College of San Mateo  
Safety Committee Meeting  
Agenda  
Thursday, September 23, 2021  
2:00 PM – 3:30 PM

ZOOM Meeting link:  
https://smccd.zoom.us/j/87007866723?pwd=dmhFSUJFZ1JGK2xNblR5ZVM0bkc5dz09&from=addon

<table>
<thead>
<tr>
<th>Item #</th>
<th>Item</th>
<th>Lead(s)</th>
<th>Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review and Approve Agenda</td>
<td>Micaela Ochoa</td>
<td>2 Min.</td>
<td>Action</td>
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<tr>
<td>2.</td>
<td>Review and Approve August 26, 2021 Meeting Minutes</td>
<td>Micaela Ochoa</td>
<td>3 Min.</td>
<td>Action</td>
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<td>3.</td>
<td>Public Comment on non-Agenda Items</td>
<td>Guests</td>
<td>5-10 Min.</td>
<td>Information</td>
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| 4.     | Reports and Updates  
  - Recovery and Safety Update (15 Min.)  
  - Summary Statistics Related to Attestation (5 Min.)  
  - AQI (20 Min.)  
  - Public Safety (3-5 Min.)  
  - Facilities (3-5 Min.)  
  - Reporting on Safety Concerns (2-5 Min.) | Ray Hernandez  
  Ben’Zara Minkin  
  Robert Dean  
  Robert Gutierrez | 45 - 55 Min. | Information Discussion Feedback |
| 5.     | Safety Committee Purpose and Membership  
  - Review, Discuss and Provide Feedback on Page 82 of Planning Manual (Presented on August 26) | Micaela Ochoa | 15-20 Min. | Information Discussion |
| 6.     | November and December Meeting Dates (if needed)  
  - Friday, November 19, 2-330 PM  
  - Friday, December 10, 2-330 PM | Micaela Ochoa | 5 Min. | Action |
| 7.     | October 28, 2021 Preliminary Agenda Items  
  - Review and Approve Updated Safety Committee Purpose and Membership  
  - Recovery Update  
  - Other Items? | All | 3 Min. | Information |
| 8.     | Round Table  
  Open for health and safety campus related questions, comments and/or concerns | All | 5 Min. | Share |
| 9.     | Adjourn | Micaela Ochoa | 2 Min. | Action |

The Campus Safety Committee meeting schedule for FY 2021-22 is as follows:

<table>
<thead>
<tr>
<th>2021</th>
<th>2022</th>
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<tbody>
<tr>
<td>Thursday, July 22 &amp; 26</td>
<td>Thursday, January 27</td>
</tr>
<tr>
<td>Thursday, August 26</td>
<td>Thursday, February 24</td>
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<td>Thursday, September 30</td>
<td>Thursday, March 24</td>
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<tr>
<td>Thursday, October 28</td>
<td>Thursday, April 28</td>
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<tr>
<td>No Meeting in November</td>
<td>Thursday, May 26</td>
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<tr>
<td>No Meeting in December</td>
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CSM Safety Committee Website:  
https://collegeofsanmateo.edu/emergency/safetycommittee.asp
Planning Manual
2018-2019
Part 3: The College Committee Structure

Institutional planning is conducted through a formal participatory governance structure as documented in Figure 2. College committees are listed in Appendix C, including detailed descriptions of the purpose, functions, authority and membership structure of each committee.

Figure 2 - College Committee Structure

Institutional Planning Committee and IPC Subcommittees
The Institutional Planning Committee (IPC) is the key planning committee for the College. The mission of IPC is to ensure the implementation and ongoing assessment of the institutional planning process. IPC also develops and assesses progress on strategic priorities, identifies and assesses institutional initiatives, and ensures that the participatory governance process is properly followed across all participatory governance committees. All four constituencies are represented on IPC. Thus, IPC serves as a conduit and “clearinghouse” for institutional planning for all constituency groups.
## Safety Committee

### Purpose
To help ensure the safety of the college’s students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies.

### Functions
1. Promotes a safe institutional environment for staff and students
2. Works with District staff to coordinate plans for major disasters
3. Monitors Emergency Website
4. Coordinates and conducts monthly campus periodic safety meetings for students, faculty, classified professionals, administrators, and campus community staff

### Recommends to
College President, Institutional Planning Committee

### Chair selection
Chair is selected from within committee

### Membership
1. Vice President of Administrative Services
2. SMCCCD Director of Public Safety
3. Chief Public Safety Officer/Captain
4. Director of Health Services
5. Representative from Office of Emergency Management
6. Facilities Operations Manager
7. General Manager, SMAC Fitness Center
8. Three faculty at-large
9. Three classified staff at-large
10. One student

### Term Limits
Two years

### Staff
Executive Assistant, Vice President of Administrative Services

### Quorum
50% of members plus one

### Brown Act
No

### Accreditation Standards/Institutional Priorities
BP 2.28
BP 8.13
Accreditation Standard III.B.1

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*Commented [OM1]: Do we want to have an annual review of bylaws?*

*Commented [OM2]: Do we want the committee to report to IPC? If yes, do we want to add an annual report to IPC under “Functions”?*

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*Commented [OM3]: Do we want to have 2 AFT, 2 CSEA and 2 AFSEM?