

# Resource Management Cultural Advanced

March 11-15, 2019

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** February 28, 2019  
**To:** Supervisor  
**From:** Debbie L. Fredricks, Chief  
Training Section  
California State Parks  
**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredericks  
Training Section Chief

Attachment  
cc: Participant

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***Mission Statement  
Training Section***

***The mission of the Training Section is to improve  
organizational and individual performance and  
productivity through consulting, collaboration,  
training, and development.***

## TRAINING SECTION STAFF

Debbie L. Fredricks.....	Training Section Chief
Ann D. Slaughter.....	Mott Training Center Manager
Eric Marks .....	Leadership and Staff Development Manager
Jack Futoran .....	EMS and LFG Training Coordinator
Jeff Beach .....	Training Consultant
Joel Dinnauer .....	Training Consultant
Dave Galanti .....	Training Consultant
Karyn Lombard.....	Training Consultant
Ennio Rocca.....	Training Consultant
Sara M. Skinner .....	Training Consultant
Robert Waller .....	Training Consultant
Vernon Reyes .....	Instructional Designer
Jason Smith .....	Academy Coordinator
Jeremy Alling.....	Cadet Training Officer
Matt Cardinet.....	Cadet Training Officer
Raymund Nanadiego .....	Cadet Training Officer
Lisa Anthony .....	Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Samantha Guida .....	Assistant Program Coordinator
Jessica Kohls .....	Assistant Program Coordinator
Ricky Roldan .....	Assistant Program Coordinator
Pamela Yaeger .....	Assistant Program Coordinator

## THE MISSION

*of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## **FORMAL TRAINING GUIDELINES**

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site through your District or Office. (No reimbursement for travel expense – including per diem costs – will be approved for travel not specifically authorized in advance by the District Superintendent). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of training.

4. HOUSING AND MEALS: Paid by Travel Expense Claim.
5. HOUSING: The Department provides your room and board expenses, on a shared room basis, at the hotel only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Consultant no later than one week before your scheduled arrival if you plan to live off-grounds. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed. Check-in will be from 4:00 p.m. on the date of arrival. Check-out 12:00 noon on the date of departure.

**Note:** You may be assigned a room at a motel while attending training. If so, you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

6. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Consultant assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

**The Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.**

7. REGISTRATION: When you arrive at Borrego Springs Resort Golf Club and Spa, proceed directly to the front desk for your key card and check-in.
8. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

9. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Consultant and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
10. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Training Section Chief may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
11. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not receive or make cell phone calls during class time. Limit those calls to your breaks.
12. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies.
13. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in your preparation for formal training session, the following list is provided:

- \_\_\_\_\_ 1. Read and understand Resource Management Cultural Advanced program syllabus prior to your arrival.
- \_\_\_\_\_ 2. Arrange travel through your Unit/District Office.
- \_\_\_\_\_ 3. Complete the pre-training assignments on page 5 of syllabus.
- \_\_\_\_\_ 4. Bring the following with you to training:
  - Program syllabus.
  - Pre-training assignments.
  - Optional: camera and binoculars.
  - Uniforms not required. However, when packing your suitcase consider we represent the Department in class and during on-site visits.
    - We will do some walking both in and outdoors. Bring suitable shoes and clothing.
  - Reusable coffee cup, refillable water bottle, pens, pencils, and alarm clock

If you have any questions or need assistance, contact Training Consultant Sara M. Skinner at (831) 649-2961 or [Sara.Skinner@parks.ca.gov](mailto:Sara.Skinner@parks.ca.gov).

## PRE-TRAINING ASSIGNMENTS

Complete the following pre-training assignments prior to arrival to training:

Bring a project area, park area, or other Park property within your district, or area that you work, that you would like to conduct a pedestrian survey/inventory. We will use this project for exercises develop scopes and budgets. We hope that all will walk away from this training with a project ready to enter into PID.

- \_\_\_\_\_ 1. Bring a 4WD state vehicle to the training if possible.
- \_\_\_\_\_ 2. You MUST sign the waivers prior to attending the training or being on the grounds of the research facility. The waivers are included at the back of this syllabus. Print, sign, and fax/email to Sara M. Skinner at [Sara.Skinner@parks.ca.gov](mailto:Sara.Skinner@parks.ca.gov) or fax: 831-649-2824.
- \_\_\_\_\_ 3. We will also conduct a pedestrian survey and visit archaeological sites in the desert. Bring a compass and appropriate clothes and shoes to conduct this survey. We will have some water, shelter and transportation available. Plan accordingly.
- \_\_\_\_\_ 4. Training venue:

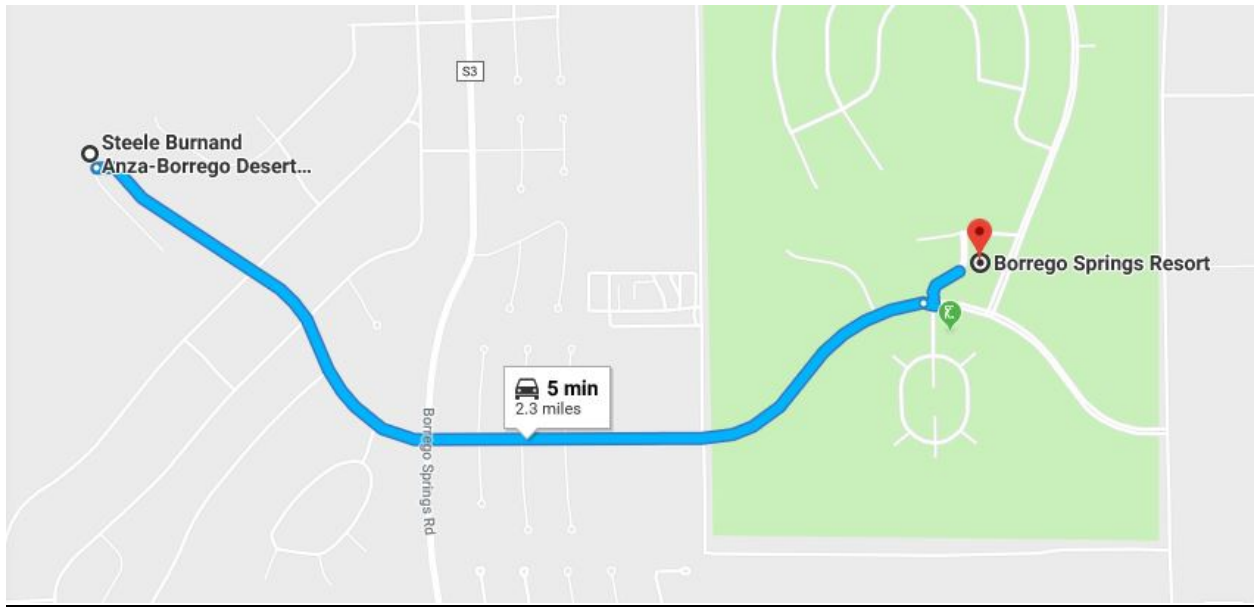
University of California, Irvine  
Steele/Burnand Anza-Borrego Desert Research Center  
P.O. Box 2098  
401 Tilting T. Drive  
Borrego Springs, CA 92004-2098  
Phone: (760) 465-2656  
<https://anzaborrego.ucnrs.org/>

Hotel:

Borrego Springs Resort Golf Club and Spa  
1112 Tilting T Drive  
Borrego Springs, California 92004  
United States  
Phone: 760-767-5700  
Toll Free: 888-826-7734  
<https://www.borregospringsresort.com/>

Map link for the directions between the two:  
<https://goo.gl/maps/geH1BprYV7s>





## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

## **TRAVEL EXPENSE CLAIM INFORMATION**

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging (you will need a receipt from the hotel)
- For your claim:
  - Charge to: "RMCA Group 9"
  - Select "Detail Accounting" and enter the following
  - Field one: 2018 (Fiscal Year)
  - Field two: Index Number (Your reporting location index number)
  - Field three: 14001 (PCA)
  - Field four: Leave blank
  - Field five: 067IAE00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Pamela Yaeger at (831) 649-2954 or [Pamela.Yaeger@parks.ca.gov](mailto:Pamela.Yaeger@parks.ca.gov) at the Mott Training Center to have you added to the system.

**NOTE: List Ann D. Slaughter as an Additional Approver on your claim**

## **RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 9 AGENDA**

**March 11-15, 2019**

### **Monday**

#### **March 11**

Objectives: By the conclusion of this session, participants will

1. Recognize the role surveys and inventories of cultural resources affect preservation at State Parks.
2. Define the language and definitions used for the week.

0800-1230	Travel to Anza Borrego; Training at the Steele/Burnand Anza-Borrego Desert Research Center	
1330-1330	Welcome / Announcements – Introduction to the Training	Hilton
1330-1400	Facility Walk-through, Agenda	Hilton
1400-1500	Message from the Chief, Cultural Resources Division	Hartzell
1500-1600	Open Discussion Question and Answer with the Chief Native American Perspectives Current Practices and Protocols Any Lingering SBB or District Cultural Team Questions	
1600-1700	Check-in to Hotel, Trip to Town for Supplies, Necessary Items Hotel: Borrego Springs Resort Golf Club and Spa	

### **Tuesday**

#### **March 12**

Objectives: By the conclusion of this session, participants will

1. Distinguish the difference between integrity and condition.
2. Evaluate significance of archaeological and built environment resources.
3. Recognize significance and character defining elements.

**RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 9 AGENDA**

**March 11-15, 2019**

**Tuesday**

**March 12**

Steele/Burnand Anza-Borrego Desert Research Center

0800-0900 Day's Events, Procedures and Expectation  
Current Status of Inventories in California State Parks  
Updates and Inventories – Why Are We Here

0900-1100 The Plan to Fund Inventories and Surveys

Hilton/Gruver/  
Kimsey/Jaffke/  
Green/Connors/  
Mealey/Elsken

CRD Cat-G Funds

The Ingredients of a Good Inventory: Personnel, Staff,  
Volunteers, Contracts, Interns, and Opportunities

Surveys for Evaluation

Best Management Practices

OHP Expectations

1100-1200 Gathering Information – Where to Find What you are Looking for  
Repositories of Information  
Native American Perspectives

1200-1300 Lunch

1300-1430 Brief Field Trip to Mine Wash  
Look at Desert Archaeology  
Assess Thorny Plants and Be Aware of Danger  
Identify Needs for Tomorrow's Field Exercise

1430-1530 Assess Good vs. Ok vs. Not So Good vs. Bad

Service Centers  
Division Staff

Inventory Comparison and Contrast

Developing Statements Addressing Integrity

Getting to an Evaluation through Survey

Setting Up your Inventory

Tasking Out Inventory Needs

Tasks and Roles

Covering All the Bases

Identifying Budget and Needs

## **RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 9 AGENDA**

**March 11-15, 2019**

### **Tuesday**

#### **March 12**

1530-1630 Put Your Inventory Project Together  
Project Goals and Deliverables  
Create a Realistic Scope and Costs

### **Wednesday**

#### **March 13**

Objectives: By the conclusion of this session, participants will

1. Describe the BMPS and current GPS protocols for cultural at SSC.
2. Identify future needs and shortcomings of skills.
3. Demonstrate why conducting an evaluation of resources is important at a survey level.
4. Review what a listing or significance determination means for resource management.

Steele/Burnand Anza-Borrego Desert Research Center

0830-0840 Introduction to the Day

Logistics

Planning

First Aid and Situational Awareness

0840-1000 Global Position Systems, Record and Collect Information

Bonk/Mealey/  
Collier

Current State of GIS at Parks

Using Collector Software to Assist in Inventories

Current BMPS for SSC and Surveys/Inventories

1015-1130 Tour of the Begole Center

Connors/Elsken/  
Gerson

Site Visit and Orientation

Tour of Laboratory and Library

1130-1230 Lunch

# **RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 9 AGENDA**

**March 11-15, 2019**

## **Wednesday**

### **March 13**

1230-1300 Walk to Field Survey Location #1

1300-1630 Field Survey of Site Location #1

Colorado  
Desert/SCC

Identify Survey Area

Set-up Corner Points

Identify Survey Protocols

Pedestrian Survey

## **Thursday**

### **March 14**

Objectives: By the conclusion of this session, participants will

1. Describe parameters and BMPS for pedestrian inventories.
2. Describe task orders and needs.
3. Gain perspective from local Native Americans about cultural resources management.
4. Identify task and scope for inventory work.

Borrego Springs Resort Resort Golf Club and Spa

0830-0900 Introduction of the Day, Logistics, First Aid, and Situational Awareness

0900-0930 Travel to Survey Location Coyote Canyon

0930-1200 Survey Location #2

1200-1300 Lunch Review of Yesterday, Gather Personnel and Equipment for the Day

1300-1600 Survey Location #3

1600-1630 Travel Back to Borrego Springs

1730 Native American Hand-Games and Dinner at Research Institute Genauer

**RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 9 AGENDA**  
**March 11-15, 2019**

**Friday**

**March 15**

Objectives: By the conclusion of this session, participants will

1. Appraise the functionality of the past week's workshops.
2. Describe the needs for future trainings.
3. Propose ways to make trainings more meaningful.

Steele/Burnand Anza-Borrego Desert Research Center

0830-1000 Inventory Submittals to OHP

1000-1100 Discussions with CRD and any Parking Lot Issues

1100 Depart

UNIVERSITY OF CALIFORNIA, IRVINE  
STEELE/BURNAND ANZA-BORREGO DESERT RESEARCH CENTER

**Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

**Waiver:** In consideration of being permitted to visit or participate in any way in any activity, including transportation, at the above location, I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, its officers, employees, and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, visitation or participation in any way in any activity, including transportation, at the above location.

**Assumption of Risks:** Visitation or participation carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent** in visitation or participation. I hereby **assert that my visitation or participation is voluntary and that I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in visitation or participation and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

\_\_\_\_\_  
Signature of Minor's Parent/Guardian      Date

\_\_\_\_\_  
Signature of Participant      Date

Participant's Age (If Minor): \_\_\_\_\_  
NRS Waiver 07/12

\_\_\_\_\_  
Participant's Name (Print)



**UNIVERSITY OF CALIFORNIA, NATURAL RESERVE SYSTEM**

**PHOTO CONSENT FORM**

From time to time, the University of California Natural Reserve System (NRS) makes videos, photographs, or audio recordings of activities in or related to NRS reserves. These photographs, tapes, and videos are used solely in support of the NRS and its research, educational, and outreach missions. Their uses include, but are not limited to, NRS brochures, its website, books, and materials sent to media outlets that inform the public about various activities at NRS reserves. These products may be excerpted in newspapers and magazines, or republished in electronic media. We appreciate your cooperation in signing the following consent for the University to use all and any images or sounds of you appearing in these photographs, videos, or audio tape recordings. I understand the photograph(s) or video or audio recording(s) taken of me by agents, employees, or representatives of The Regents of the University of California (hereinafter called "the University") shall be used in connection with the University's dissemination of information by its public service and academic programs to the general public.

I hereby irrevocably authorize the University to copy, exhibit, publish, or distribute any and all such images and audios of me or in which I appear, including composite or artistic forms and media, for purposes of publicizing University programs or for any other lawful purpose. In addition, I waive any right to inspect or approve the finished product, including written copy, in which my likeness appears.

I hereby hold harmless and release and forever discharge the University from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

_____	_____
(Signature)	(Date)
_____	_____
(Printed Name)	(Street Address)
	_____
	(City, State, Zip Code)

-----  
(If the person signing is under age 18, there should be consent by a parent or guardian, as follows:)

I hereby certify that I am the parent or guardian of \_\_\_\_\_,  
the minor named above, and do hereby give my consent without reservations to the foregoing on behalf of this person.

_____	_____
(Parent/Guardian's Signature)	(Date)
_____	
(Parent/Guardian's Printed Name)	