

College of San Mateo

Campus Safety Committee Meeting Summary

December 17, 2020

2:00 - 3:00 PM

Via Zoom

Members in Attendance:

Cynthia James, Micaela Ochoa, Chuck La Mere, Ben Zara Minkin, Viji Raman, Janis Wisherop, Jane Wong

Student Representative:

Megha Rai

Guests:

Ray Hernandez, Vince Garcia, Edna Letran, Cheryl Navarrete, Kay Hunter, Ludmila Prisecar, Yen Tran, Rene Renard

Micaela called the meeting to order at 2:03 PM and began the meeting by welcoming everyone.

Micaela announced and acknowledged retirements for:

- Chuck La Mere with over 30 years of service to the district and active participation on the Safety Committee.
- Jane Wong with 32.5 years of service, starting at the District Office and then moving to CSM.

Micaela thanked Jane for all her work and dedication to the District and to the College, and for supporting the Safety Committee. Members of the committee extended congratulations to both Chuck and Jane.

The meeting agenda was approved as presented.

After review, the November 19, 2020 meeting minutes were approved unanimously with no changes.

Purpose and Scope of the Safety Committee

Ben Zara asked the members of the committee for feedback as to the purpose and scope of the Safety Committee. He is trying to understand how the safety committees at each campus operate because each is handled slightly differently. He noted that in any large scale event or emergency, the safety committees at all three colleges would need to be aligned in terms of

preparing a response, mitigating damages, and developing a recovery plan while also responding to the unique needs of each campus.

Micaela noted that there are committees that report directly to the Institutional Planning Committee (IPC). Although the Safety Committee is not one of those committees, its membership is comprised of representatives from constituency groups who are here to represent the interests of the college and the campus community regarding matters related to health and safety. Members are expected to be vocal advocates for their constituency groups, to relay information from the committee to their constituencies, and to bring forward any feedback their constituencies may have. Micaela also noted that the committee's agendas and minutes are posted on its website so the entire campus community can see what the group is discussing.

Micaela explained that some committee goals include:

- Actively reviewing, maintaining, and updating the Building Captain list (shared responsibility with the District).
- Filling in gaps in the Building Captain List (actively updating new Building Captains as folks resign, retire or move on).
- Providing ongoing training for Building Captains so they know their roles and responsibilities.
- Maintenance and training of the emergency UHF radios.
- Providing regular updates and communications regarding campus safety matters.

Ben Zara noted that those are great goals and stated that he thinks those responsibilities align with the overall objectives for emergency management. He said that the Safety Committee should be bringing workers and management together in a non-adversarial and cooperative effort to promote safety and health and prepare the College to respond and mitigate emergencies. He said that an emergency is anything that impacts life or safety or anything that would stop the continuity of our mission, which in the case of the District is instruction. Examples would be everything from an earthquake to a computer malware attack.

Ben Zara shared that it would be ideal for the three college campus safety committees and the District Office to work on the same objectives, be trained at the same level, and understand consistent responsibilities in caring for our campuses. He said that this can be achieved through monthly meetings that include trainings that are attended by all the vice presidents and other members of Cabinet. He also said that the three committees can collaborate on holding informational meetings for the campus and the public, conducting regularly scheduled drills, constructing an emergency notification system using the Rave platform, and coordinating resources and MOUs. Micaela commented that the committee needs to revisit its membership.

She believes that the committee needs to recruit more people, provide more training opportunities and enhance collaborative efforts from the campus.

Rather than take action now, Micaela asked that the members provide feedback from their constituencies. She would also like to speak with Cabinet about these ideas. Pending those discussions, the committee can further discuss at a future meeting. Cynthia James noted that there are a lot of folks who aren't aware that the College has a Safety Committee. Chuck noted that he emails his constituents about the meetings. Cynthia said that the committee could establish some kind of "suggestion box" with information about the representatives on the committee so that the campus community can provide feedback. Micaela said she would add this item to future meetings.

EOC and COVID Update

Ben Zara introduced Ray Hernandez, the District's operation section chief and health branch director.

Ben Zara mentioned that with a normal emergency operation center, there is an operational cycle of 24 hours, at which point a new team would rotate in. Succession planning has been one of the biggest gaps identified in the District's response to COVID-19. He explained that his goal is to be able to have that type of succession and continuity by having multiple trained personnel at each level within the emergency operations center. He would like to have personnel from across the District from where to draw. He wants representatives from each College who can bring forward the specific culture of their campus and be advocates for their campus. He noted the importance of having the College's executive leadership to respond in an emergency. He pointed out that Ray vacated his dean position and has taken on the responsibilities related to the EOC full time.

Ben Zara explained the goal of the committee is to develop strategies, protocols, and trainings to prepare the campus for any and all emergencies that may affect instruction or business continuity. The committee will need to work to determine who occupies specific roles at the College. Then the group can start identifying threats, hazards, and risks. Table-top drills and other exercises can be utilized to help develop responses. The emergency operation plan can then be aligned with the District plan. This process would go along with restructuring the committee and including executive leadership.

COVID-19 Update

Ray noted that on December 17, 2020 at 11:59 pm, a new regional stay at home order will go into effect. The policy group has been informed and the Emergency Operations Center (EOC) has been updated. The EOC already has a good command and control structure in place. Ray said that folks can refer to the San Mateo County Health website (<https://www.smchealth.org/coronavirus>) for additional information about the order as well as

the County's progression through the various tiers of re-opening. District information is available at <https://health-and-safety.covid-19.smccd.edu>.

Ben Zara pointed out that the federal government has not issued any plans for mitigation or recovery pertaining to COVID-19. Therefore, the District has to rely on guidance from the state. This is also true for the use of personal protective equipment (PPE). He reported that he is working with David Feune to develop a new return to work policy for the District. He pointed out that anyone who has been exposed to COVID-19 or tested positive are required to provide a physician release form prior to being allowed to return to a District facility. He shared that the District Office has been doing a very good job of staying on top of the situation and making sure that our health and safety plans are being updated as requirements change.

Ben Zara shared that at CSM, we are trying to create interior learning centers for students. The project been tabled because of the new regional stay at home order. The parking lot WiFi service will continue depending upon the impact of inclement weather.

Ray noted that for the spring semester, the District will remain in remote operation. Some things may change slightly as we move forward, but current operations will continue through the start of summer. Some intermediary changes may be made as the availability of the vaccine increases and other factors come into play.

Micaela thanked both Ben and Ray for the excellent information and excellent presentation.

Micaela adjourned the meeting at 3:06 PM

Next meeting date: January 14, 2021, 2PM – 3PM via Zoom