

# **Administration of Justice Advisory Committee MEETING MINUTES**

*Growing jobs, careers, communities...*

**DATE:** January 9, 2019  
**TIME:** 12:00-1:00p.m.  
**LOCATION:** COS Weed Board Room  
**COMMITTEE CHAIR:** Sheriff Jon Lopey  
**PROGRAM COORDINATOR:** Jeremiah LaRue  
**STAFF:** Dennis Roberts, Associate Dean of Instruction  
Note taker: Anne Marie Acord






**Present:** Jeremiah LaRue, Sunny Greene, Dennis Roberts, Samantha Worthington, Marc Perrin, Jacob Nicholas, Tony Ross, Christina Van Alfen, Kirk Andrus, Mark Klever, Marty Picone, Yves Pike, Scott Fredrick, Karl Houtman, Jon Lopey, Greg Messer, C Macallon, Justin Mayberry, Steve McDonald, Josh Short, Kyle Foster, Kevin Luntey, Abner Weed, Luke Kendall, Steve Wilson, Jim Beem, Keith Bradley and Michele Korkowski (phone)

**Absent:** Parish Cross, George Peck, Joanne Zarzynski, Will Bullington, Rick Alves, Jennifer Villani, John Villani, Julie Horstman, Lathan Sidebottom, Martin Nicholas, Stacey Jackson, Steve McDonald, Todd Heie, Tony Ross, Larry Glenn, Rusty Owen and Monty Messenger.

## **COMMITTEE AGREEMENTS and/or RECOMMENDATIONS TO COS:**

Jeremiah stated we need additional Adjunct Instructors for the Academy.  
Marty Picone from POST will get the attrition numbers to Jeremiah for Police Academy.  
Suggestion was made to recruit from the High Schools to our Police Academy through the Siskiyou Promise.  
Christina Van Alfen will work on Advertising Marketing in the next few months for our programs.  
We need additional Instructors to teach at local High Schools for Pathways to College of the Siskiyous.

<b>NEXT STEPS</b>	<b>Lead/team</b>	<b>By When?</b>
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|  <b>Call to order-</b>  |  |  |
| <ul style="list-style-type: none"><li>• Welcome and Introductions. Jeremiah opened the meeting with welcome and introductions.</li><li>• Jeremiah stated this is the first time we have combined the Administration of Justice Meeting with Local Law Enforcement Administrators to save everyone some time.</li></ul>   |  |  |
|  <b>Review and approve minutes of the previous meeting-</b>   |  |  |
| <ul style="list-style-type: none"><li>• Motion to approve the minutes from last meeting. Josh Short motioned to approve the minutes and Tony Ross 2<sup>nd</sup> the motion. All in favor, I. Anyone opposed, no.</li></ul>  |  |  |
|  <b>Call for additional agenda items to be added to this meeting-</b>   |  |  |
| <ul style="list-style-type: none"><li>• Jeremiah asked if anyone has additional items, they can express this now or during this meeting at any time.</li></ul>   |  |  |
|  <b>Committee and progress reports-</b>   |  |  |
| <ul style="list-style-type: none"><li>• None to report.</li></ul>  |  |  |
|  <b>Overview of Perkins (Christina Van Alfen) Handout-</b>  |  |  |
| <ul style="list-style-type: none"><li>• Carl D. Perkins is a Federal Act and the intent is to increase the quality of Career and Technical Education programs, both at the secondary level at the High School and the College. College of the Siskiyous is considered post-secondary level.</li><li>• College of the Siskiyous works closely with the High Schools to create Pathways for Students, so they can develop these skills to lead them to our post-secondary programs that we offer at the College.</li></ul> |  |  |

- We have offered ADJ classes at the High Schools, but would like to expand on these classes. We want to get students on this pathway, so they are clear on what they want to do by the time they get to the Community College.
- We receive approximately \$100,000 from Perkins funding and \$40,000 is to work specifically with High Schools and the other \$60,000 can go to support our CTE programs. We have ten CTE programs at College of the Siskiyou. Christina tries to see where the funds can be best used each year.
- The intent of the Perkins funds is to see if the Students that are involved with our CTE programs are meeting certain outcomes, by obtaining skills, certificates or degrees as well as a transfer degree for ADJ or Police Academy and that they are successful. Discussion further regarding handout.
- Perkins requires Advisory Committees as they need to hear from those in Industry, about what the needs are, as you are the future employers and partners for us at College of the Siskiyou.
- The Advisory Committee is made up of Staff, Counseling, Administrators and Christina Van Alfen who handles all the paperwork associated with the students, so we can receive feedback from them. We are required to have an Advisory Council, but it is also something we want to have to be successful.
- Perkins wants to make sure we are addressing special population such as, economically disadvantaged, those with limited English proficiency, those that experience a disability, students that are single parents, displaced homemakers, who are re-entering the workforce after supporting their family without pay and now struggling to find employment and non-traditional students. Perkins wants to make sure we reduce those barriers. Christina has now educated us on Perkins.
- Perkins is not a funding source for the individual student. Perkins goes to support the programs and an example of this is Perkins can purchase duty gear and we can loan this equipment out, so the student does not have to purchase this equipment.
- Christiana stated that Perkins and CCPT Grant purchased radios. The radios have been ordered and will be here soon.

#### Administration of Justice-A.A and AS-T Program-

- Michele Korkowski is going to discuss items A, 1, 2 and 3 all together as they all relate to each other. The purpose to discuss our degree programs is to get approval for changes that have been made to our programs and to have documentation in our Advisory Minutes that that changes have been approved and submitted to the Chancellor's office. Handout was given regarding the course work that is required and discussion regarding this and the changes that were made. California Statutory Law was removed and put in as an elective and they moved Introduction of Corrections into the Core requirements for the major. The eighteen units are made up of similar courses that are offered throughout the state into Criminal Justice Degree Program, so we are aligning for that and we could see enrollment from out of the area increase for these courses if we offer them on line.
- Jeremiah La Rue and Michele Korkowski took the Module III course and the PC 832 course out of the core requirement for the major and the reason for this is the Community College has be accessible to all students. For example if a Parolee wants to get a degree in ADJ, they need to handle a firearm for that degree. We have certain abilities to overlook those types of issues. For example with the Academy, you need to meet certain requirements in order to get in, but the degree program is looked at differently, then the entrance requirement to the Academy.
- We have many students that aren't interested in becoming cops. We have students that are interested in becoming crime scene investigators, dispatchers and have no desire to handle firearms, so those courses have been moved down to electives. We still offer these classes but they are no longer core requirements for the degree.
- Michele and Jeremiah have aligned the Associates of Science Degree with our Associate Degree for transfer to a four year Institution. It is important because of the new funding formula that was handed down by the Chancellor's office. The new funding formula is going to dictate how the College receives allocation for how we run our programs.
- The new Student Centered Funding Formula provides allocations based on student success and other measures. This is different than allocations based on the number of students enrolled. Because of the student success outcomes such as certificates, completion of nine units of CTE course work or completion of a degree this will provide a higher allocation amount, therefore we are focusing on developing these additional measures to increase funding for our program. Michele and Jeremiah are currently working on getting Module III, II, I and PC 832 into certificates of achievement approved through the Chancellor's office. Currently, certifications for these courses are only through POST. Michele asked if anyone had questions. Response was no. Michele asked the Committee for approval of the changes made to the degree program and approval for the Chancellor's office for certificates for Module III, II, I and PC 832.
- Jeremiah asked for a motion to accept the changes made to the 2<sup>nd</sup> page of the program. Kirk Andrus motioned to approve, Jon Lopey 2<sup>nd</sup> the motion. All in favor, yes. Anyone opposed, no. Motion approved and passed.
- Michele wants to make sure everyone is aware that we have a work experience program with Administration of Justice at COS. In the past, Michele has worked with the Sheriff's department, Mt. Shasta PD, Weed PD and the District Attorney's office and placed students at those Agencies as Interns. The students receive work experience

and explore that career, while those Agencies get the Administrative work. Students are screened by Michele and Jeremiah before they get to any Agency. The Agency is able to evaluate and interview the student and decide if they could work in your Agency unpaid. This is a great opportunity for students who are interested in Law Enforcement. Michele can discuss this with anyone that is interested in the work experience program.

#### **Police Academy-**

- Jeremiah provided a handout regarding Labor Market Information Data. This information provides wage information and is very critical in getting the Police Academy at the College, as we have to demonstrate to POST but also to our region through the Education System, the Consortium that students will be able to take a class, work and be able to make a decent income. There is a 5% growth in the coming years.
- If a student completes the Police Academy at our College it helps us locally, but also throughout the state. Our students can go work at Southern California as we have the same training. Discussion further regarding the handout and openings in the region.
- Students can come to College of the Siskiyous, complete the Police Academy in six months, get a job and make a decent living.
- Jeremiah asked if anyone has input regarding Ethical and Professional practice. Jeremiah stated if anyone has input or there is something the community or individual wants to see taught in the Academy please speak with Jeremiah regarding this as we are open to ideas. COS teaches de-escalation and diversity in the Academy. Jeremiah stated they go over homelessness and mental illness in the Academy as well.
- Currently, our full time Law Enforcement Academy is being written and submitted through POST per Jeremiah. This will be our first full time Academy. COS has an on line interest form and we had approximately 78 students that expressed an interest. Students that expressed an interest are all the way from Southern California to the Bay Area and locally. We are new, so this might take some time for students to hear about our Academy.
- We have Instructors Jeremiah stated, but can always use more. Contact Jeremiah if you are interested in teaching at our Academy or you know someone that is interested. Some classes require certain ratios. Discussion further regarding needing additional Adjunct Instructors.
- Question was asked when the next Police Academy will begin. Per Jeremiah, the beginning of March 2019. There are numerous steps to begin, but we are making progress. This Saturday another group will take a written test.
- There is no cap on the Police Academy currently.
- For students interested now in the Police Academy, fill out the Interest Form on line.
- Jeremiah spoke with Marty Picone from POST regarding attrition. Marty does not have those numbers regarding attrition for the Police Academy, but he will get that information to Jeremiah. Discussion regarding this further and retention.
- Curriculum changes need to be updated twice a year. A few items that are changing is emergency management. This is now going to be critical incidence where they are involving Fire. Jeremiah stated we should train students better not just with incident command system but fire evacuations and management. Our County has experienced this first hand recently, locally.
- Workplace trends and current skill expectations. Jeremiah stated we are all looking for good candidates to apply, recruit and to have retention in our area.
- Question was asked about the Academy students with medicinal and recreational marijuana and entry into the Academy. Jeremiah stated the students are given a cadet handbook regarding this and there is a Student Conduct Policy with the College. Jeremiah stated the students are counseled regarding these topics.
- Abner Weed stated the students fill out a POST background Investigation form.
- Question was asked if Jeremiah knew how many students are with the Siskiyou Promise. Suggestion was made to recruit for retention, students who will be coming from High School, with Siskiyou Promise.
- Students can be 18 years of age to become a Peace Officer. State Law is 18, but most Agencies say 21 years of age.

#### **Recruitment-**

- The Police Academy has an advertisement page on the College's website. The website has a video, dates the Academy is held, an interest form link to click on and if the student fills completes this, the students receives an e-mail packet which outlines all the information and the next steps to move forward. No prices are listed on the website currently.
- Michele stated one of the things they are trying to work on through the Siskiyou Promise is getting the High School students interested in the Criminal Justice/Law Enforcement career field. We have been successful getting Yreka High School Students to come to College of the Siskiyous for their Associates Degree program through the Siskiyou Promise, complete this then follow up with the Police Academy. This is great for retention. Most students want to stay in this area for our local students. Michele stated Christina and her are working with High Schools for this Pathway. Christina stated we have some marketing funding through a Grant and Perkins money, so we can expand on this in the next few months.

- Question was asked if College of the Siskiyous is working with High School Counselor's. Jeremiah stated yes somewhat. We have an explorer program and we gave a presentation to Yreka High School and it receives some exposure. Christina Van Alfen does Dual Enrollment with the High Schools. During the High School day, the student takes a Community College class which counts for High School and College Credit. We are trying to develop a Public Safety Pathway. This is hard to get a teacher in rural areas, often times people who have experience in the fields, can teach this one class a day, every week at the High School. We are struggling with getting a teacher who can teach at the High School and we are always looking for teachers. What has been done as an alternative, is the student enrolls in one of our Community Classes as an elective and completes this on line as well as Hybrid. If you are interested in getting your credentials we could offer these classes at the High School. Contact Christina, Jeremiah or Michele if you are interested.

✚ **Other-**

- Jeremiah asked if anyone has any other questions. Samantha Worthington asked the teaching credentials. Career and Technical is different than teaching English and yes it is a different process.

✚ **Set date, time and place for next meeting-**

- Christina will send out a doodle poll for the next meeting.

✚ **Adjournment-**

- Jeremiah thanked everyone for their support and for coming today. Jeremiah stated, this is exciting to have our full Police Academy starting. Motion to adjourn. Dennis Roberts motioned, Samantha Worthington 2nd the motion. All in favor, I. Anyone opposed, no.