

DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)

MEETING MINUTES

Monday, April 3, 2023

ATTENDEES:	Martin-Thornton, Renee	DiMemmo, Kristine
Bennett, Tracy	Ruiz, Tony	Gonzalez, Evelyn
Bolanos, Victor	Scott-Coe, Jo	Harris, Jack
Cano, Chris	Taube, Rhonda	Hartley, Mark
Clarke, Chris	Tu, Beiwei	Hicks, Marie
Collins, Michael	Villanueva, Daniel	Manges, Bill
Cruz-Soto, Thomas	Wiggs, Micherri	Mills, Susan
Czerniak, Justin	ABSENT:	Mohtasham, Mehran
Disalvio, Sean	Askar, Majd	Moore, Frankie
Esqueda, Monica	Bass, Christopher	Rivera, Gabriel
Few, Tammy	Brown, Aaron	Sellick, Mark
Kleveno, Robert	Cruz, Stephanie	Wofford, Kemari

I. Meeting called to order by Beiwei Tu at 1:31 p.m.

II. CONSENT CALENDAR

- a. DSSC March 3, 2023 meeting minutes approved. Motion made by Rhonda Taube, seconded by Tony Ruiz.

III. DISCUSSION/ACTION ITEMS

- a. Threat Assessment and Information Sharing Between Colleges
 - i. Beiwei Tu: We are going to start with a joint discussion on threat assessment.
 - ii. Micherri Wiggs: I am on the CARE Teams at RCC. We are trying to drive the Study Abroad Program and run through conduct for academic and conduct issues. Sometimes things are elevated to CARE issues but not police issues. Perhaps the student wrote about substance abuse at Moreno Valley so the CARE Team reached out to counseling at another campus but there is no system for cross communication now for taking abroad a student with a pattern if issues.
 1. Beiwei Tu: Want to get input on what is the best approach
 2. Thomas Cruz-Soto: We use the Maxient system for any observances and we check files when necessary. Work with PD for more thorough background check. We talk to the Dean if something comes up at other campuses. Strictly conduct, no medical records sharing.
 3. Renee Martin-Thornton: Can't discuss health information unless a student signs a release. We bring Keith in when we need to.
 - iii. Beiwei Tu: Do we need to involve PD for welfare checks?
 1. Renee Martin-Thornton: We do when needed.
 - iv. Justin Czerniak: Do students share medication information for study abroad?
 1. Micherri Wiggs: They can share but that is the student's responsibility. I am talking about issues and any patterns.
 - v. Beiwei Tu: If a student becomes or can become a threat, what is the process?
 1. Thomas Cruz-Soto: It's done by occurrence and what we have done is not a good indicator or predictor.
 - vi. Justin Czerniak: Do all campuses share the same threat scale and look at the same way or do they have different standards?
 1. Thomas Cruz-Soto: We share the same standards but everyone is human and we see things how we do.
 - vii. Micherri Wiggs: To reiterate where I started, as a CARE Team member are we noticing ongoing patterns in our students and worried about cross college

reports?

1. Thomas Cruz-Soto: Maxient is for that purpose. It should happen more by picking up the phone and talking.
 2. Rhonda Taube: I'm not sure what Maxient is so I don't know who has access to it.
 3. Tomas Cruz-Soto: It's not for faculty. It deals with ongoing conduct cases, CARE Reports, problem students and what the status is. I think what you're looking for can be done with Maxient.
 4. Beiwei Tu: Who has access to these records and Maxient?
 - a. Renee Martin-Thornton: Student Health, Student Conduct and I think PD has access.
 - b. Tammy Few: It's an HR process. It is designed for those managing cases. I want to make sure it's not used for anything else.
 5. Justin Czerniak: Do CARES and BITS work only for students or is it for employees too?
 - a. Tammy Few: It's students only.
 - b. Beiwei Tu: What about employees that pose a threat to the community?
 - c. Tammy Few: Employee issues go through HR. We have a lot of policies and procedures in place.
 6. Beiwei Tu: Do we want to give PD access? What is the next step?
 - a. Chris Cano: I'm not sure this is something PD should have access to. I need to discuss it with Kleveno.
 7. Tammy Few: We need to find the best way to share information without giving access. The CARES team should come up with suggestions for sharing information.
 - a. Thomas Cruz-Soto: Student Services can have a meeting with the CARES team to discuss.
 8. Tammy Few: Each CARES Team is different. Are we functioning as a district? Is training needed to maintain consistency across the board?
 9. Beiwei Tu: We will bring this up at the next meeting after CARE and Student Services have had a chance to meet.
 10. Monica Esqueda: Are all teams called the same thing?
 - a. Tracy Bennett: No. At MVC it's called BIRT because there is another program called CARES and they didn't want to get them confused. Both RCC and Norco call the CARES Team.
- b. Police Update – CAADO Security
- i. Beiwei Tu: Now we will get an update from the Chief of safety.
 - ii. Chris Cano: Not too many changes at CAADO. Since officers are doing extra patrols, things are going well. People have a lack of personal safety walking out at CAADO. I want to offer training about paying attention to your surroundings, show videos of what not to do.
- c. Training Program Update
- i. Beiwei Tu: Monica is going to give an update on the training program and talk about the new initiative on IIPP.
 - ii. Monica Esqueda: Monica reviewed a list of the upcoming trainings the Risk Management Department is offering through May. She focused on ergonomics for facilities. Facilities jobs do a lot and need some ergonomic training and tips specifically for their field. A flyer will be going out. All trainings are being recorded and put into Target Solutions so we can assign them to employees.
- d. Injury and Illness Prevention Program Update
- i. Beiwei Tu: Monica has put a lot of work putting our IIPP to the next level. If you think of a special need for your department let us know.
 - ii. Monica Esqueda: With Zoom we get a lot of requests for 10-15-minute trainings during staff meeting. We are a lot more accessible.
 - iii. Beiwei Tu: We are trying to make our services more widely available, so also let us know if you need us to come on campus for anything.

problem spending a day at your campus.

e. Emergency Planning Update – Active Shooter Planning

- i. Beiwei Tu: Mark took the active shooter video to the student council. There was some pretty good feedback overall. I would like a faculty perspective on whether or not we should push it on campus.
- ii. Rhonda: It's a good idea to have on campus, but whether or not faculty will do it is another story. We had Sean and Kleveno come out and do an in-person explanation of areas in case of active shooter in our area and it was amazing.
- iii. Chris Cano: Something for each semester would be good. Also, faculty reminding the students if you see something say something. I've always liked the video run. Hide fight because it's a reality. We need to remind students and faculty to have a plan.
- iv. Beiwei Tu: A lot of things need to be in place before an event happens. We need departments to be able to provide assistance and guidance in case class is canceled or have to be moved.
- v. Rhonda Taube: When a student got violent in one of my classes, we canceled class for the rest of the week. We moved the class to a different room; some students didn't return to the class and that event didn't even involve a gun.

f. Insurance Program Update

- i. Beiwei Tu: Quick update, if you are young on District sponsored international travel we now have insurance. It needs to be set up. WC is limited to the US unless a voucher is set up.

g. Safety Workgroup Reports/Updates

- i. District Safety Workgroup/Monica Esqueda: We have been doing a lot of hands on trainings that were put on hold due to the pandemic. Working on getting the Building & Floor Captain Program back on track. Recently did inventory of the emergency supplies.
 1. Beiwei Tu: How do the campuses run their Building & Floor Captain Programs in faculty/classroom buildings?
 - a. Sean Disalvio: We try to have classified or manager in the building, if not, speak with faculty member to see if they will participate.
 - b. Tony: Have one for each building and floor. All filled by classified and management.
 - c. Justin Czerniak: Same. Most buildings have at least one classified staff member. Some building are all faculty and we try to set it up so another captain from another building will fill in.
 - d. Beiwei Tu: Hats off to the team, they have put a lot of work into the Building and Floor Captain Program.
 - ii. RCC Safety Workgroup/Sean Disalvio: Working on Building & Floor Captain program because of a lot of moves. Working on locks for buildings with access control issues and AED & first aid kits in buildings without.
 - iii. MVC Safety Workgroup/Tony Ruiz: Just got new backpacks and supplies for Building & Floor captains and encouraging them to attend trainings. Doing risk assessments around campus and anyone from safety work group can attend. Have been having a lot of active shooter conversations.
 - iv. Norco/Justin Czerniak: Just complete Stryker and Stop the Bleed training. Our next meeting will be on 6/12/2023. In the process of getting a CPR class scheduled and working on getting stuff for Building and Floor captains.
 - v. Beiwei Tu: Monica, Tony & Justin have become in house trainers and allows so much more flexibility with our CPR classes. We are also able to offer hybrid classes which we didn't have before.

h. Roundtable Discussion

- i. Victor Bolanos: I just wanted to make the new chief aware of the 4/10 summer schedule. Employees start earlier and leave later and CAADO will need more patrolling. Wanted to make it know one of his favorite trainings

students.

1. Justin Czerniak: Norco offers it to everyone.
- ii. Victor Bolanos: When it comes to Covid guidelines I just want to make sure we are still following current guidelines because some places lifted mask mandates.
 1. Beiwei Tu: OSHA passed permanent guidelines and the mask requirement during an outbreak will remain a guideline we follow.
- iii. Michael Collins: Are Merv 13 filters still required in the permanent standards.
 1. Beiwei Tu: Yes. If your system can't handle Merv 13 you have to have the best possible.
 2. Michael Collins: We need to have a discussion with Maint. Directors at all campuses. We are having to change out the filters every 6 months and without funding I don't think this is sustainable.
- iv. Daniel Villanueva: Is there a special tool required to change the Merv 13 filter?
 1. Michael Collins: No, it does not require a special tool
- v. Tony Ruiz: Where are we on the district-wide assessment on security cameras?
 1. Beiwei Tu: The plan was to replace existing cameras that aren't working. We need to create a workgroup to address issues about who can access, who monitors, etc.
- vi. Victor Bolanos: Is there a policy for the frequency that the Merv 13 filters need to be changed?
 1. Michael Collins: During Covid we were supposed to change every 6 months. Because the filter is thicker it takes a lot of work for equipment to pull air through.
- vii. Justin Czerniak: Have we received the threat assessment report for the district? Are we going to do the campuses?
 1. Chis Cano: There are a lot of elements to this process. I need to speak with Sylvia about what has been approved and what is next.
 2. Beiwei Tu: We can come back to it at our next meeting. Monica please schedule a meeting with the facilities director to discuss Covid ventilation regulations.

Meeting adjourned at 2:48 p.m.