

## Advisory Meeting Minutes ADMJ Programs

July 15, 2010 and September 2, 2010

ADMJ for ESCC Advisory Committee Meeting

Attendees: Lieutenant Chris carter, Lieutenant Steve Rogers, Chief Kathleen Sheehan, Chief Probation Officer Jeff Thomson and Steven Busby

Bishop Police Department and Inyo County Sheriff's Department have an immediate need for permissible skills training for their officers. They are requesting the college be the lead on establishing these courses and certifying them through the California Commission on Peace Officer Standards and Training (POST).

- Action items
  - Cerro Coso College will seek certification for the required courses through POST
  - Cerro Coso College will build courses at the college for college credit
  - Respective law enforcement departments will have their subject matter experts supply resumes and necessary college paperwork to the college
  - Chris carter will get the word out to other agencies about the training and need for additional instructors

There was a request from attendees on behalf of all agencies in the Inyo and Mono County areas for an offering of the POST Modular Peace Officer Academy. Agencies are in serious need of this training to augment their full-time officers with reserve officers.

- Action items
  - Cerro Coso College will seek recertification for the required courses through POST
  - Respective law enforcement departments will have their subject matter experts supply resumes and necessary college paperwork to the college
  - Chris carter will get the word out to other agencies about the training and need for additional instructors

Inyo County Probation had a specific request for the offering of a POST PC 832 course for 5 of their probation officers. They felt there would be others in the Inyo and Mono counties who would also need this training.

- Action items
  - Inyo County Probation will take the lead on identifying others needing this training and report back to the college
  - Cerro Coso College will seek recertification for the required courses through POST
  - Respective law enforcement departments will have their subject matter experts supply resumes and necessary college paperwork to the college

**Cerro Coso Community College  
Business and Information Technology Department  
ESCC Advisory Committee Members**

<b>Organization</b>	<b>Name/Title</b>	<b>Contact Information</b>
Bishop Chamber of Commerce Representative	Tawni Thomson Executive Director	760-873-8405 x. 24 execdir@bishopvisitor.com
Inyo County Superintendent of Schools Representative	Sophie Kenn Coordinator, ROP	760-873-3262 x. 411 sophie_kenn@inyo.k12.ca.us
Mammoth Lakes Chamber of Commerce Representative	Billy Gogesch Consultant Pupfish Design	650-257-0910 billyg@pupfishdesign.com
Mono County Superintendent of Schools Representative	Rich Boccia Superintendent of Schools Mammoth Unified School District	760-934-6802 rboccia@mammothusd.org
Owens Valley Career Development Center Representative	Gina Jones Director	760-873-5107 gjones@ocvdc.com
Mammoth Mountain Ski Area Representative	Randy Brodrick Director, Information Systems	760-934-0688 rbrodrick@mammoth-mtn.com
Sierra Business Council Representative	Vickie Taton Eastern Sierra Field Rep.	530-582-4800 vtaton@sbccouncil.org
ESCC Representative	Deanna Campbell Director, ESCC	760-872-1565 dcampbel@cerrocoso.edu

**Department Faculty**

Matt Hightower, Professor  
Bishop 760-873-5312  
Mammoth 760-924-1600  
[mhightow@cerrocoso.edu](mailto:mhightow@cerrocoso.edu)

Karen O'Connor, Department Chair  
Ridgecrest 760-384-6172  
[koconnor@cerrocoso.edu](mailto:koconnor@cerrocoso.edu)

Cerro Coso Community College  
Department of Business & Information Technology  
ESCC Advisory Committee  
Meeting Agenda – October 11, 2011

- 1) Welcome & Introductions
- 2) Department Introduction
  - a) Department Personnel
  - b) Mission and Scheduling
- 3) Overview of Programs
  - a) Business Office Technology
  - b) Business Administration
  - c) Business
  - d) Management
  - e) Small Business Management/Entrepreneurship
  - f) Computer Information Systems
  - g) Computer Science
  - h) Paralegal
- 4) Community Needs
- 5) Hiring Possibilities
- 6) Other?
- 7) Next Meeting

# Business Office Technology Advisory Meeting

---

February 15, 2011 Karen O'Connor, Gina Jones, Joanie Hansen, Owens Valley Career Development Center, 11:15 - 12:30 by phone

## **Scheduling:**

CSCI C070 Computer Literacy will be offered in the Summer 2011 on Tuesdays and Thursdays and CSCI C123 Beginning Excel will be offered on Mondays and Fridays. David is only available Mondays and Fridays and the students are fine with a Friday class. Having the classes in the afternoon allows students to attend basic skills math and English classes in the mornings. We are offering C070 in the summer to allow Industrial Technology students to take this required course. We'll offer it again during the second half of the fall semester to catch new BSOT and INDT students. We'll skip Word for summer and offer it again in the fall for BSOT and INDT students.

For Fall 2011, Access will be taught the first eight weeks of the semester and Computer Literacy the second eight weeks of the semester on M and F. 12:00 to 2:05.

Keyboarding (stacked) will be taught on Tuesdays all semester (16 weeks) and Word will be taught on Thursdays all semester (16 weeks) in Fall 2011.

Two courses total at OVDC for Summer 2011 and four courses total at OVDC for Fall 2011 are planned.

IT help can be scheduled so that the support is not at lunch when the 12:00 classes begin.

## **Courses:**

Gina says that proctors can be arranged for BSAD C070 Business Math students if needed (or for any course).

Not so many students needed PowerPoint for completions (Spring 2011), but employers such as the wind industry do value the ability to present and use PowerPoint as a valuable asset in employees.

**Update on Completions:** Mallory Barlow and Tisha McKellip finished the Office Clerk Certificate of Proficiency in Fall 2010. OVDC may be having a ceremony to honor grads in June sometime.

There are five students from OVDC in the BSOT C154 class spring 2011. Christina B, Alex D, Hillary F., Ann M. and Alex D. Cristina B and Hillary F are likely to complete this spring 2011. That will make four certificate of proficiency completers for grad in spring 2011.

The true Intro to BSOT class should be available within a year and will replace BSOT C154 as the course required for the Certificate of Proficiency. This will make BSOT C154 a true capstone class.

Business and Information Technology Advisory Meeting  
Room 176 Cerro Coso Community College Bishop Campus 10-20-11

Attending: Matt Hightower, Karen O'Connor, Sophie Kenn, Deanna Campbell, Billy Gogesch, Genevieve Jones, Joanie Hanson, Randy Brodrick, Patricia Keith, Vickie Taton, Keith Glidewell

Certificates and degrees offered here at Cerro Coso. In Bishop, most students go to a combination of online classes and on campus classes.

Would having these degrees make these students more employable?

Many places wanted students to have a four-year degree. AA degrees might not make them any more employable.

DC- Owens Valley works hands on with Native American students at the Career Center. Nursing students usually go directly to Mammoth Hospital. Business Advisory Committee wants to have a relationship with business leaders to know if they will hire our students directly from Cerro Coso.

Ko- We are offering courses that are part of a degree program. We want to know if our degree programs are up to date with what the community needs. We want to update our programs to be current with the needs. The process to update courses and programs is lengthy, so we want to have effective course descriptions and have met the outcomes described in the courses. We are working on stuff right now that will be in effect next fall or later. We need to keep talking to this committee to be current with the needs.

DC- Matt and I are both on the ground in Mammoth and Bishop so we can work hands on with

VT- Sierra Business Council working on a land tenure project looking at land ownership patterns of the eastern sierra. And working on an economic assessment of eastern Sierra. Tracking economic trends of Mono and Inyo counties, came up with five industry clusters: recreation and tourism, agriculture, digital 395 (broadband), minerals and renewable energy. Interested in what we are doing at CC because of the Broadband industry.

BG- One opportunity that I always been interested in is server farms. Biggest risk to this industry is seismic, but this would be a good location for something like that. Could be in conjunction with alternative power industry here. Something like that could transform the economy here.

K- Is part of your assessment how CC could help with the pool of workers for these industries?

KO\_ We are working on Pathways to Degrees.

BG- We just couldn't generated that type of economic opportunities without the big data pipeline that they are talking about possible putting in.

RB- Recreation brought me here, was already in IT. IT has grown tremendously since I moved here in 1993. We put a lot of fiber in the ground to help with connectivity, but started out with two computers.

VT- what do you want to see on a resume?

RB- If I had someone who already lives here, I would much rather hire locals with the technical training. It is very important to me to have a local workforce with the training that I can choose from. PC literates who could look thru a customer data base.

BG- The ability of a person who could abstract the job, pull out what they need to do and succeed in doing what is required. People need to adapt to what the software is.

RB- We just got rid of Windows 2003 on the Mountain.

BG- Prefers Open Office and Google Apps. Best way to do that is to have people work with open source software. Would like people trained to use different interfaces....Apple, Google, etc.

KO- Have tried to focus more on critical thinking. Have incorporated in problem solving for real-life job. We are offering training that can adjust to different platforms.

BG- If we train people in one product today, they won't be able to adapt to changing interfaces in the future.

RB- I am looking for Windows skill sets. All of my equipment is running Windows are I want people to have up to date Windows skills sets.

BG- I use Gimp and so do many businesses around here. There's another abstraction exercise to have students use both Gimp and Photo Shop and others. You can't just train students to a point, they need to be able to adapt.

K- Everything is revolving and changing. It would be good to just have the time to make a students figure out things for themselves. Students don't want to learn, explore and possibly fail or make a mistake. The structure doesn't give you time to let students explore.

KO- Every semester students get stuck, so we added the critical thinking reports in order to make the students stop and figure out their own problems. They learn to pay attention to details. It might be a good idea to have students come up with their own projects.

Programs:

Office Technology programs – Adding to degree the Intro to Business Office Technology. This class should be starting in the fall. Will be getting an office handbook at the beginning of the program, grammar review, etc. This programs is split into certificates for 12, 18 and 30 unit degree. We do the basics in business math, so that they can move onto Accounting and understand what they are doing. We also have a great key boarding class that teaches all levels of keyboarding. We are concentrating on PC technology rather than dealing with the devices such as Ipads and other things. If the business industry saw a great need for that and they told us, we could maybe add that in the future.

RB- Our focus is to push the point of sale tasks to mobile devices.

KO- We have four other degrees for just Business. One is made to transfer. We are working on the CIS degrees. Focusing into IT tech, Programming, A. We are changing the CIS programs right now. Want to know what things are missing in the CS program.

DC- An entrepreneur degree is not required to become an entrepreneur. The people that would take advantage of it aren't on board. We used to have a degree in Recreation and Tourism and there wasn't much value to students getting jobs after they graduated. Employers wanted the training, but didn't want to pay employees to take the training.

GJ- If I was trying to get a job, the management program would be much more useful than the entrepreneur classes. In today's world the computer practice classes and e-commerce classes would be more useful.

DC- We need a broad survey of people in industry about what they need in entry level people. We need to talk to the business owners themselves to know exactly what they need and develop more certificate programs. There needs to be a general understanding of what our programs actually teach the students.

BG- Would be willing to take a survey back to the chamber. Small business might not really know what they need because they really don't hire that many people per year.

KO- Soft skills are covered throughout the applications classes. Time management, attention to detail, work ethics, etc.

VT- Would really like to see a survey with what do employers want and would they pay more to applicants who had these particular skills.

BG- Convincing employers to pay to have students get particular training. Maybe having industry have something on their advertising that they support CC students or hire students.

DC- Internship programs are being investigated. Looking into culinary program that would require internship being done as part of their course. If there aren't enough students to finish out a program once they start, the program will have to be cut.

BG- The Mountain is committed to Microsoft apps, but not java or C++.

DC- Students will not enroll in programs that they can't work locally in. We need to know what we can base programs on.

KO- We need to find out about internships for our Paralegal program here locally. Do you have a vision of how that survey would go?

DC- Very specific skills, future hiring needs, electronic survey followed by a mail in survey.





Cerro Coso Community College  
Child Development Advisory Committee  
Fall 2011 – Wednesday, November 30, 2011  
6:30-7:30 via CCC Confer

## Minutes

**Attendance:** Mary O’Neal, Lisa Fuller, Julie Keller, Marianne Fountain, Diana Smith, Vivian Baker, Terri Stevenson, Jennifer San Nicolas, Linda Eberhart

### **Welcome and Introductions:**

New adjunct faculty at KRV, Bobbie Edwards.

### **Schedules**

- Open enrollment began today (11/30/11)
- We are maintaining the same level of classes (32 class sections); there have been no course cancellations. Numbers during priority registration were good and enrollment has already tripled since open enrollment began today.
- Still offering 2 onground classes at IWV that will not be cancelled even if low enrolled, 1 onground class is being offered at KRV. Lisa is teaching CHDV C106 in the east wing, Vivian is teaching CHDV C104 at the CDC, and Bobbie Edwards is teaching CHDV C106 at KRV. Students seem to be excited about the onground classes since there are more hands-on activities included. There is interest in exploring what students see as the differences between the onground and online classes.
- First Aid and CPR courses will be taught through CHDV for the last time this spring. Cerro Coso is working towards being an American Heart Association (AHA) training center so courses will be led through that program. Faculty qualified to teach pediatric courses by AHA will be assigned to teach the classes, but it will be a more efficient and cheaper option for students. Renewals are now every 2 years for both CPR and first aid.

### **Child Development Training Consortium**

- Lisa provided a CDTC report that is included as an addendum to these minutes.
- After discussing options and where we currently are with the CDTC budget, it was agreed that we would continue with the current local priorities as well as the current stipend of \$30/unit. It was requested that we keep in mind the future raise in tuition and think about raising the stipend next year to compensate.

### **Virtual Mentor Program**

- This fall semester we served 2 students and have 4 virtual mentors that are available. Both students served were from Cerro Coso.
- Virtual Program is now a permanent part of the mentor program and is open to all online child development students throughout the state. Still some issues with people understanding how the virtual program works and how it can help students. Vivian asked everyone to let students know the service is available.
- Discussion about why the numbers are low included marketing, developing an understanding of how virtual mentoring works and that there was not a practicum course

offered at Cerro Coso in the fall. Some clarification on what mentors are available for included helping with specific assignments, or an issue in a class.

- Practicum placements are not through the virtual mentor program, but Cerro Coso online practicum students may chose to work with a mentor in their community and Cerro Coso's funds will pay the mentor stipend.
- Still some concerns about communication and how to coordinate the process. Instructors need to be engaged in the process and virtual mentors need to understand their limits so that students are not adding other assignments to the allotted time. If a student would like to extend the virtual mentoring contract to include other assignments or courses, Instructors need to be told when students are working with a mentor since there may be a change in the students' work.

#### **VTEA**

- Online student support – there have been some changes in that all programs are linked through one support site instead of each program having individual support sites. There have been 271 students who have accessed the link in the portal; however, only 10 have actually used the site. CHDV had the most successful individual site last year and success has dropped after being moved to one site for the college. Hopefully there will be a change next year, if the program still exists, but it will continue this way through the spring.
- Live chats are available and only 1 student has taken advantage of this opportunity. Onground there has been a demand for several years for assistance, so Barb has had hours available on Monday and Wednesday nights at the Bishop campus and only 1 student has shown up.
- Ideas for better reaching and supporting students included: making Barb more accessible for CHDV students by having a Barb button in the Moodle template for every class; proposed online orientation for every student may mean the success site is not needed; instructor initiative in contacting Barb for students; developing a better process; having Barb in the community instead of at the Bishop site where students often have transportation issues; call it online tutoring instead of online success or support since a change in title may make it more clear to students about the service being provided.

#### **ESAEYC Conference Report**

- 162 people attended, people came from as far away as Mammoth.
- Lisa Murphy was dynamic and the main draw to the conference. Mark Jacobs' presentation had 13-16 participants, men in childcare is an important topic but not necessarily what people are interested in talking about. Jennifer and Julie's workshops were also well received.
- Suggestions for next time: changing the way the food is addressed and having more hands-on workshops so that students can come away with a completed project that they can implement in their classrooms on Monday.

#### **Curriculum**

- Faculty have been working to update all courses, including student learning outcomes and assessments. After Friday, 12/2/11, the certificates and degrees will also have been updated.
- Assessments are still being worked on and will be available for faculty to use in every class this spring, 2012 semester. There was some discussion about assessments vs. grading,

observations may be used as an assessment but not necessarily, observations are still required in every course so even if not used for assessments students are required to observe children and programs. Every faculty will be assessing student learning outcomes in every class this spring with the results sent to the faculty chair. This is a learning process.

#### **Additions to the Agenda**

- Mary has submitted an application for CHDV to be part of a grant to receive Android iPads for onground classrooms. Each full time faculty will receive an iPad and there will be 10 iPads for onground classroom use. The idea is that the tablets will allow students to video each other, watch videos from the internet, work in small groups, as well as communicate with the instructor. Mary will work with KRV to develop a plan for use at that site. Marianne shared that they worked in the computer labs the last couple of semesters and students continue to have issues working online and using college email. Students appreciate the extra support and hopefully they will become more comfortable with technology.
- Program Updates:
  - Cerro Coso CDC reported more student observations at the center. This November the ROP program is observing from Burroughs High School. Open House is December 9 from 3-5pm and raffle baskets are available. Each classroom donated a raffle basket and the money will go to the foundation for science and art curriculum next year. There were a lot of students at preview day with students from Mammoth demonstrating specific interest in the CHDV program at Cerro Coso.
  - Cal City CDC is also making connections with the South Kern ROP. ROP is still in process and there were quite a few questions. Hopefully there will be someone at the next CDAC meeting that can further address ROP in our communities and the connection to the college programs.
  - Linda Eberhart was able to access CurricuNET so hopefully all adjunct faculty now have access.

**Next Meeting:** tentatively scheduled for Wednesday, April 18, 2012, 6:30-7:30 pm. This may be the Week of the Young Child, however, so Mary will double check to see if this date works or if there is a better time.

**Meeting Adjourned** at 7:35 pm

Cerro Coso Community College  
Child Development Advisory Committees  
Fall 2010 - **Wednesday, October 27, 2010**  
**6:00-7:30 via CCC Confer**

**CCC Confer teleconference**

Dial your telephone conference line: **(888) 886-3951**

Enter your pass code: **340223**

\*0 - Contact the operator for assistance.

\*6 - Mute/unmute your individual line with a private announcement.

*Please mute when you're not talking because the quality of the call is vastly improved when we do this.*

**Agenda**

Welcome & Introductions.

New faculty: Teri Stephenson, Michelle Harper, Sharon Hopfer

Waitlist Management (attachment)

Schedules

Spring 2011 (attachment)

6 week courses - initial data review and further review plan

Child Development Training Consortium-Lisa Fuller, Cerro Coso Coordinator  
Update and set local funding priorities

Virtual Mentor Program – Vivian Baker, Coordinator

VTEA – Online Student Support

What are your needs? – What's working? What's not working?

**Spring 2011 tentative meeting dates:**

**KRV:** Wed, April 20, 6:00-7:30 p.m. Room 7

**IWV & ESCC:** Wed, April 27, 2:00-3:30, MB 229 **and** video conference w/Bishop & Mammoth **and** CCC Confer teleconference

Meeting Adjourned

Cerro Coso Community College  
Child Development Advisory Committees  
Spring 2011 - **Wednesday, April 27, 2011**  
**6:00-7:30 via video conference & CCC Confer**

**Video Conference Rooms** IWW, LRC 733; KRVPL 5; BIS 197; MAM 228

**CCC Confer teleconference** Dial your telephone conference line: **(888) 886-3951**  
Enter your pass code: **385824**

\*0 - Contact the operator for assistance.

\*6 - Mute/unmute your individual line with a private announcement.

*Please mute when you're not talking because the quality of the call is vastly improved when we do this.*

### **Agenda**

Welcome & Introductions.

New Full-Time, Tenure Track Faculty: Vivian Baker

### **Schedules**

Summer & Fall 2011 – discuss cuts

**Child Development Training Consortium**-Lisa Fuller, Cerro Coso Coordinator

**Virtual Mentor Program** – Vivian Baker, Coordinator

**VTEA** – Online Student Support

-ESAEYC Conference Support, Fall 2011

**Curriculum** – CAP, SB 1440, Ci-D

Fall 2011 *tentative* meeting date/time: \_\_\_\_\_

Meeting Adjourned



Cerro Coso Community College  
Child Development Advisory Committees  
Fall 2011 - **Wednesday, November 30, 2011**  
**6:30-7:30 via video conference & CCC Confer**

**CCC Confer teleconference** Dial your telephone conference line: **(888) 886-3951**  
Enter your pass code **572515**

\*0 - Contact the operator for assistance.

\*6 - Mute/unmute your individual line with a private announcement.

*Please mute when you're not talking because the quality of the call is vastly improved when we do this.*

### **Agenda**

#### **Welcome & Introductions.**

**New Adjunct Faculty at KRV – Bobbie Edwards**

#### **Additions:**

#### **Schedules**

Spring 2012 – open enrollment began today (11/30/11)

**Child Development Training Consortium**-Lisa Fuller, Cerro Coso Coordinator

**Virtual Mentor Program** – Vivian Baker, CA Coordinator

**VTEA** – Online Student Support and “live” (in person) Teaching Assistants

- TA hours: IWW on Mon, 1:00-3:00, and Tues, 10:00-12:00, and Thurs, 10:00-1:00  
Bishop on Mon & Wed, 6:00-9:00 p.m.

-ESAEYC Conference Report (Tina French)

#### **Curriculum**

- all courses, certificates and degree have been updated
- Student Learning Outcomes (SLO) Assessment

Spring 2012 tentative meeting date/time: *Wed, April 18, 2012, 6:30-7:30 p.m.*

Meeting Adjourned





## Child Development Advisory Meeting

April 27, 2011

Room 733 6p – 7:30p

Meeting started at 6:05p

**Attendees:** Lisa Fuller, Kathy Young, Jonie Hansen, Maryann Fountain, Vivian Baker, Diana Smith, Sandra Goldstien, Linda Eberhardt, Angela Sellers

Mary O'neal not present due to family emergency

Welcome Vivian Baker, she will begin as a full-time instructor in August. Vivian stated she is very excited to step into a new role.

### **Schedules – Lisa Fuller**

- Summer and fall course offerings have been reduced 15%
- College wants to see fewer offerings in the summer; however, there is a difficulty due to the trimester offerings.
  - They have expressed to administrators the need for the summer term courses.
- Fall semester – All of the current schedule will remain in effect

### **Child Development Training Consortium – Lisa Fuller**

- We have received 350 units through the Infant Toddler initiative
- We have earned over 481 units and have requested an addendum
  - Response regarding addendum will not be known until late May
  - We have received the requested addendum over the last 2-3 years
  - This is the \$20/unit reimbursement, which is different than the livescan
  - Lisa cannot accept any additional applications after the due – due date is on the form or email by Lisa.
  - This program is not run through the summer

### **Virtual mentor Program – Vivian Baker**

- 4 virtual mentors – piloting this program
- Physical mentors in community and online
- 1 pairing this spring and was a good learning experience
- Will offer in the summer – only mentor through June 29<sup>th</sup>
  - Attendees agree it is a good
  - Instructors will place the application the website and students, faculty will then forward to Vivian
- Fall will be opened to all students within the community colleges that have participated in the program
- Vivian will look into having the application placed on the portal
- Send interested students for the program to their instructors.
- The program is specifically for current Online CHDV students
  - Basic tutoring should be referred to the college

### **VTEA**

- CTE Online student support site will continue for the next year
  - Feedback from the attendees believe the site has been useful

## Child Development Advisory Meeting

April 27, 2011

Room 733 6p – 7:30p

- The 2<sup>nd</sup> year for the ESAEYC conference will be fully funded in the fall
  - Diana will work with Angela Sellers for all purchases
  - Anyone wanting to be a presenter please notify Diana
  - Blog – e @blogspot.com – planning process information and presenter handouts
  - Keynote speaker will be Lisa Murphy
  - Date is October 29<sup>th</sup>
  - Maryann Fountain requested for her summer students to complete a project – “Intro to infants” and have the students present for the conference and she will be the facilitator.
    - She will complete and application and submit to Diana
    - Diana will email Mary with all documents
  - Cathy Young – Do people have to be a participant or can they be a student
    - Linda will email Cathy the information
  - \$55 members \$60 non members

### Curriculum

- Statewide initiatives – 24 unit, transfer to 4 year college
- 3 different projects (1440, CAP & CID)
  - Result will be better for the students as all courses will be aligned
  - Easier and quicker to get a 4 year degree
- Submitted last year and returned with a few minor changes before we can be fully aligned
- When will it take effect?
  - In the process of being cap aligned, we are advised to wait until the 1440 and CID information is released

### Fall 2011 tentative meeting TBD

- Lisa will request Mary send information out
- Accreditation visit is coming up in 2012, advisory committee will be needed for the self-study
- Suggested that the next meeting be conducted via videoconference.

### Other items:

- **Kindergarten readiness act of 2010**
  - Will begin next year
  - Transitional kindergarten (through 2015) – will be taught by a credentialed teacher

Meeting adjourned at 7:10pm

Cerro Coso Community College  
Child Development Advisory Committees  
Spring 2012 - **Wednesday, April 25, 2012**  
**6:30-7:30 via CCC Confer**

## **Minutes**

### **Welcome & Introductions**

Mary O'Neal, Vivian Baker, Diana Smith, Marianne Fountain, Lisa Fuller

### **Schedules**

Spring 2012 – open enrollment begins tomorrow (April 26)

Mary is obsessively tracking fall and summer enrollments every day. Enrollments right now are pretty soft, don't have expected numbers but Mary is keeping an eye on it.

#### **Impact of budget reductions**

Currently have 25 classes for the summer, this is down by 5 from last year. Fall has 29 classes, down 3-5 from past offerings. While it is tough budget times we aren't feeling it a lot right now. We will probably see more cuts in spring 2013 unless something changes in the budget. It is quite serious and all of the colleges are looking at dusting off the discontinuance process and programs will be going through those processes to see if they will be around in a couple of years (as early as 13-14). With program cuts that almost always means staff cuts.

1 on ground class in KRV this summer, the rest are online. In the fall 3 classes are on ground (1 in krv, 2 in iwv) the rest are online.

CPR courses: trying to see where they are now that they have been consolidated. Didn't see pediatric first aid and CPR in the schedule, Mary has asked about it and will follow up. [Note: 5/2/12. Pediatric CPR & First Aid will be offered once a year, in the spring semester]

### **Child Development Training Consortium - Lisa Fuller, Cerro Coso Coordinator**

Cerro Coso earned 384 units this year, and had a contract for 250 units (\$6250.00). After looking at the budgets state wide, we were given an additional 100 units. There is a contingency agreement for the remaining 34 units, but we will have to wait until the end of May before we are confirmed for those units. This addendum gives Cerro Coso students an additional \$2500.00 at this time and hopefully another \$850.00 if the money is available in May. Profiles will be processed at the end of May, after final grades are submitted, so I can confirm payment for students who have successfully passed their courses. Any students who did not receive funding in the fall due to lack of funds will be paid in the spring from the additional funds we receive.

### **Virtual Mentor Program – Vivian Baker, CA Coordinator**

Happy to say that this semester we've had at least 4 and maybe 6 or 7 students who have requested and worked with a virtual mentor – one was from outside of Cerro Coso. One

thing Vivian discovered is that it has been most effective to send an email to students to remind students about working with virtual mentors. One male student commented that the mentor basically saved him. Mentoring is not offered over the summer because of how the funding falls, but will ramp up again in the fall and will send out emails to everyone to encourage instructors to repeatedly post to remind students since that seems most effective. It was suggested that the portal email system be used to contact CHDV students throughout the semester. One student was paired and didn't follow through so didn't benefit.

Mentor Program is unsure of overall budget and what will happen as a state program. There is a proposal to move programs like the Mentor Program out of CDE, but the issue is still in hearings. It is not effective to promote quality since legislatures think that quality would be maintained under licensing. In communications with legislatures we need to focus on system needs and address concerns that relate to the legislatures' perspectives.

### **Program Review - Mary O'Neal, Faculty Chair**

We have almost completed the 6 year program review. Every department is required to complete program review every 6 years and CTE programs complete a smaller review every 2 years. This is the big 6 year review. It was too big for the department Moodle so Mary will split it out so everyone can have access to the document.

For this meeting Mary presented Part V which looks at program strengths and goals for the next 6 years:

- Read through strengths: no comments

- Read through improvements: anything needed from sites or community let Mary know.

- Read through 3 year program goals and action plan: timelines do not guarantee actions will happen, especially in difficult budget times. SB1440 is how we submit what we have done to the State so if it falls into state guidelines it automatically means that students don't have to retake courses when they transfer to 4 year colleges. In Fall 2013 all but 2 or 3 CSU's will only accept students who meet these requirements. Since we are CAP aligned it will be an easy process.

- Read through 6 year goals – no comments.

Questions that were discussed:

- Do we have to show community support in our planning, specifically; does VTEA funding have to include community support? No, it is something we have chosen to support; we don't have to do it.

- What about center accreditation when the CHDV program is going through the AA degree accreditation process? Separate processes.

- CAP was mentioned and there is a proposal to add 2 more classes to the alignment, special needs and administrative. Lisa will ask during the Friday meeting.

## **VTEA - new, adult classroom in Child Development Center**

VTEA funding will be used to support the development of a new adult classroom specified for CHDV specifically in the Cerro Coso CDC. Diana, Jennifer, Lisa, and Vivian will all be getting together to design the CDC designated adult classroom space.

## **Curriculum**

All courses, certificates and degrees have been updated.

We still need to do some work on our program learning outcomes (PLOs). Beginning Fall of 2012 we will continue the work on PLOs.

Student Learning Outcomes (SLO) Assessment:

We have divided up the work load for recording the assessment data in CurricuNet.

We are assessing every course, every term, every section for 3 years and then we will evaluate our assessment tools and process to make sure we are gathering the data we need.

## **Additions:**

ECE Competencies are now available in print and online at the CDE website. Link is posted on the department Moodle. How will trainings affect competencies – will it come to the colleges and the matrix? There will be a computer program that colleges can use to fill out forms that map to the state competencies so that college information will not be reported to the state, only state-wide aggregate information will be reported to determine state-wide patterns. The data will inform instruction, for example Cerro Coso is CAP aligned, but competencies came out after CAP so certain things are covered – it can inform the college and instructors as far as subjects that we need to cover more thoroughly. It is not the intent that the competencies become a governing tool. There is a suggestion to develop a preamble to protect the ethics of the document and how it was intended to be used. Is there any time line for the group or colleges to begin the mapping? The tool is going to be out to test colleges in June and then they will go back and tweak in order to have it available to colleges next summer. CDTC will be leading it, so Lisa, as the CDTC coordinator, will coordinate Cerro Coso's efforts. Funding ends soon so the tools have to be out next June.

## **Fall 2012 Tentative Meeting date/time:**

Mary will send out an email to the CDAC to say that there wasn't great attendance and is there anything people need to entice them to come.

Next meeting will be in October 2012 for Fall 2012 and April for Spring 2013.

**Meeting Adjourned** at 7:26pm

Minutes taken by Lisa Fuller

Fire Technology Advisory Meeting Minutes  
Covering 2008 - 2012

Attendees:

Steven Busby – Director  
Sean Stratton, former adjunct instructor, Cerro Coso Community College  
Jacob McAfee, Adjunct Instructor, Cerro Coso Community College  
Chief Brent Harper, Mammoth Lakes Fire Department  
Chief Ray Seguire, Bishop Fire Department  
Chief Robert Nelson, Sycuan Fire Department

I have incorporated the information from the minutes of several gatherings of fire service groups and individual persons over the last 4 years. These minutes will be useful to see why we proceeded as we did. Actual instruction is somewhat fragmented due to the instability of the recent attempts to restart the program. Prior to starting this process I wanted to ensure we had sufficient information and data to support offering the Fire Technology Program. Below is a synopsis of that process:

- In August 2008 I met with local firefighter Sean Stratton, a Battalion Chief with China Lake Fire Department. We started discussing re-starting the Fire Technology Program at the IWV Campus and what the program would include. I felt it important we establish the program's degree tract first before branching out to any other coursework.
- In January 2009, after speaking with Dan Coffman, the President of the California Fire Technology Director's Association (CFTDA), I arranged to travel to the Fire World Expo Conference. This allowed me to experience the tone of fire training via a conference and network with firemen and trainers from around the U.S. It also enabled me to attend my first CFTDA meeting, which was held during the conference. I was able to observe the following:
  - Vendor Presentations
    - Book Publishers
    - Firefighter equipment
    - Training programs and equipment
  - Conference Presentations
    - Firefighter safety
    - Driving issues
    - Overview of major fires
  - CFTDA Meeting
    - Updates on state committees
    - Information about the Compendium Project
    - Volunteer Firefighter Project
    - Alignment with Federal Higher Education Program
- In May 2009 I went to the California Fire Technology Director's Association meeting Sacramento. This meeting afforded the opportunity to network with other Fire Directors throughout California. Some of the issues I got help from this group included:
  - Program Learning Outcomes
  - Student Learning Outcomes

- Plans for Online/Hybrid courses potentially being developed
  - Issues we would face trying to offer state certified training
- During the summer of 2009 I recruited two online fire instructors who had a wealth of background teaching in that environment. Despite getting these two individuals through the hiring process, I was told we would not compete with Bakersfield College's Online Program. A Fall 2009 Fire Course was slated to be offered by Sean Stratton but was dropped from the schedule due to budgetary constraints.
- In mid 2009, I met with Fire Chief Robert Nelson who was in the process of developing fire training with the Native American population within Inyo County. He said he was awarded a grant to develop the fire training and wanted Cerro Coso Community College to be a partner in this endeavor. I expressed our willingness to be a part of this process. However, despite being asked several times for more detailed information none was given. We played a game of telephone tag for several months and I had given up on this training. He showed up at the college one day and said the training was getting close and he had several fire apparatus given to his program. He wanted to start planning a state certified fire academy. I told him the following:
  - I had the opportunity to talk with the State Fire Marshall on process to gain state certification
  - Would need the training site completed with all needed props and equipment
  - Would need complete a self-study of the proposed academy
    - I pulled together a sample self-study
  - Would need a site inspection, which we would need to pay for
  - Chief Nelson would not supply any of the details of his grant, even after multiple requests
- In Spring 2010 I attended a Fire Organization meeting in Mammoth Lakes. At the meeting were several fire service administrators. During my block of time I spoke to them about a partnership between these organizations and the college. We discussed several different approaches that would fit their needs, most of those approaches would rely on the use of online/hybrid courses. We agreed to continue talking about what a program in the ESCC area would look like.
  - Chief Harper said he would go through our online instructor training to be ready to offer online coursework
    - He completed the training and I asked for authorization to begin offering online courses
    - There was no authorization to begin online courses given
- In Fall 2010 we finally ran two fire degree courses taught by Sean Stratton. He also taught two additional courses in Spring 2011. Sean was asked to complete SLO's for the classes but left our employ prior to completing them.
- In Fall 2011 we hired a new adjunct, Jacob McAfee, who is teaching for his second semester. We will begin the SLO process in Fall 2012.

## Advisory Meeting Minutes FIRE Program

September 2, 2010

### FIRE for ESCC Advisory Committee Meeting

Attendees: Chief Brent Harper, Mammoth Lakes Fire Department and Steven Busby, Cerro Coso College

This meeting was called for by Chief Harper due to the immediate training needs for firefighters within the Inyo and Mono County areas. Other participants were not able to attend due to other commitments on the day of the meeting. Chief Harper stated he was tasked to speak on behalf of the other agencies.

The major needs of the departments center on firefighter training to meet the needs of volunteer departments in the region. He specifically wants to see online and hybrid course offerings presented by firefighters within their region. I explained to him that I had tried to establish online/hybrid courses within our service area and I was told that we could not compete with Bakersfield College's online program. Chief Harper expressed opposition to this stand and said he would seek to resolve this position.

- Action item
  - Chief Harper will take this matter before the Fire Chief's Association and request a unified stand on this position
  - Cerro Coso College will convey their desire for localized instructors to college administration

I received a tour of the new Mammoth Lakes Fire Station and was very impressed by the building and fire equipment. Chief Harper invited me to come to the station in the future for a couple of days ride-along with his staff. I look forward to scheduling this in the near future.

Note: shortly after our meeting I received a letter from Chief Harper, which was signed by 9 other fire agency heads, requesting Chancellor Serrano consider their request. I have attached a copy of the letter to these minutes.



**CERRO COSO COMMUNITY COLLEGE  
ESCC HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
SEPTEMBER 23, 2010**

- I. ESCC Enrollment in Human Services for Fall '10 is up. 15 students ESCC – 15 KRV and 13 IWV.
  
- II. Human Services graduates are getting jobs.
  
- III. Feedback from human services agencies about our students/interns is excellent.
  
- IV. Program change: HMSV C116 Case Management is now a required class.  
Psyc C101 General Psychology is an elective.
  
- V. Guest speakers for Fall '10
  
- VI. Spring'11: HMSV C102 Cultural Competence in Human Services  
HMSV C103 Preparation for Field Work  
HMSV C116 Case Management
  
- VII. Inyo County 8<sup>th</sup> Grade College and Career Education Day, Fri, Nov 19<sup>th</sup> 8am-1pm –  
Deanna Campbell
  
- VIII. Questions, Ideas, Suggestions

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
ESCC HUMAN SERVICES ADVISORY BOARD**

**MINUTES  
September 23, 2010**

**Present:** Debra Rundell, Deanna Campbell, Gail Zwier, Jenny Park, DB Mattovich, Kelli Brown, Michelle Petit, Marti Hunter

1. Introduction of Board Members and HMSV Interns  
Debra Rundell, Human Services Coordinator, Cerro Coso College  
Deanna Campbell, Director ESCC  
Gail Zwier, Behavioral Health Department  
Michelle Petit, Wild Iris  
DB Mattovich, Inyo County Mental Health  
Jenny Park, IMAH  
Marti Hunter, OVCDC  
Kelli Brown, Wellness Center
  
2. Human Services C101 has the largest enrollment since the program started two years ago. Bishop has 15 students, KRV 15 and IWV 10. The new iTV equipment is working well. I am hearing many positive comments from students regarding their iTV experience.
  
3. The feedback I am getting from Human Services agencies in all three counties about our Human Services students have been positive. Agencies are impressed with the students knowledge and professionalism.
  
4. I am looking for guest speakers for this semester. Michelle Petit, from Wild Iris, said that she would be interested in having a guest speaker from Wild Iris. I will follow up on this offer. Thank you, Michelle.
  
5. For Spring '11 I would like to offer: HMSV C102 Cultural Competence, HMSV C103 Preparation for Field Work, and HMSV C116 Case Management. All three classes are required courses for the Human Services certificate and A.S. Degree. For Spring of '11 I'd like to see Psyc C112 Introduction to Substance be offered. Gail Zwier is willing to teach HMSV C116 Case Management and Psyc C112.
  
6. Deanna spoke about Inyo County 8<sup>th</sup> Grade Career Education Day which is Friday, Nov 19<sup>th</sup> from 8am to 1pm.
  
8. Deanna spoke about the need for more students from Mammoth to enroll in the Human Services classes, as well as the need for contact with Mammoth Human Services agencies/employers and representation of these agencies in the Human Services Advsiory Board. She will follow up on contacting the Mammoth human services agencies.

**Thank you so much for supporting the Human Services Program.**

**Cerro Coso Community College  
ESCC  
Human Services Program Advisory Board Meeting**

**Thurs, Sept 23, 2010**

<u>NAME</u>	<u>ORGANIZATION</u>	<u>EMAIL/PHONE</u>
		760-417-6309
✓ 1. <u>Delisa Randall</u>	<u>CCCC</u>	<u>drundell@cerrocoso.edu</u>
✓ 2. <u>Gail Zimm</u>	<u>BH</u>	<u>gzwier@inyocounty.us</u>
3. <u>Jenny Park</u>	<u>IMAH</u>	<u>yenny07@hotmail.com</u>
4. <u>D.B. Mattovich</u>		<u>DB.MATTOVICH@inyocounty.us</u>
5. <u>Kelli Brown</u>	<u>BH/Wellness Center</u>	<u>Kellib4@aol.com</u>
6. <u>Michelle Pettit</u>	<u>Wild Iris</u>	<u>mpettit@wildiris.org 760.873.6601</u>
7. <u>Marti Hunter</u>	<u>OVCC</u>	<u>mhunter@ovcc.com</u>
✓ 8. <u>Deanna Campbell</u>	<u><del>OVCC</del> ESCC</u>	<u>deampbel@cerrocoso.edu</u>
9.		
10.		
11.		
12.		
13.		
14.		
15.		

**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
October 14, 2010**

- I. Enrollment in Human Services for Fall '10 is up. KRV15 students, ESCC 15, and 10 IW. That's a total of 40 the most we've had since the program started two years ago.
  
- II. Human Services graduates are getting jobs.
  
- III. Feedback from human services agencies about our students/interns is excellent.
  
- IV. Program change: HMSV C116 Case Management is now a **required** class.  
Psyc C101 General Psychology is an **elective**.
  
- V. Guest speakers for Fall '10 and Spring '11 – I'm always looking for guest speakers to educate the students on the various human services agencies and employers in our area.
  
- VI. Human Services classes for Spring'11: (These are all iTV classes)  
HMSV C102 Cultural Competence in Human Services  
HMSV C103 Preparation for Field Work  
HMSV C116 Case Management
  
- VII. Dress Professional Day. Last semester the Human Services students had two dress professionally days. These were a huge success. I would like a guest speaker on the power of professional appearance. Maybe even a fashion show? Any ideas?
  
- VIII. Questions, Ideas, Suggestions

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**MINUTES  
October 14, 2010**

**Present:** Debra Rundell, Thad Kennedy, Olivia Higgins, Donna Christie, Donna Moreno, Nancy Puckett

1. Introduction of Board Members and HMSV Interns  
Debra Rundell, Human Services Coordinator, Cerro Coso College  
Thad Kennedy, Dept of Probation, Camp Owens  
Olivia Higgins, Youth 2000/Human Services Student  
Donna Christie, Dept of Human Services  
Donna Moreno, CSC/ETR  
Nancy Puckett, KUSD/KRVC
2. Human Services C101 has the largest enrollment since the program started two years ago. Bishop has 15 students, KRV 15 and IWV 10. The new iTV equipment is working well. I am hearing many positive comments from students regarding their iTV experience.
3. The feedback I am getting from Human Services agencies in all three counties about our Human Services students have been positive. Agencies are impressed with the students knowledge and professionalism. Human Services students are being hired; Camp Owens, Family Resource Center (KRV & IWV), OV CDC (IWV). Thad Kennedy mentioned that Camp Owens is looking for a Juvenile Corrections Cook.
4. There has been a program change; HMSV C116 Case Management is now a required class and Psyc C101 has been changed to an elective. This must be approved by the State Chancellor's office.
5. I am looking for guest speakers for this semester and next Spring. Possible guest speakers: Thad Kennedy, Donna Christie, Nancy Puckett, and Donna Moreno. Thank you. I will follow up.
5. For Spring '11 semester HMSV classes offered: HMSV C102 Cultural Competence, HMSV C103 Preparation for Field Work. HMSVC116 Case Management will not be offered in Spring schedule and will hopefully be scheduled For fall '11 along with Psyc C112 Introduction to Substance Abuse.
6. Dress Professional Day. Last Spring KRV Human Services students had a dress professionally day which was very successful. I would like to find a way to have a speaker or fashion show (or both) on how to dress professionally on a budget. Suggestions from board members: talk with the local Thrift Store, Living Green Group and speak with Nancy Bull. I will follow up and board members will email me with any other ideas.
7. It was brought to my attention that OV CDC is having a Career Day this Saturday from 9am to 12:00 in Mountain Mesa. IWV campus is having a Career Day on November 4 and Bakersfield is having a Job Fair on November 4. Need to get more information on the Bakersfield Career Day. Will follow up by getting details from Donna Moreno regarding Bakersfield Career Day.
8. Meeting adjourned

**Thank you for supporting the Human Services Program**

# Cerro Coso Community College

## KRV Human Services Advisory Board Meeting

### SIGN-IN SHEET

October 14, 2010

<u>NAME</u>	<u>ORGANIZATION</u>	<u>EMAIL/PHONE</u>
1. <u>Thad Kennedy</u>	<u>Kern County Probation - CEO</u>	<u>Kennedyt@co.kern.ca.gov</u>
2. <u>Olivia Higgins</u>	<u>Youth 2000 Teen Pregnancy Prevention</u>	<u>Kv.Y2K@verizon.net</u>
3. <u>Donna Christie</u>	<u>DHS</u>	<u>760 549-2138</u>
4. <u>Donna Moreno</u>	<u>CSC/ETR</u>	<u>760-379-4694</u>
5. <u>Nancy Puckett</u>	<u>KUSD/KFVC</u>	<u>760 379 2556</u>
6. <u>Delia Rundell</u>	<u>CCC</u>	<u>drundell@cerrocoso.edu</u> <u>760-384-6284</u>
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		

**CERRO COSO COMMUNITY COLLEGE  
IWV HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
October 20, 2010**

- I. Enrollment in Human Services for Fall '10 is up for HMSV C101 Introduction to Human Services. KRV15 students, ESCC 15, and 10 IWV. Total: 40 students
- II. Human Services graduates are getting jobs; IWV, KRV & BIS
- III. Feedback from human services agencies about our students/interns is excellent.
- IV. Program change: HMSV C116 Case Management is now a **required** class.  
Psyc C101 General Psychology is an **elective**.
- V. Cerro Coso College Preview/Career Day, November 4, 10:30-3:00 –  
Jennifer Schwerin
- V. Guest speakers for Fall '10 and Spring '11 – I'm always looking for guest speakers to educate the students on the various human services agencies and employers.
- VI. Human Services classes for Spring'11: (These are all iTV classes)  
HMSV C102 Cultural Competence in Human Services  
HMSV C103 Preparation for Field Work
- VIII. Questions, Ideas, Suggestions

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
I~~W~~V HUMAN SERVICES ADVISORY BOARD**

**MINUTES  
October 20, 2010**

**Present:** Debra Rundell, Patricia Walters, Cheryl Bradley, Carol Beecroft, Jeanne Scovotti, Jennifer Schwerin, Valerie Karnes

1. Introduction of Board Members and HMSV Interns  
Debra Rundell, Human Services Coordinator, CCC  
Patricia Walters, HEARTS  
Cheryl Bradley, CCS, HOPE  
Carol Beecroft, Women's Center, High Desert  
Jeanne Scovotti, Women's Center, High Desert  
Jennifer Schwerin, Cerro Coso Job Development Specialist  
Valerie Karnes, CTE Dean, CCC
2. Human Services C101 has the largest enrollment since the program started two years ago. Bishop has 15 students, KRV 15 and IWV 10. The new iTV equipment is working well. I am hearing many positive comments from students regarding their iTV experience.
3. The feedback I am getting from Human Services agencies in all three counties about our Human Services students/interns have been positive. Agencies are impressed with the students knowledge and professionalism. As well, HMSV students are being hired; students have been hired at Camp Owens, KRV Family Resources, IWV Family Resources, Bishop OV CDC.
4. I am looking for guest speakers. Possible guest speakers for Fall or Spring '11; Women's Center on DV and Child Abuse, Patricia Walters on HEARTS
5. For Spring '11 I would like to offer: HMSV C102 Cultural Competence, HMSV C103 Preparation for Field Work, and HMSV C116 Case Management, however, it looks like HMSV C116 will have to be offered in Fall '11.
6. Jennifer spoke about Preview/Career Day at Cerro Coso College on November 4 from 10:30 to 3:00. 10:30 to 1:00 will be tour and luncheon for high school students, 1:00 to 3:00 will be Career Fair for Cerro Coso students.

**Thank you for supporting the Human Services Program.**



Cerro Coso Community College

IWV Human Services Advisory Board Meeting

SIGN-IN SHEET

October 20, 2010

NAME	ORGANIZATION	EMAIL/PHONE
1. Selma Rundell	CCCC	srundell@cerrocoso.edu
2. Patricia Walters	H.E.A.R.T.S. (both)	pat-walters@heartsfrc.org
3. Cheryl Bradley	CCS/HOPE	C.Bradley@email.cerrocoso.edu
4. Carol Beecroft	Women's Center - High Desert, Inc. cbecroft.womenscenter.hd	760-371-1969 @verizon.net
5. Jeanne Scovotti	women's center - High Desert Inc. womenscenter.hd-Annex@verizon.net	760-371-1969
6. Jonnifer Schweser	Cerro Coso Job Development Jschweser@cerrocoso.edu	760-371-5237
7. Valerie Karnes	Cerro Coso College vkarnes@cerrocoso.edu	
8.		
9.		
10.		
11.		
12.		

**CERRO COSO COMMUNITY COLLEGE  
ESCC HUMAN SERVICES ADVISORY BOARD**

**Minutes  
Friday, Sept 9, 2011**

**Members Present:** Debra Rundell, CCC; Jenny Park, IMAH; Kathryn Williams, O/ASIM, Jill Paydon, IMACA; Gail Zwier, HHS; DB Mattovich, Behavioral Health; Lourdes Gonzales, Wild Iris; Kelli Braithwaite, OV CDC; Deanna Campbell, ESCC

1. Introduction of Advisory Board Members: We had two new members today Karthryn Williams and Jill Paydon. Welcome!
2. We reviewed Fall Human Services class offered this fall '11
  - HMSV C101 Intro to Human Services – 7 ESCC students enrolled
  - HMSV C116 Case Management - ESCC students enrolled
  - HMSV C104 Field Work (Internship) – 6 ESCC students enrolled
  - PSYC C112 Intro to Substance Abuse – 14 ESCC students enrolled
  - a. Kathryn Williams asked if Elderly care was covered in our classes. I told her is covered in our current text book and that I would make a copy of the chapter so she could review it. Kathryn also offered to be a guest speaker regarding working with the elderly. Another recommended speaker was Rick Fry (I need to get a contact number for him).
  - b. Working with Veterans and Vet Services was also brought up as an important subject for the students. I don't recall if I got a recommended guest speaker. Can anyone recommend someone?
3. I discussed the Spring '12 classes that I hope to offer:
  - HMSV C102 Cultural Competence
  - HMSC C103 Preparation for Field Work
  - HMSV C112 Intervention Skills
  - a. Gail Zwier asked if the Intervention Skills taught would be evidence based; such as, motivational interviewing. I will check the textbook out and also touch bases with Gail about specific intervention skills that she would recommend. It is uncertain if this class will be offered. Currently it is pending.
- 4.. This semester we have a total of 21 students completing their field work/internship:  
ESCC 6, IWV 4 and KRV 11.
5. Saturday, Sept 10: Native American College/Career Day 9am to 1pm at Bishop Campus
  - a. Deanna talked about her ESCC/Bishop event with speakers from Berkley, Davis, USC, Cerro Coso and other speakers and vendors.
  - b. Deanna also discussed the need for outreach to the Hispanic young people in the Mammoth area; arrange a college and career day.

6. According to my notes, other possible guest speakers: Yvette Mason and Yvette Mathison in regards to Elderly Care. I need contact numbers.
7. Other issues discussed:
  - a. Transportation difficulties to and from campus
  - b. The need to make connection with Mammoth human services agencies; names and numbers would be helpful to me.
  - c. If there are any other topics I failed to mention, please email me and let me know.

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
ESCC HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
Friday, Sept 9, 2011**

- I. Introduction of Advisory Board Members.
- II. Fall Human Services class offered this fall '11
  - HMSV C101 Intro to Human Services – Total students 43: ESCC 7, KRV 18, IWV 18
  - HMSV C116 Case Management – Total students 40: ESCC 11, 19 KRV, 8 IWV.
  - HMSV C104 Field Work (Internship) – Total students 21: ESCC 6, KRV 11, IWV 4
  - PSYC C112 Intro to Substance Abuse – Total students 53: 13 ESCC, KRV 22, IWV 18
- III. Spring '12 classes proposed:
  - HMSV C102 Cultural Competence
  - HMSC C103 Preparation for Field Work
  - HMSV C113 Intervention Skills
- IV. This semester we have a total of 21 students completing their field work/internship:  
ESCC 6, IWV 4 and KRV 11.
- V. Saturday, Sept 10: Native American College/Career Day 9am to 1pm at Bishop Campus
- VI. About iTV classes. Pros & Cons
- VII. Questions, suggestions, ideas????

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
ESCC ADVISORY BOARD MEETING  
HUMAN SERVICES PROGRAM**

Friday, September 9, 2011  
SIGN IN SHEET

NAME	ORGANIZATION	EMAIL/PHONE
1. Delna Rundell	CCC	drundell@cerrocoso.com
2. Jenny Park	IMAH	inyomonoah@earthlink.net
3. Kathryn Williams	OASIM	oasimed@gmail.com
4. Jill Paydon	IMACA	hr@imaca.net
5. Gail Zwiwer	HHS - Behav. Health	gzwier@inyocounty.us
6. DB Mattovich	Behav Health	dmattovich@inyocounty.us
7. Lourdes Gonzalez	Wild Iris	lgonzalez@wild-iris.org
8. Kelli Braithwaite	OXDC	kbraithwaite@oxdc.com
9. DEANNA CAMPBELL	ESCC	dcampbel@cerrocoso.edu
10.		
11.		

**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
Friday, Oct 14, 2011**

- I. Introduction of Advisory Board Members.
- II. Introduction of John Linn, graduate of Human Services Program and newly hired KRV teacher's aide. Congrats John!
- III. Fall Human Services class offered this fall '11
  - HMSV C101 Intro to Human Services – Total students 43: ESCC 7, KRV 18, IWV 18
  - HMSV C116 Case Management – Total students 40: ESCC 11, 19 KRV, 8 IWV.
  - HMSV C104 Field Work (Internship) – Total students 21: ESCC 6, KRV 11, IWV 4
  - PSYC C112 Intro to Substance Abuse – Total students 53: 13 ESCC, KRV 22, IWV 18
- IV. Spring '12 classes proposed:
  - HMSV C102 Cultural Competence
  - HMSC C103 Preparation for Field Work
  - HMSV C113 Intervention Skills
- V. This semester we have a total of 21 students completing their field work/internship:  
KRV 11, IWV 4 AND ESCC 6.
- VI. Contract with Dept of Human Services was renewed. It is now a four year contract.  
Gisell Gomez is interning with the DHS.
- VII. Questions, suggestions, ideas????

**Thank you for coming and supporting the Human Services Program!**

*Career Day*  
*APS- Melody Baatlan*  
*CPS- Lina Brown*  
*Manisilla Powell*

**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**MINUTES  
October 14, 2011**

**Present:** Debra Rundell, Erie Johnson, Donna Christie, John Linn, Donna Moreno, Nancy Puckett, Shay Molennors, Elizabeth Gong, Melody Batelaan, William Blanton, James Kent

1. Introduction of Board Members

We had four new members: Melody Batelaan from Adult Protective Services; James Kent, Center for Positive Growth, Shay Molennors, Dept of Probation, John Linn, CCC new Teacher Aide and Graduate of the Human Services Program

2. We reviewed the Fall '11 schedule and enrollment. Enrollment is the highest it's ever been!

HMSV C101 Introduction to HMSV– Total students 43: KRV 18, IWV 18 and ESCC 11

HMSV C116 Case Management – Total students 40: KRV 19, IWV 8, ESCC 11

HMSV C104 Internship – Total students 21: KRV 11, ESCC 6, IWV 4

Psyc C112 Intro to Substance Abuse – Total students 53: 22 KRV, 13 ESCC, IWV 18

3. We reviewed the classes proposed for Spring '12:

HMSV C102 Cultural Competence in Human Services

HMSV C103 Preparation for Field Work - I would like some Human Services professionals as guest Speakers. Donna Morena offered to be a guest speaker as well as Melody Batelaan.

HMSV C113 Intervention Skills – to be taught by Daniel Ranson

4. KRV currently has 11 interns. Two are interning at Center for Positive Change, one with APS, one with Kern County Dept of Human Services, two with Salvation Army, one at the Pregnancy Center, one at the Methodist Church After School Program and one at Kern County Crisis Hotline.

5. The contract between CCC and KCD Human Services was renewed. It is now a four-year contract.

6. I need guest speakers for CPS and APS. Melody said she would be available next spring for APS. For CPS two names were suggested: Trina Brown or Marsella Powell.

6. I would like a CCC Career Day scheduled in the Kern Valley for both High School students, CCC students and the public. I suggested the use of Kern Valley High new auditorium. I would like representatives from business and CCC faculty representatives for CTE programs. All present agreed that this would be good for the community.

8. Bill talked about a meeting or a website that promotes and announces community services and events. The KRV Collaborative meets once a month and offers this type of forum and speakers. We would need someone to create and maintain the website.

**If there is something I left out of the minutes, please feel free to email me and let me know.**

**Thank you so much for supporting the Human Services Program.**

**CERRO COSO COMMUNITY COLLEGE  
KRV ADVISORY BOARD MEETING  
HUMAN SERVICES PROGRAM**

**October 14, 2011  
SIGN IN SHEET**

NAME	ORGANIZATION	EMAIL/PHONE
1. John Linn	CCCC	John.linn@cerrocoso.edu
2. Donna Christie	KCDHS	(you have)
3. James K...	Positive Growth	DOXC KERTAMSN 760-379-9194
4. Nancy Puckett	KRVC Labs	naypuche@zerokem.org 760-379-2556
5. Elizabeth Gung	Kern Co Probation	gongbe@co.kern.ca.us 760-376-8510
6. Shay Molenor	Kern Co. Probation	molenors@co.kern.ca.us 760-376-8571
7. Eric Johnson	CCC	morenod@co.kern.ca.us
8. Donna Moran	CSC	760-379-4694
9. Melody Bateman	APS	batelaam@co.kern.ca.us
10. William BANTON		@gmail.com Comm Christian Service Center
11. Selma Bendell	CCC	drundell@cerrocoso.edu



**CERRO COSO COMMUNITY COLLEGE  
IWV HUMAN SERVICES ADVISORY BOARD**

**Agenda  
November 9, 2011**

- I. Introduction of Board Members
- II. Fall Human Services classes:
  - HMSV C101 Intro to Human Services. Total Students 43: IWV 18, KRV 18, ESCC 7
  - HMSV C116 Case Management. Total Students 40: IWV 8, KRV 19, ESCC 11
  - HMSV C104 Field Work (Internship). Total Students 21: IWV 4, KRV 11, ESCC 6
  - Psyc C112 Intro to Substance Abuse. Total students 53: IWV 18, KRV 22, ESCC 12
- III. Spring '12 classes:
  - HMSV C102 Cultural Competence in Human Services
  - HMSV C103 Preparation for Field Work
  - HMSV C113 Intervention Skills
- IV. Thursday, November 10, IWV Preview College and Career Day for high school students 10am – 1pm
- V. We have a total of 21 students completing their internship and will be receiving their Human Services certificate and/or A.S. in the Spring. Feedback regarding the interns has been extremely positive!
- VI. Questions, suggestions, ideas?

**Thank you for supporting the Human Services Program!**

# CERRO COSO COMMUNITY COLLEGE IWV HUMAN SERVICES ADVISORY BOARD

## Minutes November 9, 2011

1. Introduction of Advisory Board Members: Patricia Walters, H.E.A.R.T.S Connection  
Cris Bridges, DART; Colleen Miller, CCCC; Karin Stone, Women's Center;  
Carol Beecroft, Women's Center; Renee Garcia, OV CDC; Debra Rundell, Human Services Coordinator,  
CCCC
2. We reviewed Fall Human Services class offered this fall '11  
HMSV C101 Intro to Human Services – IWV has 18 students; total enrollment 43  
HMSV C116 Case Management - Daniel Ranson is teaching this class.  
IWV has 8 students enrolled; total enrollment 40  
HMSV C104 Field Work (Internship) – IWV has 4 interns; three at interning at the Women's Center;  
Jennifer Miller, Cynthia Gibbons and Jason Corona. Karin and Carol stated they are very pleased with  
the interns. They described them as hard working and a positive addition to the Women Center's  
services.  
PSYC C112 Intro to Substance Abuse – IWV has 18 students; total enrollment is 53
3. Debra shared that tomorrow is IWV's Preview College and Career Day for high school  
students. There will be CTE departments represented as well as other school departments and employers.  
It is from 10 to 1pm
4. Colleen Miller was introduced; she is an iTV Aide at IWV campus. She is a very important  
part of the Human Services Program as she assists with the iTV related technology, interacts with students,  
grades tests and is all around just very pleasant and helpful person.
5. Cris Bridges from DART was invited to attend and I hope she becomes a regular member of  
our advisory board. She current has Pam White as an intern and started that Pam has a lot of  
energy and is doing a very good job.
6. Debra discussed the Spring '12 classes. Classes start January 17.  
HMSV C102 Cultural Competence – taught by Debra Rundell; iTV from KRV campus  
HMSC CI03 Preparation for Field Work – taught by Debra Rundell; iTV from KRV campus  
HMSV CI12 Intervention Skills – Taught by Daniel Ranson – iTV from BIS camp7us  
Psyc C241 Abnormal Psych – Taught by Debra Rundell – iTV from IWV campus  
Psyc C101 General Psychology- at KRV and IWV campus – not iTV  
  
HMSV CI02, C103 are program requirements; HMSV C112, Psyc C101 and Psyc C241 are all electives  
for the Human Services Program.
7. Discussion on finding someone to join the advisory board who could represent the aging and elderly  
population needs. Bea Smith's name was brought up. Need contact number for her.

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
IWW ADVISORY BOARD MEETING  
HUMAN SERVICES PROGRAM**

**November 9, 2011  
SIGN IN SHEET**

NAME	ORGANIZATION	EMAIL/PHONE
1. Patricia Walters	NEARTS Connection	pat-walters@heartsofrc.org 760-375-4332
2. Cris Bridges	DART	cbridges@darttarget.org 760-375-8494 x19
3. Colleen Miller	Cerro Coso College	comiller@cerrocoso.edu 760-384-6175
4. Karin Stone	Women's Center	760-371-1969 cbecraft@womenscenter.hd@verizon.net
5. Carol Becraft	Women's Center	760-371-1969
6. Roni Staci	OSCD	375-9343x314 rrosg@oscd.com
7. Selma Rundell	CCC	drundell@cerrocoso.edu 760-417-0309
8.		
9.		
10.		
11.		
12.		

**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**Minutes  
March 9, 2012**

1. Introduction of Advisory Board Members: Debra Rundell, Erie Johnson (CCCC), James Kent (Center for Positive Change), Donna Christie (Dept of Human Services), John Linn (TA CCCC), Melody Batelaan (Adult Protective Services), Jim Freeland (College Community Services), Donna Moreno (Career Services Center)
2. I announced another human services student, Barbara Heard, has been hired at College Community Services, Lake Isabella, as a Recovery Coordinator (also known as, Case Manager). This currently makes three students who have been hired by the Lake Isabella, CCS. Barbara will be graduating this Spring '12.
3. We reviewed Human Services class offered this Sp '12:
  - HMSV C102 Cultural Competence in Human Services
  - HMSV C103 Preparation for Field Work
  - HMSV C113 Intervention SkillsAll classes are offered iTV with enrollment from IWV, KRV, BIS and MAM.
4. Students in HMSV C103 are required to do an Agency Report and will be contacting local human services agencies for information and an interview with the director or a staff member. As well, students will be looking for an agency to do their internship at for next Fall. Please consider taking a student in your agency as an intern. If you have questions or need further information about internships, please feel free to call or email me.
5. Erie discussed the State budget cuts to community colleges, tuition going up, changes in financial aid and scholarships requirements.
6. Debra discussed the Fall '12 classes.
  - HMSV C101 Introduction to Human Services - I reminded members that this is a great class for students to gain information and explore the human services career.
  - HMSV C104 Field Work in Human Services - This is the capstone class for students to receive their certificate or A.S. degree. They must attend class and do 108 intern hours. If they do not finish the internship by the end of the semester, they will receive an Incomplete until the hours are finished.
  - HMSV C116 Case Management - This is a required course.All courses are offered iTV to all campuses.
7. Donna Moreno discussed our KRV Career Day, passed out flyers and information. It is scheduled for March 22, 9am to 3pm at the Lake Isabella Senior Center. Open to the public. There will be a panel speakers from various businesses in our Valley. John Linn has volunteered to help out.

**Thank you for coming and supporting the Human Services Program!**

CERRO COSO COMMUNITY COLLEGE  
KRV ADVISORY BOARD MEETING  
HUMAN SERVICES PROGRAM

March 9, 2012  
SIGN IN SHEET

NAME	ORGANIZATION	EMAIL/PHONE
1. James E Kent	Center for Positive Growth	379-9194 DDXCKent@msn
2. Donna Christie	DHS	
3. ERIC JOHNSON	CCCC	
4. John Linn	CCCC	
5. Melody Batelaan	APS	223-3557
6. Jim Freehand	CCS	Jfreehand@provcorp.com
7. Donna Moren	CSC	morenod@co.kern.ca.us
8. Selva Rundell	CCCC	drundell@cerrocoso.edu
9.		
10.		
11.		

**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
Friday, March 9, 2012**

- I. Introduction of Advisory Board Members.
- II. Success for another HMSV students! Barbara Heard has been hired at CCS as a Recovery Specialist. That makes 3 Human Services students who are working at CCS.
- III. Spring '12 Human Services classes being offered to all four sites (KRV,IWV, MAM/BIS)
  - HMSV C102 Cultural Competence in Human Services
  - HMSV C103 Preparation for Field Work in Human Services
  - HMSV C113 Intervention Skills
- IV. Fall '12 classes:
  - HMSV C101 Introduction to Human Services
  - HMSC C104 Field Work in Human Services
  - HMSV C116 Case Management
- V. HMSV C103 students are required to do an Agency Report and will be contacting agencies for information and an interview. This information will also help them select an agency for their internship next Fall. Please consider accepting a student at your agency as an intern.
- VI. KRV Career Day, Thursday, March 22. Donna Moreno
- VII. Feedback, questions, suggestions, ideas????

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
I WV HUMAN SERVICES ADVISORY BOARD**

**Minutes  
March 14, 2012**

1. Introduction of Advisory Board Members: Debra Rundell, Cris Bridges (DART), Patricia Walters (HEARTS Connection), Carol Beecroft (Women's Center, High Desert), Karin Stone (Women's Center, High Desert), Judy Cipriani (College Community Services, IWV), Renee Garcia (OV CDC, IWV)
2. I announced another human services student, Barbara Heard, has been hired at College Community Services, Lake Isabella, as a Recovery Coordinator (also known as, Case Manager). This currently makes three students who have been hired by the Lake Isabella, CCS. Barbara will be graduating this Spring '12.
3. We reviewed Human Services class offered this Sp '12:  
HMSV C102 Cultural Competence in Human Services  
HMSV C103 Preparation for Field Work  
HMSV C113 Intervention Skills  
All classes are offered iTV with enrollment from IWV, KRV, BIS and MAM.
4. Students in HMSV C103 are required to do an Agency Report and will be contacting local human services agencies for information and an interview with the director or a staff member. As well, students will be looking for an agency to do their internship at for next Fall. Please consider taking a student in your agency as an intern. If you have questions or need further information about internships, please feel free to call or email me. Carol and Karin said they were very pleased with their three interns they had at the Women's Center last fall.
5. We discussed the State budget cuts to community colleges, tuition going up, changes in financial aid and scholarships requirements.
6. Debra discussed the Fall '12 classes. .  
HMSV C101 Introduction to Human Services - I reminded members that this is a great class for students to gain information and explore the human services career.  
HMSV C104 Field Work in Human Services - This is the capstone class for students to receive their certificate or A.S. degree. They must attend class and do 108 intern hours. If they do not finish the internship by the end of the semester, they will receive an Incomplete until the hours are finished.  
HMSV C116 Case Management - This is a required course.  
All courses are offered iTV to all campuses.
7. We need a representative for seniors and elderly services. Two women were mentioned who work for APS - Jessica and Peggy. Carol or Karin will get the information for me to contact them.

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
IWW ADVISORY BOARD MEETING  
HUMAN SERVICES PROGRAM**

**March 14, 2012  
SIGN IN SHEET**

NAME	ORGANIZATION	EMAIL/PHONE
1. <i>Delna Rendell</i>	<i>CCCC</i>	<i>drundell@cerrocosso.edu</i>
2. <i>Cris Bridges</i>	<i>DART</i>	<i>cbridgccc@dartontarget.org</i>
3. <i>Patricia Walters</i>	<i>H.E.A.R.T.S.</i>	<i>pat-walters@heartstec.org</i>
4. <i>Carol Beecroft</i>	<i>womens center High Desert</i>	<i>cbeecroft.womenscenter.hd@ Verizon.net</i>
5. <i>Karin Stone</i>	<i>WC-HD</i>	<i>kstone.womenscenter.hd@ Verizon.net</i>
6. <i>Judy Cipriani</i>	<i>CCS</i>	<i>jcipriani@Provcorp.com</i>
7. <i>Janis Garcia</i>	<i>OVDC</i>	<i>ngarcia@ovdc.com</i> <del>ngarcia@ovdc.com</del>
8.		
9.		
10.		
11.		
12.		



**CERRO COSO COMMUNITY COLLEGE  
KRV HUMAN SERVICES ADVISORY BOARD**

**AGENDA**  
**Weds, March 14, 2012**

*Case  
mgmt*

- I. **Introduction of Advisory Board Members (and new members).**
- II. **Success for another HMSV student!** Barbara Heard has been hired at CCS, Lake Isabella as Recovery ~~Specialist~~. That makes 3 Human Services students who are employed at CCS, Lake Isabella. Two of them have graduated from Cerro Coso with their Human Services Certificate and A.S. degree. Barbara is currently finishing up the program.
- III. **Spring '12 Human Services classes being offered to all four sites (KRV, IWV, MAM/BIS)**
  - HMSV C102 Cultural Competence in Human Services - iTV
  - HMSV C103 Preparation for Field Work in Human Services - iTV
  - HMSV C113 Intervention Skills - iTV
- IV. **HMSV C103 students are required to do an Agency Report** and will be contacting agencies for information and an interview with the director of the agency or a staff member. This information will also help them select an agency for their **Internship** next Fall. Please consider accepting a student at your agency as an intern.
- V. **Fall '12 classes:**
  - HMSV C101 Introduction to Human Services - iTV
  - HMSC C104 Field Work in Human Services - iTV
  - HMSV C116 Case Management - iTV
- VI. **KRV Career Day.** The Kern River Valley will be offering a Career Day Thursday, March 22 from 9am to 3pm. It will offer employers, education information, key note speaker, lunch and a panel of speakers.
- VII. I am always looking for guest speakers regarding human service agencies, hiring requirements, what you are looking for in an employee, etc.
- VII. Feedback, questions, suggestions, ideas????

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
ESCC HUMAN SERVICES ADVISORY BOARD**

**AGENDA  
Friday, April 20, 2012**

- I. Introduction of Advisory Board Members.
- II. Spring '12 HMSV ESCC Graduates: Brittany Clair, Paulette Erwin, Kelli Braithwaite, Peggy Vega! Congratulations to these students!
  - ESCC Graduation Ceremonies Friday evening, May 4 at Mammoth campus.
- III. New and much improved Human Services brochure.
- IV. Job success for HMSV student! Another HMSV student has been hired by the Lake Isabella College Community Services as a Recovery Coordinator.
- V. HMSV C103 Preparation for Field Work Agency Report.
- VI. Next Fall HMSV student internships. Please consider using a student intern in your workplace.
  - Internship information attached to agenda: Info and Intern Contract, Fieldwork Time Log and Intern Evaluation.
  - Any questions don't hesitate to contact me.
- VII. HMSV classes that were offered this Spring '12:
  - HMSV C102 Cultural Competence in Human Services
  - HMSV C103 Preparation for Field Work in Human Services
  - HMSV C113 Intervention Skills
- VIII. HMSV Fall '12 classes:
  - HMSV C101 Introduction to Human Services
  - HMSV C104 Field Work in Human Services
  - HMSV C116 Case Management
- IX. Feedback, questions, suggestions, ideas????

**Thank you for coming and supporting the Human Services Program!**

# Cerro Coso Community College

3000 College Heights Blvd,  
Ridgecrest, CA 93555

Debra Rundell, Human Services Program  
Phone 760.384.384-6284 Fax 760.375.4776

## INTERNSHIP SITE INFORMATION

Internships are experience-based learning at its best. This powerful form of student-focused learning is a partnership between the community, Cerro Coso College and students who are seeking experience related to their career goals. Cerro Coso offers students an opportunity to explore career options, develop occupational skills and help set educational and professional goals through two levels of internships. Career Exploration opportunities are available to students who are exploring careers, prior to developing extensive skills or knowledge in that area. Most of Cerro Coso College's occupational programs include advanced internship courses, available to students as a capstone experience—connecting extensive classroom skills and knowledge to real-work situations in preparation for entering the workplace. The Cerro Coso Community College Counseling Center is the hub for the campus' internship program, promoting and facilitating experiential learning for all our students. The office will work closely with your company/organization to help you create a “win-win” internship program.

### Definition of an Internship

- An internship is a student-focused learning experience. An internship exists primarily for the benefit of the student—not the site. The intern cannot replace or supplant any employee or position.
- While working and learning at an internship site, our students are required to enroll in a work experience course. This requirement enables the faculty to supervise the students' activities.
- The most popular type of internship is "part-time" – 5 to 20 hours per week during an academic term. This schedule allows a student to continue with coursework during the internship.
- A minimum of 75 hours per semester (approx. five hours per week for 15 weeks) is required for students to earn one unit of academic credit. 60 hours are required if the position is unpaid. Students may earn up to four units (including seminar) per semester or a maximum of 16 units total toward their Associate Degree.
- While most students prefer paid positions, it is the philosophy of our program that the experience, skills and contacts gained are the most important aspect of an internship. We do encourage awarding stipends for excellent work.

### Appropriate Internship Activities

- Activities must relate to student's major or to a professional field where that academic knowledge can be applied to hands-on experience.
- Interns must work and learn under the supervision of a professional employee of the host company/organization. The intern learns directly from interaction with and guidance from this supervisor.
- Clerical/non-professional tasks must be limited to 25% or less of the intern's total duties and/or time.

### Student Safety and Risk Management

It is the policy of Cerro Coso Community College to seek a safe and healthful experience for students participating in off-campus experience based learning activities, such as internships. In order to reduce the likelihood of physical injury, property damage, and liability exposure, the college has developed policies, procedures and guidelines to reduce the risk to those students in such programs. Please read, sign and keep your copies of all internship forms.

### Planning a Successful Internship Program

A great program begins with good planning. Build your company/organization's internship program by first developing work activities that will be appropriate for an intern. Write well-designed position descriptions. Determine how you will interview students and what your selection criteria will be. Decide how you will orient and train interns - particularly during the first few days. Give consideration to who will supervise students and what form the supervision will take. And finally, plan how you will provide interns with feedback and performance evaluation. See “Guide to a Successful Internship Program” for more detailed information related to designing high-quality internship positions. Contact Cerro Coso Community College Counseling Center if you want further assistance.

1. Carefully review all attached information. If you have any questions or concerns, please contact Cerro Coso Community College.
2. To submit your internship position, please complete the attached application and email to [jschweri@cerrocoso.edu](mailto:jschweri@cerrocoso.edu) or fax to 760-375-4776.

If you have more than one type of internship position to offer, complete a separate application for each.

3. Great position descriptions attract great interns.
  - Position descriptions must be detailed and should identify appropriate occupational majors or career interest areas.
  - One-line descriptions are not sufficient.
  - Use attractive terms in the title, duties, and qualifications that will assist students in making a decision to apply.
4. The "contact person" is the professional employee who coordinates your internship program. As our link to your company, he/she will be the point person for correspondence & communication from the Counseling Center. It is very important that this person be readily available to answer questions, provide information and make decisions on a short timeline.
5. As soon as all necessary information is received, reviewed and approved by the Internship Coordinator and appropriate faculty, your internship opportunities will be made available to students.

### **When Students Apply for Your Positions**

Students will review the position description information you submit. Qualified applicants are invited to an Internship Orientation and asked to submit a resume. If the student is otherwise qualified and meets the basic requirements of the program, his/her resume will be forwarded to you for review.

1. Call students directly for interview arrangements, or decline their application. If they don't hear from you within two weeks after applying, we instruct them to contact you for follow-up information.
2. If you have a student already in mind, please refer him/her to Cerro Coso Community College Counseling Center for certification as an intern.
3. It is best if students can meet with you for interviews at your company/organization location. However, with sufficient lead-time and depending on the time of year, we can arrange for interview facilities on campus. Please contact the Counseling Center staff for further details.
4. Students are not eligible to begin their internship positions until 1) your contact person notifies the Internship Program staff that you have made your final selection, 2) all necessary forms are completed, signed and returned to our office and 3) the student has enrolled in the appropriate Internship course.

### **Contact is the Key**

It is very important to stay in contact with Cerro Coso Community College staff so your internship information is kept current for students. Let us know when contact information changes and when you make changes to your internship program.

## **Degree & Certificate Programs at Cerro Coso Community College**

**Administration of Justice** (Administration of Justice Certificate)

**Art**

**Automotive Technology** (Automotive Technology Certificate)

**Business Administration** (Business Administration Certificate)

**Business Management** (Business Management Certificate)

**Business Office Technology** (Business Office Technology Certificate, Office Clerk Award, Office Assistant Certificate)

**Child Development** (Assistant Teacher Award, Assistant Teacher Permit, Associate Teacher Award, Associate Teacher Permit, Teacher Certificate, Teacher Permit, Master Teacher Permit, site Supervisor Permit)

**Computer Information Systems** (Computer Information Systems Certificate, Computer Information Systems Intermediate Applications Certificate, Computer Information Systems Intermediate Programming Certificate)

**Computer Technology**

**Electronics Technology** (Electronics Technology Certificate)

**Energy Technology- Wind Tech/Solar Tech** (Energy Technology Wind Tech/Solar Tech Certificate)

**Engineering Technology** (Engineering Technology Certificate)

**Engineering Drafting Technology** (Engineering Drafting Certificate)

**Fine Arts**

**Fire Technology** (Fire Technology Certificate)

**General Sciences**

**Health Careers** (Administrative Medical Assistant Award, Clinical Medical Assisting, Medical Assisting Externship Award, Medical Assistant Certificate)

**Human Services** (Human Services Worker Certificate)

**Industrial Technology**

**Machine Tool Technology** (Machine Tool Technology Certificate)

**Paralegal Studies** (Paralegal Studies Certificate)

**Physical Education**

**Physical Science Technology** (Physical Science Technology Certificate)

**Pre-Engineering**

**Small Business Management/Entrepreneurship** (Entrepreneurship Certificate)

**Social Science**

**Theatre-Acting**

**Trade Practices**

**Vocational Nursing** (Vocational Nursing Certificate)

**Web Design** (Web Design Certificate)

**Welding Technology** (Welding Technology Certificate)

# Guide to a Successful Internship Program

Many companies and organizations have found internships are 1) an effective means of identifying, assessing, and developing future career professionals; 2) a method for accomplishing meaningful work; and 3) a strategy for developing the managerial skills of the employees who work directly with interns. However, these goals will be accomplished only if the program is well planned and organized from the beginning. Below are some guidelines to setting up a program that works both for your organization and for students.

## 1. Conduct an internal audit

- Can you provide meaningful work assignments?
- Are you prepared to invest time teaching and training interns?
- Is there a staff person who wants to supervise interns? (Note: the question is not who wants to have an intern.)
- Do you have sufficient office/work space for an intern?

## 2. Select the intern supervisor

- Is this person committed to and capable of developing people?
- Does this person have the professional content expertise necessary to effectively coach and/or mentor students in the content area?
- Does this person have the time to work with interns?

## 3. Develop work activities

- Will these activities be appropriate for a college student at the freshman or sophomore level (or high school student if you are willing)?
- Are there projects and tasks that will benefit your organization and at the same time provide a student with the opportunity to develop professional skills?

## 4. Develop position descriptions

- Provide an overview of the internship position - work assignments, time frame, and application procedures.
- Clearly identify any necessary occupational or academic background or qualifications.
- Clearly outline expected outcomes.

## 5. Selecting interns and preparing for their arrival

- Do not automatically accept intern candidates without interviews.

- If approached by a student not referred by Career Connections, please refer him/her back to our office. We will confirm that the student is eligible for the internship program and start him/her in the application process.
- Select intern(s) and notify the college internship contact person.
- Discuss start and end dates.
- Provide interns with information regarding work attire, and agree upon days and work schedule.
- Notify employees that interns will be starting and provide them with background information about the projects interns will be doing.
- Set up a workspace for interns.

## 6. Supervise the intern

- On the first day, introduce interns to all staff with whom they will be working.
- Orient students and get them started on assignments.
- Provide any necessary training/access (computer systems, equipment, specific company procedures, etc.).
- Meet with interns on a regular basis to provide feedback and insure projects are on track.
- Speak with the college internship contact to share information about progress.

## 7. Evaluation and assessments

- Ask interns to complete an evaluation regarding their experience with your organization.
- Evaluate the intern's performance and discuss it with him/her.
- Write a letter of recommendation if appropriate.
- Bring closure to the internship period, not only for the student, but also for the organization.
- Identify improvements to your internship program.
- Inform Career Connections of any changes in the position description as well as any issues to be addressed before another intern is placed.

**CERRO COSO COMMUNITY COLLEGE INTERNSHIP PROGRAM**  
**Form 1A – Learning Objectives & Hours**

SEMESTER:  FALL  SPRING  SUMMER 20\_\_\_\_

STUDENT NAME: \_\_\_\_\_

SITE NAME: \_\_\_\_\_

SID#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

SITE SUPERVISOR NAME: \_\_\_\_\_

Phone: \_\_\_\_\_  
email: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**INTERNSHIP INFORMATION:**

Fax: \_\_\_\_\_

Start Date\*: \_\_\_\_\_ End Date: \_\_\_\_\_

**This internship will be  paid  unpaid\***

**Hours: \_\_\_\_\_ Hours per Week**

x \_\_\_\_\_ Number of Weeks

= \_\_\_\_\_ Total of Internship Hours\*\* (60 hrs/unit—unpaid\*, 75 hrs/unit—paid)

\_\_\_\_\_ # of Internship Units

\* If unpaid internship, Form IC must be completed prior to commencement of internship.

\*\*A grade of "F" may be assigned if required total hours are not fulfilled and documented, despite any progress made toward the learning objectives.

**LEARNING OBJECTIVES:** It is necessary to identify two new learning objectives each semester/session that the student is enrolled in the Internship Program. Objectives must be specific, measurable, and accomplished within the internship semester/session. Students and site supervisors formulate the two objectives. They are reviewed and approved by the student, site supervisor, and internship instructor at the beginning of the internship. Evaluation at internship's end will include site supervisor's input and will be initiated by the instructor. Discussion will include progress on the specific objectives and overall job performance.

**Two specific, measurable goals to reach by end of internship:**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

**LEARNING OBJECTIVE AGREEMENT:**

The undersigned student, site supervisor, and college instructor agree with the validity of the objectives listed above. The site supervisor and instructor agree to provide necessary supervision and advising to ensure maximum educational benefits to the student. The student and site supervisor agree that achievement of the learning objectives is the primary focus of the internship and that sufficient work will be provided, related to the objectives, for the student to fulfill the hours required for the internship units in which s/he is enrolled.

**SIGNATURES:**

\_\_\_\_\_  
Student    Date    Supervisor    Date    Instructor    Date

**CERRO COSO COMMUNITY COLLEGE INTERNSHIP PROGRAM**

Form 1B – Participant Agreement

SEMESTER:  FALL  SPRING  SUMMER 20\_\_

STUDENT NAME: \_\_\_\_\_

SITE SUPERVISOR NAME/ORGANIZATION: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

**STUDENT AGREES:**

- to enroll and complete seven (7) semester units, including work experience, during semester of the placements (fall or spring) in order to be eligible for these credits. During summer sessions, student must be enrolled in one other class in addition to the internship.
- to put in all the hours of work agreed upon as determined by unit amount of internship and by agreement with the site supervisor.
- to consult employer and instructor about any problems, issues or concerns.
- to conform to the rules and regulations of the worksite.
- to complete required coursework, and furnish necessary information, reports and time sheets to the instructor in a timely manner.
- to report on-the-job accidents or illnesses to the supervisor and instructor immediately and complete appropriate reports.
- not to terminate the internship without first conferring with the supervisor and the instructor.

**COMPANY/SITE SUPERVISOR AGREES:**

- to cooperate with the college and the student to provide a training experience related to the student's major or educational program.
- to uphold the intent and purpose of the student's learning objectives.
- not to terminate the student or the internship without first consulting with the student and the Internship instructor.
- to offer a reasonable probability of continuous work experience for students, for the amount of hours agreed upon and will confirm work hours by signing the student's time sheet.
- to meet and confer with the instructor regarding student performance.
- to provide a safe worksite with adequate supervision, facilities, equipment and materials to achieve the learning objectives.
- to consult the instructor regarding problems related to the internship.
- to conform to all State and Federal regulations and local policies.
- to accept students and assign work without regard to age, race, color, sexual orientation, political affiliation, disability, national origin, marital status, political status, religion or gender.

**INSTRUCTOR/CERRO COSO COLLEGE AGREES:**

- to inform the student and employer of their respective responsibilities.
- to assure the appropriateness of the internship opportunity and the learning objectives.
- to consult in person with the employer to discuss the student's educational growth on the job.
- to recruit and refer students without regard to age, race, color, sexual orientation, political affiliation, disability, national origin, marital status, political status, religion or gender.
- to provide Worker's Compensation insurance for volunteer (unpaid and stipend paid) interns.
- to maintain all required paperwork and documentation as required by Title V and by the college to ensure adherence to the law and the policies and procedures of the program.
- to grant academic credit for this work experience only when all assignments are completed and required hours are completed and confirmed.
- to provide employer and student with assistance in explaining requirements, completing paperwork, resolving problems, and otherwise providing a meaningful experience for all the participants.

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Site Supervisor Signature/Date

\_\_\_\_\_  
Instructor Signature/Date

# CERRO COSO COMMUNITY COLLEGE INTERNSHIP PROGRAM

## Form 1C – Volunteer Internship Agreement

SEMESTER: FALL/SPR/SMR (circle one) DURATION OF INTERNSHIP: Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending \_\_\_\_/\_\_\_\_/\_\_\_\_  
STUDENT NAME: \_\_\_\_\_ COMPANY/AGENCY: \_\_\_\_\_  
SID#: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
MAJOR: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

- The purpose of this agreement is to identify the standards and conditions under which the college and a company may enter into an agreement to provide a volunteer internship experience to cooperatively train a student in a job related to a specific major or educational program.
- The parties involved will be: the company or agency, called the "Company", agreeing to provide a training experience to a student; the Internship program of the college, or the "College" and the student.
- The Internship program of the college is operated in compliance with sections 55250-55257 of Title V of the State Education Code.

**According to the State Labor Code, Section 3368, Cerro Coso Community College assumes Worker's Compensation responsibility for the student internship when the employer elects to pay stipend or not to pay the student, and when the internship meets the conditions as set forth in Federal Labor Law and Title V:**

1. The student named on this document is enrolled in an Internship course at Cerro Coso Community College.
2. This program is open to all without regard to race, color, creed, or national origin.
3. There is a structured training program identified on the Cerro Coso Community College Internship Program Learning Objective & Hours Agreement (Form 1A) between the College, Company and student; the hours of work are verified and an evaluation is completed along with other course work by the end of the internship.
4. The focus of the training is primarily for the benefit of the student.
5. The intern does not displace other workers.
6. The student is not guaranteed a job as a result of the training, however may be offered a paid position at any time during the training arrangement between the College, Company and the student.
7. There is an understanding that the student is not entitled to pay during this training experience, however that change can be mutually made at any time during or after the initial training experience.

**STUDENT AGREEMENT:** I agree to cooperate with the Company and the College in this internship; to accept responsibility to keep a regular work schedule by arrangement with the Company and the College; to put in all the hours of work agreed upon; to fulfill the Internship course requirements in accordance with Title V including writing and completing the internship learning objectives; and to comply with all other course requirements. As a condition of my participation as a Volunteer Intern, I understand that I will be covered by the College's Workers' Compensation program in case of illness or injury, and that I will receive treatment and be entitled to statutory benefits in accordance with the College's procedures and State statutes pertaining to such coverage. I acknowledge that the workers' compensation program will be my sole recourse for any injuries sustained in the course and scope of my internship with the Company.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COMPANY AGREEMENT:** The Company agrees to cooperate with the College and the student to provide a training experience related to the student's major or educational program. It is understood that this is a Volunteer Internship and that the student will not be paid for this work experience, but may continue as a paid employee after completion of the internship. It is understood that the College assumes Worker's Compensation responsibility for the student when the student is not paid, and that the student will not work before or after the internship period. Finally, I agree not to terminate the student or the internship without first consulting with the student and a College representative.

**COMPANY SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COLLEGE AGREEMENT:** The College agrees to refer qualified and interested students to the Company and to provide advice and guidance to the student. The College will grant academic credit for this work experience when all assignments are completed. It is understood that: the student will not be paid for this work experience; under these conditions the College assumes responsibility for Worker's Compensation when the Company does not; and the student will not work before or after the internship period indicated above.

**CERRO COSO COMMUNITY INTERNSHIP INSTRUCTOR SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**A.V.P.-STUDENT SERVICES (or Designee) SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CERRO COSO COMMUNITY COLLEGE INSURANCE AGENT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_



# EXHIBIT B

## HUMAN SERVICES FIELDWORK TIME RECORD



Record hours completed on site daily,  
To the nearest quarter hour (.25)

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>
<i>DATE</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
<i>Monthly Total</i>						

STUDENT: \_\_\_\_\_

CLASS/SECTION: \_\_\_\_\_

TERM/YEAR: F S SU 20\_\_

SITE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

HOURS REQUIRED: \_\_\_\_\_

HOURS COMPLETED: \_\_\_\_\_

**STUDENT:**

*I certify that I have completed the hours in Human Services field work as indicated by this record.*

\_\_\_\_\_  
*Student signature* *Date:*

**SUPERVISOR'S APPROVAL**

\_\_\_\_\_  
*Supervisor's Signature* *Date:*

**INSTRUCTOR'S APPROVAL**

\_\_\_\_\_  
*Instructor's Approval* *Date:*

Grand Total \_\_\_\_\_  
(Combined Monthly Totals)

# Cerro Coso Community College



## Student Intern Evaluation

Human Services Program. Cerro Coso Community College

Evaluation For \_\_\_\_\_

Agency: \_\_\_\_\_

*Please provide an evaluation for this student intern's work for your agency/organization using the following scale.*

*The scale is not intended to represent traditional school grades (i.e., A, B, C, etc). Whenever possible please make comments-students greatly value specific feedback. Your honest and fair assessment of the student's performance and potential is greatly appreciated.*

3....Exceeded performance expectations

2....Met performance expectations

1....Did not meet performance expectations

0....Unable to evaluate

\_\_\_\_ **Job competence:** Was the Student intern able to learn "the job," work with a minimum of supervision; meet the objective and standards of the agency/organization?

**Comments:**

\_\_\_\_ **Dependability:** Did the student inter accept responsibility and carry through assigned tasks to completion, including arriving punctually for work?

**Comments:**

\_\_\_\_ **Communication skills:** how well did the student intern communicate with clients, co-workers, supervisors? Was the student intern able to adapt his/her communication style to the situation?

**Comments:**

\_\_\_\_ **Professionalism:** How well did the student intern maintain an appropriately professional appearance and behavior? Did the student consistently project care, tact, courtesy and respect to others?

**Comments:**

# Cerro Coso Community College



## Student Intern Evaluation

Human Services Program. Cerro Coso Community College

Evaluation For \_\_\_\_\_

Agency: \_\_\_\_\_

*Please provide an evaluation for this student intern's work for your agency/organization using the following scale.*

*The scale is not intended to represent traditional school grades (i.e., A, B, C, etc). Whenever possible please make comments-students greatly value specific feedback. Your honest and fair assessment of the student's performance and potential is greatly appreciated.*

**3....Exceeded performance expectations**

**2....Met performance expectations**

**1....Did not meet performance expectations**

**0....Unable to evaluate**

\_\_\_ **Job competence:** Was the Student intern able to learn "the job," work with a minimum of supervision; meet the objective and standards of the agency/organization?

**Comments:**

\_\_\_ **Dependability:** Did the student inter accept responsibility and carry through assigned tasks to completion, including arriving punctually for work?

**Comments:**

\_\_\_ **Communication skills:** how well did the student intern communicate with clients, co-workers, supervisors? Was the student intern able to adapt his/her communication style to the situation?

**Comments:**

\_\_\_ **Professionalism:** How well did the student intern maintain an appropriately professional appearance and behavior? Did the student consistently project care, tact, courtesy and respect to others?

**Comments:**

**CERRO COSO COMMUNITY COLLEGE  
ESCC HUMAN SERVICES ADVISORY BOARD**

**Minutes  
April 20, 2012**

Attendees: Debra Rundell, CCCC; Beth Himelhoch, IMAH; Kathryn Williams, OASIM; Lisa Reel, Wild Iris; Gail Zwier, Inyo Behavioral Health

1. I announced that we have so far four HMSV ESCC graduates: Brittany Clair, Paulette Erwin, Kelli Braithwaite and Peggy Vega. ESCC graduation is Friday evening, May 4 at Mammoth Campus. We also have four graduates from KRV and IWV campuses.
2. The new and much improved Human Services brochure was reviewed and passed out to members. All agreed it looked better than the old one.
3. I announced another human services student, Barbara Heard, has been hired at College Community Services, Lake Isabella, as a Recovery Coordinator (also known as, Case Manager). This currently makes three students who have been hired by the Lake Isabella, CCS. Barbara will be graduating this Spring '12. CCS is contracted under Kern County Mental Health.
4. Students in HMSV C103 are required to do an Agency Report. They must interview a supervisor or staff member and provide information, such as, funding, services, population served, and vision or mission statement and organization chart.
5. Next fall HMSV C104 students will be in an internship. Attached to the agenda are examples of the contract, Intern Time Log and Intern Evaluation to the members. Students also have copies and are responsible for filling out the paper work with exception to the Intern evaluation. The contract may be updated for next semester.
6. We reviewed Human Services class offered this Sp '12:  
HMSV C102 Cultural Competence in Human Services  
HMSV C103 Preparation for Field Work  
HMSV C113 Intervention Skills  
All classes are offered iTV with enrollment from IWV, KRV, BIS and MAM.
6. Fall '12 classes were discussed. .  
HMSV C101 Introduction to Human Services - I reminded members that this is a great class for students to gain information and explore the human services career.  
HMSV C104 Field Work in Human Services - This is the capstone class for students to receive their certificate or A.S. degree. They must attend class and do 108 intern hours. If they do not finish the internship by the end of the semester, they will receive an Incomplete until the hours are finished.  
HMSV C116 Case Management - This is a required course. I will be teaching it.
7. We discussed the importance of outreach and getting the word out about the Human Services Program to agencies/organizations in Inyo/Mono and Kern County. Gail mentioned that are many programs under Kern County Mental health that are not aware of the human services program or our students. Providing names of programs and contacts would be helpful

**Thank you for coming and supporting the Human Services Program!**

**CERRO COSO COMMUNITY COLLEGE  
ESCC ADVISORY BOARD MEETING  
HUMAN SERVICES PROGRAM**

April 20, 2012  
SIGN IN SHEET

NAME ORGANIZATION EMAIL/PHONE

1. Delora Rundell CCEC drundell@cerrocosos.edu
2. Beth Nimelhoch IMAH inyomanoah@earthlink.net
3. Kathryn Williams OASIM oasimco@gmail.com
4. Lisa Lee Wild Iris lree1@wild-iris.org
5. Kelli Brown Inyo County Behavioral Health Kellib4@aol
6. Gail Zwier Behav. Health gzwier@inyocounty.us
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

**INDT Advisory Meeting Minutes**  
**4/18/11**  
**Ridgecrest, CA**  
**11:30a Sizzler Restaurant**

Meeting began at 11:30a

Ken Santranelli distributed handouts and explained the registration processes and expectations of the co-hort program CSULB – CSU Mentor

Program is open to all students – majority will be from the AV and Cerro Coso area

Larry board provided an update of the Industrial Arts program

**Industrial Arts members discussed the following:**

Feedback from members regarding Programs below:

All agree to remove the following programs to streamline the Degree offering

**Trades Practices** – all agree to remove

**Engineering Technology** – all agree to remove

**Engineering Drafting Technology** – all agree to remove

**Industrial Technology**

- Separate out the **Wind and Solar technician**
- Move/Add **Machine Tool Technology** emphasis
- Move/Add **Welding Technology** emphasis area

Architectural drawing – not needed among the base employees

Members believe the best design to the program should be to roll up all degree/certificates within Industrial Technology

Jan defined the 4 semester plan for the Industrial Technology

Sem 1 – CSCI 70, CSCI 121, CSCI 123, DRFT 108, MCTL 107

Sem 2 – ENGL 151, MATH 57, WELD 101

Sem 3 – 9 units of emphasis area

Sem 4 – 9 units of emphasis area

Meeting adjourned at 1:30pm

**Cerro Coso Community College**  
**Industrial Technology Advisory Meeting**  
**September 22, 2011**  
**Jake's Steakhouse – Tehachapi, CA**

Meeting began at 11:45am

Introductions:

Attendees: Valerie Karnes, Suzie Ama, James O'Connor, Karee Hamilton, Adnan Buxamusa, Angela Sellers

Following the Dacum to Gap Analysis

Suzie and Adnan have worked together to map the skillset

Suzie: development of courses were defined by analyzing the data and created

Follow on certificate that is being proposed

Course descriptions are included

Dacum skills fit into the courses

Adnan: identified each area and mapped each function to the semester offering – 4 semester program

All courses are highlighted and detailed in the Renewable Energy Courses handout

Attended HiTec conference and learned the pedagogy required – took the best practices and have tried to implement them within our program

Laramie – project oriented model and team approach

Attendees reviewed the courses and sequencing

Suggestions:

Essential to teach electrical safety - art flash

High voltage DC

Rigging – will be learned specific to their job

Signaling for crane operators

Comments

OSHA has high focus on industry – we should verify new regulations for basic rigging

OSHA 10 general

OSHA 30 some companies are requiring – if you have the time, course should be offered

Future trend comment: 30% of time welding – not required of candidates but will be more desired, employees receiving extra premium currently. Specific welding information will be given to James O'Connor.

Composites are covered in the basic courses

Fall protection real practice depends on the technology they are working on. Practices will depend on company.

About a dozen of various turbines in the Tehachapi area.

**Cerro Coso Community College**  
**Industrial Technology Advisory Meeting**  
**September 22, 2011**  
**Jake's Steakhouse – Tehachapi, CA**

Newer technologies

Electro magnetic drive should be a focus.

Adnan will get a visit at GE Energy from Dominic Durham

We welcome any recommendations for Adjunct Faculty.

Work Experience/Internships have been built into the curricula –

Safety/Nextera can be aligned

3 areas of most focus:

Climb test

Track tell

Lockout dragout

Karee Hamilton: Developing of work internships

If the paperwork process was shortened a better response would be easily accepted.

Enxco employee through temp agencies

Wiring machines would be beneficial

Possibility for 2 phase internships

DUI in industry will end their career and 3 or more points – DMV & DOJ may be

Expected need for technicians over the 4-5 years

6 to 8 people in the last 3 years

1 tech per 10 turbines

41 people for 1000 turbines

Few hundred for multiple projects in the area

Jobs will be in construction – 1000's of jobs in the area

Mitigations for local permits require 25% to be hired from within the area

Condition monitoring equipment to be included?

Arc Flashing

PPE

Vibration analysis



**Cerro Coso Community College  
Industrial Technology Advisory Meeting  
September 22, 2011  
Jake's Steakhouse – Tehachapi, CA**

Accepting donations of unneeded materials, equipment from industry

Thank you to everyone was given by Linda Parker for all the work done by Cerro Coso.

Meeting ended 1:10pm

Emails will be sent out to everyone.

Industrial Arts Advisory Meeting Minutes March 16, 2012

The meeting was held at Charlie's at the Carriage Inn on March 16, 2012.

In attendance were: Valerie Karnes, Dean of Career Technical Education, James O'Connor, Industrial Arts Department Chair, Anthony Blanco, Searles Valley Minerals, Michael Dorrell, Searles Valley Minerals, David Villicana, Searles Valley Minerals.

Discussions started regarding the hiring of adjunct instructors and what type of qualifications were needed to be able to instruct at Cerro Coso Community College. Industry trade qualification certifications, certificates and degrees from Cerro Coso were discussed as well as equivalency and hiring procedures.

The rescheduling of the welding courses and how in the Fall semester students will be able to achieve the first level certificate in three semesters using a cohort model was discussed thereby necessitating the need for additional instructors. The proposed physical revamping and upgrading of the welding lab was shared with the attendees. Everyone agreed that this is a good move to better serve students in an already successful program by increasing the number of students served and the actual time that they are able to weld.

The machine tool programs, specifically the classes taught at Burroughs High School, were talked about. Many ideas for improving the MCTL classes were suggested and a more aggressive approach for advertising and reorganization including a new instructor(s) discussed.

The meeting provided good two-way feedback, commentary and suggestions.

Anacla ~

Please scan  
these minutes  
and post under  
the CTE folder  
on the G drive  
Thanks,  
Valerie

**Cerro Coso Community College**  
**Industrial Technology Advisory Meeting**  
**April 5, 2012**  
**Jake's Steakhouse – Tehachapi, CA**

Meeting began at 11:30am

Attendees: Valerie Karnes, Suzie Ama, James O'Connor, Karee Hamilton, Adnan Buxamusa, Angela Sellers, Jennifer Schwerin, Bob Johnston, Linda Parker

Input provided by Linda Parker:

4 projects being developed currently

- 600+ employees
- Construction employees 500-600

Projects are built in phases

After 2012 \$61million in property taxes will be paid

Alta is the 3<sup>rd</sup> largest taxpayer

Kern county planning department has permits

Issues being faced:

- Production tax credit is putting people on hold
- Enxco stopped a major project in Oklahoma due to production tax
- 1980's 2 mitigations to currently 108 mitigations
- Boundary map issues
- Hoping for repowers? Working with Federal Aviation Administration to change lighting issues

Job projections:

- Temp services first
- Temp serve in Bakersfield,
- Labor ready in Lancaster
- Not all are employable
- KCCD program is referring to temp agencies
- Large pool of unemployed
- Union restriction
- Summer internships are offered but must be entered early as they are very competitive
- New projects are require to hire 25% of employable local hires
- Adnan and Jennifer will gather information from graduating students to refer to temp agencies
- Actual hires is unsure
- Industry is global
- Timeline of permit to project is unsure

Golden queen mine company will be opening soon Leutz

Mojave airport is currently doing construction

Expecting a pickup in 2013

- If they are not building in California they will be building elsewhere

**Cerro Coso Community College**  
**Industrial Technology Advisory Meeting**  
**April 5, 2012**  
**Jake's Steakhouse – Tehachapi, CA**

Reviewed results of DACUM

- Suzie and Adnan have been aligning the program
- Explained materials presented
- Courses are in final approval of curriculum committee
- KCCD is facing 13-18 million cut
- Key completion, success and job placements

What does industry need from CC:

- Current process is sufficient
- If passport was offered they could crossover to oil
- Soft skills are crucial
- Any training

Bob Johnston reported 80% KCCD job placement for their non-credit fast track training; however, these placements were primarily in manufacturing and not in the wind industry.

Should generalization of degree be considered?

- Agreeable consensus to have more general program
- Expressed marketing concerns for RET and Industrial Technology program ~ it was stressed that the program would need to be extensively marketed in order to provide the public with information on what the training will provide in the way of jobs.
- Cerro Coso will reevaluate and distribute in the fall. Linda Parker said that once we finalize the program, to send it to her and she will get feedback from the members of the Kern Wind Energy Association companies.

Meeting concluded at 12:48p

## **Advisory Committee Meetings Synopsis**

### **4th quarter fiscal year 2010-2011**

#### Attendees:

##### Meeting held in Ridgecrest:

Chief of Police Ron Strand, Ridgecrest Police Department

Sergeant Jed McGlothlin, Ridgecrest Police Department

Sergeant Tony Brown, Ridgecrest Police Department

##### Meeting held at Regional Training Center, Bakersfield

Lieutenant Mike Dunham, Kern County Sheriff's Department

Sergeant Jeremy Grimes, Bakersfield Police Department

Lieutenant Joe Mullins, Bakersfield Police Department

Sergeant Jon Scott, Bakersfield Police Department

##### Meeting held at Bishop Campus, Eastern Sierra College Center

Rich Boccia, Superintendent, Mammoth Unified School District

Deanna Campbell, Director – Eastern Sierra College Center, Cerro Coso

Community College

Chris Carter, Chief, Mammoth Lakes Police Department

Sophie Kenn, ROP Director, Inyo County Superintendent of Schools

Bill Lutze, Sheriff, Inyo County Sheriff's Department

Andy Marsh, Lieutenant – Patrol Operations Commander, Inyo County Sheriff's Department

Rick Scholl, Sheriff, Mono County Sheriff's Department

Dan Watson, Chief, Mammoth Lakes Police Department

#### **Discussion concerning POST Regular Basic Academies**

The issues surrounding the current academy offerings at the Regional Training Center in Bakersfield center mostly on the hourly content and the current cadet pool.

The hourly issue was discussed because of the changing total hours over the past few academy offerings. We have gone from 940 hours to 840 hours and back up to 880 hours. I explained the position of the college and the impact these hourly changes has with curriculum changes. Sergeant McCurtain explained that due to changes in staff and philosophy they felt it necessary to change the hours. They do believe that barring any changes at the state level they should remain with the current 880 hours.

Lieutenant Dunham spoke to the academy cadet pool issue. Based on current budgetary constraints many law enforcement agencies are not projecting out hiring needs. Therefore the make-up of the next few academies will be predominately student based, with few pre-hires attending. We found with the last two all students academies many of the qualified students were ultimately hired by agencies within the Kern County area. Lieutenant Mullins said their projected academy offering will have roughly 32 hires and the remainder of the academy slots will be open to students.

### **Discussion concerning POST Basic Academies – Modular Format**

All agencies in our service area understand the issues concerned in offering modular courses, however; their respective agencies have a need for these courses. Based on diminishing budgets they need the completers of these modular courses to augment their full-time officer ranks with qualified reserve officers.

It was agreed that we would remedy a couple of issues and try to run the modular academy in their respective areas. I explained the need for us to identify and hire sufficient instructors before attempting to offer this training. All agreed to identify qualified instructors with the respective agencies. We also discussed the need for an advertising campaign a few months before any offering.

Attempts were made to offer the Modular Academy in California City, but it will most likely happen during the 2012 calendar year.

### **Discussion concerning in-service training courses**

All agencies have needs for in-service training courses. Through our contract with the Kern County Sheriff's Department we offer between 35-55 courses almost every semester. While this presents opportunities for all agencies budgetary considerations prevent most from attending this training. I have talked with each member of the advisory committee to glean their specific training needs and how I might help facilitate their agencies attain those needs.

## Advisory Committee Meetings Synopsis

June 13, 2011

### Attendees:

Meeting held at Bishop Campus, Eastern Sierra College Center  
Rich Boccia, Superintendent, Mammoth Unified School District  
Deanna Campbell, Director – Eastern Sierra College Center, Cerro Coso  
Community College  
Chris Carter, Chief, Bishop Police Department  
Sophie Kenn, ROP Director, Inyo County Superintendent of Schools  
Bill Lutze, Sheriff, Inyo County Sheriff's Department  
Andy Marsh, Lieutenant – Patrol Operations Commander, Inyo County Sheriff's  
Department  
Rick Scholl, Sheriff, Mono County Sheriff's Department  
Dan Watson, Chief, Mammoth Lakes Police Department  
Steve Busby, Director – Public Safety Department, Cerro Coso Community  
College

- Chief Watson expressed that local law enforcement agencies had a need to re-introduce a Reserve Academy in Inyo/Mono Counties, at least Level 3 and/or Level 2.
  - o Need is based on local reductions in law enforcement departments, additional assistance during large events, and an opportunity for community members to pursue training for careers in law enforcement.
  - o Background on Reserve Academy was discussed:
    - Level 3 (1<sup>st</sup> course) is approximately 180 hours
    - Level 2 (2<sup>nd</sup> course) is approximately 294 hours
    - Level 1 (3<sup>rd</sup> course) is approximately 440 hours
    - Regular Police Academy is approximately 800 hours. So, there are some duplicate hours. However, Reserve Academy provides flexibility and options for those interested in exploring law enforcement training/careers.
    - Students must be 18 or older to participate in the Reserve Academy, but 21 in order to be hired.
    - All courses are POST (Peace Officer Standards & Training) Certified.
- Steve Busby discussed need for instructors to be certified via Academy Instructor Certification Program
  - o Currently only three individuals in Inyo/Mono County are certified instructors:
    - Steve Rogers
    - Chris Carter
    - Danny Noland
  - o More instructors will need to be certified in order to have sufficient backup/reserve instructors to meet the Reserve Academy requirements.
    - Suggest offering an Instructor Certification Course
- Chief Carter mentioned other law enforcement agencies who may have interest in participating in some way in the Reserve Academy:
  - o CalFIRE
  - o BLM

- CHP
- Forest Service
- NPS
- Marine Base in Sonora
- General Discussion about Pre-Academy Programs for younger students. All departments agree that Agency/High School/College partnerships provide value for students, community and all parties and should be explored.
  - Sophie Kenn/Sheriff Lutze stated that the Lone Pine/Independence ROP program would prepare and potentially feed students into a Reserve Academy.
  - Junior hires, high school students and internship programs could be explored.
  - “Eastern Sierra Law Enforcement Explorer POST?”
    - This program is typically a partnership with the Boy Scouts of America.
    - However, we could explore developing a stand-alone program based on the Boy Scout model.
    - ⇒ Chief Carter will follow up with the Explorer Program and identify whether or not it would be a good match for the Eastern Sierra.
  - Explore opportunities for Credit by Exam for ROP program.
    - Steve Busby thought that the ROP programs may not be as rigorous or cover as much material.
    - ⇒ Deanna Campbell will work with Sophie Kenn/Sheriff Lutze to obtain ROP curriculum and then work with Cerro Coso CTE Dean Valerie Karnes and Steve Busby to determine whether or not ROP program would be a good match for Credit by Exam.
  - Other ideas were introduced briefly:
    - Regional Cadet Program?
    - SAR volunteers/partnership?
    - Retired Officers may be interested in participating?
    - MCOE ROP?
    - ⇒ Deanna Campbell will follow up with MCOE
      - Summer Junior Reserve Camp?
      - Mentor Program?
      - Funding for programs?
        - SB70 Grant Funding
        - Other?
- Steve Busby described the Academy Instructor Certification Course (AICC)
  - One 40-hour course with a couple of specialized components (chemicals, firearms, etc.)
  - POST certified
  - No pre-requisites, but should be active officer or recently retired
- Next steps:
  - Send a few interested individuals to other locations for AICC to get started more quickly
  - Steve Busby to work on renewing POST certification; requires 30-60 days for renewal of certification
  - Identify dates for AICC in Inyo/Mono county, possibly in March 2012
  - Contact other agencies/retired officers to determine interest in participating in course
  - Explore MOU or other agreement to cover cost of AICC instructor should enrollment be low
  - Set a date for a follow up meeting: Tuesday, August 30<sup>th</sup> 1PM videoconference Bishop/Mammoth/Ridgecrest/Bakersfield (as needed)?



- ⇒ Please let me know if the proposed date/time works for you for a follow up meeting.
- ⇒ Please send me agenda items for the meeting.
- ⇒ Please see highlighted => action items for follow up at next meeting.

## Advisory Committee Meetings Synopsis

November - December, 2011

### Attendees:

Telephonic meetings were held with the following committee members:

Deanna Campbell, Director – Eastern Sierra College Center, Cerro Coso Community College

Chris Carter, Chief, Bishop Police Department

Bill Lutze, Sheriff, Inyo County Sheriff's Department

Andy Marsh, Lieutenant – Patrol Operations Commander, Inyo County Sheriff's Department

Rick Scholl, Sheriff, Mono County Sheriff's Department

Dan Watson, Chief, Mammoth Lakes Police Department

Chief Ron Strand, Ridgecrest Police Department

Chief Eric Hurtado, California City Police Department

Face-to-face meetings:

Lieutenant Joe Mullins, Bakersfield Police Department

Lieutenant Mike Dunham, Kern County Sheriff's Department

Steve Busby, Director – Public Safety Department, Cerro Coso Community College

- The basic content covered during these telephone conversations concerned the upcoming Academy Instructor Certification Course (AICC) I arranged through POST and the AICC Presenter.
  - o This training was discussed at an earlier advisory meeting as a major need to offer in the ESCC area to qualify potential modular academy instructors.
  - o POST agreed to offering the AICC Course in Bishop and December 12-16, 2011 was agreed upon by the presenter.
  - o Arrangements were made through Fire Chief Ray Seguine to hold the training at the Fire Training Facility in Bishop.
  - o Agencies were told the Modular Academy would be offered during Spring 2012 in California City and the Fall 2012 in Bishop and Ridgecrest.
- Chief Carter mentioned other law enforcement agencies who may have interest in participating in some way in the Modular Academy:
  - o CalFIRE
  - o BLM
  - o CHP
  - o Forest Service
  - o NPS
  - o Marine Base in Sonora
- Discussion with Kern County Sheriff's Department and the Bakersfield Police Department about upcoming Regular Basic Peace Officer Academies to start Fall 2011 and end Spring 2012.