

**College of San Mateo
Safety Committee Meeting**

Agenda

Friday, November 19, 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 October 28, 2021 Meeting Minutes	Micaela Ochoa	Attached	3 Min.	Action
3.	Public Comment on non-Agenda Items	Guests	None	5-10 Min.	Information
4.	NEW: Website Redesign with Updated Bylaws	Micaela	Website Link	10 Min.	Information Share
5.	No Smoking Policy <ul style="list-style-type: none"> ▪ November 10, 2021 Board Action ▪ Board Report NO. 21-11-103B 	Micaela	Board Agenda Pages 21-23	10 Min.	Information Share
6.	Reports and Updates <ul style="list-style-type: none"> ▪ Recovery, Attestations, & COVID Testing (15 Min.) ▪ Parking Permits (15 – 20 Min.) ▪ Building Captains (10 Min.) ▪ Reporting on Safety Concerns (2-5 Min.) 	Ray Hernandez- Vaccine Flyer Brian Tupper- Parking FAQ & 11/15 Minutes Ben Zara Minkin All	As Presented	30 – 35 Min.	Information Discussion Feedback
7.	Follow-up from October 2021 Meeting <ul style="list-style-type: none"> ▪ Signage for Pop-up Vaccination Locations ▪ Forum Parking Exit 	Micaela Ochoa Robert Gutierrez	Vaccine Poster	10 Min	Information Discussion
8.	December Meeting Date (if needed) <ul style="list-style-type: none"> ▪ Friday, December 10, 2-330 PM 	Micaela Ochoa	None	5 Min.	Action
9.	December 10, 2021 Preliminary Agenda Items	All	None	3 Min.	Information
10.	Round Table Open for health and safety campus related questions, comments and/or concerns	All	None	5 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 30	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, 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 3rd, 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 there is 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 a flashing sign on 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
Audra Fernandez
Brian Tupper
Charles Phan
Cheryl Navarrete
Cynthia James
David Lau
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
Robert Gutierrez
Stephanie Martinez

Tania Farjat
Thommy Reyes
Trang Luong Paningbatan
Viji Raman
Vince Garcia

BOARD REPORT NO. 20-11-02CA

TO: Members of the Board of Trustees
FROM: Michael Claire, Chancellor
PREPARED BY: Dr. Aaron McVean, Vice Chancellor of Educational Services and Planning

APPROVAL OF REVISION TO BOARD POLICY NO. 2.27 – POLICY ON SMOKING AND TOBACCO USE

The District Participatory Governance Council (DPGC) has recommended a revision to Board Policy (BP) 2.27 – Policy on Smoking. The DPGC and Chancellor recommend expanding the scope of the policy to include all tobacco products and any other substance that is smoked or vaped, and to eliminate any designated smoking areas from District property.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised BP 2.27 – Policy on Smoking and Tobacco Use.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.27 (BP 3570 and 6800)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.27 Policy on Smoking and Tobacco Use
Revision Date: 7/10; 5/14; XX
Policy References: Government Code Sections 7596, 7597, 7598; Labor Code Section 6404.5; Title 8 Section 5148

It is the policy of San Mateo County Community College District to provide a safe and healthy learning and working environment for both students, and employees, and visitors. ~~It is recognized that smoke from cigarettes pipes and/or cigars is hazardous to health. There is also evidence that vapor from e-cigarettes may be harmful. Therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible.~~ In light of evidence that the use of tobacco and nicotine as well as exposure to secondhand smoke and aerosol (commonly referred to as “vapor”) from electronic smoking devices pose significant health and environmental hazards, the District has established a smoke, vapor, and tobacco-free environment. ~~To achieve this goal, the District will limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.~~

Smoking of any kind, including use of electronic devices, and all uses of tobacco are prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the District, and in all District-owned vehicles. Smoking of any plant, oils, or chemical product(s) is also prohibited.

Definitions

1. “Smoking” means inhaling, exhaling, burning, or carrying any lighted, heated, or ignited cigar, cigarette, cigarillo, pipe, hookah, electronic device, or any other device that delivers nicotine or other substances to a person.
2. “Tobacco Product” means any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and any electronic device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah.
1. ~~“Smoking” means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.~~
2. ~~This policy shall apply to all owned or leased District facilities and all owned or leased District vehicles.~~
3. ~~Smoking is prohibited in all indoor locations within the District.~~
4. ~~Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent. The College President, in conjunction with the College Council, has the discretion to set campus smoking regulations as long as smoking is prohibited within a distance of at least 20 feet from any District or College doorway, entrance to an interior area or fresh air intake vent.~~
5. District managers are responsible for publicizing the policy to students, employees and visitors, and are

responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.

6. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
7. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action. **Enforcement of this policy is outlined in Administrative Procedure 2.27.1.**
- ~~8. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person's supervisor, the Vice President of Student Services at the College level, or the Vice Chancellor of Human Resources and Employee Relations head of Human Resources in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.~~
- ~~9. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations or which are imposed by one of the Colleges.~~
10. The District's employee housing program is not subject to this policy. However, the San Mateo College Educational Housing Corporation may adopt similar policies as it sees fit.

SPRING 2022

REGISTRATION HAS BEGUN

Proof of COVID-19 vaccination or exemption is required to take in-person classes or access in-person services

Students: Please upload your documentation into WebSMART as soon as you register for spring classes.

Scan the QR code or use the link to visit the Return Information for Students website



College of San Mateo

smccd.edu/return-to-campus/students.php

College of San Mateo
FAQ Related to New Parking Permit System
November 2021

1. How is security going to determine the difference between student and employee vehicles in the faculty or staff lot?

Public Safety's Response:

By the permit type that is registered to the license plate. This will be identifiable in the field by the officer.

2. How will cash or check parking permit purchases be handled?

Public Safety's Response:

Cashiers

3. Are we expecting cashiers to handle cash and checks?

Public Safety's Response:

Yes.

4. Who will troubleshoot any problems (when online or any questions)? Who will be the contact?

Public Safety's Response:

Our dispatchers should be able to handle any immediate permit concerns, more difficult concerns can go to Jason and parking policy concerns in regard to permits, questions can be handled either by the Captains or Director.

For technical issues related to the web site or online purchase, inquiries can be sent to iParq customer service.

5. Every semester, certain groups (EOPS, CalWorks, ASCSM) send emails with permit requests, and they distribute permits to students. They pay through an account number. How will they go about handling the receipt and distribution of permits?

Public Safety's Response:

Yes, it should be possible to allow these groups to assign a person with admin access to distribute these permits. OR these groups can provide a list of G#'s to be entered into the iParq system for these students to apply appropriately.

6. Who will manage data transfer from old system to new system? How will it be maintained/kept up to date with registration data or staff changes?

Public Safety's Response:

iParq and IT. Data uploads from Banner (IT & iParq)

7. Who do we send students to when they have questions?

Public Safety's Response:

Public Safety x7000 or email via the iParq system. Dispatchers and/or Captains would monitor this email.

8. Will the EOM spots still be monitored?

Public Safety's Response:

All employees should have a permit so this can be listed as an employee parking only spot. OR the EOM spots are considered their own "Parking lot" and a single permit can be assigned via an iParq ADMIN.

9. What's the reason why we are removing the placards?

Public Safety's Response:

The visual appears to be easier to monitor. We are changing from physical permit to digital as this is a significantly more sustainable option with much less user issue on the back end. It also has built in cost savings in the elimination of permit station, maintenance contracts, personnel hours, and resources.

10. What safeguards are in place to protect the private information of students and employees?

Public Safety's Response:

The information collected for the purchase of a parking permit is the same as a student's directory information. None of the information collected would be considered harmful or an invasion of privacy. The only people who would have access to the information are the system administrators and the customer themselves.

11. Programs like Student Life have been able to request employee parking permits for students (in our case, members of student government). How will these requests be handled going forward?

Public Safety's Response:

Special circumstances can be handled by any authorized system administrator. A permit can be created and issued in accordance with district policy and/or practices.

12. Will the parking permits still be valid at all three campuses and the District Office?

Public Safety's Response:

Yes, currently they are designed to be valid at all of our campuses. If a student has business at another campus, their permit will still be valid. The same holds true for employees

13. In the past, employees did not have to register their license plates with Public Safety, they could just move their placard from one car to another. How will employees who have multiple vehicles be handled?

Public Safety's Response:

Employees and students will have the ability to add (Insert # of vehicles) vehicle(s) to their account. The license place of the vehicle becomes their permit. License plates are just as unique as a serialized permit number. We are just repurposing a use of the license plate.

14. What is the process for adding or removing cars registered under an employee's or student's name?

Public Safety's Response:

Since the student or employ creates their own account within iParq they are is control of adding or removing vehicles under their control.

Additional FAQ's

- How can we determine Fac/Staff permits vs Students/community/Guests?

Public Safety's Response:

- Identifiers of the permit are found in the details of the purchase. Zero Cost permits such as Staff are identified in the program differently than cost permits. Each type of permit can be assigned a label.

- How are athletic events handled?

Public Safety's Response:

- If the event is on a weekday, a daily permit is needed to park on campus. This is no different than our previous system. A daily permit option is purchasable online. It can be marketed out in email, sports schedules and all previous existing marketing tools we currently employ.

- How are auxiliary events handled?

Public Safety's Response:

- We can handle these two ways:
 - Pre-charge for parking in our contract. This will have to be planned out with VPA/CBO's to identify a singular established process for this type of purchase. Especially since gifting parking is considered a gift of public funds and is not legal.
 - If the event is on a weekday, a daily permit is needed to park on campus. This is no different than our previous system. A daily permit option is purchasable online. It can be marketed out in email, sports schedules, event schedules and all previous existing marketing tools we currently employ.

- How are SMAC members handled?

Public Safety's Response:

- SMAC members would be handled similar to staff labeling. This will also depend on how SMAC transitions into an in-house operation.

- How do we communicate this to all coming on site know that they need permits and how to purchase?

Public Safety's Response:

- We communicate our parking permit requirements in the same manner we always have communicated it. Using our current marketing/information plan for each respective campus. This includes social media, on-campus advertisements, signage, electronic messaging, registration response emails, college specific publications, parking lot signage and building signage.

- How do we deal with Wi-Fi dead spots in parking lots for buyers and public safety?

Public Safety's Response:

- Access to the purchasing web page is not Wi-Fi dependent. Wi-Fi access does not factor any more or less than the previous system. From Public Safety's side, we have data access plans on our equipment and have no problems accessing or updating citations/warnings in our system. From the customer side, access through Wi-Fi phone data and computer station will be available

- What is our backup plan if this rollout is not successful or does not meet our timeline?

Public Safety's Response:

- The backup plan is continuing as we are right now without charging for parking for another semester. A hard permit plan is not a viable option for the following reasons:
 - we would not be able to accommodate the permit mailings and pick-ups required of a physical permit
 - We would significantly add to the confusion of attempting to have a physical permit for a semester then change to a digital the following semester
 - We cannot work up parallel plans under the given timeline as it would be too cumbersome and would require investment in both

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