

**College of San Mateo
Safety Committee Meeting**

Agenda

Thursday, March 23, 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"> February 23, 2023 Minutes 	Anthony Djedi	Attached	5 Min.	Action
3.	Public Comment on Non-Agenda Items	Committee Members & Guests	None	5 Min.	Share
4.	Active Minds Program: Student Ambassadors	Gil Perez Anthony Djedi	None	10 Min.	Information
5.	CSM's Shuttle Services	Anthony Djedi David McLain	None	8 Min.	Information
6.	Reports and Updates: <ul style="list-style-type: none"> Facilities Update Public Safety Update Health and Wellness Update 	Robert Gutierrez Brian Tupper Dr. Jennifer Yang	None	20 Min.	Information
7.	Safety Committee Bylaws Revision	Anthony Djedi	Attached	5 Min.	Action
8.	Preliminary Agenda Items for April 27, 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, February 23, 2:00 PM – 3:30 PM

Members Present: Anthony Djedi, Ben Zara Minkin, David Lau, Dr. Jennifer Yang, Gloria D’Ambra, Jesenia Diaz and Robert Gutierrez.

Staff: Luz Román-Amaro

Guests present: see enclosed list.

Anthony Djedi called the meeting to order at 2:09PM.

Review and Approve Agenda

Anthony presented the agenda to the committee members and guests present.

Review and Approve:

- January 26, 2023 meeting minutes

The minutes from the January 26, 2023 meeting were approved as presented.

Public Comment on Non-Agenda Items

Anthony communicated that the Student Ambassadors will be invited to the Safety Committee meeting in March.

Reports and Updates

- **Facilities Update**

Robert Gutierrez communicated that facilities has been working really hard in fixing any damages caused by the storms. They are also working proactively in tree management in order to avoid any possible hazards.

- **Public Safety Update** – Brian Tupper was not able to provide an update.

- **Health and Wellness Update**

Dr. Yang provided an update about Covid-19. She informed the committee that the County’s on-site vaccination clinics have been closed. Other general announcements shared by Dr. Yang were:

- The next Health Fair will be on March 22, 2023, 10AM-2PM
- There is a number of Wellness workshops scheduled in March. For more information, visit: collegeofsanmateo.edu/wellnesscenter/
- The Wellness Center can provide free STD and STI screening for most students who qualified. Other services available are free birth control, pap smears and flu shots.

Anthony communicated that the Health Center will be moving to Building 5.

- **Emergency Preparedness Update (agenda add-on)**

Ben Zara Minkin communicated that there will be a lockdown barricade drill (AM &PM) this Spring semester. He explained that the lockdown barricade drill is part of the *run, hide, fight* strategy that everyone should know and follow in an active shooter situation.

Ben Zara also communicated that he is working with the office of International Students to train the students on all the safety protocols and policies within the district.

Dr. Yang inquired if they have safety training videos available.

Ben Zara responded that his office has created safety training videos for students and new hire employees. The videos have been shared with the district and will be linked to the new emergency posters that will be posted on all campuses. In addition, the posters will include a QR code to the updated emergency action plan. Ben Zara will share with the committee a link to the emergency training folder.

Anthony communicated that the new Administrative Services website will have a link to the emergency preparedness page. He invited Ben Zara to the next Administrative Services Website Planning meeting on March 20 at 1PM.

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

Rotation Model/Designation of a Co-Chair

Anthony communicated that he would like to discuss this item today and bring it to a vote at the next meeting. David Lau asked for clarification on how the rotation model will work.

Anthony explained that the Vice President of Administrative Services will serve as the permanent co-chair. The second co-chair position will rotate among the other constituency groups. He would like the committee members to determine how long the second co-chair will serve.

David Lau suggested a 1-year length of service under the new rotation model. Anthony Djedi, Jesenia Diaz and Dr. Yang agreed with the proposed length.

David Lau suggested to include an open nomination option as part of the rotation model. He also communicated that the bylaws will need to be amended to include the definition of the new co-chair rotation model with the option of an open nomination (e.g., The 2nd co-chair position will rotate among the different constituency groups with the option of a person being nominated by the committee at-large).

Anthony will work on the revision of the bylaws to include the new rotation model and will present it to the committee at the next meeting in March.

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

Preliminary Agenda Items for March 23, 2023 Meeting:

- Student Ambassadors /Active Minds
- Bylaws Revision – New rotation model
- CSM's Shuttle Services

No other agenda items were offered.

Round Table:

Anthony communicated that the new shuttle services contract was approved by the board. He will provide more information at the next meeting.

Anthony informed the committee that the VPAS office and facilities have received many complaints regarding parking availability, particularly Lot T near Building 14.

Robert communicated that the new parking signage in Lot T created some confusion between faculty, Sparkpoint visitors and Staff. The signage will be changed to delineate the parking spaces for faculty and the ones for Sparkpoint.

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

Meeting adjourned at 3:05PM.

Attendees (alpha order by first name):

Anthony Djedi

Ben Zara Minkin

David Lau

Dr. Jennifer Yang

Gloria D'Ambra

Jesenia Diaz

Luz Román-Amaro

Robert Gutierrez

Vince Garcia

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MARCH 2023

CSM Wellness Workshops

Wellness Workshops are brought to you by CSM's Wellness Center which offers free personal counseling and health services to students.

To view this month's Virtual Wellness Workshops, please visit collegeofsanmateo.edu/wellnesscenter or scan this QR code:



To schedule a free health or personal counseling appointment either in-person or via zoom, email csmwellness@smccd.edu, call **(650) 574-6396**, or stop by **Building 1, Room 147** on the CSM campus during our hours of operation.



COLLEGE OF SAN MATEO

HEALTH FAIR

SPRING 2023

**JOIN US FOR:
FREE FOOD
WELLNESS-RELATED RESOURCES
GIVE AWAYS
AND MORE!**

**WEDNESDAY
MARCH 22ND, 2023
10 AM TO 2 PM
BUILDING 10, BAYVIEW DINING**

For inquiries, please contact
csmwellness@smccd.edu
(650)574-6396

collegeofsanmateo.edu/wellnesscenter

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 serves as permanent Co-Chair and a Co-Chair is selected from within the Committee at -large for a one-year term-
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	Committee members- 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

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Revised ~~and~~ on: 03/15/2023

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Approved: 12/15/2022

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