**Advisory Minutes for the Administration of Justice Department**

ADMINISTRATION OF JUSTICE ADVISORY COMMITTEE MINUTES JUNE 9, 2020 MEETING

The Administration of Justice Advisory Committee meeting was held on Tuesday, June 9, 2020 via Zoom because of the pandemic. Manny Santoyo, Department Chair called the meeting to order at 1:05pm. Mr. Santoyo welcomed the twenty-four members that were in attendance.

INTRODUCTION OF MEMBERS: All members introduced themselves.

MINUTES: The minutes of the 2018 Advisory Committee were reviewed. Jason Hosea moved to approve the minutes as corrected. Cristie Fish seconded the motion; minutes approved unanimously.

ADMINISTRATION OF JUSTICE CLUB: Professor Wayne Posner reported on the status of the student club. The club currently has three chapters with over 115 members and was going very strong until the Covid-19 hit. This past Fall semester, the club conducted a tour of the L.A. County Coroner’s office, Los Angeles Police Department Academy, and Chino State Prison. Last year’s banquet was a tremendous success. The club recently fed two hundred and twenty-five local families for Thanksgiving. It was a tremendous success in the pouring rain. The Christmas Toy-Give-A-Way was conducted in December, and was a huge success, with over nine hundred toys donated. This was the eighth year the club has partnered with The Children’s Law Center of Los Angeles. This is non-profit organization that represents foster children in court. The Banquet was be held in May 2019 at Almansor Court in Alhambra. The Club was able to raise over $13,000 for scholarships to twenty-one deserving students. Unfortunately, this year’s Banquet was cancelled.

CERTIFICATES OF ACHIEVMENT: Department Chair Manny Santoyo reported for the fiscal year 2019/2020, the A.J. Department had one hundred and sixty-two Certificates of Achievements awarded, a significant decrease due to the pandemic.

PROGRAM REPORTS Dr. Sharon Johnson spoke about the LASD contract, and its continued growth and success. She stated that there are now 11 affiliated education contracts including the Los Angeles City Fire Department, Los Angeles County Probation Department, and recently added Beverly Hills Fire. She stated that she is responsible for approximately 30,000 students with 200 classes each semester. The program is responsible for 3,750 FTE’S. There is on full time faculty, 5 faculty that receive release time, 4 classified staff, and 5 student Interns. There was discussion regarding a change from a Skill Set to a Certificate of Achievement for Correctional Assistant. Jason Hosea made a motion to for the re-classification, Dr. Sharon Johnson, seconded, motion passed unanimously. As of the Fall semester the program is becoming its own Department due to the size and complexity. The program brings in approximately 15 million dollars per year that is divided with the District, the agencies, and ELAC.

Dr. Cheryl Pittman spoke about EMT program. The feedback from local employers has been excellent regarding recent graduates of the program. The program recently went through the Los Angeles County EMS approval process. The EMT program was approved for 4 years, an outstanding accomplishment. She is working hard to secure adequate space in the new building for EMT. The program has had to transition to on-line, a very difficult task considering the hands-on aspect of her program. She also spoke of the E.M.T. program’s continued high expectations for our students.

Professor Jason Hosea spoke about the Fire Technology Department. He provided an update on the Fire Tower that provides training for 8 Saturdays for high school, and college students. He spoke of partnering with local agencies as a Pathway model for education, and future employment. All Fire courses have transitioned to on-line. The program was awarded a Perkins grant of $45,000 to be used for equipment. The South Gate campus is being utilized as the wildland training hub. The labor market shows there will be 5% growth in the next 5-8 years for the fire service. Recruitment and enrollment are still on-going goals of the Fire Technology program. He also spoke of numerous recent graduates of the program, into local agencies. He is developing an Emergency Management Certificate, which is an emerging skill set. Jason spoke of the pandemic and is getting guidance from local, and state agencies regarding best practices.

Professor Cristie Fish spoke of the Forensics program. The Forensics program has many students who have been hired by local agencies, a list was provided. There are numerous students working as Interns with the Los Angeles County Coroner’s Office, and other local agencies. There is outstanding interest in the program and has been recognized by industry professionals. She spoke of Dr. Cavanaugh who is retiring and acknowledged Dr. Cavanaugh’s tremendous contributions to the program, students, and the college. Many members thanked Janis for her amazing career, and efforts. She spoke of the Forensic Certificate and at last count forty-one have been issued in the last year.

Dr. Janis Cavanaugh spoke of a new Degree program for Forensics. The title will be Forensic Crime Scene Investigation. It is a sixty-unit degree, with thirty units of Forensic/AJ classes, and thirty units of general education. Grossmont College is the only other Community College with a similar degree. ELAC will be the first in the Los Angeles area. The paperwork was provided for all to view as to the justification for the new degree. She spoke of the need for the Degree as the labor market indicates a 9-14% increase in the job market. This degree will be an amazing legacy for Dr. Cavanaugh as it will benefit Forensic students for decades to come as a pathway to future employment. Again, the committee praised Dr. Cavanaugh, and thanked her for continued efforts for our students. Cristie Fish made a motion to approve the A.S. Degree in Forensic Crime Scene Investigation as written, Pat Hauser seconded the motion. The motion passed unanimously.

ITEMS FROM THE FLOOR: Marissa Trujillo, LAPD PSR offered her assistance for developing a dispatcher program, possibly a certificate involving dispatching and mental illness training. Pat Hauser brought several points to the floor. There is already a dispatching class offered from LASD that could be utilized. Regarding Certificates he had several ideas. The Department can send out an e-mail to all students with Certificate information.

We can utilize the Department Web page with updated information, and each instructor should include Certificate information into their syllabus. Wayne Posner suggested we bring back the new Student Orientation Day which highlighted the importance and educated our students on the importance of Certificates. Cristie Fish spoke of social media, Instagram and Facebook. The Department has both, and has been utilized to distribute information, and will continue in the future. Dr. Pittman mentioned that local ambulance companies are now allowing our students to do ride alongs. This is due to Dr. Pittman’s outstanding relationship with these local companies. Pat Hauser mentioned that he will be presenting at 3pm employee recognition to Dr. Cavanaugh who is retiring. The Committee again thanked Janis for her lifetime of accomplishments, her friendship, her humor, and her service here at ELAC.

Minutes recorded and submitted by Wayne Posner pending approval. Meeting adjourned at 2:28 pm