



**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ADMINISTRTRION OF JUSTICE
DISTRICT WIDE ADVISORY COMMITTEE
Friday, September 15, 2023 / 10:00 A.M.
Norco College – STEM Room 302**



ADVISORY MEETING MINUTES

1. Meeting began with introductions by faculty and advisors at 10:15 am.
Nancy Aguirre, Moreno Valley College/BCTC
Chad Eyerly, Crime Scene Specialist Dept. of Justice
Dr. Melissa Matuszak, Riverside Community College
Sgt Jody Perkins, Corona Police Department
Lori Nicholson, Riverside County Probation
Lt. Pam Koehler, Riverside County Sheriff's Department (Corrections)
Lt. Christopher Frederick, Riverside County Sheriff's Department
Lt. Kelly Carpenter, Brea PD (Retired)
Dr. Mike Leese, Norco College
Dr. Sigrid Williams, Norco College
Dr. Charles Wilhite, Moreno Valley College/BCTC

2. Purpose of Meeting
Dr. Williams went over the purpose of the advisory committee is to support educators, students and businesses in developing, establishing and evaluating CTE programs to ensure students are well prepared for the world of work. This meeting must be held once a year. Falls under Title V, Perkins, Strong Workforce and Ed Code.

3. Campus News
 - Moreno Valley (Forensics Yard Update)
Dr. Charles Wilhite updated by stating Dexter's playground within one year will become a location to practice outdoor crimes scenes. This area located at Ben Clark training facility will house permanent crime scenes used to train in house deputies' forensic anthropologists, archeologists, as well as RCC students.

 - Riverside City College (ADJ Engagement and Career Center)
Dr. Melissa Matuszak stated that although currently understaffed the career center is designed to help students through the hiring process so that they are aware of what agencies look for in applicants. Issues such as drug use, background checks, etc. The career center provides a list of each agency and explains what each agency looks for in a recruit.



- Norco College (New Hire/New School)

Dr. Sigrid Williams introduced Mike Leese as the new full-time faculty hire at Norco College. Dr. Williams also introduced Norco's new School of Human and Public Services and explained each of the guided pathways that the new school offers for the students. Dr. Williams explained each pathway and explained how the new school will allow for a stronger voice for CTE programs.

4. Curriculum Updates

- MVC - Crime Analysis Program Updates

Nancy Aguirre explained the pathway for the crime analysis program and explained her background. Nancy explained that the occupation is not well known, and it involves data collection to create crime hot-spots and crime mapping. Nancy stated that it is common for crime analysts to work in partnership with local and federal agencies such as homeland security and FBI. Nancy explained that several privately owned locations such as Disneyland, Honda Center, and Pachanga Hotel and Casino are using this program and they need analysts. The AA for crime intelligence analysis provides real life practical applications to prepare students for internships with police departments as well as the private sector. This degree is transferrable and schools such as Cal State Long Beach and Cal State San Bernadino have programs like this.

- RCC - Criminalistics Learning Lab Updates

Dr. Matuszak advised that the lab has moved locations due to flooding, which has allowed for a larger space that can provide more technological equipment that students will eventually be using in the field.

- NC - Student Enrollment Growth; CERT Program

Dr. Williams advised that the ADJ program has grown 162% in the last three years from 306 enrolled students to 510 (pre/post COVID). Dr. Williams also advised that a current CERT class is currently active with a class meeting tonight. The course will end this Sunday with a disaster drill and invited anyone who would like to observe to attend. The CERT course is free, non-credit. Materials are available in English, Spanish, as well as Chinese.

5. New Certifications/Courses

- MVC – Non-credit course for classified Employees

Dr. Wilhite advised a course in Ethics and Leadership that is available for Classified Employees at Moreno Valley College at the Ben Clark Training Facility.

Dr. Wilhite continued by indicating that this class is a non-credit class and can help funding for the Riverside County Sheriffs personnel once post makes the change.

Dr. Wilhite explained the turnaround time required if a proposed change to curriculum takes place. He also explained that the curriculum meeting is held once



a year and if changes to curriculum are suggested they will not be implemented until the following year.

- Dr. Williams provided an update on a non-credit certificate in Emergency Preparedness by stating that he needs to make sure that the hours are steadfast but that the process is underway and ongoing.

6. Internships and Employment

- MVC – Crime Analysis Internships
Nancy Aguirre advised that there is a current internship agreement with the Riverside County Sheriff's department, the Anaheim police department, as well as the private sector.
- RCC – Internships
Dr. Matuszak explained that it is difficult for agencies to commit to internships due to staffing and some agencies are concerned that interns may not be helping rather creating more work for staff.
- Lori Nicholson stated that the Riverside County Probation Department is working on revising their internship program and trying to get paid internships available. Internships in the rape crisis advocate and community actions partnership (cap) mediators are in the works.
- Dr. Matuszak conducted research from a State of California hiring database that shows 87% of employers want their candidates to have a degree in Administration of Justice. This needs to be relayed to counselors who sometimes defer prospective students who are interested in a degree in Crime Scene Investigation towards Chemistry or Biology.
- NC – City of Corona
Sgt. Jody Perkins discussed a recent recruitment effort in which students took a tour of Corona Police Department's station which included the records area, the jail, the forensics area and crime analysis area. Jody explained to the students the variety of different jobs the Corona Police Department have and discussed the opportunities to volunteer and or become a police cadet.

Sgt. Perkins discussed her difficulty with locating quality applicants citing the interviews and backgrounds are the most common disqualifier.

Dr. Matuszak discussed her disappointment with applicants' lack of communication skills and stated that their job recruiting center at RCC conducts mock interviews in order to better prepare applicants.



The group discussed an overall lack in soft skills that are required for employment.

Dr. Wilhite is working on a program that will take high school students and create a mentoring program to prevent background investigation issues and develop the soft skills some candidates are lacking. He also indicated that there is a “wellness class” that exists at Ben Clark Training Center but it is reserved for applicants who are already in the hiring process with the Riverside County Sheriffs Department.

Sgt. Perkins mentioned a possibility to waive the written exam for those applicants that have a 4-year college degree.

7. Labor Market Information – Dr. Williams presented future trends in public safety and shared the most recent labor market information in public safety.
8. Advisory Committee: Suggestions & Recommendations

Chad Eyerly reiterated the necessity for creating curriculum to develop communication skills and possibility a class to develop courtroom testimony. There was a consensus in the room that soft skills are lacking in those applying for law enforcement careers.

Dr. Williams indicated that courtroom testimony is embedded in ADJ 2 and other ADJ courses and if a new class is going to be created it will need to go through the curriculum process. Not sure if a stand alone class is feasible.

Lt. Christopher Frederick agreed that cops do not know how to speak in interviews and don't know how talk to people in general.

Dr. Wilhite suggested utilizing communication development and interrogation skills in ADJ 24. He also mentioned that the advisory board in the past determined that criminal justice report writing class was not as beneficial as college students taking an English class. It was discussed by the that applicants have difficulty with simple punctuation and grammar.

Sgt. Perkins suggested ride-alongs as a class requirement for some of the classes in order for applicants to see how officers interact with the public. Dr. Wilhite responded that ride-alongs may be an equity issue because not all of ADJ students will pass the vetting process in order to take a ride along with a police department.

Dr. Williams threw out some general ideas of new courses to off set the lack of soft skills. This will be discussed among the discipline. Topics: Communication Skills, courtroom testimony, ethics and leadership.

9. With no other discussion, the meeting was adjourned at 11:55 AM.

