

**M e m o r a n d u m**

Date: February 13, 2019

To: College of the Desert

From: **Administration of Justice Program Advisory Committee**

Subject: MEETING MINUTES FOR FEBRUARY 13, 2019

The Administration of Justice (AJ) Program Advisory Committee was held February 13, 2019, at The Club at Morningside located at 39033 Morningside Drive in Rancho Mirage, California.

**I. CALL TO ORDER:**

Committee Chair, Assistant Chief Laura Quattlebaum welcomed the members to the meeting and thanked them for their attendance. New committee members Miles Berger, Sheriff Chad Bianco, and Captain Mike Alvarez were introduced and welcomed. Director Neil Lingle of the Public Safety Academy (PSA) was introduced and welcomed as a guest to speak on the recent reorganization of the PSA. Assistant Chief Laura Quattlebaum moved a motion to appoint Lieutenant Levi Miller as the committee Vice Chair. The motion was seconded by D. Clayton Mayes. The motion was passed unanimously by all committee members.

**MEMBERS PRESENT:**

Assistant Chief Laura Quattlebaum, California Highway Patrol – **Chair**  
Lieutenant Levi Miller, California Highway Patrol – **Vice Chair**  
Sheriff Chad Bianco, Riverside County Sheriff's Department – **Member**  
Chief Travis Walker, Cathedral City Police Department – **Member**  
Miles Berger, Retired Business Executive – **Member**  
Dr. Larry Gaines, Chair of Criminal Justice Department at CSUSB – **Member**  
Captain Mike Alvarez, California Highway Patrol – **Member**  
Senior Curriculum Specialist Jodie Magbuhat, College of the Desert – **Member**  
Professor D. Clayton Mayes, College of the Desert – **Member**  
Chief Dale Mondary, Desert Hot Springs Police Department – **Member**  
Director Neil Lingle, College of the Desert Public Safety Academy – **Guest**

**MEMBERS ABSENT:**

None



**APPROVAL OF AGENDA:**

- The agenda of the February 13, 2019, AJ Advisory Meeting was distributed and reviewed by all Committee Members.

**MOTION:**

- APPROVAL moved by Dr. Gaines and seconded by Assistant Chief Quattlebaum. The motion was passed unanimously

**APPROVAL OF MINUTES:**

- The minutes of the March 14, 2018, AJ Advisory Meeting was distributed and reviewed by all Committee Members.

**MOTION:**

- APPROVAL moved by Chief Mondary and seconded by Dr. Gaines. The motion was passed unanimously

**PSA REORGANIZATION:**

Director Neil Lingle discussed the recent reorganization and restructure of the PSA. Director Lingle met with President Kinnamon on January 9, 2019, to discuss offering Basic Peace Officer Training (BPOT) Module I and Basic Corrections Officer Training (BCOT) courses at the PSA with the support and concurrence of the Riverside County Sheriff Chad Bianco. Support for the BPOT Module I and BCOT courses was requested.

**MOTION:**

- APPROVAL moved by Miles Berger and seconded by Assistant Chief Quattlebaum. The committee overwhelmingly supported the motion as it would benefit both Coachella Valley law enforcement and students of College of the Desert at large. The motion was passed unanimously.

Vice Chair, Lieutenant Levi Miller discussed the proposal of three (3) new certificates of achievement; the Public Safety Certificate of Achievement, the Correctional Officer Certificate of Achievement, and the Basic Police Officer Certificate of Achievement.

1. The Public Safety Certificate of Achievement would provide students a combination of courses designed not only to expose the student to an introduction to law enforcement, corrections, fire technology, and emergency medical technology, but also to enhance the students' knowledge of each field to better prepare for entrance in the workforce for multiple different areas of public safety employment.



2. The Correctional Officer Certificate of Achievement prepares students for entry-level positions in the field of corrections. This program will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Officer Training course meets or exceeds the mandates of the California Board of Corrections and Rehabilitation.
3. The Basic Police Officer Certificate of Achievement is designed to serve students seeking either to enter or enhance their careers in the law enforcement profession. The courses in this program will provide the foundational knowledge for a person to enter the profession of law enforcement as a Level-I reserve officer or a full-time police officer.

It was suggested a draft of each Certificate of Achievement be submitted to Director Lingle for review.

#### **FIVE YEAR SPECIAL AWARD PRESENTATION & PHOTO**



Senior Curriculum Specialist Jojie Magbuhat was recognized for her commitment and service to the AJ Advisory Committee for over 5 years.



## **II. SPRING AND FALL 2019 OFFERINGS:**

Lieutenant Miller discussed the current campus locations where AJ courses are offered; Main Campus, Eastern Valley Campus, Mecca-Thermal Center, Palm Springs, and Online. No changes in location were suggested. Lieutenant Miller is submitting AJ001, Introduction to Criminal Justice Online, for inclusion in the Online Course Exchange. The course is currently in the evaluation process by the California Community Colleges (CCC) Online Education Initiative (OEI).

Class format was discussed. Current AJ courses are offered in 16-week and 12-week modalities. No changes in format were suggested. Lieutenant Miller offered to instruct AJ001, Introduction to Criminal Justice Online, in a 6-week format for Summer 2019 as an on-demand course for up to three courses.

Online enrollment continues to climb and distance education in the AJ Program now accounts for 30 percent of all AJ enrollments.

Class maximum enrollment capacities were discussed. Currently, all AJ courses are set at a maximum of 30 students with the exception of AJ024, Report Writing, which is set at a maximum of 24 students. Committee members will continue to evaluate these capacities for possible increases in numbers.

Recommended support and approval to continue with current class locations, formats, and maximum enrollment caps were suggested by Lieutenant Miller.

### **MOTION:**

- APPROVAL moved by D. Clayton Mayes and seconded by Miles Berger. The committee overwhelmingly supported the motion to continue with current practices in regards to current class locations, formats, and maximum enrollment caps.

### **APPROVAL OF SPRING 2019 SCHEDULE:**

- The Schedule of Classes for Spring 2019 semester was distributed and reviewed by all Committee Members.

### **MOTION:**

- APPROVAL moved by Dr. Gaines and seconded by Chief Mondary. The motion passed unanimously

### **APPROVAL OF DRAFT FALL 2019 SCHEDULE:**

- The draft Schedule of Classes for Fall 2019 semester was distributed and reviewed by all Committee Members.



MOTION:

- APPROVAL moved by Chief Mondary and seconded by Assistant Chief Quattlebaum. The motion passed unanimously

**III. INSTRUCTORS:**

D. Clayton Mayes discussed current instructor qualifications and support for continued professional development of AJ Instructors.

MOTION:

- APPROVAL moved by D. Clayton Mayes and seconded by Chief Mondary. The motion passed unanimously

Assistant Chief Quattlebaum discussed the need to continue in the hiring process for adjunct instructors in the AJ Program.

MOTION:

- APPROVAL moved by Assistant Chief Quattlebaum and seconded by Captain Alvarez. The motion passed unanimously

**IV. LAW ENFORCEMENT TRENDS:**

Sheriff Bianco discussed current law enforcement trends and the need to hire law enforcement and corrections officers locally. Offering BPOT Module I and BCOT courses at the PSA will help meet these goals.

**V. MISCELLANEOUS ITEMS FOR DISCUSSION:**

- Captain Alvarez introduced himself to the committee and thanked the committee for the opportunity to serve the AJ Program and College of the Desert
- Chief Mondary shared with the committee that the City of Desert Hot Spring is implementing plans to pay for a Bachelor of Science degree for law enforcement officers
- D. Clayton Mayes thanked Jojie Magbuhat for her 26 years at College of the Desert and for her service on the AJ Advisory Committee
- Miles Berger discussed the great respect he held for law enforcement and his gratitude to serve on the AJ Advisory Committee



- Lieutenant Miller discussed the need for AJ students to conduct a class project in the form of a court visit, jail/prison tour, or police ride-a-long; he asked law enforcement chiefs and commanders for support of students who may reach out to individual agencies to request this service
- Dr. Gaines discussed California State University, San Bernardino (CSUSB) transitioning from a quarter to semester schedule

**VI. NEXT MEETING:**

Miles Berger graciously offered to host the next meeting at the Tamerisk Country Club

**Time:** 11:00 am to 1:00 pm  
**Day:** Wednesday  
**Date:** November 6, 2019  
**Location:** 70-240 Frank Sinatra Drive in Rancho Mirage, California

**VII. ADJOURNMENT:**

With no further business, the meeting was adjourned at 1:00 pm by Committee Chair, Assistant Chief Quattlebaum.

**Minutes prepared by:**

Vice-Chair, Lieutenant Levi Miller

**Minutes approved by:**

Committee Chair, Assistant Chief Laura Quattlebaum

