

**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=dmhFSUJFZ1JGK2xNbIR5ZVM0bkc5dz09&from=addon>

Item #	Item	Lead (s)	Time	Action
1.	Review and Approve Agenda	Micaela Ochoa	2 Min.	Action
2.	Review and Approve August 26, 2021 Meeting Minutes	Micaela Ochoa	3 Min.	Action
3.	Public Comment on non-Agenda Items	Guests	5-10 Min.	Information
4.	Reports and Updates <ul style="list-style-type: none"> ▪ 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 Ray Hernandez Ben'Zara Minkin Robert Dean Robert Gutierrez All	45 - 55 Min.	Information Discussion Feedback
5.	Safety Committee Purpose and Membership <ul style="list-style-type: none"> ▪ 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) <ul style="list-style-type: none"> ▪ Friday, November 19, 2-330 PM ▪ Friday, December 10, 2-330 PM 	Micaela Ochoa	5 Min.	Action
7.	October 28, 2021 Preliminary Agenda Items <ul style="list-style-type: none"> ▪ 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

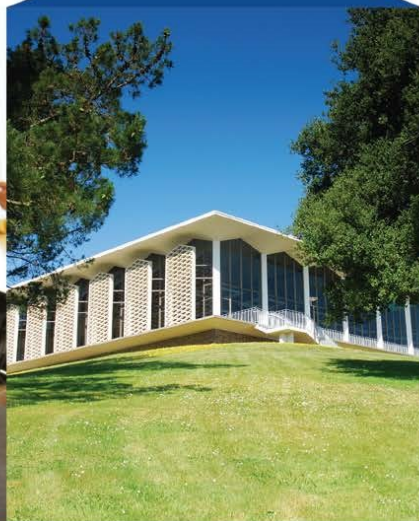
The Campus Safety Committee meeting schedule for FY 2021-22 is as follows:

2021	2022
Thursday, July 22 & 26	Thursday, January 27
Thursday, August 26	Thursday, February 24
Thursday, September 30	Thursday, March 24
Thursday, October 28	Thursday, April 28
No Meeting in November	Thursday, May 26
No Meeting in December	

CSM Safety Committee Website: <https://collegeofsanmateo.edu/emergency/safetycommittee.asp>

Planning Manual

2018-2019

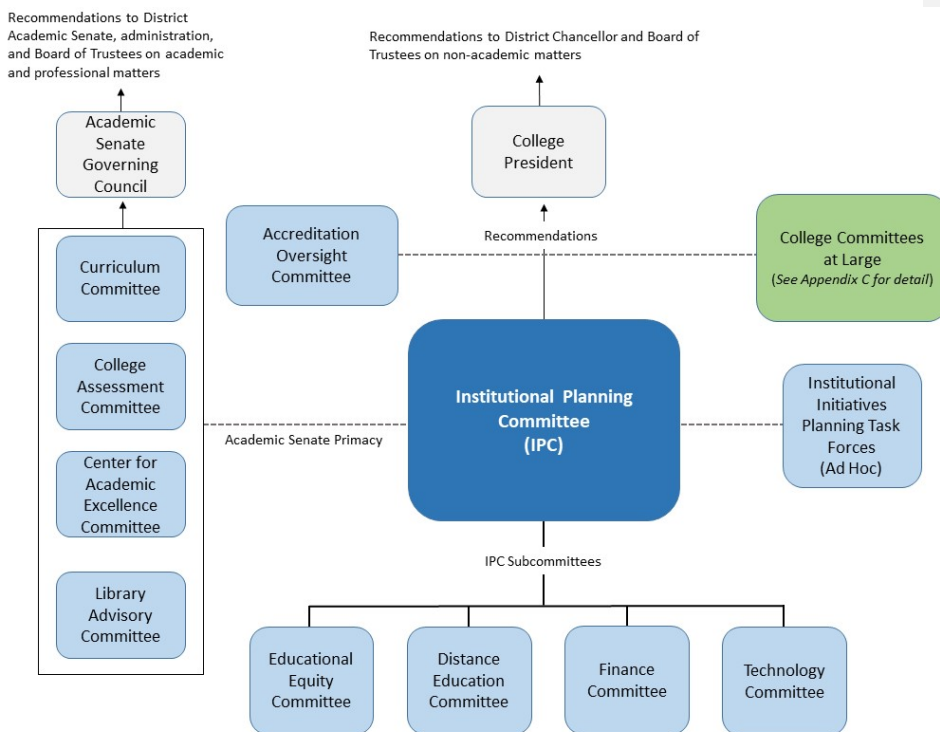


College of San Mateo

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	<ol style="list-style-type: none"> Promotes a safe institutional environment for staff and students Works with District staff to coordinate plans for major disasters Monitors Emergency Website Coordinates Conducts monthly campus periodic safety meetings for <u>students, faculty, classified professionals, administrators, and campus community staff</u>
Recommends to	College President <u>Institutional Planning Committee</u>
Chair selection	Chair is selected from within committee
Membership	<ol style="list-style-type: none"> Vice President of Administrative Services SMCCCD Director of Public Safety Chief-Public Safety Officer-<u>Captain</u> Director of Health Services <u>Representative from Office of Emergency Management</u> 5-6 Facilities Operations Manager 6-7 General Manager, SMAC Fitness Center 7-8 Three faculty at-large 8-9 Three classified staff at-large 9-10 One student
Term Limits	Two years
Staff	N/A <u>Executive Assistant, Vice President of Administrative Services</u>
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	BP 2.28 BP 8.13 Accreditation Standard III.B.1

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 AFSME?