

**College of San Mateo
Campus Safety Committee Meeting Notes
December 15, 2012**

Members in Attendance: Jennifer Hughes, Sharon Bartels, Gloria D'Ambra, Bryan Gerbig, Jane Wong, John Galloway, Viji Raman, Lin Bowie, Karen Powell, Annie Mitchell and Amanda Governale.

Absent: Jane McAteer, Chuck La Mere, Mike Celeste and Brian Tupper.

The committee began the meeting welcoming our new Student Representative, Amanda Governale and proceeded with committee member introductions.

Jennifer asked if there were any additional items to add to the agenda. Bryan would like to clarify the Spring session meeting times and Viji would like to discuss the parking exemptions. These were both noted under old business.

The Campus Safety Committee Meeting notes from November 15th. were reviewed. Jennifer noted that the summary notes will be posted on our Website along with our agenda to keep our community informed about the activities of the Safety Committee. The website is now live and the group will continue to tweak it as needed.

Update on Perimeter Road

Karen Powell has been working with a contractor who will install rumble strips on the campus. No site plan has been presented as of yet, but she has received the proposal and a purchase order is in the works. As committee member are aware, the curve by the facility center is very dangerous. Drivers have a tendency to speed down the hill which is a short distance visually for trucks or cars coming out of the facilities yard. To avoid any future vehicular conflicts, a set of rumble strips will be placed. The purpose is for drivers to feel the strips, see what's ahead and hit the brakes. First a sign will be place to slow vehicles entering the road, then the rumble strips after the sign about 25 feet from the driveway of the facilities building. Also there will be strips placed in the area where cars come up from the athletic fields through the bulldog lots and also further down past building 16.

Sidewalk Installation

Karen also discussed the installation of a sidewalk from the softball field. The sidewalk would come from the softball parking lot; cross the street up the hill and connect with the KCSM patio sidewalk that leads up the stairs to building 10. The project will also bring lights to the softball parking lot. The purchase order is in the approval process and work should commence when the weather clears.

Emergency Website Demo

Val Tyler has taken the suggestions that the committee has made and incorporated them into our safety website. There is still work to be done on the content, but the

website is now live. The Standard template of the rolling scenes shot has been removed. Most links have not changes and all of the boxes have remained. The overview has been reduced significantly. Jennifer felt we have what we were seeking in our website as it is a visually crisp and clean webpage. In addition, there is now a link to the Safety Committee membership listing and all agendas and summery note will be posted there.

Bryant asked if there has been any discussion about having a mobile site and Jennifer believes that there are some discussions going on about this.

Reviewing Tips for Students

The tips for students were sent out to member today and Jennifer asked the group to review the document and let her know of any recommended changes. Amanda wanted to know the purpose of the document. Jennifer responded the its intent was for students to have a sense of where safety info is available. It has been recommended to faculty members also consider adding this to the course syllabus or have a classroom discussion at the beginning of each semester.

Amanda recommended a link to the AlertU website so student would not have to go through WebSmart to sign up.

A discussion then proceeded regarding the injuries section and it was noted that the public safety phone number should be listed on the tips. Additional information should be added as to the location of eye stations, and first aid kits. To avoid getting too specific, it was recommended that the document advised students to look at the classrooms they are in and locate the nearest first aid kit, fire extinguisher, AED locations and eye wash station. It was also suggested that the tips for students be added the faculty handbook along with the tips for faculty. It was also noted that if a student is injured they are required to contact Health Services. There are required forms that need to be completed. It was recommended that these forms be also distributed to Public Safety to have available when the Health Center is closed.

Lin recommended that the topic of injuries be put on hold for now and that continued discussions take place at future meetings. Jennifer asked members to e-mail her with any suggestions we have.

Parking Exemption

Viji stated that faculty member who are sponsoring events, are listing on their flyers that parking will be free and then asking Viji to contact Brian Tupper in Public Safety. It was stated that the faculty needs to understand that parking is not always free. Jennifer noted that President Claire is also aware of this, and is meeting with certain members of the college to set up a policy regarding “do not cite” for certain events. Eventually this policy will be become part of the facility rental policy.

Spring Schedule

Our meetings seem to be running about 15 minutes longer than scheduled, so it was proposed that we either start earlier or end the meeting a little later. It was

decided that the spring meetings would start at 2:00 PM rather than 2:15 and end at 3:15 PM. Jennifer would like to set up our meetings for the 3rd. Thursday of each month.

Before the meeting was adjourned, Lin asked if John and Lin should proceed with a presentation to the Academic Senate to provide the group with an update of what has been happening with the Safety Committee and the new safety website. Jennifer recommended that they proceed with the presentation when possible.

Jennifer thanked everyone for the participation in this meeting. We will receive notification of our next safety meeting shortly.

The meeting was then adjourned.