

**College of San Mateo
Safety Committee Meeting**

Agenda

Thursday, January 26, 2023

2:00 PM – 3:30 PM

ZOOM Meeting link:

<https://smccd.zoom.us/j/82805419234?pwd=SFJsdFB0Wm5qUmdSemJ2VUVPOXJWZz09>

Meeting ID: 828 0541 9234

Passcode: 394614

Item #	Item	Lead (s)	Attachments	Time	Action
1.	Review and Approve Agenda	Anthony Djedi	None	2 Min.	Action
2.	Review and Approve: <ul style="list-style-type: none"> December 15, 2022 Meeting Minutes 	Anthony Djedi	Attached	5 Min.	Action
3.	Public Comment on Non-Agenda Items	Committee Members & Guests	None	5-10 Min.	Information
4.	Reports and Updates: <ul style="list-style-type: none"> Facilities Report 	Robert Gutierrez	None	5 Min.	Information
5.	Future Meeting Format	Anthony Djedi	None	15 Min.	Discussion
6.	Rotation Model; Designation of a Co-Chair	Anthony Djedi	None	10 Min.	Discussion
7.	2023-2024 Meeting Schedule	Anthony Djedi	Attached	5 Min.	Review
8.	Preliminary Agenda Items for February 23, 2023 Meeting	All	None	5 Min.	Share
9.	Round Table: Open for health and safety campus related questions, comments and/or concerns	All	None	5 Min.	Share
10.	Adjourn	Anthony Djedi	None	1 Min.	Action

The Campus Safety Committee meeting schedule for FY 2022-23 is as follows:

2022	2023
Thursday, July 28	Thursday, January 26
Thursday, August 25	Thursday, February 23
Thursday, September 22	Thursday, March 23
Thursday, October 27	Thursday, April 27
Thursday, November 17*	Thursday, May 25
Thursday, December 15*	Thursday, June 22

*Moved to the 3rd Thursday due to a holiday.

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

College of San Mateo

Safety Committee Meeting Summary

Thursday, December 15, 2:00 PM – 3:30 PM

Members Present: Anthony Djedi, Brian Tupper, David Lau, Dr. Jennifer Yang, Gloria D’Ambra, Janis Wisherop, Jesenia Diaz and Robert Gutierrez.

Staff: Luz Román-Amaro

Guests present: see enclosed list.

Anthony Djedi called the meeting to order at 2:08PM.

Review and Approve Agenda

The agenda was approved as presented by the members present.

Review and Approve:

- November 17, 2022 Meeting Minutes

The minutes were approved as presented without any changes or additions.

Public Comment on Non-Agenda Items

Anthony encouraged everyone present to get the flu vaccine at our Health Center.

Dr. Yang also encouraged everyone to get the flu vaccine and communicated that the Health Center was going to be until 3PM on December 15.

No further comments were added on this item.

Reports and Updates

- **District Health & Safety**

Ray Hernandez communicated that the number of Covid-19 cases in San Mateo County has gone up slightly. Consequently, the County will be moving the threat level from green to yellow. Indoor masking will be required and testing will be recommended.

Ray shared information about changes that will occur after his retirement at the end of December:

- Ana Pulido will be monitoring the communication of the changes in the threat level and the District’s mask requirements.
- Michele Rudovsky will oversee the Cal/OSHA Covid prevention plan and will also monitor the Covid reporting for any indication of transmission clusters.
- The Health Center will take over the promotion of the vaccination clinics. The next pop-up clinic will be on Thursday, January 19, 2023 from 12PM - 4PM at Cañada College.
- The District will continue to provide PPE supplies and the home rapid antigen tests.

No further comments, questions or feedback were offered on this item.

Changes to Safety Committee Bylaws:

- Addition of Co-Chair
- Increase Number of Faculty Representation

Anthony communicated that beginning in January 2023, he will be actively recruiting new members for the Finance and

Safety committees. In addition, he supports adding a co-chair to the Safety Committee.

David Lau asked for clarification regarding the proposed co-chair model.

Anthony suggested to have the co-chair position open to all committee members in order to give the opportunity to every member to serve in that role.

David proposed to vote on the addition of the co-chair and opened the discussion about the number of Faculty representation. The following changes to the bylaws were proposed:

- Change the SMCCD Director of Public Safety's membership to non-voting member of the committee
- Correct the membership of two Faculty-at-large to two AFT Faculty members-at-large
- Increase the number of CSEA Classified members from two to Three CSEA Classified staff-at-large
- Add one Faculty-at large
- Change the definition of the Chair and Co-Chair selection to Vice President of Administrative is Co-Chair and other Co-Chair is selected form within the Committee.

David made a motion to approve the changes to the membership section of the Safety Committee bylaws.

The changes were approved as proposed by the committee members present. These changes will be reported to the Institutional Planning Committee.

Anthony suggested to annotate on the membership section of the bylaws that the selection of the Co-Chair will follow a rotation model. Dr. Yang commented that the committee should try the model first before making it official. The members of the committee agreed to try the rotation model.

No further comments, feedback or questions were offered on this item.

Recruitment – New Safety Committee Members

Anthony reiterated that he will be recruiting for the Safety and Finance Committees at the various committees' meetings that he will be attending in the Spring.

David restated that some of the Safety Committee members will be timing out this Spring. David will assist in recruiting new AFT members representatives.

Jesenia Diaz asked for clarification on the recruitment process.

David explained that the recruitment process is different for each constituency group.

No further comments were offered on this item.

Preliminary Agenda Items for January 26, 2023

- Change the Safety Committee meeting format
- Create a reporting Process for IPC

No additional preliminary agenda items were added.

Round Table:

Dr. Yang communicated that as we move away from the topic of COVID, she would be interested in listening about other topics related to Safety from the different departments.

David suggested to review the internal mask mandate and also to establish a reporting process for when the Safety Committee has to report to IPC.

No additional comments were offered on this item.

Meeting adjourned at 3:26PM.

Attendees (alpha order by first name):

Anthony Djedi
Brian Tupper
David Lau
Dr. Jennifer Yang
Gloria D'Ambra
Janis Wisherop
Jesenia Diaz
Luz Román-Amaro
Ray Hernandez
Robert Gutierrez
Yung Nguyen

DRAFT

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"> 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. Conducts monthly campus safety meetings for students, faculty, classified professionals, administrators, and campus community
Recommends to	Institutional Planning Committee
Chair selection	The Vice President of Administrative Services is Co-Chair and a Co-Chair is selected from within the Committee.
Membership	<ol style="list-style-type: none"> 1. Vice President of Administrative Services (Co-Chair) 2. SMCCCD Director of Public Safety (Non-voting member) 3. Public Safety Captain 4. Director of Health Services 5. Emergency Preparedness Manager 6. Facilities Operations Manager 7. Representative from the College of San Mateo Athletic Center 8. Two AFT Faculty at-large 9. One Faculty at-large 10. Three CSEA Classified Staff at-large 11. Two AFSCME Classified Staff at-large 12. One student
Term Limits	Two years
Staff	Executive Assistant, Vice President of Administrative Services
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	BP 2.28 BP 8.13 Accreditation Standard III.B.1

Revised and approved: 12/15/2022

2023-2024 Safety Committee Meeting Schedule

4th Thursday of every month, 2PM-3:30PM

July	7/27
August	8/25
Sept	9/22
Oct	10/27
Nov*	11/17
Dec*	12/15
Jan	1/26
Feb	2/23
Mar	3/22
Apr	4/26
May*	5/17
June	6/28

*Meeting scheduled on the 3rd Thursday due to a Holiday (Thanksgiving, Winter Break & Commencement).

2023 Fall Flex Days: 8/14/22 & 8/15/22
10/8/22

2024 Spring Flex Days: 1/11/23 & 1/12/23
4/18/23