

District Safety & Security Committee (DSSC)

Detailed Meeting Minutes

Date: June 5, 2026

Time: 10:00 AM – 11:00 AM

Location: Zoom

Attendance

Present:

Monica Esqueda, Graciela Caringella, Michael Collins, Marie Hicks, Araceli Covarrubias, Tracy Kazsuk, Evelyn Gonzalez, Julie DeAnda, Susanne Ma, Tracy Bennett, Greg Ferrer, Mary Rankin, Stephanie Heim

Absent:

Mark DiMaggio, Majd Askar, Frankie Moore, Jared Storar, Elia Blount, Rudy Arguelles, Rhonda Taube, President ASMVC, President ASNCC, President ASRCC

Call to Order

Monica Esqueda called the meeting to order. Due to low attendance during the busy pre-finals period, quorum was not established. The committee proceeded with informational updates and discussion items only.

Approval of Minutes

Approval of the May 1, 2026 meeting minutes was deferred until the September 2026 meeting due to the lack of quorum.

Committee Composition

Monica reviewed the current committee composition and discussed upcoming term expirations. Two-year appointments for Academic Senate, Faculty Association, and CSEA representatives will conclude at the end of the academic year. Monica will coordinate with constituent groups over the summer to confirm appointments for the September meeting. Discussion also included possible future additions to the committee, including permanent representation from Information Technology and the CARE Team. Members discussed reviewing committee structure, voting membership, and term lengths during the fall semester.

Cybersecurity Training and Awareness

Susanne Ma provided an update regarding district cybersecurity efforts. Employee participation remains strong due to mandatory training requirements; however, student participation continues to be low. The committee discussed recent phishing scams targeting students and concerns regarding student awareness of cybersecurity threats. Potential methods to improve participation were discussed, including incentive programs, giveaways, and collaboration with faculty. Members agreed to continue promoting cybersecurity awareness and available training opportunities.

Mass Notification Opt-In Program

Monica reviewed the District's emergency notification opt-in program available to parents and community members. The program has been available for several years but remains underutilized. Specialized groups continue to exist for Early Childhood Education and Middle College programs, allowing targeted communication during emergencies. Committee members requested additional outreach materials and enrollment information. Monica agreed to distribute flyers following the meeting.

Digital Waivers

Monica provided an update regarding the District's new QR-code-based waiver process. The new process allows participants to complete waivers electronically from a mobile device. Completed waivers are routed directly to Risk Management and retained electronically through OnBase. The process improves efficiency, accessibility, and record retention while reducing paper usage.

Cal/OSHA Training Update

Monica reviewed available Cal/OSHA training modules and compliance efforts. Training topics include heat illness prevention, workplace violence prevention, emergency preparedness, safety data sheets, office ergonomics, and injury prevention. Committee members were encouraged to continue promoting completion of required safety training and to remind employees that the training package requires less than ninety minutes to complete.

Upcoming Safety and Emergency Management Trainings

Monica provided an overview of upcoming training opportunities available. Trainings include CPR, First Aid, AED, Stop-the-Bleed, Evacuation Chair Training, Student Accident Insurance Training, Chemical Management Platform Training, CERT, Emergency Management, and Active Shooter Response Training. A new condensed CPR/AED course has been developed to improve participation. Monica also reported ongoing coordination with the Police Department to establish Active Shooter Training as a recurring component of the district training cycle. Emergency Management and de-escalation trainings are also being planned as future Flex activities.

Department Emergency Action Plans (DEAPs)

Monica reviewed the annual Department Emergency Action Plan process and upcoming training sessions scheduled for June 24, July 22, and August 12. Plans will first be reviewed with campus Safety Coordinators before being sent to Risk Management for final approval. Managers will be responsible for reviewing plans with their employees and ensuring emergency procedures, evacuation locations, communication methods, emergency resources, and employee rosters remain current.

College Safety Initiatives

Michael Collins provided an update regarding Norco College safety initiatives. Planned activities include system lockdown confirmation testing during Summer 2026, a full lockdown drill during Spring 2027, a fall evacuation drill, and continued safety training for facilities, custodial, grounds, and maintenance personnel. The committee expressed appreciation for Norco College's continued focus on emergency preparedness and safety training.

Future Agenda Items

Future topics identified for discussion include committee composition, permanent IT representation, CARE Team participation.

Action Items

Monica Esqueda will distribute meeting minutes, parent notification enrollment materials, and training information. She will coordinate new committee appointments and add committee composition discussions to the September agenda.

Adjournment

The meeting concluded with thanks to all participants for their continued support of districtwide safety and security initiatives. The next meeting will be held in September 2026.