

## ADMINISTRATION OF JUSTICE ADVISORY COMMITTEE MEETING MINUTES

*Growing jobs, careers, communities...*

### MINUTES APPROVED AT THE 10/02/2024 ADVISORY MEETING

**DATE:** May 7, 2024

**TIME:** 12:00 pm

**LOCATION:** ZOOM / Building3, LS-1

**COMMITTEE CHAIR:** TBD

**ACADEMY PROGRAM COORDINATOR:** Hoyt Bradley

**COS STAFF PRESENT:** Mark Klever, Louis Mero, Monique Gonzalez, Anne Marie Acord, Madolyn Jackson, Kim Peacemaker, and Erin Kangas

**IN-PERSON PRESENT:** Martin Picone, Ray Boutin, Keith Bradley, Greg Messer

**ZOOM PRESENT:** Kirk Andrus, Mike Coley

**ABSENT:** Leigh Moore, Hoyt Bradley, Brenda Collins; Sheriff LaRue, Justin Mayberry, Robert Gibson, Carrian Foster, David Langston, Josh Short, Keith Bradley, Marie Caldwell, Mark Gilman, Richard Mendez, Bright Nichols-Stock, Steve McDonald, Tom Hoy, Will Bullington, Stacey Jackson

**Minutes taken by:** Madolyn Jackson, CTE Program Coordinator

- 1. Welcome and Introductions:** Lou began the introductions and went around the meeting.
- 2. Review and approve minutes of the previous meeting (attachment):** Nobody mentioned any need for corrections.
- 3. Academic Program Update (Moore):** Moore via email video shared to email): Fall Semester will be offering ADJ 1001 in person.

Leigh has been working with the curriculum committee on AB 89 and how it will affect the college. AB 89 will require the Modern Policing Degree and Bachelor's Degree to be completed before, during or within 2 years of completing POST Academy. Leigh gave a summary of the

degree requirements and how the AB 89 Task Force has come together 9 times to develop the recommendations and steps for the degree program.

Moving forward the Chancellors Office has a new committee responsible for the Final Implementation for the Modern Policing Degree, meetings are not yet shared to the public but it is known that they have begun courses and what is currently offered and building the foundation for required and elective course work.

Leigh's suggestion to the curriculum committee is to move forward with this as much as they can with what we know. The final step will be to make sure all the courses match up directly.

She shares the COS GE requirements, some of which match up with the MPD degree recommendations. 3 courses will cover both degrees.

Leigh provided a recommended timeline to the curriculum committee. Hoping to be ready to implement it by fall of 2025.

#### 4. Director Update (Mero):

- a. **Class 12 Update** – Scenario Demonstrations are taking place, with the class of 23 we had to create more stations and evaluators for smaller ratio groups and the opportunity for 1 on 1 instruction. Every student will practice each scenario to prepare for testing. MOD III and II ran 5 days a week as introductory, MOD I was scheduled for 4 days a week as content becomes a little heavier and more practical. This schedule is also helpful to give cadets more time off in between class as the content becomes more intensive, as well as helping to keep cadets healthy for PT, Arrest and Control, WSTB, etc.

Currently at 23 students. Most everyone is in process or sponsored. We're glad to see that the two recruitment days pay off, which is a great way to build partnership.

Set to graduate June 14th at 100 in the Kenneth Ford Theatre. Will work on finalizing the details and send out "Save the Dates".

- b. **Class 013 Update**

- i. Begins July 1st, 2024 at 0700
- ii. Structure change 5/4 days, PT every day. Will continue with that plan as previously discussed.
- iii. 17-18 agencies have reached out about sending cadets Class 013 could potentially have numbers in the mid-20s. Mero has been taking opportunities to meet with different agencies to walk them through our process for academy, explaining the FAFSA and the day to day operations of the Academy and the resources we have available to the cadets. He feels like that has been very beneficial in building partnerships and the promoting of agencies to sending their cadets to our Academy. Implementing Education Plan and FASFA as initial pre-reqs: Mero informs that after interest forms are received we send "Steps to Apply" email, after applying to the College the first steps are to contact Financial

Aid to fill out a FASFA and Counseling to create an ED Plan, in addition to the 4 initial prerequisites for academy admission.

iv. **Implementing Education Plan and FAFSA as initial pre-reqs:** Mero informs that implementing the ED plan and FAFSA was successful, all 23 cadets completed the FAFSA. We had Counseling and Financial Aid come over during the first day of Academy to give cadets one on one opportunities for resources. That went really well and will continue with that moving forward.

v. **Agency Updates – 3rd party Billing /Last Payer FASFA “Coupons “:** Mero is intentionally reaching out to Agencies to update information on billing process and how beneficial FAFSA qualifications can be to agencies sending sponsored cadets. Having the select the “last dollar amount” will only leave agencies with the remainder of the bill, after any / all financial aid has been applied to the students account. This process makes our academy more attractive to agencies and helps our cadets as well.

c. **Recruitment and Outreach:** We take every opportunity we can to get our program out there. Leigh and Lou have been going to high schools to speak with students and working with their CTE coordinators for student interest.

i. **8<sup>th</sup> Grade Day** – COS hosted the 8th graders from Siskiyou County Schools. ADJ held 8 presentations in the stadium room. Presentations included practical skills sets, in a crime lab setting. We had great participation and feedback from the students

ii. **Operation Appreciation** – Boutin informs that Abbi Nowdesha, from the Sheriff’s Department, arranged the event, which was geared towards families and children. there was a huge turn out from all of the local Law Enforcement Agencies. Each department had their own booth or activity. A few of the Academy cadets volunteered their time to participate in the event.

d. **Personnel Update:**

i. **CTE Admin Coordinator** – May 1st was Madolyn’s year anniversary. Having her here has been a great addition to the team.

ii. **Instructional Support Specialist- Fleet / Equipment Manager, other CTE Support:** This part time position has been approved. It will be helpful to have someone maintaining the equipment we’ve invested in. This position has been approved and may end up being a Part- Time and Full-Time position.

iii. **Contract update for Academy Coordinator:** Sgt. Hoyt Bradley’s contract was updated through the Siskiyou County Sheriff’s Department. The academy really benefits from having him here and the partnership with the Sheriff’s Department.

- e. **Classes:** Plans moving forward are to continue with the Training course as scheduled this year. Will continue to update notices, and Flyers for all classes and send them out to all department contacts. Skid Car Drivers Training course is in the works- will ask for support.
- i. **Basic Communications Dispatcher Academy:** It will be a lot to undertake, we are planning on picking that project back up after our BCCR review is complete. We have partners behind us and will continue to move forward with their support.
  - ii. **Patrol Rifle Course June 8th and 9th:** We've had great participation in the Patrol Rifle course we have offered our graduating, sponsored cadets and is open to other agencies, as well. We will continue to schedule towards the end of MOD I of each academy.
  - iii. **PSP Block:** May 6th thru 10th, August 5th thru 9th, October 7th thru 11<sup>th</sup>. PSP Scheduling blocks are set up to simplify training needs for agencies. We're being supported by local agencies so we can be consistent with these yearly trainings. Will continue to send out notice and schedule 4 times per year.
  - iv. **JCO-DPO October 7th thru 18th:** Holding this course twice a year. Having successful participation amongst agencies. Will continue to host those as they are needed. Chief Coley states that he really appreciates COS hosting this course as they are valuable to the community and have agencies sending people from all over the state.
  - v. **PC 832 Firearms October 21st -23rd**
  - vi. **PC 832 Arrest October 28th –Nov 1st:** We decided run the PC 832 Arrest and Control / Firearms in Reverse to accommodate the JCO-PO people who I want and need firearms training. Firearms will be offered first, this way we can accommodate both training needs in one scheduling to best benefit students and their agencies.
  - vii. **Training Needs Survey:** We have had interest and a Modular Academy for reserves. This would include MOD III and II. We have people who would like to become reserves, who can't necessarily take 2 months off work, so we're working with Sheriff LaRue to pool agencies to see how much interest we have and would love to be able to meet that need. The idea is that it would be a couple nights a week, and every other Saturday- Each MOD would take a semester and we hope to strategize the timing so that if someone wanted to continue, they could join in to the regular academy MOD I to complete.  
  
Will send out a training survey to meet our local agency needs. Lou is always happy to try to meet training needs, so please continue to reach out.

- 5. Marketing Update: Dean Mark Klever:** CTE is very fortunate to have Strong workforce dollars. The intent of those dollars is to represent CTE as a whole.

Signarama Vinyl wraps went up in the Fire tech building May 3 & 4. The stadium room will be done next. COS vehicles are getting wraps for programs / CTE. The wraps on the vehicles not only look great, represent the college and our CTE programs, but also work as a moving advertisement.

Mark is happy with the investments CTE makes as a whole and the benefits the College gains from CTE success.

Marking materials to be ordered for CTE- Orders are in the works for “bling” to be handed out; Pens, water bottles, memory sticks, etc. Those items will be great for events to market CTE as a whole.

Kaci is interested in working with us for an “unveiling” of sorts. The idea is to create a series of videos to showcase our investments and highlight some of the aspects of the academy at the same time. This could be a good draw for bringing students in and giving them a better idea of what each component of the academy looks like.

- 6. Comprehensive Local Needs Assessment (CLNA) Survey- Dean Mark Klever:** - The survey is required every two years in order to receive Perkins V funding. The goal of the assessment is to help the college identify, understand, and prioritize the needs that must be addressed to improve performance.

Messer speaks a little about data tracking. Mero explains JT’s position at the college with data tracking, we use that to plan and gain perspective of trends of enrollment.

- 7. POST Update- Marty Picone:** Marty goes over the handout provided for the meeting. The topics included a summary of what was discussed at the last POST Consortium, which was held March 13th-14th, 2024.

- 8. Next Steps and Meeting Summary-** Dr. Fields, Mark Klever and Leigh Moore are already in the planning stage of how to incorporate a curriculum to meet the Modern Policing Degree’s requirements. Klever is hoping that once the college can offer the curriculum it stays as a CTE Course and ties directly to the Academy. Mark is hoping to dedicate some time for Leigh to work on this to stay ahead of it, so that when the deadline comes, we will be ready to offer the classes. Our goal will be to figure out what primary body of knowledge is needed at our academy and what they will need to continue to with their Modern policing degree and continue while they are working. It may end up need to be a transition to UC as we may not be able to make it a completion we could offer. There is still a lot of things to figure out.

- 9. Other? Good of the Order / Roundtable:** Mike Cooley and Kirk Andrus will reply on the training course needs, they both agree the Academy and Training coursed create such a local benefit.

Erin Kangas mentions the ETPL, will update as the information is available.

Mark Klever directs any questions on the Modern Policing Degree to Leigh Moore.

- 10. Thank you and Adjourn.**