

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT SAFETY & SECURITY SUB-COMMITTEE (DSSC)
MEETING MINUTES
Friday, May 2, 2025**

ATTENDEES:	ATTENDEES:	ABSENT:
Arguelles, Rudy	Greg Ferrer	Taube, Rhonda
Collins, Michael	Susanne Ma	MVC Student Body President
Askar, Majd	DeAnda, Julie	NC Student Body President
Esqueda, Monica	Blackmore, Chris	RCC Student Body President
Tu, Beiwei	Tony Ruiz	Martin-Thornton, Renee
Kazsuk, Tracy		DiMemmo, Kristie
Caringella, Graciela		Brandi Avila
Moore, Frankie		Kevin Wurtz
Heim, Stefanie		Covarrubias, Araceli
Bolanos, Victor		Marie Hicks
Gonzalez, Evelyn		

Call to Order

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

Approval of Minutes

The meeting minutes from April 4th, 2025, were reviewed. The date was corrected from March to April. Evelyn Gonzalez moved to approve the minutes, seconded by Graciela Caringella. The minutes were approved with the revision.

Security System Roles and Responsibilities

Beiwei Tu presented a draft plan for roles and responsibilities for security systems across the district. The plan was created in response to the districtwide Security assessment and is part of the action plan to improve program management, after meeting with key stakeholders, including the VP of Business Services, Police, IT, and FPD. The plan divides responsibilities between:

- IT: Would serve as system administrator for technology platforms, establish software licensing, maintain master equipment lists, and review/approve new installations and infrastructure upgrades.
- College & Facilities: would manage projects related to new installations and system upgrades for campus renovation projects and maintain physical equipment.
- Police Department (PD): would serve as security subject matter experts, participate in approval routing for new systems/modifications, and retrieve camera footage when needed. For electronic access control, they would assist with lockdowns after hours. For fire/burglar alarms, they would respond to activation.

- Facilities Planning and Development (FPD): Would manage new construction and major capital project security installations, develop district-wide security standards, and update the Security Master Plan.
- Risk Management: Would oversee program compliance, maintain policies/procedures, and perform periodic audits.

Dr. Collins raised significant concerns about:

- Multiple project owners creating confusion about who's responsible for what
- Overlap between college facilities and FPD responsibilities
- Lack of funding commitments to support these new roles
- Concern about unfunded mandates that couldn't be properly implemented
- Questions about who would pay for ongoing licensing fees and maintenance

Susanne Ma (IT) echoed concerns about resource commitments, noting these are systems IT doesn't currently manage and would need additional resources.

Beiwei Tu explained that this document was a response to the security assessment recommendation to define responsibilities before addressing funding. Majd and others suggested the document needed context showing its connection to the broader security assessment.

After extensive discussion, Beiwei Tu agreed to:

- Add an introduction section connecting this document to the broader security enhancement plan
- Additional funding is necessary for the department to take on additional security system roles
- Separate fire alarms and burglar alarms in the document
- Clarify language around college renovation projects vs. FPD capital projects
- Share the revised document with committee members to allow review by their facilities departments
- Return this item for action at the next meeting on May 30

Centennial Plaza Security Project - City of Riverside Proposal

Beiwei Tu presented plans from the City of Riverside to install gates and fences in the alleyway behind the District Office, Coil, and the parking structure for security improvements. FPD brought this to the committee's attention to gather stakeholder input. The proposed installations include:

- Location 1: Swing gate (ingress only) between the parking structure and shopping center, with pedestrian gate and landing
- Location 2: A rolling or swing gate combo at the entrance from the parking structure to the alleyway (behind Coil)
- Location 3: Pedestrian gate and ramp at White Park to allow access during special events
- Location 4: Vehicle gate and pedestrian gate from Whittier Place to Market Street

Tony Ruiz asked about access control systems for the gates, specifically whether:

- The district would be able to access them with badges or other access control
- The system would be integrated with the current C-cure9000 system or maintained separately by the city

Julie DeAnda from the Police expressed support for the gates, particularly those at the end of Whittier and Chestnut, noting they would help mitigate drug use and homeless issues. Her concerns included:

- Emergency response access for police coming from multiple directions
- Whether officers would need to exit vehicles to use keypads or remotes
- Impact on response times

Monica Esqueda raised additional concerns:

- Employee access when exiting the parking structure to use the back entrance of Cato
- Traffic congestion in the parking structure if the alleyway exit is closed, especially during high-traffic periods like when high schools use Coil facilities
- Need for quick opening of gates during evacuations

Victor Bolanos raised a question about late-night access for employees who work past elevator operating hours and currently use the backstairs.

The committee was generally supportive of the security improvements while emphasizing the need for clear access protocols, particularly for emergency services.

This feedback will be provided to FPD, who will coordinate with the City of Riverside.

Training Status Update

Monica Esqueda provided updates on district-wide safety training completion rates:

Employee Groups:

- District classified and confidential staff: highest completion rate overall
- District managers: 24.29% completion
- RCC managers: close behind district managers
- Moreno Valley part-time faculty: 4% completion
- Moreno Valley full-time faculty: 4% completion

Special Groups (with additional required training due to job hazards):

- RCC grounds: Nearly complete at 50%
- Norco health services: 64% completion
- RCC maintenance and operations: 44% completion
- RCC athletics: 29% completion (leading among all colleges)
- Norco food services: 18.18% completion
- RCC lab technicians: 20% completion

- Norco lab technicians: 19% completion
- Police Department: 11.5% completion (noting they complete additional POST trainings separately)

Monica noted significant progress between the March and April reports, particularly among classified staff, confidential staff, and managers.

Risk Management Website Update

Monica Esqueda presented the updated Risk Management website, which has been reorganized to be more user-friendly. She explained the site is being updated frequently to improve usability. Monica encouraged committee members to explore the website and noted it will continue to be updated regularly.

5. Building Lockdown and Security Systems Discussion

During the discussion of the security roles and responsibilities document, the committee also addressed building lockdown protocols:

- Julie DeAnda stated that panic alarms go directly to police dispatch, requiring no facilities response.
- Monica Esqueda noted that the district tests panic alarms annually in August.
- Discussion of lockdown buttons in Riverside buildings and who can initiate lockdowns.
- Clarification that immediate building occupants can activate lockdown in emergencies without waiting for police or facilities.
- Tony Ruiz asked about documenting who has lockdown responsibilities in procedures
- Monica Esqueda mentioned developing separate protocols for lockdown procedures, which would address roles during active threats.
- Julie DeAnda confirmed that blue phones would go to Riverside City Police dispatch, who contacted campus police.

Adjournment

The meeting was adjourned at approximately 11:35 am.

The next meeting will be held on May 30, 2025.