

# CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE

## COMMITTEE MEETING MEETING MINUTES MAY 31, 2007

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### Meeting Location

Catamaran Hotel  
Toucan Room  
San Diego, California

### Meeting Time

10:00 a.m. – 3:30 p.m.

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### Attendees

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

Lucia Robles  
David Senior

### Guests

Dr. Sue Oliviera  
Mr. Bob Harrison  
Ms. Jan Myyra  
Sandra Israel (Recorder)

### Welcome and Introduction by Mr. Art Cota

- Meeting called to order at 10:10 a.m.
- Logistics
  - Direct bill on hotel.
  - No needs required.
- Reimbursement
  - Mr. Pollard supplied committee with Expense Report.
- Mr. Cota briefly reviewed agenda: Mr. Pollard has three guests to make afternoon presentation; consider reporting elements for 2006/2007 and direction this committee wanted for Chancellor's Office; do we want goals in the same format or change to the previous format of touring facilities; Mr. Senior will run afternoon meeting.
- No additional agenda items.
- Handouts
  - Expense Report, supplied by Mr. Pollard
  - Meeting Minutes, April 26, 2007

### Chancellors Office Report by Ms. Lucia Robles

- New grant applications for 2007/2008 were due last Friday; Mr. Pollard will supply Lucia with four copies of the application.
- New committee contracts are in process (\$38k for this committee).
- Quarterly Activity Report is available online; this committee did not complete the report therefore, payment is deferred to next quarter; Mr. Pollard noted that Ms. Shirley Andre was on leave and that South Bay mistakenly filed incorrect report. (*Action Item*)
- 2006/2007 Report due August 31, 2007.
- Chancellor's Office has not received Committee's 2005/2006 report, which was due October 31, 2006; Ms. Robles notified Mr. Cota via e-mails; this report must be received by the Chancellor's Office by June 30, 2007, otherwise they cannot process Committee requests; report includes attendees, meeting minutes, summary of collaborative efforts. (*Action Items*)

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE  
COMMITTEE MEETING**

**MAY 31, 2007**

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

- Overview of new Act
  - Department of Education requires extensive backup documentation.
  - To meet new Act requirements, DOE requires progress reports.
  - Accountability is main purpose of new act.
  - Federal government sets benchmarks; Mr. Cota expressed concern that it may cost more to validate that plan was met versus spending time on training.
  - Core Indicators: Some levels of how Chancellor's Office is performing, for example, completions, retention, general vocational studies, students with disabilities, housewives returning to work. Dr. Ortmeier noted that explanations must be given in narrative factors that are not part of Core Indicators such as transfers out of state.
- Ms. Robles read a memo from Attorney, Michael Brustein to Pat Hainsworth regarding how Chancellor's Office handles Perkins Funds (Voc Ed funds)
  - Evergreen College, with the approval of the Chancellor's Office, may have used funds, which may not qualify for funding. At question are training sessions/one-day workshops for high-ranking public safety employees.
  - Mr. Cota asked if a week-long Public Safety Forum held each year is allowable; yes, per Ms. Robles since it is professional development; Dr. Ortmeier asked for definition of professional development; Ms. Robles defined this training for faculty to further education of students. (*Action Item*)
  - All Committee members voiced concern about Mr. Broomsteen's memo and its implications; Committee indicates they believe we have been following the guidelines as established by the Chancellor's Office and will continue to do so.
  - Ms. Robles noted that this Committee is not being singled out in Mr. Broomsteen's memo; Ms. Robles indicated she would be providing a copy of the memo to Mr. Cota; once received, Mr. Cota will arrange a conference call with Ms. Robles, Mr. Cushing, and possibly Mr. Pollard. (*Action Item*)
- 2008/2009 will require a new competitive bid.
- Ms. Robles wants Committee to know that she wants to diffuse concerns before they happen, answer questions before the Auditor can ask them.
- Reminder that Ms. Robles needs Procurement Policies Guidelines from Evergreen College District; Mr. Cota asked to review RFA to ensure it meets procurement guidelines; Ms. Robles referenced Mr. Pollard to Article 2, Page 4, Item #10. ((*Action Item*))
- Mr. Cota inquired whether there are any grants available for Public Safety for Voc Ed
  - Ms. Robles stated that SB70 funds are available; approval of bill gave Chancellor's Office \$52M; RFA for counselors' professional development, career tech ed, secondary from high school to community college—types of courses required to complete certification; plus articulation from high school to community college to a 4-year institution.
  - \$750k in funds are available for research about what courses are successful and why.
  - Equipment funds of \$100k available, allocated by FTE.
  - Tech Prep program funds available.
- Send any questions to her; she usually answers questions within 24 hours
- Wants to showcase Public Safety and what this committee has done with funds; Mr. Reed noted that California is ahead in their training programs and that other states want to use these programs.

**2006 Collaborative Overview**

- Instructor Ethics by Mr. Mike Richwine  
Mr. Richwine was unable to attend the meeting; update will be given at a future meeting.
- Leadership & Ethics by Mr. Kevin Brame  
Mr. Brame was unable to attend the meeting; update will be given at a future meeting.
- Instructor Development by Mr. Bob Pollard/Dr. Sue
  - Handout by Mr. Pollard
    - Brief overview of Best Practices training program including screen snapshots
  - Presentation by Dr. Sue Oliviera, Project Coordinator, Mr. Bob Harrison, Instructional Design Expert, and Ms. Jan Myyra, POST, assisted by Mr. Pollard.
  - Program includes a two-hour module created during 2006/2007.
  - Program overview given via live connection to training program
    - Student can grasp and understand material better using new methodologies
    - Material is interdisciplinary
    - Program causes students to think more, more critical and deeper thinking
  - Dr. Oliviera noted that the program received a great response when a Humanities class reviewed it; course is available to all, not just available to Voc Ed, every college site will receive the disk to load on local computer(s); program is interactive.
  - Ms. Myyra noted they wanted to avoid "click & read" type of material.
  - 'Best Practices of Good Training' may be customized with organization name and logo, SLO's can be tailored to your classroom; this is not a course outline, can display a student's answer to the question using mouse roll-over, graph shows level of choice, can include video in training material, can incorporate and utilize existing techniques such as PowerPoint.
  - Course currently represents Criminal Law but facilitators use their own lesson plan for presentation material. Project team wants to make transition comfortable for each area of expertise, fire tech, peace officer, etc.
  - Program includes Instructor Development
    - Evaluations given at end of all lessons: shows the questions where student made a poor choice, can return to these questions to answer differently until student eventually gets 100% on lesson.
    - No tracking of results at this time but individual gets certification upon completion of module.
    - Paralanguage skills – learn how important it is to speak loudly or clearer after a break.
  - No time estimate of how long it will take to put on Learning Board.
  - Committee should refer all suggestions to Dr. Oliviera via e-mail or phone. Committee suggested adding case studies to program; SLO's has been used as program was developed. (*Action Item*)
  - Mr. Pollard noted that when 07/08 grant is approved, the proposal item is added to the Evergreen College board agenda for approval, new funds will be used to complete the two-hour module and design courses per POST grant application.

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE  
COMMITTEE MEETING**

**MAY 31, 2007**

- Homeland Security/Community Colleges by Mr. Art Cota
  - Handouts
    - National Incident Management System & Standardized Emergency Management System Training Program
    - Basic Course for Response Personnel
    - NIMS/SEMS Glossary
    - DVD of Northridge Earthquake
  - This year's activities provided Homeland Security training.
  - Workshops were successful; approximately 125 college personnel received certified training to date.
  - Workshop covered why college personnel needs to know how to manage an incident; standard program for first responders plus tabletop exercises; bulk of documentation is on IT and financial staff
  - Training covered NIMS 100, 200, and 700 certifications

**2006/07 Report Recommendations by Mr. David Senior**

- Include Mr. Brame's project (Leadership & Ethics); include that this Committee developed the program and how others are including it in their training programs all over the U.S.; Mr. Senior noted that all fire tech courses will now include the leadership course and that there is a peace officer course that includes Ethics in Leadership. Mr. Pollard suggested that Mr. Brame send his report to Mr. Rodney Slaughter. (*Action Item*)
- Report the training video; Mr. Pollard noted that the video is done but not ready for distribution.
- Include Mr. Cota's NIMS/SEMS training
- Mr. Reed asked Ms. Robles what happens to money not spent; Ms. Robles noted that an inter-agency agreement can be prepared so unspent monies can be added to grant monies (IC Title Amendment) [Ms. Israel clarified with Ms. Robles that remaining funds must be significant and that this applies to the \$300k grant fund.]

**Future Meeting Dates - Tentative**

- Thursday, September 27, 2007, Sacramento
- Thursday, January 24, 2008, San Diego
- Thursday, March 27, Sacramento
- Thursday, May 22, San Diego

**Meeting Adjourned**

- Meeting adjourned at 4:01 p.m.

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE  
COMMITTEE MEETING – MAY 31, 2007  
ACTION ITEMS**

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

- Mr. Cota to distribute revised Grant Concept Proposal, Review Guidelines (3/29/07)*

**Chancellors Office Report**

- Ms. Robles will send Mr. Pollard 2005/2006 Advisory Committee Report Guidelines (5/31/07)*
- Mr. Cota and Mr. Pollard to meet to finalize 2005/2006 Advisory Committee Report – Due June 30, 2007 (5/31/07)*
- Ms. Robles will forward Mr. Broomsteen's memo to Mr. Cota and Mr. Pollard (5/31/07)*
- 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. Broomsteen's memo (5/31/07)*
- Mr. Pollard will provide Ms. Robles with Procurement Policy Guidelines*
- South Bay to complete online Quarterly Activity Report (5/31/07)*
- Ms. Robles to provide Committee with list of activities eligible for professional development as referenced in Michael 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)*
- 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 (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 send Mr. Cota the 18-point list for reviewing contracts (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)*
- Mr. Cota will let Ms. Robles know official decision from Committee on planning and approval process (4/26/07)*

**CHANCELLOR'S PUBLIC SAFETY EDUCATION ADVISORY COMMITTEE  
COMMITTEE MEETING – MAY 31, 2007  
ACTION ITEMS**

**2006/2007 Collaborative Overview**

- Mr. Senior 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)*
- Ms. Bevins will send committee members details of the consultants' costs listed in RFA 06-163 budget (2/8/07)*

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

- Ms. Laura Lorman will fax NIMS matrix to Mr. Cota (12/8/06)*
- Mr. Cota will redistribute NIMS matrix to committee members (12/8/06)*
- Ms. Bevins to track projects and deliverables, and ensure projects are carried out as planned (12/8/06)*

**2006/07 Report Recommendations by Mr. David Senior**

- Mr. Brame to send Mr. Pollard a report on Leadership & Ethics to be included in the 2006/07 Final Report (5/31/07)*

**Discipline Reports**

- Mentioned that lunches have to be working lunches, such as having a presentation during the lunch; she referenced Perkins as the guidelines; RFA includes types of allowable expenses. Ms. Robles will send committee members the guidelines for allowable expenses (5/31/07)*

**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 (2/8/07)*
- 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) (2/8/07)*

*6/12/07 On hold until a determination is made as to the other classes to be added to the core curriculum*