

DISTRICT SAFETY & SECURITY COMMITTEE (DSSC)

MEETING MINUTES

Monday, June 2, 2023

ATTENDEES:	Jones, Lorraine	
Askar, Majd	Kazsuk, Tracy	
Bolanos, Victor	Ruiz, Tony	
Cano, Chris	Tu, Beiwei	
Clarke, Chris	Villanueva, Daniel	
Collins, Michael		
Cruz-Soto, Thomas	ABSENT:	
Disalvio, Sean	Moore, Frankie	
Dobyns, Keith	Sellick, Mark	
Esqueda, Monica	Taube, Rhonda	
Few, Tammy	Czerniak, Justin	
Gonzalez, Evelyn	Wofford, Kemari	
Hartley, Mark		
Hicks, Marie		

I. The Meeting was *called to order* by Beiwei Tu at 10:01 a.m.

II. CONSENT CALENDAR

- a. DSSC May 5, 2023 meeting minutes approved. Motion made by Marie Hicks, seconded by Victor Bolanos.

III. DISCUSSION/ACTION ITEMS

- a. Crime Alert & Notification
 - i. Chief Cano: After the RCC event where the knife was seen with the homeless person, people asked why the notification wasn't sent sooner. We don't want to cry wolf. RAVE alerts would be going out daily if we notified everyone of everything. I wanted to bring the notification protocol to this group for discussion.
 - 1. Marie Hicks: This is problematic. Just because he wasn't found in the parking lot doesn't mean he wasn't still on the campus, but if he had left, notification seems unnecessary. It doesn't seem like PD dropped the ball because he did leave. Did you know for sure that he had left the campus?
 - 2. Chief Cano: We saw him walk off the campus. It's hard to convey second by second. If we were to give a step-by-step of everything, it would be a huge presentation. It might have caused panic if a notification had been sent at 7:30 that morning. I don't think there is a right answer. I think we need to take every situation by ear.
 - 3. Tony Ruiz: I agree. We can't use RAVE for every unwanted person on campus. The problem was that the original source of the alert was coming from the helicopter. Maybe we need to send a message clarifying why the helicopter is there and what they are saying.
 - 4. Chief Cano: I agree with that. Once we were in the tunnel, we would have done a controlled notification, but the helicopter had already done a notification earlier.
 - 5. Victor Bolanos: There are a lot of problematic community members, and PD gets a lot of notifications. If someone spots someone with a weapon, as an employee, I would want to be notified.

notification. Like in the BOI presentations, we will either lockdown or shelter in place. RAVE notifications will be going out every 15 minutes. We are going to let people know if someone is walking around with a weapon, even a pipe.

7. Keith Dobyns: It is context-specific. Your people make threat assessments, and that determines the notification. Messages are context-specific depending on weapon and location.
8. Chief Cano: We would because we want to let students know what they may be coming into. We would work with other agencies to get information as well.
9. Keith Dobyns: Any protocols in writing will have to be put on PD for threat assessments.
10. Majd Askar: We need to know what to do earlier. We are giving you the tools, and you will have to use your best judgment until a RAVE message comes out. Interruption may be unnecessary if the problematic person is headed off campus. It is up to PD when notice needs to be sent.
11. Danny Villanueva: To have an effective notification system, we have to have good training and know what notifications mean. Everyone needs to be educated. I got a lot of experience from other schools, and now I don't pay attention. We had a third-party trigger notification, and that made this difficult.
12. Marie Hicks: Chief Cano mentioned the active shooter presentations. Is this available online?
13. Tony Ruiz: We are trying to make it available on Target Solutions.
14. Monica Esqueda: We also have a Norco version of the training.
15. Chief Cano: We need to have a presentation that will be the one we assign to everyone. This is a good one, and it's very emotional and informational. It's good for the District and personal safety. I am working with Beiwei and Monica to put a standardized presentation together.
16. Monica Esqueda: We have been doing these trainings for a few years. We have them done by the Safety Rep and Sergeant at each campus. Employees want to see a familiar face on their campus.

b. Training and education

- i. Beiwei Tu: We want to start with our current plan and see what improvements are needed and how to tackle different issues.

Our emergency action plan training is online, and there is no mandate on what employees have to take. We want to offer different training based on the target audience and emergency scenarios. We want to provide live employee training and have the recording available online. We want to offer separate training for those working in the EOC. ICS and FEMA training has been assigned to all managers with a completion date of 6/30/2023.

We also want to plan practical drills during the long semesters, including tabletop drills for EOC staff, such as senior leadership and the PIOs. Right now, we have a drill plan for an incident similar to the RCC event. Is this approach sufficient to take training to the next level? Can we make it required? Two training courses are planned for managers - Emergency Response Training for Managers and Incident Response Training.

- ii. Michael Collins: Those are both good training and should be mandated for managers to ensure consistency. ICS 100 is a little challenging for regular employees. Norco College already runs tabletop each quarter, and we train at each management meeting, discussing ICS structure or organizing logistics for an event. I think it would be valuable for all colleges. I think mandating it for all colleges would be a little much. I would like to see a districtwide half-day training to bring executives together to get an idea of where we stand, and we

- Office's and colleges' roles and responsibilities.
 - iii. Beiwei Tu: We do need to improve coordination between the District and colleges.
 - iv. Tammy Few: Did you say we are not required to take ICS training?
 - v. Beiwei Tu: In our policy, it is strongly encouraged.
 - vi. Tammy Few: But are we required by another governmental agency to take it? I thought key positions were required by governmental agencies.
 - vii. Monica Esqueda: The State Chancellor's Office requires ICS 100 and ICS 700.
 - viii. Tammy Few: I thought key personnel were required at the federal level.
 - ix. Beiwei Tu: At this stage, we identify it as a requirement for all management. That is where we are heading. Something we want to change is the accountability structure. In the past, there were no consequences for not taking the training. Should we set up a separate accountability policy if the training becomes required?
 - x. Tammy Few: I believe we have language for failure to comply/follow already exists.
 - xi. Beiwei Tu: If we say all employees, it would include faculty.
 - xii. Tammy Few: There are specific requirements in the Ed Code for disciplinary for faculty. "In-service training" needs to meet and confer. It's hard to give specifics because I don't know exactly what it is asking for.
- c. Student training
- i. Beiwei Tu: We are also working on getting the 8-minute video for student active shooter training approved. Once finalized, we would like to make it a requirement for all students. We need to further discuss with Ed Services how to make it a required student training. I want to get some insight from the faculty members of this committee as to what we need to do in order to offer this training to students. Can it be added to Canvas as a course activity? In addition to the active shooter training for students, do they need additional emergency management training?
 - ii. Chief Cano: I've always been a fan of training. However, I don't see mandating it for students. But I do recommend it.
 - iii. Victor Bolanos: I see an issue at the colleges. Why would I want to do all this stuff or jump through hoops just to take a class? It should not be mandatory.
 - iv. Majd Askar: Does it have to go through the Academic Senate to become a mandate?
 - v. Evelyn Gonzalez: I recommend pushing through student bodies.
 - vi. Beiwei Tu: Mark took the Active Shooter training to the Student Council and got overwhelming support.
 - vii. Thomas Soto Cruz: Can we do incentives for students to attend these trainings?
 - viii. Chief Cano: I love that idea.
 - ix. Thomas Soto Cruz: The incentive could be discounts at the bookstore or meal vouchers.
 - x. Danny Villanueva: Do we do it during the Welcome week?
 - xi. Thomas Soto Cruz: We do a welcome day.
 - xii. Danny Villanueva: Can we do the training on the Welcome day?
 - xiii. Thomas Soto Cruz: We can make it a part of the Welcome Day with help and support from people on this call.
 - xiv. Chris Clarke: There is a lot of participation in the great shakeout. Maybe we can put basics together for students
 - xv. Tammy Few: Is there anything (training) required of the students?
 - xvi. Lorraine Jones: Not required.
 - xvii. Evelyn Gonzalez: We can ask Faculty to add to Canvas and make it the first assignment. We may need to take it to the Academic Senate because it may encroach on 10+1.
 - xviii. Danny Villanueva: Do we have mutual aid co-op agreements for resources?
 - xix. Beiwei Tu: Chief Cano's team has been working on a plan for reunification at offsite locations. Not sure about mutual aid. Do we need to do anything else than what has been proposed?

a presentation already there that addresses the topic.

d. RAVE

- i. Beiwei Tu: IT is working diligently to reprogram personnel profiles to capture cell phones in the RAVE profile. We discussed opt-in and opt-out at the last meeting. Do we want to send RAVE Alert to everyone at all locations? Currently, only active shooter alerts go to everyone. All other alerts are location-based.
- ii. Monica Esqueda: Can I show the backend of RAVE?
- iii. Marie Hicks: It should be a default opt-in to all locations, and we should only have to opt-out if desired
- iv. Monica Esqueda: Why do I want to show the backend? It's not really about opting in or out. We can choose whom to send the messages to, or we can choose to send alerts to everyone. We have templates for all sites set up in RAVE. We decide who gets these alerts. Active shooter alerts are set up to go to everyone. We have the option of sending it to all employees. We don't want to send all alerts to everyone because we don't want students blocking RAVE notifications to their phones because they are annoyed or overwhelmed with messages.
- v. Beiwei Tu: What is the consensus of this group?
- vi. Chief Cano: Consensus as far as everyone getting all notifications?
- vii. Beiwei Tu: Yes. We can set it up so everyone gets all notifications, or students get all active shooter notifications and alerts for their home school, and employees can get all.
- viii. Chief Cano: All employees should get all alerts.
- ix. Beiwei Tu: If you oppose the proposal, please put it in the chat.
- x. Michael Collins: Can we differentiate between colleges in the massaging by color? This way, employees can filter when they receive the notifications and know what campus it is for without reading further.
- xi. Monica Esqueda: There is no way to differentiate the color in the messages.
- xii. Victor Bolanos: I appreciate how it currently is and can opt-in if I want to. The current way is fine. I don't want people to have to think.
- xiii. Marie Hicks: I motion that employees get all alerts, and students get site-specific alerts
- xiv. Evelyn Gonzalez: Have we asked the students what they want?
- xv. Beiwei Tu: We haven't, but we can.
- xvi. Michael Collins: How can students make changes to opt in/out of RAVE? It needs to be easy. Our students aren't patient. It needs to be super for them to work.
- xvii. Beiwei Tu: Monica and I will have a sidebar conversation after the meeting.
- xviii. Beiwei Tu: We have a motion to change the RAVE notification to all employees getting all notifications. Students will stay the same for now.
- xix. Chris Clarke: Seconded the motion.
- xx. Beiwei Tu: Motion approved.

e. EOC activation

- i. Beiwei Tu: We are working on EOC activation procedures. Another piece in the policy will be the campus closure plan. Some locations are easier (Norco and MVC) than others. RCC is more difficult to close the campus and requires more planning. We are also working with the VPs to ensure all doors can be locked from the inside and have some kind of AP system. We are working with Strategic Communication on a crisis communication plan and how to effectively get communications out. I want to get your opinion on scheduling a meeting during the summer to have more time to continue to discuss the Emergency Response Improvement Plan before Fall.
- ii. Marie Hicks: I can do it Friday mornings.
- iii. Sean Disalvio: That won't work because campuses are closed on Fridays.
- iv. Marie Hicks/Chief Cano: It needs to be in the afternoon, then. 2:00 or later.

f. Student Conduct Threat Assessment and Information Sharing

- i. Micherri Wiggs: I attended a recent meeting to see how cross college communication is happening among BERT/CARES teams for non-conduct

- and get reported on behavior issues at one college, are they shared with other colleges?
- ii. Thomas Soto Cruz: When an issue with a student arises at multiple colleges, Deans connect at the campuses. We may have to establish monthly meetings to discuss this. I will start using the ratings based on the NABITA scale. We will discuss and implement it in the Fall.
 - iii. Beiwei Tu: Do we have a standard for when to engage PD, and what is the expectation for PD? The questions come from the event at MVC with the white supremacy issues.
 - iv. Chief Cano: There have been a couple of different incidents. They weren't reported to us initially. A swastika was found but wasn't reported, and it was cleaned up before PD was notified. It was a very weird case in which someone caused a disturbance at MVC while trying to get a vendor permit. They wouldn't give him one because he did not meet the requirements. PD got him out of the building and made the arrest. The backpack search revealed a very large knife, odd literature about Black Panther, KKK, sovereign information, and violent pictures. PD notified FBI
 - v. Thomas Soto Cruz: When an incident happens, we receive a police report. Depending on the situation, we put a hold on the student's accounts until action is taken. Students have the right of due process. The student has to meet with the Dean before they can come back to campus. We would work with PD on any court issues to see if the student can return to campus.
 - vi. Chief Cano: Trying to ensure officers take miscellaneous reports, even if a crime is not happening, for a record of the event. It is very important to have these incidents reported. Our Sergeants are pretty adapted to having officers go back and take reports. Some interviews are still happening to get further information.
 - vii. Tomas Soto Cruz: This is a form from another college that we could use. It has different areas that different departments have to complete to get thorough information on a student.
 - viii. Mark Hartley: From our CARE team, I don't see any kind of report if a student is going through any kind of depression or such, that is protected information. We share criminal action or disciplinary action.
 - ix. Thomas Soto Cruz: If it came to a CARE meeting that a student recently lost 40 pounds in a week or two, we would check in with that student. If we notice a change, we will check-in.
 - x. Mark Hartley: That is the purpose of our group, but not to share that information. When students are taken out of the country for travel abroad, feel free to interview the students. You are allowed to ask them questions. Live scanning is also available if it is made a requirement. Set up what you want, but CARE teams are not going to provide information about students.
 - xi. Micherri Wiggs: To clarify, study abroad was just an example. It was just an opportunity to bring the concern up. There have been many instances on the CARES team on whether or not something needed to be elevated to conduct/PD. If a student is having this type of issue at multiple colleges, the information should be shared so we can protect the safety of our students.
 - xii. Mark Hartley: If something hasn't elevated to the level of a crime, we can't use information to hinder a student's opportunities. Just wanted to make that clear.
 - xiii. Keith Dobyns: This is my concern as well. If we evaluate a student issue when there is no concern for conduct but other issues, there is a problem with making decisions for that student based on those issues.

IV. Meeting adjourned: 11:46 am.