

San Mateo College - Safety Committee

September 19, 2024, 1:00-2:00 pm

Building 18 - 206

Meeting Minutes

Name	Representation/Position	In Attendance
Gerardo Ramirez (Chair)	Vice President of Administrative Services	Yes
Brian Tupper (Non-voting member)	SMCCCD Director of Public Safety	No
David Crafts	Dean of Enrollment Services and Support Programs, College Title IX Officer	Yes
Rob Dean	Public Safety Captain	Yes
Dr. Jennifer Yang	College Physician - Health Services	No
Ben'Zara Minkin	Emergency Preparedness Manager	Yes
Robert Gutierrez	Facilities Operations Manager	Yes
Eddie Flores	Acting Director of Community Relations & Marketing	No
Vacant	Representative of the College of San Mateo Athletic Center	No
Beth LaRochelle	Faculty At-Large (AFT)	Yes
Todd Windisch	Faculty At-Large (AFT) - temporary	Yes
Viji Raman	Classified Representative At-Large (CSEA)	Yes
Vacant	Classified Representative At-Large (CSEA)	No
Joseph Puckett	Classified Representative At-Large (AFSCME)	No
Max Magidin	Student Representative	Yes

Support Staff

Name	Representation/Position	In Attendance
Vacant	Executive Assistant, V.P. of Administrative Services Office	No
Vince Garcia	Emergency Management Coordinator	Yes
Michele Rudovsky	Facilities Operations Manager	No

ACTION ITEMS	LEAD RESPONSIBLE	DUE DATE
<ul style="list-style-type: none"> • Fill vacant committee positions in coordination with Academic and Classified Senates if possible. 	<ul style="list-style-type: none"> • Gerardo Ramirez 	10/17/24
<ul style="list-style-type: none"> • Committee agreed to update Purpose and Functions. 	<ul style="list-style-type: none"> • Gerardo Ramirez to distribute DRAFT 	09/30/24
<ul style="list-style-type: none"> • Amend purpose and functions statements and circulate to committee members prior to October meeting. 	<ul style="list-style-type: none"> • All members to provide feedback 	10/17/24
<ul style="list-style-type: none"> • Provide new revised Committee Purpose and Functions Recommendation to IPC 	<ul style="list-style-type: none"> • Select representative 	11/21/24
<ul style="list-style-type: none"> • Prioritize suggested topics for future Safety Committee agendas: <ul style="list-style-type: none"> ○ Regulatory/legal issues ○ Workplace violence prevention ○ Clarification on procedures for small issues related to facilities (i.e. leaks, spills, slipping hazards) ○ Hazard rating system and/or contact card for the back of ID cards ○ Traffic safety: speeding and running stop signs, hazard for those working on the roads, pedestrians etc. ○ Lockdown/barricade drill AM and PM ○ Great Shakeout on October 17 (10:17am) 	<ul style="list-style-type: none"> • All 	10/17/24

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ADDENDUM: MEETING NOTES

In Attendance: Gerardo Ramirez, David Crafts, Rob Dean, Ben'Zara Minkin, Robert Gutierrez, Beth LaRochelle, Viji Raman, Max Magidin, Vince Garcia, Todd Windisch

- **Welcome and Introductions**

- Short intros around table

- **Meetings /Logistics**

- Overview of webpage, meeting times

- **Purpose of Safety Committee and Bylaws**

- Overview of webpage, where to find By-Laws, purpose, function, etc
- 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:
 - Promotes a safe institutional environment for staff and students
 - Works with District staff to coordinate plans for major disasters
 - Monitors Emergency Website
 - Conducts monthly campus safety meetings for students, faculty, classified professionals, administrators, and campus community
- Ger: any questions about the purpose of the committee? elicited suggestions for improvement?
- Ben: we should be working to identify and cover gaps at the campus level: trans, safety, lost and found, covering local safety protocols – doesn't have to be a major disaster level. would love to use these meetings as exercises for events. everyone in here should know how an emergency is ran
- Beth: there can be a lack of communication across campus when something happens; the operational point is really critical; get the info from the committee out to campus
- Ben: yes, action reporting can happen here; have new communication matrix – reviewing protocols for communication in here; but also small maintenance issues (i.e. access to buildings, etc)

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- Rob: here, we gather information from our campus, but larger issues need to be elevated to district safety committee; over years there may have been a breakdown in communication
- One District Safety Committee so far
 - Discussion about violence prevention
- Max: haven't heard many problems around safety so far, which is good
- Viji: we hear about speeding for example, other small issues; this should be a venue to hear concerns from constituents
- David: Title IX: pre-assessment of spaces so that they don't lend to that
- Ger: priorities: safety of individuals, facilities, personal property, natural disasters... etc. How does this committee handle all these diverse topics?
 - Recent issues:
 - chemicals in dark room
 - ventilation in cadaver room
 - fire in parking lot
 - possible unalive attempt in the parking lot
 - tripping hazards that were repaired
- Prevention vs. reaction (exercises to be proactive)
- Everyone is aware of the issues within their own area, this is the place to share, get a global overview and get feedback; don't want to lose sight of the big picture
- Viji: sometimes policies change but it's not communicated out
- Ben: BPs and APs are currently being revised, specifically all safety policies are under review (public safety and emergency); those policies should be reviewed by this committee and give feedback through shared governance
- Todd: it would be helpful to have a standing agenda item to share out prevent issues and debrief; suggest improvements, etc.
- Ger: communication is not on the functions, identification of risks, policies – these don't show up, and we should update the “functions” to reflect that
 - After updating functions, we need to communicate that out to the campus

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- Relationship between campus committee and district: the district's role is to create cohesion across college's, district committee needs a purpose
- Beth: need to define a flowchart of who does what on this committee
- Ger: I would like to see if we have a mechanism for safety on campus; people may not know who to contact in certain situations
- Vince & Ben: we do have a risk assessment tool (THIRA : threat and hazard identification and risk assessment), must complete every 3 years (worked on it last year, but not complete, last complete one was pre-COVID); will send out to students

- **Committee Priorities and Culture of Safety (all)**

- confirm our priorities, our functions (bring to Cabinet, district safety committee)
 - Ben: connect with other Safety chairs at other campuses; you may not have to reinvent the wheel
 - Beth: share out with division meetings, share out with the campus
- any regulatory/legal issues we need to address soon?
- other topics:
 - workplace violence topic? HR is working on it, but what is the communication plan? how is that going to get disseminated?
 - clarification on procedures for small issues related to facilities (i.e. leaks, spills, slipping hazards)
 - Look into hazard rating system and/or contact card for the back of ID cards?
 - Traffic safety: speeding and running stop signs, hazard for those working on the roads, pedestrians etc (room for improvement)
 - Dates for lockdown/barricade drill
 - Must have morning drill and evening drill
 - Great Shakeout on October 17 (10:17am)

- **Next Safety Meeting, October 17, 2024, 2:00-3:00 pm, B18-206**