

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)**

MEETING MINUTES  
Thursday, October 18, 2022

|                   |                    |                   |
|-------------------|--------------------|-------------------|
| <b>ATTENDEES:</b> | Moore, Frankie     | Cruz, Stephanie   |
| Avila, Brandi     | Ruiz, Tony         | Cruz-Soto, Thomas |
| Bolanos, Victor   | Tu, Beiwei         | DiMemmo, Kristine |
| Brown, Aaron      |                    | Doering, Bart     |
| Collins, Michael  |                    | Few, Tammy        |
| Czerniak, Justin  |                    | Harris, Jack      |
| DiSalvio, Sean    | <b>ABSENT:</b>     | Hartley, Mark     |
| Esqueda, Monica   | Ashby, Steven      | Mohtasham, Mehran |
| Gonzalez, Evelyn  | Askar, Madj        | Purser, David     |
| Hicks, J. Marie   | Barrera, Christian | Sellick, Mark     |
| Kazsuk, Tracy     | Bass, Christopher  | Taube, Rhonda     |
| Kleveno, Robert   | Clarke, Chris      | Wofford, Kemari   |

**I. Meeting called to order by Beiwei Tu at 2:02 p.m.**

**II. CONSENT CALENDAR**

- a. DSSC September 23, 2022 meeting minutes approved. Motion made by Marie Hicks, seconded by Robert Kleveno.

**III. DISCUSSION/ACTION ITEMS**

- a. Centennial Plaza Safety & Security Task Force Update
  - i. Meeting was started by Robert Kleveno giving an update from the Centennial Plaza Safety & Security Task Force. A lot of progress has been made. The police department is looking at how they are using their staffing and making sure they are utilizing them properly. They are splitting the time of the CSAs during peak times at Centennial Plaza to make sure that at lunch time and afternoon they are patrolling and watching the camera feeds in the parking garage. They are checking cameras and improving lighting, making some lighting better improving what is already there. They have spoken with the City about trimming some trees that were blocking some lighting and the CSAs now have the ability to turn City lights in the back alley on as needed if it is a darker cloudy day. He is having a police officer posted occasionally at Centennial Plaza to have police presence and assist the CSAs.
    - 1. Beiwei Tu: Bart has been assessing coverage of the security cameras and looking at opportunities to improve. Sylvia Valentines is taking the lead for grant opportunities to upgrade the camera systems Districtwide.
    - 2. Aaron Brown: They had the County Sheriff Dispatch Coordinator speak to the Task Force regarding emergency vs. non-emergency situations. Cassandra Green sent a communication to CSEA members via email with this informational that was very helpful. We need ongoing training and communication regarding this information. It has been determined that we need signage on some of our buildings to help Riverside Police find our buildings, especially the parking structure. We discussed putting a proximity reader on the elevator and person gates on the parking structure. We have changed the lighting in the parking structure to have it on full lighting. It had been on partial lighting to save energy. The most difficult part of this has been finding the correct people at the City to contact for the different areas of concern. Bart is looking into dark areas around the buildings looking

for ways to provide better lighting. The workgroup discussed ways to promote and utilize using RAVE. We need to put together a campaign to increase usage of the app. He also looked into other buildings in the downtown area to see what they are doing to keep building secure and employees safe.

3. Monica Esqueda: Provided RAVE training last week, had about 70 attendees. Had requests for another training so she scheduled 2 more in November.

Aaron Brown: It's a good start but we need more utilizing.

4. Marie Hicks: Have there been any incidents in the lobby of CAADO? Do they have a silent alarm at the lobby desk?

Aaron Brown: There is a panic button at the front desk and they have the ability to lockdown the front door from their desk.

5. Marie Hicks: If there is an emergency, is RAVE enough?

Robert Kleveno: In an emergency you should still call 911 directly for a quicker response.

Beiwei Tu: The RAVE app is better for non-emergency reports/issues or something to use in addition to contacting 911.

Monica Esqueda: If you hit 911 from the RAVE app it sends a message to the District that 911 was called, so this is a way to get notification to our officers. If you use the text feature on RAVE, it sends a message to our officers with details of the message.

Marie Hicks: I am asking because I had a student pass out yesterday and wanted to know the best way to get emergency services out there.

Aaron Brown: We need to send the communication Cassandra sent regarding emergency vs. non-emergency and what to do out District-wide. Basically, when in doubt call 911. If you call 911 from your cell phone it goes to CA highway patrol.

Robert Kleveno: Correct. The call then gets routed to emergency dispatch closest to the address you give.

Tony Ruiz: If you call 911, how are officers on campus notified of the emergency?

Robert Kleveno: Follow up is sent to our officers, sometimes it just doesn't happen until after medics show up on site.

#### b. Injury & Illness Prevention Program 2<sup>nd</sup> Read and Approval

- i. Beiwei Tu: We discussed the draft of the IIPP at the last meeting and she didn't really receive any feedback. Just a reminder this is an update to an already existing program. She did make some changes since the last meeting. She met with Tammy Few and made some changes to the language on training. She also mentioned that a lot of the language was speaking to the campuses, but the same thing will be done at the District, so some language was changed/added in regards to that. Are we okay moving forward for further review at this time?

Marie Hicks: Are we comfortable moving forward without seeing the changes that have been made?

Beiwei Tu: We can table this until the November meeting in order to review it, then we can ask for any recommendations.

Frankie Moore: Yes, then we can review the changes

Robert Kleveno: I agree.

#### c. Risk Management KPIs (Key Performance Indicators)

- i. Beiwei Tu: One thing we've discussed is having a quarterly report from Risk Management. I want to share general thoughts we have in mind and see if it's helpful for the group to have something like this. The four key programs Risk runs are; 1) Safety & Basic EHS, 2) Work Comp, 3) Emergency Management, & 4) Insurance, Litigation & Claims.  
We want to measure the frequency and severity of safety and work comp incidents. We want to measure effectiveness, look at how we handle claims and how we handle them compared to other organizations. We want to be

proactive with our training and want to recognize positive behavior to encourage employees to keep going.

In Emergency Management we want to measure how many employees participate in drills, like the Great Shakeout.

Insurance is relatively easy to measure due to numbers and can measure premiums from year to year.

1. Aaron Brown: When will we have KPI available and have a report ready for this committee?
2. Beiwei Tu: I can have it ready for the next meeting if a visual would be helpful.
3. Aaron Brown: It's too abstract unless you have something tangible, we need a format that people can refer to.

d. Safety Workgroup Updates

- i. Monica Esqueda (District): We have been trying to catch up and getting the Building and Floor Captain program revised. Our areas and people have changed at CAADO. We are working on inventory of emergency supplies. We will be meeting with Kleveno about shelter in place areas in the building, we have scheduled a walk through with Captains to make sure we know where everything is. We have a lot of trainings happening. CERT is taking place this month, we have CPR training coming up, and we scheduled two more RAVE trainings on 11/2 & 11/29. There are also more CPR classes coming up at Norco and MVC. The last CPR class at CAADO this year will be 12/1 and we already have the Spring CERT dates on the calendar. Will be sending out an email with all the dates.
- ii. Sean Disalvio (RCC): Had a few minor safety issues handled by facilities. One larger issue that has been moved on to the Physical Resource Committee is a better lockdown solution for classrooms with electronic doors.
- iii. Tony Ruiz (MVC): We have reconstituted our Safety Workgroup and had our first meeting. We went over the mission of the group and discussed the Great Shakeout. We will be doing a drop and hold and an evacuation drill on a volunteer basis to see what needs improvement. We are doing an active shooter presentation on Thursday as well. Monica mentioned that MVC will be doing 3 separate RAVE notifications for the Shakeout and that 3 different Administrators will be doing them for practice.
  1. Marie Hicks wanted to know if a video of the active shooter training would be available.
  2. Can send a link to the video and can upload into Target Solutions.
  3. Brandi Avila: Doesn't quite understand what Target Solutions is but voiced her concern about active shooter trainings being posted anywhere because the public shouldn't know our plans during that type of situation.
  4. Justin Czerniak: It's not our response to an active shooter, it's what individuals should be doing to stay safe.
  5. Monica Esqueda: Target Solutions is a platform where we can upload trainings and assign them to our employees., it's a private system. I know where Brandi is coming from, a shooter is usually someone we know that is already on our campus. Our trainings don't show what police are going to do just how employees should act.
  6. Aaron Brown: We will have Monica and Beiwei look into it and bring back information to this group. We will address what is appropriate for public posting and what is for employees only.
- iv. Justin Czerniak (Norco): Doing the Shakeout and evacuation early to avoid class time issues and RAVE issues. Had trainings last week on EOC and management table top. Next Safety Workgroup meeting will be on 11/14 and next CPR class will be on 12/15 (tentative).
- v. Beiwei Tu: Dr. Collins is also sending a RAVE notification. This shows that we have management trained to use emergency notification. In the future we have someone who can send a message when needed.

e. Roundtable Discussion

- i. Beiwei Tu: I have some good news. Readiness and Emergency Management School approved to send a group of trainers to RCC for Emergency Operations Plan training in December. Communication will come out soon.

I want to poll the group for meeting dates. We need to meet monthly during Spring and Fall. Or is doing a doodle poll the best way to get everyone's availability?

1. Frankie Moore: I suggest a doodle poll.
- ii. Aaron Brown: This is a good opportunity to let the group know that the Strategic Planning Council is changing. There is the main Council at the District, then five that sit under. One is Resources and then the DSSC. One of their responsibilities is to monitor strategic plan goals and objectives and review them in the Spring. Each committee can create subcommittees and assign them tasks. The DSSC reports to the Resource Committee. What is going to be proposed is the charge of this group be as follows; it is a permanent committee and is the primary advisor on district-wide safety & security matters to the Resource Committee and the District Strategic Council. The DSSC will be regulated to identify all areas of safety and security concerns, strategically plan for risk identification and mitigation, address regulatory and compliance matters and provide guidance and research and address all unsafe conditions that could result in harm to students, faculty, staff, and visitors.  
The membership of this committee will be the Director of Risk, a Faculty Co-chair, Manager of Safety & Emergency Preparedness, Chief of Police, Director of Employee Relations, Labor Relations, & College Support, VP of Business Services from each campus, the College Safety Coordinators, Faculty rep from each college, Academic Senate Presidents, 5 CSEA reps, and 3 student reps.  
The point I'm trying to get across is we will be dealing with strategic issues. Once approved by the Council and Board we will put in place a designated timeline.
  1. Frankie Moore: This is awesome. I am really keying in on membership. Some people will be replaced and some added, correct?
  - Aaron Brown: Not sure if anyone will be replaced but some may change.
  - Frankie Moore: This is going to be a large committee.
  - Aaron Brown: Yes, but with a purpose. We will have regular meetings and information will come in and out of the committee.
- iii. Brandi Avila: I have a few conduct cases through Zoom can't determine if it is a student or someone impersonating faculty, but someone suggested that I contact Suzanne Ma, so I will do that.
  1. Victor Bolanos: Suzanne Ma or Scott Tracy
  2. Aaron Brown: Just a follow up, are we talking about student conduct?
    - a. Brandi Avila: Yes
    - b. Aaron Brown: So you are currently gathering information and that's why you would be contacting Suzanne Ma?
    - c. Brandi Avila: We don't know if it's a student or if they are connected to the college at all. Also, I want to know if there is some kind of ping if a student is using our computers to look up things that could be harmful, like searching key words.
    - d. Victor Bolanos: We have made HR aware of some of these situations. I can look into it further and will let you know. I have received calls about similar situations.
- iv. Frankie Moore: When we started this committee, it was very difficult to find a meeting time that worked for all student body presidents, so we decided to have one student trustee attend and report the information back to the Presidents. This may be something you want to include in the poll that you send out for meeting scheduling.

**Meeting adjourned at 3:07 p.m.**