

## LETA Advisory Committee Minutes

April 22, 2024 – Room 4380

Kalamazoo Valley Community College Texas Township Campus

- I. Welcome and Introduction – 11:40 a.m.
- II. Members present: Nick Arnold, Tim Bourgeois, Brian Brusach, Steve Bush, Amy Doxtater, Mark Dunneback, Paige Eagan, Bryan Ergang, Scott Ernestes, Sean Gordon, Michelle Greenlee, Cimmeron McRae, Tom Raymond, Eric Rottman, Dan Thayer
- III. Mark Dunneback
  - a. LETA/MCOLES Operational Status
    - i. March 6, 2024 letter – the corrective measures taken by the Academy have been endorsed by MCOLES, the commission looks forward to a continued good relationship with the college
    - ii. WIPs – moving the curriculum into the digital space; students have easier access to instructional information
  - b. Capital expenses
    - i. There are now 40 laptops for in-class usage dedicated to the academy. Working on transitioning to usage off-site as well; positive feedback from students
    - ii. Academy spaces has received several room renovations, including upgrades to lighting, painting, flags, and a new crest on wall
    - iii. Working on acquiring an additional laptop for usage with the VR simulation software – this would give the ability for two instructors to interact with both recruits
    - iv. Active shooter training with funding provided by funding; exploring an option to loan this out to county departments or provide a hosted event
  - c. General college things
    - i. Craig Jbara – retirement effective by the end of April 2024
    - ii. Texas Township campus’s ATC wing has received a 40 million dollar renovation grant opportunity
- IV. Karen Rivard
  - a. Continued part-time academy staff: Lynn Berkey, Jennifer Higby, Derek Weldon
    - i. Staff have provided support in a variety of areas such as equipment/vehicle upgrades, scheduling, mentoring, and teaching
  - b. Streamlining of instructors
    - i. Went from around 90 instructors down to 50 – fewer staff teaching more sessions increases consistency and quality of education
    - ii. Creates an alternate list of instructors are still available “on the bench”

- iii. Sections such as subject control, driving, or firearms can still use new instructors to help fill in if needed – most of these section’s instructors work full-time
- c. Curriculum delivery
  - i. Continually reviewing the curriculum to ensure appropriate delivery and provide building blocks for recruit’s learning
  - ii. Have seen good reviews and test scores
  - iii. Fall and Winter sections may have small differences, e.g. when driving is conducted due to weather constraints
  - iv. Recruits can access their objectives and PowerPoint via the new learning management system Canvas
- d. Academy operations
  - i. Working with the college to automate and shorten the evaluation sheet process
  - ii. In-progress of implementing the application process to be fully online
  - iii. Session schedule movement to Google Sheets has been successful
    - 1. Easier to move sections around as well as track the changes
    - 2. Rolled out in 3-week chunks for the recruits to view
- e. MCOLES Pre-Enrollment Testing
  - i. Full service testing is provided at the academy at least once per month
    - 1. Scheduled opposite of other institutions nearby
    - 2. Individuals from across the state are coming to test – good opportunity to recruit and showcase our LETA program
    - 3. KPS has reached out for special days for their applicants to come and test, they provide multiple proctors to assist
  - ii. There is the option to take the Reading & Writing and Physical Fitness portions on the same or different days
  - iii. Are people failing the Physical Fitness test?
    - 1. Departments are seeing more fails as a statewide phenomenon
    - 2. Last Friday saw only one fail out of the 15 tested
- f. DEI and Service
  - i. Looking to increase DEI in the academy via a panel of representative community members who can speak to recruits and share their experience with the police, recruits can ask questions
  - ii. Recruits spend a week in DEI based learning sessions, including fair and impartial policing instructors and a representation from OutFront Kalamazoo
    - 1. LGBTQIA+ section is new as of the Fall 2023 academy
    - 2. The goal is to increase a recruit/future officer’s abilities to communicate more effectively with diverse members of the community they serve
  - iii. Service project opportunity – the recruits worked the college’s Advisory Board Celebration event as ambassadors

1. Exposure to being in uniform out in public for the first time
- g. Behavioral health emergency plan training
  - i. First session was run during the Winter 2024 academy
  - ii. Servied by a private company with a lengthy vetting process for instructors
    1. There is the option to train our instructors to teach future sections after participating two more times; self-sustaining and can continue to grow
  - iii. Two full classroom days with scenario roleplayers – currently state funded
- h. Future academy session
  - i. Fall 2024 session begins August 19
    1. Graduation first or second week of December
  - ii. 20 seats reserved for Fall academy, but can only take 40
  - iii. Only lost 3 of 25 seats in the Winter 2024 academy
- i. LEN Academic Program
  - i. Enrollment is stable – new instructor who took over a course is staying on to teach Juvenile Justice, fully staffed
  - ii. LEN 105P – Cybercrimes Investigations – Winter 2024 – small class and awaiting reviews

V. Tim Bourgeois

- a. Recently held their first in-person training director conference since 2020
- b. Invested in an instructor development course, piloted by experienced instructors who all learned something new. Currently being utilized by Michigan State Police, particularly for firearms
- c. Undergoing a complete review of the subject control curriculum, which will likely take most of a year to complete
- d. MCOLES routinely reviews half of the basic academy curriculum each year, meaning everything gets reviewed at least every two years
- e. The soft rollout of the personal history questionnaire has seen positive responses
  - i. Can only create questions for things which are state standard, e.g. drug use policy
- f. Public safety academy assistance program – contact your representative and senator to request renewal of that money

VI. Questions

- a. Results on the Associate Director search
  - i. Job offer was extended to Jennifer Higby and accepted; start date of May 1, 2024
  - ii. Karen Rivard will still be heavily involved
  - iii. Rest of the team will be reviewed to see if another PT XO should be added

- VII. Recruit Meet and Greet – Advisory board members were given the opportunity to visit the Groves campus to connect with recruits. Director Rivard encourages sponsoring agencies to reach out and schedule a visit whenever if desired.
- VIII. Next meeting – TBA, Fall 2024
- IX. Meeting ended at 12:33 p.m.