

**College of San Mateo
Safety Committee Meeting**

Agenda
Thursday, October 28, 2021
2:00 PM – 3:30 PM

ZOOM Meeting link:

<https://smccd.zoom.us/j/87007866723?pwd=dmhFSUJFZ1JGK2xNbIR5ZVM0bkc5dz09&from=addon>

Item #	Item	Lead (s)	Attachments	Time	Action
1.	Review and Approve Agenda	Micaela Ochoa	None	2 Min.	Action
2.	Review and Approve September 23, 2021 Meeting Minutes	Micaela Ochoa	Attached	2 Min.	Action
3.	Public Comment on non-Agenda Items	Guests	None	5 Min.	Information
4.	Debrief: The Great Shakeout	All	None	5-10 Min.	Information Share
5.	Follow-up from 2019-20: No Smoking Policy See Agenda Item 21-10-07C http://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/Agendas/2021-10-27%20Agenda.pdf	Micaela Ochoa	See Board Agenda Link	5 Min.	Update
6.	Committees at College of San Mateo	Fauzi Hamadeh	Attached	20 Min.	Follow-up Information
7.	Safety Committee Purpose and Membership Review, Discuss, and Approve Recommended Changes	Micaela Ochoa	Attached	10-15 Min.	Discussion Action
8.	Reports and Updates <ul style="list-style-type: none"> ▪ COVID Landscape ▪ Parking Permit System ▪ Reporting on Safety Concerns (2-5 Min.) 	Ray Hernandez Brian Tupper All	None	20 Min.	Update Discussion Feedback
9.	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	None	3 Min.	Information Discussion
10.	Committee Member Round Table <ul style="list-style-type: none"> ▪ Spring 2021 Meetings: In person and/or Zoom ▪ Open for health and safety campus related questions, comments and/or concerns 	All	None	10 Min.	Share
11.	Adjourn	Micaela Ochoa	None	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 23	Thursday, March 24
Thursday, October 28	Thursday, April 28
Friday, November 19	Thursday, May 26
Friday, December 10	

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

College of San Mateo

Campus Safety Committee Meeting Summary

Thursday, September 23, 2021

2:00 PM – 3:30 PM

<https://smccd.zoom.us/j/89844226282?pwd=cGtUMGR1YlErTFViVUhDN3UzaHprdz09&from=addon>

Members Present: Micaela Ochoa, Brian Tupper, Cynthia James, David Lau, Emily Barrick, Gloria D’Ambra, Jesenia Diaz, Jose Bonilla, Joseph Puckett, Robert Gutierrez, Tania Farjat, Viji Raman

Staff: Stephanie Martinez

Guests Present: See attached list

Micaela called the meeting to order at 2:05 PM.

Welcome and Review Agenda

The CSM Safety Committee Members (Committee) in attendance approved the agenda as presented with no requested changes or modifications.

Review and Approval of August 26, 2021 Minutes

The Committee reviewed the minutes from the August 26, 2021 meeting. The Committee Members present approved the minutes as presented.

Public Comment on non-Agenda Items

Micaela welcomed members and guests to speak on non agenda items.

David Lau raised a concern from faculty regarding the District’s COVID vaccine requirement, Policy 2.90. Given that the requirement was for students to be vaccinated by Fall 2021, or when a vaccine receives full FDA approval, faculty are concerned that they do not/will not know a student’s vaccination status. With recent breakthrough cases, faculty would like to know when the self-attestation for students would be available in WebSmart since the Fall semester is underway.

David Lau also mentioned that there are incentive programs available at the other college campuses to encourage students to vaccinate – including gift cards, small cash payments, and raffles. He explained that some incentives are paid through the federal stimulus dollars the District received. Faculty members would like to know if CSM would also start an incentive program to improve vaccination rates.

Micaela stated that Ray Hernandez would address these items and suggestions under agenda item 4. No further comments or concerns were raised.

Reports and Updates:

Recovery and Safety Update

Ray Hernandez presented the State of California's COVID website showing the confirmed COVID rates in the County of San Mateo, pointing out the decrease in confirmed cases from 20 to 10 per 100,000. Ray mentioned the concern regarding breakthrough cases and stated while breakthrough cases can occur, they are usually unlikely, and the viral load is relatively low (when people are vaccinated).

Ray informed the committee members and guests that the CDC recommended boosters in high-risk categories. He had not heard when the booster shots would roll out but would share the details with the campus community once he receives the information.

Ray reminded everyone about the return to campus landing page linked at the top of each campus' website and informed everyone that updates were made, including a "Get a COVID-19 Test" page. Employees may also visit the SMCCCD COVID-19 Program Prevention Plan for return-to-campus information. They may also visit the PPE and Sanitization Supplies page to request N-95 respirators, face shields, face coverings, hand sanitizers.

Summary Statistics Related to Attestation

Ray shared that the employee cutoff date for entering self-attestation was August 2021. The District has approximately 2,000 employees. About 400 employees had not submitted their vaccination status; however, almost half of the 400 employees were either no longer with the District, on leave, or are student employees. Ray pointed out that most employees who have returned to CSM had entered their vaccination status.

The District has confirmed that 93% of employees are fully vaccinated.

Employees who attested decline to state or are not fully vaccinated are required to vaccinate or submit a religious or medical exemption. The District's Human Resources (HR) department will review all requests for exemptions. Employees with an approved exemption will be required to undergo weekly testing through a third-party testing provider, Virus Geeks, at no cost to the employee or the District, beginning approximately November 1. Ray mentioned all employees who would like to be tested may receive testing at no charge.

Krystal Duncan asked if HR would follow up with employees who had not submitted a self-attestation or declined to state, or if deans and managers would be required to follow up with the employees. Ray stated that HR is following up with employees; however, they may request assistance from deans and managers as the deadline nears.

The Student page models the Employee page. Similar to employees, students will be required to be vaccinated or apply for a medical or religious exemption and submit their self-attestation in WebSmart. Students who do not provide proof of their vaccination status or are not approved for an exemption will only be allowed to take online courses. The District will monitor

student vaccination status at the beginning of each semester to ensure vaccination requirements are met before the upcoming semester begins. Additionally, unvaccinated students will be required to test weekly through the on-site testing facilities proctored by Virus Geek. Students who fail to meet the weekly testing requirements will undergo disciplinary action, overseen by Student Services.

Jessica asked via chat, “so this means that unvaccinated students attending classes in Fall can continue to attend classes without employees knowing that they are not vaccinated?” Ray responded that the mask mandate is still in place, and everyone is required to wear a mask regardless of vaccination status. Anyone who is not vaccinated may still come to campus as we are an open campus. Students currently registered for courses cannot be dropped from their classes, per Title V regulations. The current masking and testing process will continue through Fall, and the new procedures will begin in the Spring semester.

Another question received via chat was, “how will we (staff) know whether or not they (students) can use our services or if they are not vaccinated? Is there somewhere in Banner that we can look?” Ray said a new process is being developed where Student Services will verify vaccination statuses; in addition, students will continue to receive messages stating that only cleared students may visit campus.

A final question received via chat was, “the health center has been fielding phone calls from employees regarding COVID exposure protocols. What more can we do to get the word out about this return to campus webpage?” David McLain responded that the recent Bulldog Bulletin included information related to the five most frequently asked questions such as employee vaccinations, reporting cases, and workplace safety assessments. David mentioned that he would continue running the feature and incorporate it on all-campus emails that go out.

Jose Bonilla stated that beginning Monday, November 15, all San Mateo Athletic Club (SMAC) members and visitors must provide proof of vaccination to enter and use the facilities.

AQI

Ben’Zara Minkin presented the Poor Air Quality Annex (During COVID-19) policies. Ben’Zara noted that due to COVID, the laws that impact HVAC systems are currently changed since COVID particles are small. Now, ventilation systems needed to mitigate risks are over 151, whereas, before COVID, internal circulation would be the preferred method.

Ben’Zara communicated that each of the District’s campuses have sensors with the PurpleAir monitors. The District follows the AirNow and PurpleAir monitors.

Ben’Zara briefly noted the differences between Respirators and facial coverings worn to prevent the spread of COVID-19 particles, noting that N95 or higher-rated masks are ideal for protection against wildfire smoke.

Ben’Zara reported that AQI levels are checked daily. If the AQI reaches 100 or higher, Public

Safety is notified, and student health is also advised if the range is within Orange or Red. Suppose the range is within the 100-150 (Orange); in that case, closing campuses are considered as some locations do not have the filtration capability if employees cannot relocate into buildings with filtration systems. The campus's Kinesiology departments, SMAC, and Child Development Centers are notified as they have specific protocols to move classes and activities indoors when possible.

If the range is projected within 151-200 (Red), during COVID, all face-to-face courses cease for the next 24-hour operational period. The decision is made at the local level during the initial 4 hours, then made at the District level should the Red level be sustained for more than 4 hours; however, online instruction would continue. Employees are encouraged but not required to wear a respirator during AQI's of 155-200 and may request an N-95 mask through the COVID face resource request link.

Jessica Silver-Sharp asked, if a sentence can be included for non-instructional folks who still meet face-to-face with students like counselors and librarians. Ben'Zara stated he would make the requested changes Jessica provided to clarify further, adding that essential services such as ITS, Payroll, Department of Public Safety, and Facilities are the only employees who would remain on campus.

Ben'Zara went on to say that once AQI reaches 500 (Maroon), employees that continue to work on-site are required to wear an N-95 mask.

Employees will be required to take an annual AQI training.

Public Safety

Robert Dean shared that there would be upcoming road closures and significant heavy equipment that would cause ongoing traffic issues during the construction of the water tank. Rob reiterated to all guests to be mindful of traffic control signs and thanked everyone for their patience and cooperation during the construction.

Facilities

Robert Gutierrez provided additional details related to the heavy equipment on-site the first week of October. Facilities will discuss ways to alleviate traffic with the project team, including road closures and detours. Construction notices will be communicated to the campus community with the details.

Robert shared the latest updates regarding renaming the parking lots, including the updated signage displayed at the newest parking lot and shared visuals. Robert anticipates completion by January.

Reporting on Safety Concerns

None reported.

Safety Committee Purpose and Membership

Micaela shared that committee members were asked to review the bylaws and membership with their constituency groups, and be prepared to discuss feedback at today's meeting (September 23 meeting). She reminded guests that no action would be taken at today's meeting. Rather, we want to generate discussion about the bylaws, and review any suggested modifications. Micaela asked for any feedback, edits, and/or questions. She explained that any modifications would be discussed with the committee members for their review with their constituents; action would be taken at the October 28 meeting or, if necessary, the added November meeting if more time is needed.

Micaela read the Safety Committee Purpose and Functions as currently written in the bylaws document. Micaela reminded everyone that she previously introduced the suggestion of having the committee report to IPC, in which case recommendations would change from President to IPC. Micaela explained that changing the reporting structure would support additional discussion, feedback, and dialogue with the campus community, and provide for the committee to present an annual or bi-annual report to IPC on essential CSM Safety items. She explained that the Chair Selection is currently selected from within the Committee, and Membership is presently comprised of 9 member groups with three faculty-at-large and three classified staff-at-large. Micaela had previously suggested adding AFSCME as a 10th member group, as AFSCME is currently represented under the classified staff-at-large.

Micaela explained that the current Term Limits for member faculty-at-large and classified staff-at-large groups are set for two years. The Staff category would need to be updated from N/A as the Administrative Assistant provides administrative support to the Committee – currently Stephanie Martinez, previously Jane Wong, and beginning in October it will be the newly hired Executive Assistant.

Quorum is 50% of members plus one. The Committee is not a Brown Act committee, and Board Policies 2.28 and 8.13 and Accreditation Standard III.B.1 are relevant to the Committee.

Micaela asked the committee members for feedback, questions, thoughts. Committee members did not have any feedback or questions.

Ben'Zara requested changes to Membership as follows – 3. Chief Public Safety Office should be updated to Public Safety Captain. Ben'Zara also mentioned that a representative from the Office of Emergency Management is missing from the list.

Micaela shared the previously suggested changes and shared the document during the meeting for the committee members to review and provide feedback. She communicated that she will send the edited format document to committee members.

David Lau asked for clarification on how changing the Recommends To from the College President to IPC would benefit the Committee. Micaela explained that the benefits include enhancing feedback from the individuals and members from the campus community who

attend IPC meetings. She explained that the change provides for improved opportunities for to involve more people in receiving and soliciting information to inform decisions. David also asked for Micaela's recommendation and if the change would be a positive for the Committee, to which Micaela said she recommends making the change, and yes, it would be positive for the reasons mentioned above. Viji Raman and Jesenia Diaz agreed to the modification following Micaela's explanation. Jose Bonilla asked Micaela if she had spoken with an IPC chair about this change, and what they thought. Micaela explained she had communicated with one chair, and she could ask that tri-chair member if he could come to the October Safety Committee meeting to present on becoming an IPC committee.

Micaela included Ben'Zara's suggested changes as she screen shared, and suggested updating the faculty-at-large and the classified staff-at-large from three representatives to two representatives for each member group. David Lau mentioned he had a challenging time recruiting faculty. David Lau and Joseph Puckett proposed further discussion at the October meeting.

November and December Meeting Dates

Micaela asked the Committee members if they would like to add a November 19 and December 10 meeting. David Lau commented that it would not be a bad idea to add additional dates to address any concerns. The other members present agreed as well. Stephanie will send calendar reminders to all committee members.

October 28, 2021, Preliminary Agenda Items

- Review and Approve Updated Safety Committee Purpose and Membership
- Recovery Update
- In-Person or Online Meetings
- Other Items?

Round Table

Viji asked if future meetings would be held in-person or online. Micaela suggested bringing the item to the October 28 meeting for a discussion. Emily Barrick, via chat, informed everyone of the upcoming free flu clinic. Based on no further feedback and discussion, Micaela adjourned the meeting at 3:33 PM.

Attendees (alpha order by first name):

Ben'Zara Minkin
Brian Tupper
Cheryl Navarrete
Cynthia James
David Lau
David McLain
Elnora Tayag
Gloria D'Ambra

Janis Wisherop
Jennifer Yang
Jessenia Diaz
Jessica Silver-Sharp
Jose Bonilla
Joseph Pucket
Krystal Duncan
Lia Yjanda

Maggie Barrientos
Maggie Li
Micaela Ochoa
Robert Dean
Robert Gutierrez
Tania Farjat
Viji Raman

Committees at College of San Mateo

College of San Mateo's committee structure allows for input into the College's planning and decision-making processes by faculty, staff, students, and administrators. It also provides collaboration, continuity, and collegiality in addressing campus programs, initiatives, and concerns. Several different types of committees carry out these functions. There may also be a need from time to time to establish new committees or disband existing committees.

As per District policy and the Education Code, committee appointments are the responsibility of each campus constituency through their governance groups. The Academic Senate make faculty appointments, CSEA, with consultation from the Classified Senate, make classified appointments, and the Associated Students make student appointments.

TYPES OF COMMITTEES

Administrative Committees

Administrative committees are management groups that provide input and consultation in the College's administrative matters. They are advisory to individual administrators and may develop policies and procedures in their areas of responsibility. Examples include President's Cabinet, Administrator's Council, Management Council, and Student Services Council.

Governance Committees

As per California Assembly Bill 1725 (1988), governance committees are part of the College's participatory governance structure and represent specific constituencies. They have specific operating procedures (bylaws) and function independently. Governance committees may establish or disband their own committees in accordance with their respective governance documents. Examples include Academic Senate, Associated Students, and Classified Senate.

Institutional Planning Committees

Institutional planning committees are part of the College's planning process and have responsibility for specific areas (such as accreditation) or college initiatives (such as equity or technology). These groups feed into the College's institutional planning process, are part of the College's Education Master Plan (EMP), and have responsibility for specific institutional plans (see the College Planning Manual). They are usually comprised of representatives from each of the College's constituencies as well as area experts. Examples include the Institutional Planning Committee (IPC), Accreditation Oversight Committee, Finance Committee, Educational Equity Committee (EEC), and Technology Advisory Committee.

Standing Committees

Standing committees address specific operational needs on campus. They are established per a college or district policy or serve as an advisory group to a department or program. Examples include the College Auxiliary Services Advisory Committee (CASAC), International Education Committee, Learning Support Centers Coordination Committee (LSCCC), Safety Committee, and Scholarship Committee.

Ad Hoc Committees

Ad hoc committees address specific short-term issues or needs, examine an identified concern, and produce a work plan or report. Ad hoc committees may also be the precursor to establishing a standing committee. Examples include the IPC Transportation Task Force and Textbook Task Force.

ESTABLISHING COMMITTEES

College or district policy may establish new administrative and institutional planning committees. A college administrator may also create new standing or institutional planning committees.

Members of the campus community may start an ad hoc committee. The ad hoc committee should include appropriate representation from each of the College's constituency groups (students, faculty, staff, and administrators) and hold regular meetings. It should also have a written purpose or mission that aligns with the College's Mission and Values statements, EMP, and strategic initiatives. The group should maintain agendas and minutes of its meetings for recordkeeping purposes.

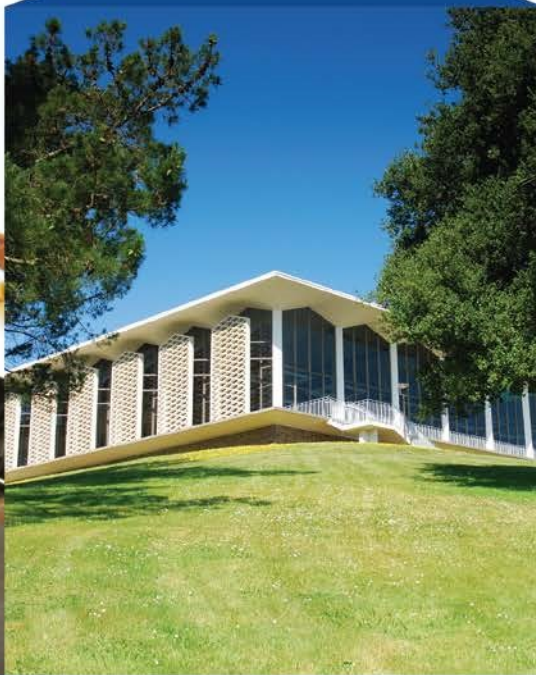
An ad hoc committee may petition for establishment as a standing committee after four semesters of being active. The group must submit a Committee Information Form that outlines the group's proposed purpose, functions, membership, reporting structure, etc. IPC will review the form, and campus constituencies will provide feedback. IPC may also request a presentation highlighting the proposed committee's purpose, goals, and other pertinent information. IPC will measure the group's petition against several factors, including institutional need and alignment with the College's Mission and Values statement, strategic priorities, and EMP. IPC will subsequently determine whether to establish the group as a standing committee.

DISBANDING COMMITTEES

Generally, committees function for the long-term. Committees should not be decommissioned or disbanded except in extreme circumstances (i.e., the College's realignment of its planning process in 2008). If a committee's membership feels that the group has fulfilled its mission or is no longer needed, the committee's chair(s) should inform IPC. IPC will then review the mission, structure, and other information about the committee and decide whether the committee should be discontinued, restructured, or have its responsibilities assigned to another group.

Planning Manual

2018-2019

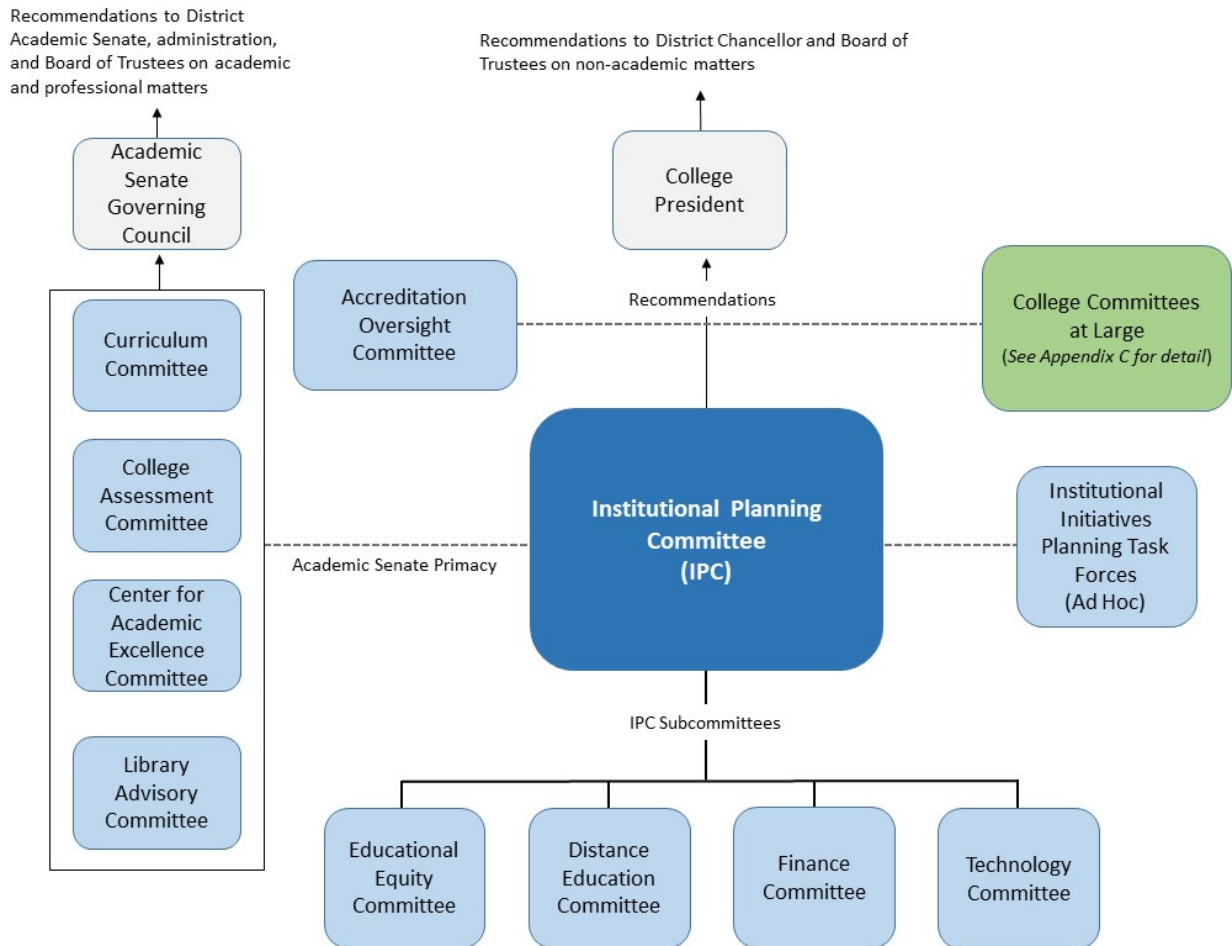


College of San Mateo

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 <u>help</u> 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"> 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-Conducts <u>monthly campus periodic</u> 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"> 1. Vice President of Administrative Services 2. SMCCCD Director of Public Safety 3. Chief <u>Public Safety Officer-Captain</u> 4. Director of Health Services 5. <u>Representative from Office of Emergency Management</u> 5-6. Facilities <u>Operations Manager</u> 6-7. General <u>Manager, SMAC Fitness Center</u> 7-8. Three <u>faculty at-large</u> 8-9. Three <u>classified staff at-large</u> 9-10. <u>One student</u>
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?