

San Mateo College - Safety Committee

October 17, 2024, 2:00-3:00 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	No
Rob Dean	Public Safety Captain	Yes
Dr. Jennifer Yang	College Physician - Health Services	Yes
Ben'Zara Minkin	Emergency Preparedness Manager	Yes
Robert Gutierrez	Facilities Operations Manager	Yes
Vacant	Representative of the College of San Mateo Athletic Center	No
Beth LaRochelle	Faculty At-Large (AFT)	Yes
Justin Stevick	Faculty At-Large (AFT)	Yes
Todd Windisch	Faculty At-Large (AFT)	Yes
Viji Raman	Classified Representative At-Large (CSEA)	Yes
Heidi Pereira	Classified Representative At-Large (CSEA)	Yes
Joseph Puckett	Classified Representative At-Large (AFSCME)	No
Max Magidin	Student Representative	Yes

Support Staff / Ex-Officio

Name	Representation/Position	In Attendance
Vacant	Executive Assistant, V.P. of Administrative Services Office	No
Eddie Flores	Acting Director of Community Relations & Marketing	No
Vince Garcia	Emergency Management Coordinator	No
Michele Rudovsky	Facilities Operations Manager	No

ACTION ITEMS	LEAD RESPONSIBLE	DUE DATE
<ul style="list-style-type: none"> • Committee agreed to develop recommendations for updating the Purpose and Functions of the CSM Safety Committee 	<ul style="list-style-type: none"> • All 	10/17/24
<ul style="list-style-type: none"> • Working team will develop recommended updates based on feedback during October 17 meeting. 	<ul style="list-style-type: none"> • Rob, Jennifer, Beth 	11/21/24
<ul style="list-style-type: none"> • Obtain final approval from IPC 	<ul style="list-style-type: none"> • Gerardo 	12/05/24
<ul style="list-style-type: none"> • Review running list of possible activities/projects for Safety Committee <ul style="list-style-type: none"> ○ Add new items as needed ○ Rank list of priorities ○ Assign sub teams to work on a plan 	<ul style="list-style-type: none"> • All 	11/21/24

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ADDENDUM: MEETING NOTES

Welcome and Introductions of New Members

The meeting began with the introduction of new members to the committee. The following individuals were present:

- Heidi Pereira
- Justin Stevick
- Dr. Jennifer Yang
- Max Magidin
- Ben'Zara Minkin
- Viji Raman
- Rob Dean
- Todd Windisch
- Beth LaRochelle
- Gerardo Ramirez
- Robert Gutierrez

Review of Last Meeting Minutes and Action Items (Gerardo)

Gerardo led the group in reviewing the minutes from the previous meeting, Key points from the review include:

- The committee successfully recruited more members to fill vacant positions.
- There was a discussion about wrapping up the current action items to present at the upcoming IPC meeting.
- Several topics of interest were raised during the last meeting and documented in the minutes, including:
 - Updates on campus safety-related activities and clarification on procedures for handling these items in Rob's office.
 - Discussion on ID cards, specifically regarding clarity on contact cards.

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- Concerns about traffic safety, including speeding and running stop signs, which present hazards for both workers and pedestrians.
- Lockdown barricade procedures were also discussed.

Motion to Approve Minutes

Beth and Todd made a motion to approve the previous meeting's minutes, and the motion was unanimously approved by all members in attendance.

Reviewing Purpose and Functions

Ben: “develop plans for major disasters and emergencies” → recommend change to “review and provide recommendations on plans...” because this body is not in charge of actually creating the plans

Beth: we need to review article 16 in the contract to make sure our purpose and function encapsulates those items:

16.6.1 The committees shall promulgate internal committee rules to promote and maintain a safe and healthful campus environment, educating and training personnel in safe work practice.

16.6.2 The committees shall recommend consistent district-wide procedures for scheduling safety inspections to identify and correct any unsafe conditions and work practices.

16.6.3 The committees shall meet to discuss accident and illness prevention methods, injury and illness records, and the results of regular safety inspections.

16.6.4 The committees shall make recommendations to a District Safety Management Committee on the elimination of risks, on corrective actions on identified hazards, and on training needed to maintain environmental safety within the District.

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Gerardo: added a 7th function to include recommending education and training. Will send out to the group after the meeting for wordsmithing. We may still be missing “accident and illness prevention methods” from article 16.

Jen: perhaps using “public health”

Gerardo got volunteers to continue refining offline: Beth, Rob, and Jennifer

Report out from Great Shakeout

Ben: district systems worked well. state moved to RAVE system, because so many people use it across state, the state system was delayed, which is why we had a delay getting the text messages (e-mails 10 min, text messages 2-4 min). Ben is working with RAVE (last year’s delay was more delayed). Prepare district for that delay so they know an accurate time when drills will take place. We should be overcommunicating. Good communication on the radios among building captains etc, identified buildings clearly but many forgot college campus. For today, the entire drill lasted 7 minutes. Ben would like to increase time to something like 15-minutes for the future. In real life, it takes about an hour to evacuate the district (clear every room). Multiple radio channels: currently, building captains report on district channel, but dispatcher is overwhelmed (60 captains). Might be better for drills, it’s beneficial to communicate campus-wide, and then have one person at the campus report to district, but there are challenges behind the scenes with our radio communication channels and limits in place by our panic buttons. Ben is writing DOD follow up report and recommend changes to communication strategies.

Gerardo recommends sending out a message to the campus community recapping how things went and improvements will be made. Perhaps one announcement on safety per month.

Bulldog bulletin? Dedicates message?

Max: many students didn’t know where to go. Maps in classrooms?

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Ben: we have maps on each floor, near each entrance; we also have videos for new faculty and students; working on updating new maps

Justin: have dates earlier to add to syllabi? communicate to local community when we are doing a drill? (example: last year on Next Door, local community members had heard an alarm and something about lockdown, wondering if there was a shooter on campus when it was just a drill).

Ben: Community members can sign up for texts: Text "CSM" to 67283, but we do need to do a better job with signage and marketing everyone to sign up for those alerts. We also have issues with Banner, phone number in field can change with updates to Banner, people may need to sign up again

Jen: Promote free flu vaccines at Wellness Center; Health Fair Oct 30, 10:00 - 2:00

Viji: safety tips for students and staff (for fall) with it getting darker (i.e. avoid dark clothing, etc)

Gerardo: we need to identify the best ways to communicate with the campus. Send Gerardo ideas for communication and we will discuss at the next meeting.