

**College of San Mateo – Administration of Justice  
Advisory Board Meeting Agenda**

**Wednesday, May 3, 2023  
1400 – 1500**

**Invitees:**

Michael Brunicardi, Chair	Administration of Justice, CSM
John (Jay) Kiely, Lieutenant	Burlingame Police Department
Morris Maya, Asst. District Attorney	San Mateo Co. DA's Office
Ryan Monaghan, Assistant Sheriff	San Mateo Co. Sheriff's Office
Francisco Gamez, Division Dean	Business/Technology, CSM
Alex Kramer, Director	Workforce Development, CSM
Michelle Schneider, Program Services Coordinator	ADMJ/FIRE, CSM

- I. Call to Order
- II. Introductions
- III. Topics
  - A. Explanation of Advisory Board
    - 1. Requirements
    - 2. Purpose
  - B. Discussion of Employment Trends in the Field
    - 1. Bachelor's Degree requirement for future candidates
    - 2. Agencies currently accepting Bachelor's degrees over PELLETB
  - C. Credit for Prior Learning (CPL)
    - 1. Statewide group working to determine how to give credit for military training and the Basic Course
- IV. Round Table
- V. Adjournment

**Video conference information on next page**

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Join Zoom Meeting

<https://smccd.zoom.us/j/89926851686?pwd=OFczWUdLeFVjV0Q0YlMvNkJDWlZadz09>

Meeting ID: 899 2685 1686

Passcode: 431218

One tap mobile

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Dial by your location

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+1 689 278 1000 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

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+1 312 626 6799 US (Chicago)

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Join by SIP

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Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

Meeting ID: 899 2685 1686

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Join by Skype for Business

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**In Attendance:** Michael Brunicardi  
John (Jay) Kiely  
Ryan Monaghan  
Alex Kramer  
Michelle Schneider

- I. Call to Order  
The meeting was called to order at 1404
- II. Introductions  
The group did quick introductions of themselves
- III. Topics
  - A. Explanation of Advisory Board  
Mike Brunicardi gave the official explanation of the need and reason for having an advisory board, as a career education (CE) program in a community college. Our goal is to work together with our advisory board to facilitate pathways to employment opportunities for our students. He also gave an explanation of why we choose the members we invited.  
  
The purpose for this advisory board is to listen to the local agencies regarding their needs for qualified candidates.
  - B. Discussion of Employment Trends in the Field  
Recruitment is high due to the need in agencies to fill positions. San Mateo County Sheriff's Office down over 700 positions. Burlingame is almost hiring year round. Mike mentioned the PEACE act which officially raised the age of hiring from 18 to 21. It also includes the need for a Modern Policing degree and the possibility of needing a Bachelor's degree.

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Some agencies are not requiring PELLETB scores to be hired. San Mateo County Sheriff's Office and Burlingame still require them.

Ryan talked about how all agencies are competing for a smaller pool of candidates. The incoming generation has different values. Recruiting in Silicon Valley and with remote work is also difficult. One of the challenges facing officers is the cost of housing in this area. That cost forces officers to move farther away and changes their perspective on working in this area. Ryan talked about how important it is to find people with ties to this area, so they will be more inclined to stay in the area.

Alex mentioned that maybe we can connect the agencies with our Digital Media students to create recruitment posters. He asked for Ryan and Jay to provide their emails so he can pass those on to the group who run our career fairs.

Some officers/deputies are leaving to other agencies and even states.

Jay mentioned that an introduction to CalOpps in each of the classes would be beneficial. He also talked about how the program instructors are the best advocates for positions in the county. Instructors can give a better perspective on what they can expect in the career. He emphasized the importance of bringing in guest speakers.

Regarding hiring, Jay mentioned that they are giving candidates every chance to be successful in the academy and field training program.

Ryan talked about the importance of resume and interview skills.

C. Credit for Prior Learning (CPL)

Mike explained our participation in the state-wide CPL group. They are working to tie POST and military classes to our degree courses.

IV. Round Table

No additional comments for round table.

V. Adjournment

The meeting was adjourned at 1450