

**CHANCELLORS PUBLIC SAFETY  
EDUCATION ADVISORY COMMITTEE**

**MEETING MINUTES**

**DECEMBER 8, 2006**

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**Meeting Location**

Embassy Suites  
Costa Mesa Room  
Santa Ana, California

**Meeting Time**

9:30am – 3:30pm

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**Attendees**

Ron Allen  
Anita Bart  
Paul Bestolarides  
Art Cota (Chair)  
Laura Lorman  
Dr. P.J. Ortmeier  
Dick Reed  
Nathanial Reed

Lucia Robles (via  
conference call)  
David Senior  
Rodney Slaughter

**Guests**

Rick Ramos  
Sandra Israel (Recorder)  
Mike Kinrade  
Harv Siegel  
Brad Young

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

- Mr. Cota distributed Agenda and September 7, 2006, Meeting Minutes before meeting started
- Meeting called to order at 9:53 a.m.
- Self-introduction by attendees
- Logistics
  - Direct bill on hotel
  - Lunch is at noon
- Reimbursement
  - Pick up expense reimbursement form for your trip
  - Submit completed forms to South Bay
- Agenda is fluid and items can be added or adjusted as necessary; call for new agenda items:
  - Articulation for Vocational Education (Ms. Anita Bart)
- Most important task today is setting the framework for grant process for next year

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**Discuss Process to Follow with Chancellor's Office by Mr. Art Cota**

- In past, this committee has had two different representatives/liaisons with the Chancellor's Office who has their own way of doing business based on their understanding of the parameters and levels of comfort. We now have a new Liaison who views things differently. Not that one is right or wrong, it just caught the committee off-guard. The need to change past practices at such a critical time has proven to be difficult.
- Grant review was not all inclusive so approval did not follow normal process.
- Lucia stated in last meeting that there was no flexibility on grant once it was processed without going through a formal amendment process.
- Perkins Act has strict guidelines; each program is a successive level to a previous level
- Grant activities funded in past may no longer be eligible for funding.

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

- Thank you for making conference call possible; she's very busy and cannot travel
- Ready to close books
  - Received 05/06
  - Need final report for last years Advisory Committee Grant (\$38,000), Mr. Cota will check with South Bay regarding the status of the final report.
  - Does budget come from Evergreen? Yes, per Mr. Cota
  - Payment most likely will be difficult to get once books are closed
- Reminder to keep Ms. Robles in the loop
- Next year
  - Is a transition year; Perkins Act to be fully implemented in 08/09; expect a new state plan
  - RFA will be an extension of the current grant with the same level of funding and the same types of activities.
- 2007/2008
  - Plan to distribute RFA by March/April via Internet (last year distribution occurred in late April, which was not enough time for planning). Mr. Cota asked to be included in the electronic distribution of documents.
  - Contains minor changes
  - Allows time for Committee to plan projects
- Mr. Senior asked what the process would be if the Committee wanted to change the grant to another college/fiscal agent.
  - Per Ms. Robles, Evergreen has to state they no longer want serve as the Fiscal Agent, and a new one would need to be identified.
  - Committee cannot remove Fiscal Agent unless they are not complying. Committee can voice it's concerns to the Fiscal Agent and/or ask that it remove itself.
- Mr. Senior expressed concern over Evergreen not being flexible in making payments
  - Ms. Robles stated to let Chancellor's Office know if there are concerns.
  - Other concerns were voiced regarding the SBRTC management of grant.
- Update on action items from September 7, 2006, meeting

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**Chancellors Office Update by Ms. Lucia Robles - continued**

- Fee Issue: Ms. Robles proposes that Chancellors Office send memo about informing districts regarding “no audit” exception – *Incomplete, needs to send memo*
- Fee Issue: Ms. Robles will request that the Chancellors Office send an advisory to review instructional contracts – *Incomplete, needs to work with Ralph*
  - Mr. Cota received a Student Fee Handbook dated October 31, 2006 from the Chancellor’s Office.
  - Mr. Cota will check on the source of the book and get back to Ms. Robles
  - Ms. Robles stated that student cannot be charged if training is done with an Outside Contractor
  - Ms. Robles believes she provided an 18-point list for reviewing Instructional Service Contracts to Mr. Bob Pollard
- Ms. Lorman asked Ms. Robles where is the appropriate place to discuss safety and security as an advisory; In the past she was advised by Mr. Abbott (Chancellors Office Staff) that this Committee can be appropriate place  
  
Ms. Robles will get Ms. Lorman an answer to her question – *Incomplete, needs to get Ms. Lorman an answer*
- Mr. Senior requested Ms. Robles to issue a clarification of allowable fees to charge students; examples: Use of a skid car to pass training, cosmetology kit needed in order to be certified
- New Perkins Act will force us to think of compliance
- Mr. Cota asked if there had been any dialogue with Mr. Todd Burnett regarding the Homeland Security Survey that he sent out to all colleges, Mrs. Robles will follow up with Mr. Burnett to determine status of project.
- Amendment – What are proposed changes?
  - Per Mr. Cota, we have not received the complete report
  - Ms. Robles received the approved budget sheet and cover letter; no significant changes  
Old: \$137,746  
New: \$137,745
  - Mr. Slaughter suggested putting extra savings back into the program
    - Non-instructional salaries cut in half
    - Co-opt leadership program – drop project for Public Education and add Kevin Brame’s leadership program
  - Per Ms. Robles, change is in Line 5000
  - Per Mr. Cota:
    - Committee has not had a chance to discuss and approve changes
    - Process has not been followed
    - Some deliverables are different
    - Process: Person who manages proposed change submits change to Committee for review and approval before turning the change over the Chancellor’s Office
  - Per Ms. Robles, she can do an amendment, but needs to know if change was planned and meets objectives
  - Mr. Senior reiterated that following the planning and approval process is critical.
  - Ms. Robles does not see significant changes in proposal or what is being offered therefore, no amendment is required

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**2006 Collaborative Overview**

- Instructor Ethics by Mr. Rodney Slaughter
  - Filling in for Mr. Mike Richwine
  - Proposes:
    - 11% Administrative Fee
    - Absorb Administrative Fee and personnel costs
    - Add 10 Ethics classes
    - Make it mandatory that teachers take Ethics, 8-hour, class
  - Spread classes throughout California
  - Career Development Guide
    - No significant changes
    - \$40,000 Public Education project will not be done. Three leadership classes (Mr. Brame's classes will be done in lieu of.
    - Marketing dropped
    - Emailed Mr. Brame proposed changes
  - Geared toward marketing
  - Has not seen Mr. Brame's budget and proposal
  - Mr. Cota asked the committee to consider approving the changes to the SFT sub-activity with the caveat that Mr. Slaughter work with Mr. Brame to resolve budget/project issues
    - Mr. Allen made a motion to accept
    - Dr. Ortmeier seconded the motion
    - Motion approved but must look at both budgets
  - Per Mr. Cota
    - Need someone to track projects and deliverables, and ensure projects are carried out as planned rather than waiting until next Committee meeting. Project Monitor/Coordinator was to have worked with Mr. Cota to manage activities and report back to the committee in addition to making sure that deliverables are met. This was to be funded during this grant phase. SBRTC staff were asked to provide detail on funding this but have not heard from anyone regarding this.
    - Per Mr. Young, it helps to provide progress reports
    - Per Mr. Cota, it helps to have the RFA when preparing proposals
- Leadership & Ethics Presented
  - Handouts distributed by Mr. Cota prepared by Mr. Brame:
    - California Public Safety Leadership and Ethics Program  
Course #1 Cost Break Out  
24 students: Local College Facilitators
    - California Public Safety Leadership and Ethics Program  
Program Cost Break Out  
24 students: 2 Facilitators  
No College Fees
- Instructor Development
  - Item not covered since Mr. Bob Pollard nor Ms. Cindy Beven were not present at today's meeting

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**2006 Collaborative Overview - continued**

- Homeland Security / Community Colleges by Mr. Cota
  - Handout:  
  
CA Community College  
Emergency Preparedness  
Workshops
  - Need to include college presidents
  - Can use NIMS (National Incident Management System) Training Guide Matrix
    - Include what training is necessary for specific jobs
    - Use same job titles as OES
  - Notify Mr. Reed that he did not have to pursue Homeland Security element from last meeting
  - Does anyone know of anyone who could teach a workshop? Ms. Lorman suggested Mr. Don Silverreck of Santa Rosa
  - Approximate cost is \$10-\$15k per workshop; includes fees, hotels, per diem, likely to occur in April/May.

**2006/07 Grant Planning by Mr. Art Cota**

- Needs Assessment
  - Develop a plan as a committee for reviewing projects
  - Don't make rules as we go
  - Look ahead to new Perkins Act requirements
  - Perkins Four increases reporting requirements for those who accept funding
  - Four percent to Evergreen to manage grant
  - Set up funding in a timely manner
  - Would be helpful to let Grantee know status
  - Need budget updates
- Review Process
  - Several ideas were presented by the Committee members and guests
  - Create sub-committee from this Committee to oversee RFA this time
    - Develop process for project proposals
      - Evaluations
      - Writing proposals
    - Decide what are permissive uses
    - Develop point system/scoring system
    - Develop training or guidelines for writing proposals
  - Bring concept to group before RFA comes out, i.e. Letter of Intent
  - Instead of a sub-committee, have everyone get proposal first

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**2006/07 Grant Planning by Mr. Art Cota - continued**

- Sub-Committee
  - Develop process
  - Review and score proposal
  - Present to (full) committee
- Keep sub-committee small since it is hard to get everyone together at once
- Buck stops with this committee
- Send proposal for all to review
- Come together and discuss as a group
- What if proposal does not fit into the point system? – Need substance for making decision(s)
- Use typical grant review guidelines or criteria

**Discipline Reports**

- Mr. Cota: Has not heard from South Bay; no response to emails about meeting; will continue to make attempts to contact them
- Mr. Bestolarides: Overview of three community college academy training pilots, graduation planned; lost 50% of students due to lack of background clearance plus one academic failure; some training can be done at CC but not all training due in part to cost per student; Santa Rosa proposed modular design—CC can continue teaching department specific needs, take core courses and work on Associate degree course work then to go “finishing” school to complete training; six month evaluation starting late spring; realized that program needed to be thought through more thoroughly; spent 1 ½ years re-writing curriculum; edict made for a Southern academy (Temeculuh is a possible site); Stockton site going well
- Mr. Senior: Allan Hancock CC has passed a \$180M bond, of which, \$32.5M is for training facility; State Fire Marshall’s Office is supporting State Fire Training by adding an addition field position, also updating accreditation and reaccreditation process for Regional Fire Academies.
- Ms. Lorman: Vocational Education is “it,” able to grab 40% of students not going to college; articulation program in Vocational Education in conjunction with high schools, creating connection where high school classes articulate to vocational ed; security guard training program implemented; credits will transfer---equivalency doesn’t mean almost, do have degree but may not be worded the same so must look carefully; must be equivalent to each across programs; Chancellor’s Office is coming down on adjunct teacher not being qualified to teach all courses in discipline; (New) Campus Service Officer from high school certified course, gets OJT with potential to get hired; CCUPC hired lobbyist to help institutions.
- Mr. Nathan Reed: Lost subvention monies to cities/counties for training but just got the funding back; County Sheriff’s Association met with the Governor; looking for colleges to do core training (does not generate enough FTE’s) – Juvenile Correctional Officer, Adult Correctional Officer, Probation Officer core courses.
- Dr. P.J. Ortmeier, CAAJE Rep stated that CAAJE intends to resubmit multi-year grant proposal at February 8, 2007, meeting. Dr. Ortmeier reaffirmed CAAJE’s position that the bulk of VTEA funds should be used to support training/education programs for pre-service personnel.

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**Future Meeting Date**

Next meeting: February 8, 2007; time TBD. Note: The focus of this meeting will be grant planning.

**Meeting Adjourned**

Meeting adjourned at 1:45 p.m.

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ACTION ITEMS**

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

- Ms. Robles needs final report for \$38,000; Mr. Cota will check with South Bay on status and get back to Ms. Robles*
- Mr. Cota will check with Evergreen on budget*
- Ms. Robles will email budget and attachments to Mr. Cota*
- Mr. Cota will distribute budget and attachments to committee once received from Ms. Robles*
- Incomplete Items from September 7, 2006, meeting*
  - *Fee Issue: Ms. Robles proposes that Chancellors Office send memo about informing districts regarding “no audit” exception – Incomplete, needs to send memo*
  - *Fee Issue: Ms. Robles will request that the Chancellors Office send an advisory to review instructional contracts – Incomplete, needs to work with Ralph*
- Mr. Cota will check on source of Instructional Agreements binder received from Chancellor’s Office then let Ms. Robles know the source*
- Ms. Robles will send Mr. Cota the 18-point list for reviewing contracts*
- Ms. Robles will follow up with Mr. Burnett regarding the procedures he sent; she will send the procedures to the committee members per Mr. Cota’s request*
- Mr. Cota will let Ms. Robles know official decision from Committee on planning and approval process*

**2006 Collaborative Overview – Homeland Security/Community Colleges**

- Ms. Laura Lorman will fax NIMS matrix to Mr. Cota*
- Mr. Cota will distribute blank NIMS to committee members*
- Ms. Bevins to track projects and deliverables, and ensure projects are carried out as planned*

**2006/07 Grant Planning by Mr. Art Cota**

- Mr. Rick Armos will send Mr. Cota a planning example*
- Mr. Cota will schedule a meeting before next scheduled meeting so Committee can decide on Grant Planning process*

**Miscellaneous**

- Mr. Cota will continue to make contact with South Bay*