

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

MEETING MINUTES

Friday, April 5, 2024

ATTENDEES:	ABSENT:	
Askar, Majd	Taube, Rhonda	
Bolanos, Victor	Moore, Frankie	
Kristine DiMemmo	Julie DeAnda	
Covarrubias, Araceli	RCC Student Body President	
Esqueda, Monica	Norco Student Body President	
Heim, Stefanie	RCC Student Body President	
Hicks, Marie		
Tu, Beiwei		
Collins, Michael		
Graciela Caringella		
Arguelles, Rudy		
Kazsuk, Tracy		

The meeting was called to order at 10:00 am.

1. Review and approval of previous meeting minutes

- Marie Hicks: Motioned to approve the minutes from the March 1st meeting.
- Graciela Caringella: Seconded the motion to approve the minutes.

2. Feedback from key stakeholders regarding agenda items from the previous meeting

- No specific feedback was provided, suggesting that the topics discussed in the previous meeting, such as property damage response and insurance claim protocols, did not require any changes or revisions based on input from the represented groups.

3. Emergency response and security enhancement updates

- Beiwei Tu: Provided an update on the Security Assessment project, noting that the proposal period ended on April 2nd with 8 proposals received from various contractors. Outlined the next steps, including committee evaluation, scoring, interviews, and recommendations to the DSPC and Board of Trustees. Mentioned that the project timeline had been adjusted, with the start date pushed to later in June, but the ultimate goal is to complete the project during the summer months. Highlighted that the proposals received offer a wide variety of approaches and methodologies, with significant differences in pricing for the same scope of work.

4. Tabletop exercises and drills

- Beiwei Tu: Shared the success of the tabletop exercise conducted with Moreno Valley College's President's Leadership Team, focusing on a utility failure scenario. Outlined

plans for similar exercises at Norco College and Riverside City College. Explained the purpose of the tabletop exercises as training and preparation for campus leadership to effectively manage crises and develop action plans. Mentioned the ultimate goal of having campus leadership drive the discussion and develop action plans independently, with Risk Management serving as observers and providing feedback.

- Marie Hicks: Reported on the successful lockdown drill at Norco College, noting that students took it seriously and the process ran smoothly.
- Michael Collins: Provided additional details on the Norco College lockdown drill, including pre-drill training for building and floor captains, access control testing, and post-drill surveys. Offered to share the lockdown drill protocol and procedure developed at Norco College with Moreno Valley College to facilitate their drill planning.
- Majd Askar: Shared Moreno Valley College's plan to conduct a lockdown drill on May 14th at 10 AM (tentative), engaging faculty and students, building upon their previous dry run with staff in June of the previous year.

5. Administrative Procedure (AP) for security cameras

- Beiwei Tu: Led the discussion on the first read of the AP, focusing on the scope, definitions, placement, monitoring, and data security aspects. Emphasized that the primary functions of security cameras are deterrence and gathering information for investigations rather than active, real-time monitoring. Noted that definitions in the AP are aligned with standard practices and were developed in consultation with IT and Facility Services. Addressed concerns about camera placement, specifically regarding the monitoring of employee workstations and areas where there is a reasonable expectation of privacy. Clarified that the AP's focus is on the placement and monitoring of cameras, rather than the specific locations where cameras are installed, as that information is not publicly disclosed for security reasons.
- Graciela Caringella: Raised questions about the language used in the AP, particularly concerning the cashier's office example and the implication of serious security concerns with employees in those areas. Suggested refining the language to avoid singling out specific locations and to consider including other areas where cameras may be used to protect district assets.
 - o Beiwei Tu: Agreed to change the language to "Security cameras may be used in areas with monetary transactions, such as cashier's offices" to address the concerns raised by Graciela.
- Majd Askar: Inquired about the rationale for not including audio recording in the AP and asked about the onboarding process for employees in areas with cameras.
 - o Beiwei Tu: Explained that not including audio recording is a general industry practice to protect privacy, as the district does not want to record conversations or private phone calls.
- Kristine DiMemmo: Confirmed that cameras are already present in the cashier's office at Riverside City College and shared that this is also the case at the district office.
- Michael Collins: Agreed with Kristine DiMemmo and added that cameras are also present in cash handling locations at Norco College. Cautioned against being too prescriptive in the AP, as camera placement may vary based on specific locations and their unique needs. Emphasized the importance of considering the AP as a potential piece of evidence in future claims or legal proceedings.

- Victor Bolanos: Asked whether employees working in areas with cameras are made aware of the monitoring during the hiring process.
 - o Graciela Caringella: Acknowledged the importance of the question and committed to looking into the current onboarding practices and reporting back to the group.
- Graciela Caringella: Acknowledged the need to further investigate the onboarding process and discussions about camera presence, committing to follow up with her team and report back to the group.
- Araceli Covarrubias: Inquired whether the placement of cameras would be a negotiable item with the unions (CTA and CSEA).
 - o Beiwei Tu: Clarified that the placement of cameras in public areas, such as building entrances, may not be a negotiable item, but the monitoring of individual workstations for union members would likely require negotiation due to the impact on working conditions. Agreed to have a sidebar conversation with Araceli to discuss the matter further.
- The group agreed to refine the language in the AP, incorporate the feedback provided, and bring it back for a second read at the next meeting.

6. Managing safety concerns reported by employees

- Beiwei Tu: Proposed a new approach to address safety concerns using the hazard assessment process as the first step, rather than immediately attempting to solve the problem without identifying the root cause. Emphasized the importance of identifying the underlying factors contributing to safety concerns and addressing them effectively. Shared plans to conduct training sessions with managers to ensure a smooth transition to this new approach and provide them with the tools to manage safety complaints and concerns more effectively. Provided an example illustrating the importance of identifying the root cause of a safety concern, such as investigating potential water intrusion as the cause of mold growth.

7. Safety and Risk Management Achievement Award program

- Beiwei Tu: Introduced the award program, outlining its objectives to cultivate a safety culture, reduce workplace incidents, promote emergency preparedness, and enhance employee engagement. Shared details on the award categories, nomination process, and timeline. Mentioned that a district-wide email has been sent to announce the call for nominations and provide details about the award criteria and nomination process.

8. Ergonomic initiatives for non-office activities

- Beiwei Tu: Discussed the focus on job-specific hazard analysis and proposing training and engineering controls for positions such as facilities, maintenance, custodians, and dining services. Explained that the initiative aims to prevent injuries proactively by identifying and addressing ergonomic hazards specific to each job. Mentioned that the district's Joint Powers Authorities (JPAs) will assist with the assessments, which will involve observing how tasks are performed in real-world settings. Emphasized the importance of input from managers and employees for developing practical and effective recommendations.

Provided examples of potential outcomes, such as providing employees with telescopic poles to reduce awkward postures or adjusting equipment to better suit the workers.

- Majd Askar: Asked whether the ergonomic assessments for non-office activities would be handled through the accommodation process and expressed concern about the potential complexity of implementing the initiative.
 - o Beiwei Tu: Clarified that the ergonomic initiative is separate from the accommodation process and is driven by the requirement to address ergonomic hazards under Cal/OSHA regulations and the goal of reducing costly workers' compensation claims related to ergonomic injuries.

9. Insurance renewal and risk management

- Beiwei Tu: Provided an update on the insurance renewal process, indicating that preliminary information suggests another hard market year with potential rate increases. Shared that the district's liability insurance through the SWACC JPA has increased by 15% from last year's level. Mentioned that the exact cost of the insurance renewal is expected to be known within the next month, but indications point towards a significant increase, likely in the double digits. Explained the factors driving the higher insurance rates, including market conditions in California and the impact of claims across the state. Encouraged campuses to identify and address issues that may contribute to losses, such as vandalism or theft, to help control costs. Provided examples of proactive measures, such as investing in better fencing or enhancing security measures.
- Majd Askar: Asked whether the premium increase is solely due to market conditions or if it is also influenced by the number of incidents reported by the district.
 - o Beiwei Tu: Clarified that the primary reason for the rate increase is the market conditions in California, with many insurance companies exiting the market due to the perception of high risk associated with natural disasters. Explained that while the district's claim activity is not the main driver of the increase, proactive risk management efforts can help mitigate future rate increases.

10. Training updates and completion status

- Monica Esqueda: Provided an update on Cal/OSHA training completions and upcoming training programs. Shared that flex approval has been obtained for faculty at Moreno Valley College and Norco College to take Cal/OSHA classes, with Riverside City College's approval pending. Discussed efforts to increase participation, particularly among part-time faculty, by offering training at different times and dates based on feedback. Outlined various training sessions scheduled for the upcoming months, including Stop the Bleed, CPR, CERT, heat illness prevention, wildfire, ergonomics, and student accident insurance. Mentioned that training sessions are being planned to accommodate different shifts and schedules. Noted that recordings of certain training sessions will be available on Target Solutions for those unable to attend in person. Shared a handout with instructions for accessing Target Solutions and locating important training videos.
- Marie Hicks: Expressed interest in attending CERT training but raised concerns about the scheduling conflicts with summer classes. Requested information on CERT training opportunities that do not involve Tuesdays or Thursdays.

- Monica Esqueda: Provided information on Norco College's CERT program, which offers after-hours and weekend classes. Committed to sending Marie additional details on upcoming CERT training opportunities, including the May session at Norco College (NC EMS 801).

11. Youth Protection Program

- Beiwei Tu: Shared that the district is finalizing a contract with Praesidium to provide youth protection training and a self-assessment program on the effectiveness of control measures. Mentioned that the training will be offered to groups heavily involved in working with minors, leveraging Praesidium's existing training materials used by the UC and CSU systems. Explained that the self-assessment program will help the district evaluate the strength of its current practices and identify areas for improvement in preventing and responding to incidents of abuse or misconduct involving minors. Committed to sharing more information with the group once the agreement is finalized and the program is ready for implementation.

Action Items:

- All Attendees:

- Review the draft AP for security cameras and provide feedback to Beiwei before the next meeting, focusing on areas such as language clarity, privacy concerns, and the inclusion of additional examples beyond the cashier's office.
- Actively promote and encourage employee participation in upcoming training programs, leveraging their respective networks and communication channels to maximize engagement and attendance.

- Beiwei Tu:

- Incorporate the feedback received on the draft AP for security cameras and present an updated version for a second read at the next meeting, ensuring that all input is carefully considered and addressed.
- Have a sidebar conversation with Araceli Covarrubias to discuss the potential negotiation implications of camera placement and monitoring for union members.

- Monica Esqueda:

- Send Marie Hicks information about upcoming CERT training opportunities at Norco College and other local locations, including details on the May training session (NC EMS 801) and any weekend or after-hours sessions that may be available.

- Graciela Caringella:

- Discuss the draft AP for security cameras with the Vice Chancellor of Human Resources and Employee Relations (VC HRER) to gather additional feedback, concerns, or considerations from an HR perspective and report back to the group.

- Collaborate with the HR team to determine the extent and nature of conversations about camera presence and monitoring that currently take place during the onboarding process for new employees, providing insight into existing practices and potential areas for enhancement or standardization.
- Look into the current onboarding practices regarding informing employees about camera monitoring in their work areas and report back to the group.

- Majd Askar, Michael Collins, and Kristine DiMemmo (Vice Presidents of Business Services):

- Connect with constituents at their respective colleges and the district office to gather information on the current onboarding process for employees working in areas with security cameras, including any discussions or acknowledgments regarding camera presence, and share their findings with the group to inform the AP development process.

The meeting adjourned at 11:35 am