoming funds and for outgoing funds |