

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

MEETING MINUTES

Friday, May 3, 2024

ATTENDEES:	ABSENT:	
Askar, Majd	Arguelles, Rudy	
Bolanos, Victor	Cano, Chris	
Julie DeAnda	Clarke, Chris	
Hicks, Marie	Covarrubias, Araceli	
Esqueda, Monica	Caringella, Graciela	
Tu, Beiwei	Garcia, Jessica	
Collins, Michael	Gonzalez, Evelyn	
	Heim, Stefanie	
	Kazsuk, Tracy	
	Moore, Frankie	
	Norco Student Body Pres.	
	RCC Student Body President	

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

1. Review and approval of previous meeting minutes

- a. Marie Hicks: Motioned to approve the minutes from the April meeting.
- b. Majd Askar: Seconded the motion to approve the minutes.

2. Committee vs Subcommittee Clarification

- a. Majd Askar clarified that this group is officially a subcommittee that reports to the Resources Committee, one of the five overarching District Strategic Planning Committees (DSPCs).
- b. As a formally designated subcommittee, a quorum is not required to hold the meeting or make decisions, per the documented DSPC structure and operating procedures.
- c. The subcommittee will continue to keep detailed minutes to document discussions and maintain transparency, even if not formally required.

3. AP 3505 Security Camera Procedure Review

- a. The draft AP 3505 Security Camera procedure was reviewed by the Riverside City College (RCC) Academic Senate, as reported by Rudy Arguelles via email. The main feedback received was to ensure the procedures are followed consistently across all three colleges and to install physical override buttons for the electronic access control system.
- b. There was robust discussion on the specific language regarding the intended use of security cameras. Marie Hicks expressed concerns about wording that could allow camera footage to be used for routine employee discipline or supervision.
- c. Monica Esqueda advocated for retaining some flexibility to use camera footage for critical non-disciplinary investigations when warranted, citing the recent major flood incident as an example. Michael Collins agreed that investigations of crimes, significant property damage, or personal injuries are appropriate uses.

- d. The group reached a consensus to revise the language to focus camera use on investigating criminal activity and significant security/safety incidents that pose physical risk rather than routine performance issues or employee discipline. Beiwei Tu will incorporate this feedback into the next draft.
- e. Beiwei Tu explained that the revised procedure will be routed next to the RCCD General Counsel for thorough legal review before being advanced to the DSPC committee.

4. District-Wide Security Assessment RFP

- a. Beiwei Tu provided a detailed overview of the Request for Proposals (RFP) issued in February 2024 to hire an external consultant to conduct a comprehensive district-wide physical security and vulnerability assessment.
- b. The scope of work includes assessing all physical security systems/equipment, access control, security camera coverage, exterior lighting (including detailed night inspections), security policies, procedures, and training. The Stokoe and Rubidoux annex sites are excluded.
- c. Majd Askar, as a member of the RFP selection committee, commented that the RFP process was well-organized and that the pre-defined scoring criteria and evaluation matrix were clear, objective, and fair.
- d. Salas O'Brien was unanimously selected as the winning firm based on their extensive direct community college experience, tailored client-focused approach, and competitive pricing.
- e. The assessment will take place from June through September 2024. In late June, the consultant will conduct stakeholder interviews with representative faculty, staff, and students. Majd Askar requested that the consultant propose a clear plan for the interview/input approach for the committee to review.
- f. At the conclusion in September, the consultant will provide a comprehensive final report with a detailed vulnerability/physical security assessment and phased long-term recommendations. This deliverable will essentially serve as a district-wide physical security master plan.

5. Draft AP Key & Access Control Procedure Review

- a. Beiwei Tu presented an initial rough draft of a new administrative procedure to establish official roles and responsibilities for managing physical keys and electronic access control across the district.
- b. The draft outlines the proposed division of responsibilities between police (locking/unlocking), facilities (key tracking, issuance, and lock maintenance), and individual departments/deans (authorizing key requests).
- c. The procedure defines the formal request and approval processes for different key types, from individual room keys to building master and grand master keys.
- d. Michael Collins noted that at Norco College, many classroom doors are intentionally keyed the same to allow one key to open multiple general classrooms in the same building for convenience. He asked that this common practice be considered and accounted for.
- e. There was an active discussion on whether faculty are consistently issued keys to their classrooms. Current practices seem to vary significantly by college and department. Marie Hicks strongly advocated for faculty to be provided the ability to unlock/lock their assigned classroom.

- f. Julie DeAnda, Police Representative, clarified that only the police department's community service officers (CSOs), not sworn police officers, are technically responsible for manual building locking/unlocking in their job descriptions.
- g. The group agreed to carefully review the draft procedure in detail with their constituent groups, committees, and facilities teams to gather additional substantive input for the next round of discussion.

6. Training Update

- a. Monica Esqueda reviewed the latest April training completion numbers, which are down slightly from March. However, the numbers are expected to increase substantially once the new faculty flex credit eligibility will be widely promoted.
- b. As of May 1st, all emergency response training courses have been approved for faculty flex credit at all three colleges. Monica will send customized email communications to all faculty members, clearly explaining the process.
- c. The upcoming training schedule was reviewed, including the emergency management series, CPR, Stop the Bleed, striker chair, and ergonomic courses. A good mix of faculty, classified staff, and management are registered.
- d. Monica highlighted several process improvements, including adding key resources/links to her email signature and website to better promote training access and proactively answer common questions.

The meeting adjourned at 11:35 am.

Next Meeting: May 31, 2024