

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT SAFETY & SECURITY SUB-COMMITTEE (DSSC)
MEETING MINUTES
Friday, September 6, 2024**

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

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

1. Review and approval of previous meeting minutes

Marie Hicks moved to approve the minutes, and Rudy Arguelles seconded the motion. The minutes were then unanimously approved by the committee.

2. Police Update

Beiwei Tu provided an update on the status of the police department. She informed the committee that Acting Chief Kleveno would retire after October 3rd. The recruitment process for an Interim Police Chief is currently in progress, with background checks ongoing. Tu noted that police background checks typically take considerable time and expressed hope for some overlap between Kleveno's departure and the new Interim Chief's arrival.

Regarding staffing changes, Tu reported that interim sergeants have been named: Sergeant Jackson for Moreno Valley, Sergeant Roja for RCC, and Dave Purser has moved to the Norco campus. Julie DeAnda expressed that Chief Kleveno will be missed but acknowledged that the retirement is well-deserved.

3. District Safety and Security Assessment Project

Beiwei Tu provided a comprehensive update on the District Safety and Security Assessment Project. The project is ongoing and nearing its wrap-up process. Security assessments have been completed for all buildings at the three colleges and the district office, including a night-time light survey.

Regarding the interview process, Tu reported that administrator interviews were completed during the summer, classified professionals' interviews are nearly complete, and faculty interviews are in the early stages. She mentioned that 5 faculty members from Norco and 14

from other campuses have been identified for interviews, with multiple group interviews planned.

Tu also discussed the planned online surveys, one for employees and one for students, to be sent out during the week of September 16th.

A key issue identified in the assessment was the inconsistent key issuing procedures across campuses. Tu noted that Moreno Valley uses an online work order system, considered a best practice, while other campuses still use paper-based systems.

Frankie Moore suggested various methods to distribute the student survey, including using college admissions to send emails, sending text messages with survey links, using digital signage, developing flyers, and considering incentives like gift cards. Monica Esqueda noted the effectiveness of digital signage for announcements, especially at Norco. Marie Hicks inquired about text messaging capability, which Frankie Moore confirmed is possible, albeit with character limitations. Majd Askar confirmed that the marketing team handles digital signage at Moreno Valley.

4. Workplace Violence Prevention Program

Beiwei Tu presented the new Workplace Violence Prevention Program, developed in response to a law effective July 1st that requires mechanisms to protect employees from workplace violence. The written program, based on a Cal/OSHA template, defines workplace violence (including threats), outlines different types of workplace violence, assigns responsibilities to multiple departments (Risk Management, HR, PD), and establishes an online reporting system (Maxient) for incident tracking.

Tu explained that the program requires investigation of all incidents, includes hazard identification and evaluation, and outlines training requirements (initial and annual refresher). Risk Management created the written program, with DSSC as the shared governance body for review. Communication efforts will be joint between Risk, HR, and PD, while training and education will be a joint effort between HR and PD.

Julie DeAnda raised concerns about the language regarding community members on campus, especially for Moreno Valley. She noted differences in the ability to contact community members at different campuses. She emphasized the need for clear communication in training about what constitutes actionable behavior.

Monica Esqueda explained the challenges with the new law's language about feeling threatened, noting that the language comes directly from the law and may be difficult for all employers to implement. Majd Askar requested clarification on reporting procedures and suggested waiting to approve the document for thorough review. Marie Hicks noted language about self-defense and defense of others in the document and shared a personal experience with a potentially threatening student situation.

Tu mentioned ongoing work with Monica to develop procedures for mental health emergencies. Graciela Caringella from HR committed to following up on training plans and communication. The committee agreed to review and provide feedback on the program.

5. Emergency Preparedness Update

Monica Esqueda presented a detailed update on emergency preparedness initiatives:

a. Department Emergency Action Plan: An updated version with improvements for easier navigation will be distributed to managers for completion by mid-December. The plan includes checklists, contact information, and department rosters. Monica highlighted improvements such as a more detailed check-off list, pre-filled information, and clarified language on lockdown procedures.

b. After Action Reports: These reports are used for drills, tabletop exercises, and emergencies to identify areas of success and improvement. They include a section for pending items and follow-up. They are distributed to the President's office, VPs, and Risk Management to ensure lessons learned are shared and action items are implemented.

c. Quarterly Emergency Alert System Test: Monica reported successful tests at Moreno Valley, Norco, and Riverside City College, sharing metrics for each campus. She mentioned that new opt-in groups had been added to the system and that post-test surveys were being used for feedback.

d. Training Programs: Various trainings are available, including Emergency Management, CPR/AED, Stop the Bleed, and CERT. Monica shared current completion rates and announced upcoming training dates. Marie Hicks requested Stop the Bleed training on Fridays, to which Monica confirmed scheduling flexibility and mentioned combined CPR/Stop the Bleed sessions for efficiency.

6. Business Continuity Dashboard

Beiwei Tu demonstrated a new dashboard developed by Institutional Effectiveness. This tool provides real-time information on classes in session during emergencies, allowing filtering by college, subject, building, date, and time. It includes information on class modality and aims to assist first responders in quickly locating occupied areas. Tu noted that access will be limited due to FERPA requirements. Monica Esqueda highlighted the dashboard's usefulness in focusing first responder efforts during emergencies.

7. Round Table Discussion

The round table discussion covered several topics. Marie Hicks inquired about Stop the Bleed kits at Moreno Valley and raised concerns about removing blinds in classroom H222, creating a safety issue during lockdowns. She also shared an experience with a schizophrenic student and uncertainty about reporting procedures.

Monica Esqueda advised that Stop the Bleed kits should be with AEDs or first aid kits and suggested contacting Ron Kirkpatrick in Facilities about the blinds issue. Tu, Beiwei suggested submitting a work order for tracking purposes.

The date for the next meeting is October 4.