

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT SAFETY & SECURITY SUB-COMMITTEE (DSSC)
MEETING MINUTES
Friday, November 1, 2024**

ATTENDEES:	ABSENT:
Bolanos, Victor	Mark DiMaggio
DeAnda, Julie	DiMemmo, Kristie
Hicks, Marie	Caringella, Graciela
Esqueda, Monica	Covarrubias, Araceli
Tu, Beiwei	Collins, Michael
Arguelles, Rudy	Greg Ferrer
Kazsuk, Tracy	Heim, Stefanie
Askar, Majd	Tracy Bennett
Moore, Frankie	MVC Student Body President
Gonzalez, Evelyn	NC Student Body President
Taube, Rhonda	RCC Student Body President
Mary Rankin	

I. Call to Order and Approval of Previous Meeting Minutes

The minutes from the October meeting were reviewed. Marie Hicks suggested to update her name in the minutes and use a consistent format for names. Marie Hicks moved to approve the minutes, with Frankie Moore seconding the motion. The minutes were approved unanimously.

II. Mental Health Concerns Discussion

Rhonda Taube brought forward significant concerns regarding student mental health, presenting findings from a recent survey conducted across the three colleges. The survey revealed that approximately 40-42% of respondents reported having considered suicide. This concerning statistic was highlighted in the context of a recent student incident that prompted additional discussion about mental health response protocols.

The survey's methodology and approval process became a point of significant discussion. It was noted that while RCC's Institutional Review Board (IRB) initially approved the survey, the committee chair subsequently stepped down due to controversy surrounding this decision. Norco College denied IRB approval, though the survey was still distributed to faculty members directly. The approval status at Moreno Valley College remained unclear. Several committee members expressed concerns about the survey's methodology, the lack of clear IRB approval documentation, and questions about data validity and sample size.

III. Annual Risk and Safety Assessment Program

Beiwei Tu presented the new assessment program designed to shift from reactive to proactive risk management. The program consists of four main phases: Planning, Fact Finding, Reporting, and Follow-up. The planning phase will prioritize projects based on risk assessment, with initial focus areas identified as Injury/Illness Prevention and Building and Floor Captain Programs. The fact-finding phase will involve consultant engagement for fieldwork, document preparation, and site visits with open conferences for feedback.

The reporting phase introduces a three-step process, including a draft report with a college rebuttal opportunity, a formal exit conference, and a required management response. The final phase focuses on implementation monitoring and corrective action verification. Implementation is planned for Spring 2025, with regular reporting to DSSC and DSPC required.

Following the presentation, Marie Hicks moved to recommend the procedure to DSPC, with Rudy Arguelles seconding the motion. The motion carried with one abstention from Victor Bolanos.

IV. Workplace Violence Prevention Program

The committee reviewed the written Workplace Violence Prevention Program, which had received prior approval from Chief DiMaggio and legal counsel. The program establishes clear protocols for communication, response procedures, and documentation requirements. Communication responsibilities are shared between Risk, HR, and PD departments, utilizing the Maxient online reporting system that integrates with CARE team processes.

Response procedures establish RCCD PD as the initial triage point, with clear delineation between crime-related incidents (led by PD) and non-crime incidents (led by HR). The program includes comprehensive emergency response protocols and facility-related correction procedures. Marie Hicks moved to approve implementation, seconded by Rhonda Taube, and the motion carried unanimously.

V. Emergency Preparedness Updates

A. Interim Communication Protocol

A new interim communication protocol is being developed to address gaps identified in recent emergency responses. Key features include maximum timeline requirements for initial RAVE alerts following incident confirmation and detailed follow-up communication. The protocol acknowledges RAVE system limitations (100-character limit) and establishes automatic EOC triggers for specific scenarios, such as active shooter situations. The draft is under management review and is expected to be completed within the next week.

B. Department Emergency Action Plan Annual Update

Monica Esqueda reported on the current status of Department Emergency Action Plan completions across the district. Current completion rates vary: Moreno Valley at 15.6%, Norco at 7.4%, RCC at 27.5%, and the District Office at 7.5%, resulting in a district-wide completion rate

of 15%. Weekly progress reports are being sent to VPs and Vice Chancellors, and a simplified form with pre-identified information has been implemented to facilitate completion. The plans include comprehensive documentation of emergency locations, supply locations, special training records, and language capability inventories.

C. District Office Security Enhancements

Significant security improvements are being implemented at the District Office, including extensive window frosting and blackout curtain installations. The second floor improvements include improvements to the lunchroom, Vice Chancellor offices, and various administrative spaces. Third-floor enhancements cover all conference rooms, corner offices, and specific administrative areas. These modifications are designed to create additional secure spaces for lockdown scenarios.

VI. Training Status Update

Monica Esqueda provided a detailed update on the transition from Target Solutions to the VRC platform provided by the State Chancellor's office. The migration process is currently ongoing, with access procedures and the required training series being established. The committee was informed that the new platform offers more concise, focused content compared to the current system. While many equivalent trainings have been identified in the new platform, some custom content, including wildfire training and IIPP materials, will need to be uploaded separately. The transition is expected to improve training efficiency while maintaining comprehensive coverage of required safety protocols.

VII. Student Mental Health Concern Reporting Process

Julie DeAnda reviewed the reporting process for student mental health concerns. The report forms are easily accessible online through student health and wellness pages. The SAFE Team assesses the online reports through multi-department collaboration. This process has notably reduced the need for police involvement by incorporating access to county mental health crisis counselors.

The Maxient system, which supports this process, was highlighted for its robust case management capabilities. The system enables district-wide information sharing and comprehensive tracking while maintaining long-term records of all cases. Julie DeAnda noted that since its implementation at Moreno Valley College in 2018, the system has demonstrated significant success in reducing the need for police intervention in mental health situations.

VIII. Facilities Update

Marie Hicks reported the successful installation of new blinds in a ground-floor classroom at Moreno Valley College, addressing previously identified security concerns for active shooter scenarios. This improvement was noted as a positive example of responsive facility management to security needs.

Next Meeting

The next meeting is scheduled for December 6, 2024. The committee anticipates a full agenda focusing on after-action reports and CARE/BIT team procedures.

The meeting was adjourned at 11:30 AM.