

CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE

STEERING COMMITTEE MEETING MEETING MINUTES

FEBRUARY 8, 2007

Meeting Location

Holiday Inn Hotel
Lindburgh Room
Sacramento, California

Meeting Time

9:30am – 3:00pm

Attendees

Ron Allen
Anita Bart
Norman Cleaver
Art Cota (Chair)

Dr. P.J. Ortmeier
Nathaniel "Nat" Reed
David Senior
Rodney Slaughter

Guests

Cindy Bevins
Steve Cushing
Sandra Israel (Recorder)

Welcome and Introduction by Mr. Art Cota

- Mr. Cota distributed December 8, 2006, Meeting Minutes before meeting started.
- Meeting called to order at 9:45 a.m.
- Self-introduction by attendees; Mr. Cota noted that Mr. Slaughter was attending in place of Mr. Richwine but is not a member of the committee.
- Mr. Cota stated that today is a regular meeting of the Committee on how to best put together guidelines for the grant process.
- Mr. Cota introduced Mr. Steve Cushing. Mr. Cushing is the new Executive Director of South Bay Regional, Public Safety Training Consortium. Mr. Cushing provided background information. He conveyed to the committee that he is a team member, works globally, and thanked Mr. Cota for inviting him today.
- Both Mr. Cushing and Mr. Cota thanked Ms. Bevins for her expertise, hard work, and contributions to the committee and its projects.
- Logistics
 - Direct bill on hotel.
 - No needs required.
- Reimbursement
 - Mr. Cota distributed hard copy of Expense Form.
 - Committee members asked for electronic copy; Mr. Cota offered to have a copy sent with meeting minutes. (*Action Item*)
- Handouts
 - Mr. Cota brought the California Community College Chancellor's Office Student Fee Handbook for review. Legal updates are now available online – Legal Opinion M06-11.
 - Mr. Cota distributed two CD's to each attendee; additional copies are available as needed:
 - California Community College Chancellor's Office Student Fee Handbook M06-11
 - California Public Safety Leadership & Ethics Program, Facilitator Guide & Student Journal

Welcome and Introduction by Mr. Art Cota (continued)

- New agenda items
 - Mr. Senior presented a change to Fire Technology Certificate Program core courses.
 - Fire Technology voted to add Hydraulics as a sixth core course, which some colleges already include in their certificate programs.
 - Mr. Cleaver stated that in making changes to a certificate then there is access to review all six (6) courses in the certificate program. Mr. Senior confirmed this information.
 - Course syllabus must be submitted for curriculum; notation made that Hydraulics course may be different among campuses.
 - New students must meet new curriculum but continuing students complete existing core courses.
 - Notation made that the State Fire Marshall's office has not been updated on the core course change (*Action Item*).
 - Need to set up training so college gets credit for students completing certificate program.
 - Should CPSEAC send a letter in support of adding Hydraulics to the Fire Technology core courses?
 - Motion made by Mr. Cleaver for CPSEAC to write a letter to Fire Technology in support of six (6) core courses recommendation to the Chancellor's Office (*Action Item*).
 - Motion seconded by Dr. Ortmeier
 - Motion passed
 - General discussion
 - Ms. Bart discussed work on vocational curriculum to be recognized statewide so high school students think about vocation while in high school. Mr. Cleaver mentioned that funding for high school employment and specific criteria is needed for what qualifies and what will be funded the second year. Ms. Bart stated that need must be shown when requesting courses.
 - Mr. Cleaver asked where acting unilaterally for public safety would the committee be interested in endorsing a grant for them. Both Mr. Cota and Ms. Bart affirmed they should do so.
- Meeting minutes discussion
 - Review December Meeting Minutes; Dr. Ortmeier gave Sandra his changes and additions. No other changes requested. (*Action Item*)

Chancellors Report by Ms. Lucia Robles

- Ms. Robles was not able to attend today's meeting; she is on leave of absence.
- Committee discussed holding a meeting with Chancellor's Office. (*Action Item*)

06/07 Collaborative Discussion

- Mr. Cushing discussed Modification Request to RFA 06-163
 - Handout, including budget
Modification Request to Grant Sub-Project, Online Instructor Development Course
Evergreen College
RFA 06-163
 - Investigation of original proposal revealed an aggressive number of hours for proposed cost. Development of content is becoming cost prohibitive. Intent is for recipients to receive a quality product.
 - Modification Request proposes reduction of 8-hour training to 2-hours; Evergreen did not bring this modification to the committee for approval but Mr. Bob Pollard went ahead without committee approval or input.
 - Mr. Cleaver noted that original proposal was to meet continuing education requirements for POST instructors that grant was designed for but this cannot happen with a 2-hour course. Ms. Bevins also noted that this falls short in IACC program. Ms. Bart asked for consideration of the course timeline and how effective is it to ask student to take 2 hours now and complete the remaining 6 hours somewhere else, or at a later date.
 - Need to find funding for four (4) other modules.
 - Review budget of \$110,000; general discussion of budget breakdown. Mr. Cushing acknowledged that cost is significantly more than anticipated. Possibly once initial program is set up than remainder of program may cost less or, it may cost as much setting up other modules. (*Action Item*)
 - Training program will reside on South Bay portal initially but will be available for all once completed. Mr. Cota stated to ensure that program and software will be in public domain and available for all to use.—per Mr. Cushing, the software is not proprietary.
- Mr. Cushing discussed CPSEAC budget update
 - Handouts
 - \$38,000 State Advisory Committee for Public Safety Education Budget Update
 - \$300,000 Collaborative Grant Budget Update
 - CPSEAC budget balance left to spend: \$26,170.54
 - Collaborative Grant Budget - Grant Funds Awarded

I. State Fire Training Public Safety Grant	\$137,746.00
II. Instructor Development Grant	110,000.00
III. Community Colleges Roll In Homeland Security	<u>52,254.00</u>
TOTAL	<u>\$300,000.00</u>

07/08 Collaborative Discussion

- Dr. Ortmeier distributed an updated proposal for CAAJE.
 - Handout
Grant Project Proposal
 - CAAJE will re-submit this proposal on the new Grant Concept Proposal form after the committee approves the form.
- Mr. Slaughter inquired if Mr. Cota will be holding a Homeland Security conference again. Yes, per Mr. Cota; one is being hosted in the Santa Maria area by Alan Hancock College and he is coordinating one in the North state.
- Mr. Senior noted that some members have not been to committee meetings over the past year. Should the committee appoint someone new or see if the organization wants to appoint new representatives.

07/08 Goals & Objectives Discussion

- Mr. Cota explained that CPSEAC needs a new process for notifying interested parties of available grants. Committee agreed to brainstorm ideas. Ideas were noted on flipchart.
- Refer to the **Grant Concept Proposal, Review Guidelines**, document for outcome of brainstorming session. Major items included in the document:
 - Purpose of the guidelines
 - Timeline
 - CPSEAC website
 - Requestors
 - Concept Proposal Form (*Action Item*)
 - Number of projects in proposal
 - Multi-Year projects
 - Matched funds
 - Multi-Discipline proposals
 - Funds Requested
 - Presentations
 - Rating/Scoring Sheet
 - Concept proposal approval

Estimated Future Meeting Date

- March 29, 2007: To review and approve concept proposals.
- Final report is due 30 days after June 30. Committee considered meeting once they receive the final report – No date set at this time. (*Action Item*)

Roundtable

- Mr. Cushing: Passed on compliments to the San Jose Fire Department for the excellent job they did in getting everyone out during a fire in the convalescent care home.
- Ms. Bart: Senate Projects-Voc Ed who are involved with high schools are looking for volunteers who have done projects between Voc Ed and High Schools.

Meeting Adjourned

Meeting adjourned at 2:15 p.m.

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE
STEERING COMMITTEE MEETING - FEBRUARY 8, 2007
ACTION ITEMS**

Introduction and Welcome by Mr. Art Cota

- Mr. Cota will send Ms. Israel an electronic copy of the Expense Report to include with meeting minutes*
- Mr. Cleaver will send Mr. Cota grant information*
- Ms. Israel and Mr. Cota will finalize December 8, 2006, minutes then distribute to committee members for approval at March 29, 2007, meeting*

Add Hydraulics as core course to Fire Technology Certificate Program

- Mr. Senior will send Mr. Slaughter curriculum information on new recommendation for six (6) core courses*
- Mr. Cota will write letter to the Chancellor's Office on behalf of CPSEAC supporting change to Fire Technology core courses (to be mailed to the California Fire Technology Directors Association)*

Chancellors Office Report

- Mr. Cota will arrange a meeting with Mr. Ron Selge at the Chancellor's Office; attendees include Mr. Cota, Mr. Senior, and Mr. Cushing*
- Mr. Cota will check with the Chancellor's Office on the 18-point list for reviewing contracts – Note: this was Ms. Robles' action item on 12/8/06 meeting minutes to send the list to Mr. Cota*

06/07 Collaborative Overview

- Ms. Bevins will send committee members details of the consultants' costs listed in RFA 06-163 budget*
- Mr. Cushing will determine how to meet original intent of grant*

07/08 Goals & Objectives Discussion

- Dr. Ortmeier and Ms. Israel will design Grant Concept Proposal form for Mr. Cota to distribute to Ms. Bevins Bevins to post on CPSEAC website and committee members for general distribution to interested parties*
- Mr. Cushing will contact Chancellor's Office to learn when they send funding notice*
- Ms. Israel and Mr. Cota will create and distribute Grant Concept Proposal Guidelines document---Note: This is an internal document for committee members use only*

Estimated Future Meeting Date

- Mr. Cota will set a committee meeting date upon receipt, or estimated distribution date, of Final Report from Chancellor's Office*