

College of San Mateo
Campus Safety Committee Meeting Notes
February 27, 2013

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

Absent: Sharon Bartels, Mike Celeste and Brian Tupper.

The committee began the meeting by reviewing today's agenda and asking if there were any items to add. Jane M. would like to discuss the Cosmetology students' use of the stairwell and Viji would like to discuss the parking exemptions. These were both noted under old business.

The Campus Safety Committee Meeting notes from December 13th. were reviewed and approved.

Update on Perimeter Road

Karen Powell and Chief Tupper drove around campus and determined the final locations for the rumble strips. These strips will be 4" discs not speed bumps designed to provide notice to drivers to slow down. The prime zones for installation will be from the softball field across to building 9, the bulldog lot to building 10 and south of building 18. We should see installation beginning in the next 3 weeks.

Sidewalk Installation

Karen also discussed the installation of a sidewalk from the softball field. This project has been somewhat challenging in implementation and cost. Currently there is one proposal on the table to provide a crosswalk from the softball field and wind up to building nine and then meet with the crosswalk to building 10. Another alternative was to place a side walk along the side of the road but the costs would be higher because the contractor would have to dig into the hillside and this would require a retaining wall. John asked if a rail could be placed for students to follow. Karen expressed that was a possibility that she would check into. There may be a code issue regarding the rails. Neither of the pathways proposed will be ADA compliant. Amanda also noted that it is very hard to see at night and people tend to walk in the roadway. There will be more information to follow. The rumble strips will help to cut down the speeds in key areas and help make drivers cognizant of people in the roadway. Currently there are no plans to add additional signage, Karen and Brian will access the effects of the rumble strips to see if they are helping and then evaluate additional signage.

Update on ASGC Meeting and Discussion

John and Lin presented to the committee several concerns and requests from the faculty. The faculty would like to see the student safety flyers distributed in the

student packets and also placed in the learning center. The Faculty is also requesting more information on faculty emergency training particularly for evening and weekend staff. They would like more detailed information on what to do during different types of emergencies. In addition there was some discussion regarding the doors in some of the buildings can only be locked from the outside and many rooms have windows which prevents using barriers. It was suggested that the emergency banner that goes across the front of our safety webpage contain information if there is an actual emergency occurring on campus. Jennifer responded that she will work with Bev and Mike Celeste to see if that can be accomplished. The faculty would like to be able to attend workshops before an actual drill to gather additional information.

John noted that there is a group called Urban Shield comprised of Bay Area Swat Teams that practices emergency procedures in different scenarios. It would be an excellent idea to invite them to use our facility for their training; it will allow students to get involved in roll playing. Jennifer also stated that Makiko, Brian Tupper and Jennifer offer general safety meetings, usually 3 per semester, and they could tailor them more to highlight different procedures.

Bryan asked if there were procedures in place to identify troubled students. Jennifer informed the committee of a treat assessment team that is in place which can convene at any time to discuss a student's behavior that seems concerning. The team is made up of Jennifer, Sharon from the Health Center, Makiko from Counseling, Mike Claire, Mike Celeste and Chief Tupper. Any member of the team can call for a meeting at any time to strategize what type of intervention is needed for a troubled student. Also, if they observe behavior that is alarming, rising to the level of real concern, they will contact SMPD for guidance and information. In addition, there is in place a software system that provides a list of troubled students that is available to all three colleges for specific folks to review. To add to these procedures, through the Mental Health Grant, the group will be able to provide some training and greater awareness to recognize the warning signs of a problem or provide referral information.

Hazardous Material Training

Karen Powell has been involved in a program to train staff regarding hazardous materials. It is generally a short 1 ½ program to train individuals on how to recognize spills, how to handle them, how to properly store hazardous materials and to identify areas where hazardous materials are kept. John Dao is the campus's onsite expert in this area. With his assistance, Karen is working to gather a list of all associates that touch on dangerous materials. Karen also offered anyone who is interested in this training to contact her. John noted that the CDC has a website that contains a lot of great information in this area.

Update on AEDS

Jennifer noted that now that all the AEDS are in place, there is a need for additional training. Jennifer will work with Sharon to provide training on AEDs and CPR for anyone who is interested. Jennifer James has been instrumental on getting all of the locations for AEDs and in securing hallway placards and the

securing of stickers to be mounted to exterior doors of buildings. In addition, she is now having a signage company prepare a laminated sticker to be placed right over our current AED location information which will provide a new list of all locations.

EOC Training

Mike Celeste and the department of public safety has arranged for incident training sessions to be held for key people involved in emergency operation, basically the EOC command groups. There will be training at CSM and later in March, training at Skyline. After the training, it will be determined what tabletop drill we will have and the dates. Jennifer highly recommended that anyone who can, to attend as this is very valuable information on how to respond to an emergency. This training provides a general awareness for all because in the case of a real emergency, the college will need a lot of people to help.

Old Business

The Cosmetology Stairwell in Building 5 between the second and third floor has been an area for students to congregate on breaks and lunches. Brian Tupper has tried to do some regular sweeps of the area, but Jane M noted that nothing has changed and it is a very dangerous situation. Jennifer proposed that they look at adding additional tables or benches in the lobby area and in the student lounge. She will loop back to Jennifer James regarding this project. Since this seems to be an ongoing issue, it will remain as a standing item on the agenda.

Viji wanted to discuss the parking exemptions. The faculty has many people attending events that they offer and the faculty has noted on the flyers that parking is free. This has created a problem because no one has discussed this with Brian or notified him of the event.

Jennifer will be mentioning this problem at the instructional and Student Services meeting to address faculty if they want to offer parking, to contact the appropriate people. We do not want to offer free parking as the funds generated for parking goes to repainting parking lots, provide repairs and good lighting. Also through Cabinet, Mike Claire, Susan and Jennifer will meet with Chief Tupper to discuss when we do want to offer free parking and to come up with some standards and procedures that can be shared with everyone on campus. It was noted that some external clients often attend meetings at CSM, and that we have now instituted a procedure to send the group parking permits, and the cost will be included in the cost of the facility rental.

Reviewing Tips for Students

The tips for students were distributed to all of the members of the committee. All of those recent changes have been made and David McLain neatened up the document a bit. Jennifer asked the group to review the document and to provide her with feedback.

Our next scheduled meeting is on March 27th, in 10-468 College Heights.

Jennifer thanked everyone for the participation in this meeting.

The meeting was then adjourned.