

Advisory Committee Spring 2017 Annual Meeting Minutes  
 Basic Law Enforcement Academy/Protective Services, Room 400  
 Vernon College- Skills Training Center

CHAIRPERSON: Raudel Gonzalez		
MEETING DATE: April 26, 2017	MEETING TIME: 11:30 AM	MEETING PLACE: Skills Training Center, Room 400
RECORDER: Norma Adkins	VICE-CHAIRPERSON: Ernie Cooke	PREVIOUS MEETING: November 3, 2016

MEMBERS PRESENT:

MEMBER'S ABSENT:

OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Norma Adkins, TDCJ Officer	Justin Bailey, Vice President, First Capital Bank	Mike Hopper, Coordinator of Protective Services, Vernon College
Brandon Anderson, Vice President, First Bank	Ernie Cooke, Training Captain, Texas Department of Criminal Justice	Shana Drury, Associate Dean of Instructional Services, Vernon College
Patrick Coggins, Chief of Police, Midwestern State University	David Duke, Sheriff, Wichita County Sheriff's Department	Donna Egoavil, Administrative Assistant to the Associate Dean of Instructional Services, Vernon College
Raudel Gonzalez, Training Sgt., Wichita County Sheriff Department	Jerad Miller, Training Sgt., Wichita Falls Police Department	Greg Fowler Criminal Justice/Division Chair Behavioral & Social Sciences, Vernon College
Mike Hagy, Director of Criminal Justice, Nortex Regional Planning Commission	Frank Trotter, Attorney, Self-employed Attorney	Melissa Moore, Early College Start Coordinator, Vernon College
Lewis Templeton, Justice of the Peace, Wilbarger County		Bryan Peeler, Deputy, Wichita County Sherriff's Office
Dr. Ben Atkins, Criminal Justice Assistant Professor, Midwestern State University		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Mike Hopper
Approval of minutes from the last meeting	Action	Raudel Gonzalez
Old Business:		Raudel Gonzalez
Purpose of Advisory Committee	Information	Raudel Gonzalez
Election of Chair, Vice Chair and Recorder	Action	Raudel Gonzalez
Purpose of Advisory Committee	Information	Raudel Gonzalez
Approval of Minutes from the Last Meeting	Action	Raudel Gonzalez
Review program outcomes,	Information/Discussion	Raudel Gonzalez

assessment methods, and results		
Review program curriculum/courses/degree plans	Information	Raudel Gonzalez
Review verification course/exam of workplace competencies	Information	Raudel Gonzalez
Program statistics: Graduates, majors, enrollment	Information/Discussion	Raudel Gonzalez
Serving students from special populations	Information	Raudel Gonzalez
Continuing Business:	None	Raudel Gonzalez
New Business:		Raudel Gonzalez
TCOLE Evaluation:	Information/Discussion	Raudel Gonzalez
TCOLE Evaluation: Advisory Board By-Laws	Information/Discussion	Raudel Gonzalez
TCOLE Evaluation: Approval Advisory Board By-Laws	Action	Raudel Gonzalez/Members
Academy Rule Changes	Information/Discussion	Raudel Gonzalez
Approval of Academy Rule Changes	Action	Raudel Gonzalez
TDCJ Pre-Service	Information/Discussion	Raudel Gonzalez
Update Resumes	Information	Raudel Gonzalez
New Advisory Board Eligibility Form on all new members	Information	Raudel Gonzalez
Evaluation of facilities, equipment, and technology	Action/Discussion	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Members Present
External Learning experiences, employment and placement opportunities	Information	Raudel Gonzalez
Professional development of faculty and recommendations (if applicable)	Information/Discussion	Raudel Gonzalez /Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Information/Discussion	Raudel Gonzalez
Mid-Year Report	Information/Discussion	Raudel Gonzalez
Adjourn	Action	Raudel Gonzalez /Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Mike Hopper welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member received a packet via email which included all documents that would be reviewed and discussed.
Approval of minutes from the last meeting	The Chair asked the committee to review the previous minutes and they did. Mike Hagy made a motion to approve the last meetings minutes as is and Patrick Coggins seconded. The committee agreed unanimously.



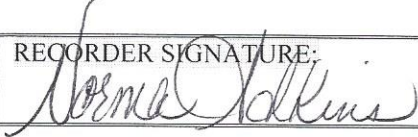
Election of Chair, Vice Chair and Recorder	Raudel Gonzalez reminded the committee that the election was held in the fall meeting and did not need to be held again until fall 2017.
Old Business:	Raudel Gonzalez moved to Old Business
Purpose of Advisory Committee	The Chair noted that the purpose was covered in the fall meeting and did not need to be expressed until fall 2017.
Review program outcomes, assessment methods, and results	<p>Raudel Gonzalez informed the committee that the committee reviewed and approved the program outcomes and assessment methods in the fall meeting and did not need to be covered in the spring, but asked Mike Hopper to update the committee on the TCOLE pass rate and placement and he did.</p> <ul style="list-style-type: none"> <li>• 2016 - 20 graduates; 100% pass rate</li> <li>• 100% pass rate for past 5 years</li> <li>• Fall 2016 98% placement; All have jobs except one who has applied for TDCJOIG</li> </ul> <p>Raudel Gonzalez asked Mike Hopper how long completers have to get commissioned after graduation. Mike Hopper stated that graduates have two years or they have to repeat the academy.</p>
Review program curriculum/courses/degree plans	The Chair expressed that the curriculum/courses/degree plans had been reviewed and approved at the fall meeting and would not need to be covered in the meeting.
Review verification course/exam of workplace competencies	The Chair noted that verification course/exam of workplace competencies was reviewed and approved in the fall meeting and will not need to be reviewed again until fall 2017.
Program statistics: Graduates, majors, enrollment	<p>Raudel Gonzalez reminded the committee that the program statistics were already covered in the fall meeting, but asked Mike Hopper to update the committee on the progress for the fall 2017 class enrollment and he did.</p> <ul style="list-style-type: none"> <li>• Graduates Spring 2016: 29 cadets; 21 cadets expected to graduate June 1, 2017</li> <li>• 19 cadets are employed; 1 has applied for TDCJ.</li> <li>• Next academy begins September 2017</li> <li>• Fall 17: 20 applicants for possible cadets</li> <li>• Recruiting begins June 14 after June 8 meeting in Austin</li> </ul> <p>Raudel Gonzalez asked when they take their state exam. Mike Hopper answered May 23-25.</p>
Serving students from special populations	The Chair stated that serving students from special populations was covered in the fall.
Continuing Business:	Raudel Gonzalez stated there was no Continuing Business.
New Business:	The Chair moved to New Business.
TCOLE Evaluation:	<p>Raudel Gonzalez asked Mike Hopper to update the committee on the TCOLE evaluation and he did.</p> <ul style="list-style-type: none"> <li>• Evaluation increased from 6 pages to 15 pages</li> <li>• Required Action items: 3 minor items; all corrected <ul style="list-style-type: none"> <li>○ Advisory board must meet once per calendar year</li> <li>○ Obtain documentation from cadets of eligibility to operate a motor vehicle</li> <li>○ Verify compliance with 215.1 compliance standards for L2</li> </ul> </li> <li>• Recommended Action completed: Establish standardized format for lesson plans</li> <li>• Evaluator noted temporary use of range in Iowa Park until Wichita Fall's range is completed</li> </ul> <p>The committee had a discussion and no recommendations were made. Shana Drury commended Mike Hopper for his hard work in accomplishing the consistent 100 % pass rates and passing the evaluation. Raudel Gonzalez asked Mike Hopper how he would handle the future academies paperwork from those that are employed with other agencies. Mike Hopper replied that he will take other agencies L2 and L3's; however,</p>

	<p>if when he looks at the medical documentation and finds that it is not a valid doctor, they will have to comply in order to be accepted into the academy.</p>
TCOLE Evaluation: Advisory Board By-Laws	<p>The Chair asked Mike Hopper to update the committee on the TCOLE evaluator's recommended action/needed changes to the written guidelines for the advisory board to maintain consistency in operation and he did.</p> <ul style="list-style-type: none"> <li>Recommended action completed: developed advisory board guidelines to document the operational aspects of the advisory board in compliance with GIPWE and address TCOLE standards.</li> </ul> <p>The committee reviewed and discussed the updates and had no recommendations.</p>
TCOLE Evaluation: Approval Advisory Board By-Laws	<p>Raudel Gonzalez asked for a motion to approve the changes to the Advisory Board By-Laws as written. Mike Hagy made a motion and Brandon Anderson seconded. The committee agreed universally.</p>
Academy Rule Changes	<p>The Chair asked Mike Hopper to expound on the Academy Policy and Regulation rule changes and he did.</p> <ul style="list-style-type: none"> <li>Page 1 Academic Requirements .16: changed to failure to complete <b>and</b> attend</li> <li>Page 2 Conduct-Prohibited Conduct .261: not attend class while impaired under the influence of alcohol or drugs/medication</li> <li>Page 4 Liability Insurance .7: Valid driver's license or suspended during academy must be withdrawn</li> </ul> <p>The committee had a discussion and made no recommendations.</p>
Approval of Academy Rule Changes	<p>Raudel Gonzalez asked for a motion to approve the Academy rule changes as is. Mike Hany made a motion and Patrick Coggins seconded. The committee agreed unanimously.</p>
TDCJ Pre-Service	<p>The Chair asked Mike Hopper to update the committee on the TDCJ pre-service classes and he did.</p> <ul style="list-style-type: none"> <li>Pre-Service began in 2011</li> <li>2012 - 3 classes</li> <li>2017- 5 classes scheduled</li> </ul> <p>Norma Adkins then updated the committee on her department's pre-service annual classes that have to be completed within the unit.</p> <ul style="list-style-type: none"> <li>Pre-Service Classes: <ul style="list-style-type: none"> <li>Second week in April- graduated a class</li> <li>Third week in April- new class began</li> <li>June 12 new class</li> <li>August new class</li> </ul> </li> <li>Addition Classes: <ul style="list-style-type: none"> <li>In-Service</li> <li>Staff Survival- Clerical Staff</li> <li>Correctional Awareness-Clerical Staff</li> <li>Pre-Service</li> </ul> </li> </ul> <p>Greg Fowler asked Norma Adkins how many people she averages. Norma replied that normally 40-50 per class, but the classes are down to about 25. Norma added that the recruitment has been expanded to Iowa Park, Burkburnett, Graham, and Electra because they have already exhausted the local community.</p> <p>Raudel Gonzalez asked if Wichita Falls PD would like to add anything. Mike Hopper updated the committee.</p> <ul style="list-style-type: none"> <li>started a new academy a month ago</li> <li>1 dropped; 10 left; over hired by 2</li> <li>Two or three more may drop; may have to start a new class next year.</li> </ul> <p>The Chair asked Mike Hany to update the committee on the upcoming classes at Nortex and he did Mike Hany expressed gratitude for the</p>



	<p>partnership with Vernon College and the support from Mike Hopper and informed the committee about the upcoming class.</p> <ul style="list-style-type: none"> <li>• June – 24 hour class Basic Criminal Investigations</li> <li>• August Specialized training- Blood Stain Analysis</li> <li>• Verbal Judo class –de-escalation</li> <li>• K-9 Encounter class</li> </ul> <p>Mike Hagy noted that Dallas was at an all-time low because of the Plano Peace Officer Agreement: the pay must be a % of dollars above other departments in the region. The committee had a discussion.</p> <p>Raudel Gonzalez asked Patrick Coggins to update the committee on the classes at MSU and he did. Patrick congratulated Mike Hopper on the continued successful graduation rates.</p> <ul style="list-style-type: none"> <li>• Alert class</li> </ul> <p>Raudel Gonzalez then gave an update on Wichita County training.</p> <ul style="list-style-type: none"> <li>• Second quarter; retention down</li> <li>• Third quarter increased</li> <li>• June-Jail Academy</li> <li>• Intermediate class</li> </ul> <p>Lewis Templeton stated that the new officers at the Sherriff’s Department need their lesson plan updated to TCOLE standards and asked Mike Hopper if he could assist with that. Mike Hopper expressed his willingness to assist.</p>
Update resumes	<p>The Chair asked Mike Hopper to fill the committee in on the member’s resumes. Mike Hopper stated that each member had their resumes and other documents of eligibility for advisory membership according to TCOLE up to date and asked the members to inform him of any changes so that the program remains compliant with TCOLE.</p>
New Advisory Board Eligibility Form on all new members	<p>The Chair asked Mike Hopper to update the committee on new advisory board eligibility form for new members. Mike informed the committee on the new streamlined eligibility form and noted that each member had one filled out except Dr. Ben Atkins who will turn in the form after the meeting and Shana Drury will sign it before leaving the meeting.</p>
Evaluation of facilities, equipment, and technology	<p>Raudel Gonzalez asked Mike Hopper to inform the committee of any new/old equipment or technology and he did.</p> <ul style="list-style-type: none"> <li>• Lab is in good condition</li> <li>• in process of updating software on training systems</li> <li>• software for review; testing for a year</li> <li>• Elmo cameras/projectors updated</li> <li>• New budget- requesting 2 870 Shotguns</li> <li>• Sell two old cars and get used car from DPS</li> </ul> <p>Norma Adkins informed the committee that everything was working, but the committee had talked about replacing the shot guns in the past and wondered when that might happen. Mike Hopper explained to the committee there was not enough money in the budget this school year, but September 1<sup>st</sup> he will be able to purchase two new ones.</p> <p>Raudel Gonzalez asked about the mats. Mike Hopper expressed that TDC has offered to help with the recovering.</p> <p>Greg Fowler asked how the cars were running. Mike Hopper updated the committee.</p> <ul style="list-style-type: none"> <li>• 1 2012 charger</li> <li>• 1 donated by Iowa Park is sufficient</li> <li>• 1 quit running</li> <li>• 1 windows won’t roll up; repair estimate is \$3,000.00</li> </ul> <p>Mike Hopper added that he has a source at DPS who sells 3-4 year old cars</p>

	for about the same price and recommended to sell the two broken cars and budget for one of the other cars either 2017-2018 or 2018-2019. The committee had a discussion and had no recommendations.
Recommendations of selection and acquisition of new equipment and technology	The Chair asked Mike Hopper if he had any requests and he did not. He asked the committee for recommendations of selection of new equipment and technology. The committee had a discussion and agreed that Mike Hopper should look into replacing the two broken cars.
External Learning Experiences, employment and placement opportunities	Raudel Gonzalez asked Mike Hopper to update the committee on External Learning Experiences, employment and placement opportunities and he did. <ul style="list-style-type: none"> <li>• 5 recruiters recently visited including Dallas PD</li> <li>• Sheriffs want L2's L3's of students who have sent applications</li> </ul>
Professional development of faculty and recommendations	The Chair asked Mike Hopper to inform the members of the professional development opportunities he has taken advantage of and he did. <ul style="list-style-type: none"> <li>• 24 hour TCOLE Training class</li> <li>• FEMA Department of Homeland Security-Alabama</li> <li>• exceeded the 40 hour PD requirement -completed 172 hours keeping license up to date</li> <li>• all officers are up to date with TCOLE licensing requirement</li> <li>• TCOLE Conference October 16-20, 2017; Mike Hopper and Greg Fowler pre-registered</li> </ul> <p>The committee had a discussion. No recommendations were made.</p>
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Raudel Gonzalez asked Mike Hopper to update the members on promotion and publicity about the program and he did. <ul style="list-style-type: none"> <li>• Santa Rosa Roundup Parade in Vernon</li> <li>• City Lights Parade in Wichita Falls</li> <li>• Coffee with a Cop at Century City Center; 62 students</li> <li>• Springfest; 400 high school seniors</li> <li>• Walk for Warriors; 12 cadets</li> <li>• Sophomore Roundup</li> <li>• VC Preview Day</li> <li>• Car Show</li> <li>• Café Con Leche</li> <li>• Home and Garden Show</li> </ul> <p>The committee made no recommendations.</p>
Mid-Year Report	Raudel Gonzalez asked Mike Hopper to discuss the Mid-Year Report and he did. The committee reviewed and discussed it and had no recommendations.
Adjourn	Raudel Gonzalez asked for a motion to adjourn. Brandon Anderson made a motion to adjourn at 12:38 PM. Mike Hagy seconded. The committee agreed unanimously.

RECORDER SIGNATURE: 	DATE: 05/04/2017	NEXT MEETING: Fall 2017
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