

## College of San Mateo

### Campus Safety Committee Meeting Summary

Thursday, October 28, 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, Rob Dean, Robert Gutierrez, Tania Farjat, Viji Raman

**Staff:** Luz Román-Amaro

**Guests Present:** See attached list

Micaela called the meeting to order at 2:03 PM.

#### **Review and Approve Agenda**

Micaela reviewed the agenda and informed the committee that she had one modification to the agenda under item #8: Parking Permits System. The Parking Permit System will be removed and postponed to the November 19, 2021 Safety Committee meeting.

The CSM Safety Committee Members in attendance approved the agenda with the modification explained by Micaela.

#### **Review and Approve September 23, 2021 Minutes**

The Committee reviewed the minutes from the September 23, 2021 meeting.

Viji Raman communicated a typographical error on page 6, the word “office” is missing the letter “r”. The Committee Members present approved the minutes as presented with the addition of the missing “r” in officer (page 6).

#### **Public Comment on non-Agenda Items**

Micaela welcomed members and guests to speak on non-agenda items. There were no comments on non-agenda items.

Micaela introduced Luz Román-Amaro, new Executive Assistant in Administrative Services. Luz will be the staff support to the Committee moving forward. Micaela thanked Stephanie Martinez for her support to the Finance and Safety Committee since Jane retired.

No other comments or concerns were raised.

#### **Debrief: The Great Shakeout**

Micaela opened the floor to committee members for feedback, thoughts or questions. There were no comments.

Vince Garcia provided a debrief on the Great Shakeout. He stated that during the drill his office uncovered strengths and weaknesses and areas for improvement. The district office had 100% participation in the drop-cover-hold-on drill portion. Emergency texts and email notifications were delivered on time and the skyline college building captains were able to effectively evacuate the buildings. They found areas for improvement including:

- Several Emergency Annunciation System (EAS) speakers were not functioning around the district, there is an issue with the newer buildings integrating the alarm enunciation with the fire control panels. Vince is working with facilities to clear that up.
- There was a delay in the EAS speakers with the actual message that came through the campus speakers from text and email having a 3-min delay. He worked with the engineers and it was an overloaded system; some adjustments were made and it should not happen again.
- The lack of building captains at CSM and Canada college. That made the evacuation inconclusive and delayed.

Vince concluded that they have a corrective plan; they are working with public safety to establish an EAS testing system every Friday at 4 PM in various campus locations to determine the status of the EAS system. They are working with Human Resources and the VPs to enlist more building captains.

He asked the meeting attendees to send him an email if they did not receive the text alerts. He added that the problem that they had could be that they might have an invalid cell number or landline. He can update information to make sure that they get a text alert next time.

Micaela asked the attendees how many received the text messages. Many attendees showed their thumbs up or placed responses in the chat. Vince shared his email in the chat and ask people to send him a quick message.

Micaela stated that we are working in getting more building captains and floor managers and we need to get people trained. She asked committee members to communicate to their colleagues and constituency groups about the need for building captains. We will discuss this topic at the next meeting in November.

Micaela concluded by saying that hopefully by the start of January, we will have all the building captains and floor managers confirmed.

There were no further comments or questions.

### **Follow-Up from 2019-20: No Smoking Policy**

Micaela explained that in September 2019 committee members came to the committee

meeting and asked about our smoking policy. There was discussion about updating our smoking policy to make CSM a non-smoking campus. In October 2019, the CSM safety committee engaged in additional discussions, including reviewing the Board Policy on smoking and vaping. The CSM Safety Committee was interested in pursuing a college wide no smoking policy. The committee agreed for Micaela to present the item to the district office safety committee. Micaela presented to the recommendation to the district office safety committee and shortly thereafter, we went remote.

At the board meeting on October 27, 2021, the Administration presented an informational item on changes to the Board Policy 2.27 – Policy on Smoking and Tobacco Use., which include no smoking districtwide.

Micaela highlighted the section that says: “DPGC recommends expanding the scope of the policy to include all tobacco products and any other substance that is smoked or vaped, and to eliminate any smoking areas from the District property.”

Micaela explained that on CSM we have some smoking designated areas. If the policy is approved, those smoking designated areas will be removed. The actual policy with the edits that are being recommended to the Board are noted on the attachment on the board packet.

Subsequent to BP 2.27 being approved by the Board, Micaela will present the final BP to the committee. Facilities will need to remove the signs that we have for the currently designated areas in campus.

Micaela asked if the committee had any questions or comments. No questions or comments were raised.

### **Committees at College of San Mateo**

Micaela explained that during our September meeting, we reviewed CSM Safety Committee bylaws and the proposed changes. Micaela reviewed the recommended changes during the last meeting. She explained that a question related to the committee reporting to IPC was raised, and in particular, does IPC know about the change. Micaela explained that she had spoken with Fauzi Hamadeh, IPC Tri-Chair, and also invited him to our committee meeting to present on IPC committees. Micaela introduced Fauzi to present.

Fauzi greeted the committee and explained that he will talk about the committee’s structure and the process to become a committee that reports to IPC.

Fauzi indicated that when they were creating the Planning Manual, they realized that CSM had established committees that have been at CSM for a long time, but there was no process related to starting a committee or formalizing ad hoc committees.

Fauzi explained that the attachment included with the agenda (attached) is the same document

that was presented at IPC at the end of the 2021 Spring semester. Unfortunately, due to timing it did not get formally approved and they have to bring it back to IPC for formal approval. There was some feedback, but IPC still needs formal approval.

Fauzi explained that we have five types of committees at CSM:

- Administrative Committees - primarily populated by administrators and carry out functions for the college. For example, Administrative Council and Management Council.
- Governance Committees - these are participatory governance representative group committees. For example, Academic Senate, Associated Students and Classified senate. Governance committees are established by state law, and college and district policy, and are the representative bodies of their respective groups.
- Institutional Planning Committees –committees created as a result of a revamp of CSM’s planning process after two accreditation cycles ago, to formalize and operationalize CSM’s planning process. For example, Finance Committee, Education Equity Committee, and Technology Advisory Committee.
- Standing Committees- provide oversight, input and advice. For example, the College Auxiliary Services Advisory Committee, the Athletic Club, Safety Committee and the Scholarship Committee.
- Ad hoc Committees – established for specific purposes. Once they fulfill their purpose or function, they cease to exist unless they take the steps of being institutionalized and permanent.

Fauzi explained that he agrees with the idea of moving the CSM Safety Committee to a committee that reports/recommends to IPC and has input into how we operationalize safety at the college. He also explained that there is existing representation from all the constituency groups at IPC, and it makes sense that the Safety Committee become a participatory governance committee. He communicated that he mentioned the same to the IPC tri-chairs and they were generally supportive of the idea. This reporting structure models the structure at the other two college campuses and it would help standardize reporting structures across the district.

Micaela asked Fauzi to summarize the title of the IPC tri-chairs and the key items that are discussed at IPC.

Fauzi explained that IPC is the clearing house for the college in terms of sharing information and giving direct advice to the College President on issues that are college wide concerns. For example, IPC discusses matters such as the development of the priority list of new hires or making sure that the process went through participatory governance, updates on college programs or initiatives. He explained that IPC was reworked a couple years ago moving it to a tri-chair model, chaired by the Academic Senate President, Teresa Morris, the Classified Senate President, Fauzi Hamadeh and one of the Vice Presidents. Currently, it’s Mike Holtzclaw, Vice President of Instruction.

David Lau stated that it all sounded pretty good and it fills the picture of what was said before

in previous meetings. He agreed that it is a good idea and affirms his commitment. Micaela thanked Fauzi and asked if there were any additional comments and/or questions. No additional questions or comments were shared. Micaela moved to agenda item #7.

### **Safety Committee Purpose and Membership**

Micaela shared the bylaws document (the same one that she shared at the September Safety Committee Meeting) and said that we needed discussion regarding the changes before acting.

Micaela asked Fauzi for clarification the next steps in having the committee reporting structure changed from reporting to President to reporting to IPC and if we need to go to IPC to request it, or do we need to act and then take the request to IPC. Fauzi responded that the committee can decide today whether to change [the reporting structure] or remain the same. If the committee decides to change, then it can go to IPC as an Informational Item. Fauzi communicated that he didn't think IPC would have any objections.

Micaela asked for thoughts, feedback, and/or questions from community members. She communicated that if the committee members agree to change the reporting structure **FROM** reporting to the President **TO** reporting to IPC to give a thumbs up (or down).

Jose Bonilla asked if there was a downside to the change.

Micaela said she sees an upside which provides the opportunity to involve more people, and hear from more voices.

Cynthia James communicated that we would need to prepare a report for IPC.

Micaela responded that the report is an additional upside and that she would help with the preparation and review of the report, similar to what she supports with the Finance Committee.

David Lau commented that CSM is an outlier in terms of how the other Safety Committees are doing this at the sister institutions. One of the advantages that we have now is to directly advise and consult with the CSM President. He presumes that Jennifer Taylor-Mendoza knows about this idea and is supportive. Micaela responded to David that President Taylor-Mendoza knows about the change and she is supportive.

Micaela suggested to the committee that we go through each section of her recommended changes to the bylaws and take action on each individual section (with a thumbs up or response in the chat).

Action item #1: under "Recommends to", change from to President to IPC -thumbs up in support/**change unanimously approved by all committee members present.**

Action item #2: under "Purpose", where it says to:" help ensure the safety of the college's

student...” The one change is the addition of the word “help”. -**Change unanimously approved by all committee members present**

Action item #3: under “Functions”, under #4 conducts monthly campus safety meetings. Changed from “coordinate periodically” to “conducts monthly safety meetings”. – **Change unanimously approved by all committee members present.**

Action item #4: under “Membership”, #3, modified from “Public Safety Chief” to “Public “Safety Captain”. #5, a representative from the Office of Emergency Management was added. #8 the number of faculty-at-large was changed from three to two. #9 The number of CSEA Classified staff-at large was changed from three to two. #10 Added AFSME classified staff-at -large – added two members. – **All changes to the membership section of the bylaws were unanimously approved by all committee members present**

Action item #5: Under “Staff”, changed from N/A to Executive Assistant of Administrative Services. - **Change unanimously approved by all committee members present**

The new CSM Safety Committee bylaws were unanimously approved by the Committee members present.

### **Reports and Updates:**

Micaela introduced Ray Hernandez who provided the update on the Covid Landscape.

### **Covid Landscape**

Ray informed that San Mateo County have high vaccination rates, over 90% for 12-year olds and under. Our transmission rate is declining, our average is 35 cases per day. Looking at face covering mandates, bay area counties are looking at three metrics (to determine removing the face covering mandates): number of vaccinations, low hospitalization and national data from CDC.

Ray asked if anybody had any questions or comments. No questions or comments were asked or raised. Ray shared the link to the board report from the meeting on October 27, 2021:

<http://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/Packets/2021-10-27%20Packet.pdf>

<https://smccd.edu/boardoftrustees/packet.php>

Ray presented on return to work, operations and safety (page 122) and the activities to be completed during the remainder of the 2021 Fall semester (page 123). The student proof of vaccination requirement will start by November 3<sup>rd</sup>, when registration starts.

Ray explained that Covid testing is expanding with a soft launch date of November 15, especially for employees that have an exemption. They will need to be tested.

Ray continued explaining the Covid-19 exposure report which is posted on the SMCCD website and encouraged people to direct students to the vaccination information page if they have questions during registration.

Ray mentioned that we have consolidated our vaccination clinic pop-ups to one campus. The next vaccination pop-ups clinics will be at the College of San Mateo, Beethoven Lot 2 on November 30 and December 21 from 12pm-4pm. People will need to sign up in advance at: <https://myturn.ca.gov/>

Ray talked about the student attestation process. The employee attestation is done through human resources. The attestation process for students will start on November 3rd. Micaela asked Ray what is the current board policy for students' exemption.

Ray answered that the medical exemption is currently in place. The current board policy states as defined by federal and state law, it is not required to offer religious exemptions for students. It is for employees.

Question from the chat/ Viji Raman: Can we continue to request sanitizers?

Ray answered that face coverings and N-95 are requested through division offices and supervisors; hand sanitizers and towels are requested through the division office and supervisors.

Ray explained that the attestation process will start on November 3. Students will log in Websmart, select the Student Services Tab and click on the Covid-19 vaccination link. They will have three options from which to choose: fully vaccinated, request medical exemption, and will not be vaccinated/declined to state/not yet fully vaccinated.

Ray explained that the district has hired two program specialists to assist with the attestation process. They will work a hybrid model: 3 days on campus and two days remote. Students will submit their Covid vaccination information, the program specialist will review that information.

Students can register and SMCCD is using the same process for drop- for-non-payment, they register and have 10 days to have their attestation approved. They will receive reminders to provide their information and on day 13, they will be dropped from in-person classes. Students can select medical exemptions.

The medical exemptions that are approved will be allowed to register for in-person and online classes. For anyone with medical exemptions, they will have to be tested regularly and wear face coverings. The attestation process will continue until the second week in January 2022.

Micaela communicated to Ray that there was a question in the chat about where employees can see if someone is vaccinated. Ray answered that if a student is on your roster that means that they are vaccinated. There is a conversation with faculty about if they are going to be alerted if a person received an exemption and have to wear face coverings. Ray said they will be alerted, but there is no process for that yet.

Micaela suggested to add the attestation process to the agenda for November. Ray responded in the affirmative.

Question from Viji Raman: If a student comes up to faculty and says that they have a medical exemption, what is the faculty supposed to do, do they contact you or the dean? Ray responded that they need to do all that through the attestation process through Websmart. Right now, we have students on campus. We have not have done the attestation and everyone is wearing facemasks. We need to have the conversation now and alert students that if they want a medical exemption they have to do it now, fill out the form and follow the directions to get the medical exemption. If students are on the roster, they are cleared to attend class. There will be messaging about students not being cleared to be on campus.

Question from Viji Raman: Is there going to be some kind of communication about this to the faculty? Viji asked if someone will go to the division meeting and explain to them these updates.

Ray answered that there is going to be multiple ways to communicate. Tomorrow there is a managers' meeting. This information will go to the managers. The other avenue is the academic senate; administration and faculty are working together on some resources and messaging. His hope that at the end of the semester there is going to be messaging share with faculty to share with students.

Micaela said that this will be added to the agenda in November.

No further questions or comments on this topic.

### **Reporting Safety Concerns**

Micaela asked the attendees if they had any reports on Safety Concerns at CSM

Viji Raman commented that on the Forum lot there are two exits and the one that faces the bulldog parking lot has a mirror. However, the exit that faces the fire academy provides no way to see if anyone is coming in both directions. The bushes are a little high, and there is no visibility over the bushes. She asked for some kind of mirror. Micaela asked Robert Gutierrez if he could comment or if he would like to follow-up later. Robert responded that it could be evaluated, but he would like to know which exit. Viji answered that it is the exit that faces the fire academy. Robert will provide a response via email and Micaela will forward it to the



committee.

Tania mentioned that she has heard various community members saying that the Covid pop-up clinics were moved from Friday to Tuesday. She explained that there has been a lot of frustration from students and community members about this change and asked if there can be better signage about the location of the pop-up Covid vaccination clinics. She wanted to know if is there anything that can be done to help navigate people through the campus. One community member, who is disabled, had a hard time driving through campus.

Micaela said that they will check in with David McLain. Ray will check on his end too. Tania thanked everybody for their help.

Cheryl Navarrete asked about adding to the crosswalk on Forum Lot 8 a flashing light sign similar to the one near building #5.

Robert will take her question into consideration when they evaluate the area.

No further questions were asked.

#### **November and December Meeting Dates (if needed)**

Micaela said that we had added two meetings to the agenda if needed, Friday, November 19 and Friday, December 10. She communicated that if everyone is ok, we will keep the November meeting. – **members agreed and approved.**

#### **Spring 2021 Meetings: In Person and/or Zoom**

Micaela reported that at the last meeting Viji had asked if Spring 2022 meetings will be in-person or via zoom. Micaela asked the committee members if they have a preference to have the meetings in-person or a hybrid model where those who wish to come in, will have a room, and those who wish to zoom in, can zoom in. David Lau shared that his preference was for in-person meetings. He likes the hybrid option, and campus culture is good thing. Cynthia James and Tania Farjat expressed support of the hybrid option.

Micaela said that we already have the zoom links and staff will start working on finding a room for the people who prefer in-person. We will provide both options.

Micaela thanked everybody for their feedback.

Cynthia asked a question about the meaning of the red dots on some of the room number signs. Robert answered that he doesn't think that it has anything to do with his department. It might be something that the engineers use, but he will look into it.

David Lau suggested to Micaela that she may want to turn on the polling feature, that way Micaela doesn't have to count the votes (it's automated).

Based on no further feedback and discussion, Micaela adjourned the meeting at 3:18 PM.

### **November 19, 2021, Preliminary Agenda Items**

- Building Captains, Micaela Ochoa
- Parking Permit System, Brian Tupper
- Update in Attestation process (how faculty will be alerted about students with exemptions), Ray Hernandez
- Forum Parking Exit (mirror/flashing lights), Robert Gutierrez
- Signage Regarding Pop-up Clinics,

### **Attendees (alpha order by first name):**

Allie Fasth	Robert Gutierrez
Audra Fernandez	Stephanie Martinez
Brian Tupper	Tania Farjat
Charles Phan	Thommy Reyes
Cheryl Navarrete	Trang Luong Paningbatan
Cynthia James	Viji Raman
David Lau	Vince Garcia
David McLain	
David Montanez	
Emily Barrick	
Fauzi Hamadeh	
Gloria D'Ambra	
Griselda Paredes	
Helia Ying	
Jesenia Diaz	
Jia Chung	
John L.	
Jose Bonilla	
Kathy McEachron	
Kristi Ridgway	
Maggie Barrientos	
Maggie Li	
Micaela Ochoa	
Ray Hernandez	
Robert Dean	