

CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE

COMMITTEE MEETING MEETING MINUTES SEPTEMBER 25, 2007

Meeting Location

Holiday Inn
China Clipper
Sacramento, California

Meeting Time

9:00 a.m. – 3:00 p.m.

Attendees

Ron Allen
Paul Bestolarides
Art Cota (Chair)
P.J. Ortmeier
Robert Pollard

Dick Reed
Nat Reed
Lucia Robles
David Senior
Rodney Slaughter

Guests

Sandra Israel (Recorder)

Meeting Called to Order

- Meeting called to order at 9:30 a.m.

Meeting Logistics by Mr. Art Cota

- [Handout: Committee Roster](#)
- Logistics
 - Direct bill on hotel.
 - No needs required.

Travel Reimbursement by Mr. Bob Pollard/Ms. Lucia Robles

- Mr. Pollard supplied committee with Expense Report.
- Ms. Robles clarified that when committee meetings are conducted during a working lunch then group lunch expenses are covered by committee budget, otherwise, meal costs should be claimed on individual travel expense reports; a working lunch consists of reporting or presentations.

Minutes (June 07) by Mr. Cota

- [Handout: Meeting Minutes, May 31, 2007](#)
- Let Sandra know if you completed your action item(s).
- Corrections: page 2-two name corrections; page 6-remove "Add Hydraulics" action item.
- Minutes approved with noted changes.

Chancellors Office Update by Ms. Lucia Robles

- [Handout: Emails dated June 2007 regarding procurement policies](#)

Ms. Robles has not received the committee's 06/07 final report. Mr. Cota stated that he should be receiving additional information by the end of the week, which he will then submit to Mr. Pollard who will finalize the report and submit the final report to Ms. Robles. [*Action Item*]

- Ms. Robles stated that the Fiscal Agent must submit meeting minutes and sign-in sheets with final report; Recorder can submit sign-in sheets to Fiscal Agent after each meeting.
- Ms. Robles discussed appropriate use of VTEA funds: As an example (for use of grant funds), she described how Department of Corrections and Department of Rehabilitation could train inmates and correctional officers as counselors for substance abuse.
- 2007/2008 Collaborative grant has not been approved; working with Mr. Pollard on proposal details; goal is to finish review and approve grant this week; funds effective on date approved—no expenditures will be reimbursed prior to approval date (July 2007 up to approval date); Federal Department of Education does not provide funds prior to actual contract date. [*Action Item*]
- Ms. Robles asked for clarification of the line item advisory committee fee, which is above the normal administrative fee; Mr. Cota explained that the concept was to provide funding to hire a contractor who would serve as a liaison between the committee and the sub-projects very similar to the coordinators positions in the sub-project; it was not intended and should never have been described as an assessment fee; at times there is a disconnect between the sub-projects and this committee; this position would have mitigated this issue; Ms. Robles stated that fees are normally paid from either the 5% administrative fee or the 4% indirect costs fee; therefore, grant must be rewritten to allow for the \$10k position.
- [Handout: Managing Perkins Funds: Questions and Answers](#)
 - Overview of Perkins Funds; to give members a better understanding of allowable expenditures for this type of fund.
 - South Bay has not been charging 5% administration fee on sub-grants.
 - Books for students are not eligible under Perkins Funds unless students are in a special needs program; books for teachers are eligible.
 - Marketing and flier costs covered by Perkins Funds but must be specifically for a VTEA project and flier must include a disclaimer that item was paid with VTEA funds; VTEA project marketing and fliers cannot be combined with other activities on same advertisement.
 - Committee suggested adding handout to grant package so applicants know rules/guidelines when preparing applications.
 - Ms. Robles will send committee members the PowerPoint handout. [*Action Item*]

06/07 Grant Progress by Mr. Pollard/Mr. Cota/Dr. Ortmeier/Mr. Slaughter

- CAAJE is waiting for approval of grant funds.
- Cal Fire is waiting for approval of grant funds; Mr. Pollard will let Mr. Slaughter know how to prepare their budget.
- Fire Technology Compendium Project
 - [Handout: Compendium of CA Community College Fire Technology Programs](#)
 - Program provides a means to review curriculum at state colleges to ensure FTP's are up-to-date.
 - Assist Chancellor's Office in overview of programs at colleges.
 - Document and CD to include all college information as outlined in handout (i.e. staffing levels, physical resources, instructional service agreements, etc.).
 - Any information committee would like to see would be included in this document; let Mr. Cota know if you would like to see any additions to the draft document.
 - Proposal to include compiling data using tools such as automatic surveys, follow-ups, pictures, and videos.

07/08 Grant Focus

- Title 1B, new act: this is a transition year; Chancellors Office will submit plan to Federal government at beginning of 2008; applications are online.
- 2008/2009 may be a competitive bid for RFA \$300k grant; collaborative grants are initially two years with renewal but may go out to bid; no date on when decision will be made, but sometime in November; RFA is normally released in November. [*Action Items*]

Corrections Academy Concept Proposal by Mr. Bestolarides

- Department of Corrections and Department of Rehabilitation conducted successful pilot correctional academies delivered by community colleges at three sites: Fresno, Napa, and Santa Rosa colleges; academy was originally rolled out in June 2007.
- Opportunity to hold pilot program again at six campuses then possibly expand program after second pilot; not meant to replace correctional academies in Galt.
- Each college runs the academy using certified instructors (CPOST certified), maintaining CPOST standards; colleges pick components; Mr. Bestolarides would send instructors as needed and cover costs including high-end costs; intent is that once college gets supporting material and exams they run the program.
- Selected sites would ideally be located where vacancies are difficult to fill (Soledad, Bay Area, deserts, San Quentin); site would partner with local residents thus academy graduates would stay in the area.
- Curriculum contains three components: Lecture, Departmental, and Cadet Placement.
- Would committee be interested in being a sounding board that would provide feedback on how well the academy works? Consensus that committee needs more information; Mr. Bestolarides will have person responsible for program present an overview to the committee members.

07/08 Meeting Goals & Directions by Mr. Cota

- Committee agreed that the next meeting, in January 2008, should include at least one tour of a training facility; if time allows, two tours may be conducted one day then the committee will hold their meeting the second day; tentative tour/meeting dates are Wednesday, January 23, and Thursday, January 24; possible tours include: [*Action Item*]
 - New fire training facility, Orange County Fire Authority
 - Orange County Sheriff's Department (new facility)
- Evergreen/South Bay may opt out of managing the grant so the committee may have a new Fiscal Agent this year; Fiscal Agent receives \$300k grant then works with this committee on recommendations for projects [*Action Item*]
- [Handout \(distributed by Ms. Robles\): California State Plan for Vocational and Technical Education](#)

Ms. Robles stated that the intent of Statewide Vocational Education Advisory Committees is for the Grantee and this committee to collaborate.

- Mr. Cota asked committee if they wished to keep meetings in the same format; committee agreed to keep in same format to include tours of facilities when possible and retain the spring schedule of reviewing projects for grant consideration; committee would like to meet appropriate Chancellor's Office staff to learn their role in the grant process. [*Action Item*]

Round Table

- [Dr. Ortmeier](#)
Waiting for grant to be approved so CAAJE can move ahead with project; next Thursday, October 4, is CAAJE board meeting (conference call).
- [Mr. Slaughter](#)
Moving forward with Quality Assurance implementation; two new staff to be hired and will start soon; QA staff will audit classes throughout the state; instructors and students will see State Fire Training Deputies in classes; goal is to audit 2-3 classes per month.
- [Mr. Pollard](#)
Still waiting for grant approval; will send notice to awardees as soon as South Bay receives notification from the Chancellor's Office; Monterey Bay joined South Bay consortium; Monterey Bay includes police training, law enforcement, NPC rehab buildings at Fort Ord
- [Mr. Dick Reed](#)
Observed demo of state-of-the-art CHP communication vehicle (built with Homeland Security funds) at the California State Northern Sheriff's Association conference; POST passed a good budget of \$5M--\$2.5M for fire and \$2.5M for law enforcement; includes counter-terrorism training for 2 ½ years—may be a chance to accomplish collaborative training; purchased 911 license plates.
- [Ms. Robles](#)
Make sure grant applications include enough detail to provide a clear picture of how funds will be used for the project; make sure to promote the great work this committee carries out; thanked Mr. Pollard for his assistance in getting answers to her questions during approval process of 07/08 grant.
- [Mr. Allen](#)
No items to report.
- [Mr. Cota](#)
SLO struggle; accreditation performed 2 years ago but most suggestions not implemented yet; need more planning; emergency plan did not work as well as planned; received intelligence that throughout the country persons are photographing fire departments and offering fire department staff money to purchase fire department patches; since it is unknown in what form patches will be used, recommended that patches not be sold any more

Round Table – cont'd

- Mr. Senior
Fire Tech directors met regarding SLOs and move ahead; not adding Hydraulics to core courses after all; national is debating dropping Hydraulics therefore, waiting for decision.
- Mr. Nat Reed
Summer has been busy at CSA: training audits—36 agencies on the road since the first week in June; Governor is pushing AB900 that adds additional beds to the prisons; requirement so large that a new division needs to be created to handle it; revise MQ's for field rep positions—short staffed; job task analysis being performed—last analysis performed in 1987 per Mr. Bestolarides.

Next Meeting

- January 23 and 24, 2008 in Southern California.
(Note: Ms. Robles cannot attend on January 24)

Ad Hoc Session

- Nine of ten members reconvened for a meeting for the purposes of discussing future grant collaborations, and meeting goals and objectives.

Meeting Adjourned

- Meeting adjourned at 1:30 p.m.

Final-Approved

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE
COMMITTEE MEETING – SEPTEMBER 25, 2007
ACTION ITEMS**

Chancellors Office Report

- Mr. Cota to send Ms. Robles information to complete 06/07 Final Report (9/25/07)*
- Ms. Robles to finish review & approval of 2007/2008 collaborative grant by end of week (9/25/07)*
- Ms. Robles to email committee PowerPoint: Managing Perkins Funds, Questions and Answers (9/25/07)*
- Ms. Robles to send committee Chuck Wisely's PowerPoint presentation on accountability and core indicators (9/25/07)*
- Mr. Cota will arrange a conference call with Ms. Robles, Mr. Cushing, and possibly Mr. Pollard to develop a plan of action in regard to Mr. Brustein's memo (5/31/07)*
- Mr. Cota will arrange a meeting with Mr. Ron Selge at the Chancellor's Office; attendees include Mr. Cota, Mr. Senior, and Mr. Cushing (2/8/07)*
- 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)*
- Fee Issue: Ms. Robles will request that the Chancellors Office send an advisory to review instructional contracts – Incomplete, needs to work with Ralph (9/7/06)*
- Mr. Cota will check on source of Instructional Agreements binder received from Chancellor's Office then let Ms. Robles know the source (12/8/06)*
- 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)*

08 Grant Focus

- 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)*

2006/2007 Collaborative Overview

- Mr. Senor will send Dr. Oliviera instructional material for use in the Instructional Development program (5/31/07)*
- Mr. Cota will make DVDs of Northridge Earthquake to Committee (5/31/07)*

2006 Collaborative Overview – Homeland Security/Community Colleges

- Mr. Cota will redistribute NIMS matrix to committee members (12/8/06)*

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07/08 Meeting Goals & Directions by Mr. Cota

- Mr. Senior to provide location of new Orange County Fire Authority Training facility to Mr. Dick Reed (9/25/07)*
- Mr. Dick Reed to arrange at least one tour, and possibly two tours, for the January 23/24 meeting in Southern California (9/25/07)*
- Mr. Pollard to notify committee members if Evergreen is interested in continuing to be the Fiscal Agent for this committee (9/25/07)*
- Ms. Robles to arrange for Chancellor's Office staff to meet committee (9/25/07)*

Final-Approved