

College of San Mateo – Safety Committee

December 5, 2024 2pm-3pm

Building 18 Room 206

Attendees

Name	Representation/Position	In Attendance
Gerardo Ramirez	Vice President of Administrative Services/Chair	Y
Brian Tupper	SMCCCD Director of Public Safety/Non-Voting Member	N
David Crafts	Dean of Enrollment Services and Support Programs, College Title IX Officer	Y
Rob Dean	Public Safety Captain	Y
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben Zara Minkin	Emergency Preparedness Manager	Y
Robert Gutierrez	Facilities Operations Manager	Y
Eddie Flores	Acting Director of Community Relations & Marketing, Public Information Officer	N
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Beth LaRochelle	Faculty At-Large (AFT)	Y
Justin Stevick	Faculty At-Large	Y
Todd Windisch	Faculty At-Large	N
Viji Raman	Classified Representative At-Large (CSEA)	Y
Heidi Pereira	Classified Representative At-Large (CSEA)	N
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Max Magidin	Student Representative	Y

Guests

Name	Representation/Position
Jonathan Wax	Communications Manager, Community Relations & Marketing

Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Kim Lantz	Executive Assistant, V.P. of Administrative Services Office	Y
Vince Garcia	Emergency Management Coordinator	N
Michele Rudovsky	Facilities Operations Manager	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Update Purpose and Functions to present at IPC 	<ul style="list-style-type: none"> Gerardo Ramirez 	<ul style="list-style-type: none"> EOD Monday, Dec. 9th
<ul style="list-style-type: none"> Present Purpose and Functions to IPC Meeting 	<ul style="list-style-type: none"> Beth LaRochelle 	<ul style="list-style-type: none"> Wednesday, Dec. 11th
<ul style="list-style-type: none"> Begin work on December Bulldog Bulletin issue topic 	<ul style="list-style-type: none"> Rob Dean, Robert Gutierrez, Ben'Zara 	<ul style="list-style-type: none"> Wednesday, Dec. 11th
<ul style="list-style-type: none"> Newsletter draft for insertion in Bulldog Bulletin 	<ul style="list-style-type: none"> Kim Lantz, Viji Raman 	<ul style="list-style-type: none"> Wednesday, Dec. 11th
<ul style="list-style-type: none"> Write up content for committee webpage 	<ul style="list-style-type: none"> Kim Lantz, Viji Raman, Beth LaRochelle 	<ul style="list-style-type: none"> Wednesday, Dec. 11th

Notes

Committee members review Minutes and Action Items from November committee meeting. November meeting minutes are approved.

Purpose and Functions Discussion

The committee continues to review purpose and functions from November meeting. Rob Dean asks about alignment with Skyline & Cañada, since Skyline has similar Function/Purpose to what we at CSM are thinking of adding. Decide whether or not to use same language as Skyline to add in their inclusion of collective bargaining units' language.

Gerardo Ramirez opens discussion as to whether we want to adopt Skyline's language so that we are aligned with them, or publish the draft of the CSM Purpose/Functions that the committee created at the last meeting. Beth LaRochelle proposes a hybrid to align, but keep CSM's unique priorities. Ben Zara Minkin proposes adopting Skyline's for simplicity, which is seconded by Dr. Yang.

Viji Raman suggests adding a hyperlink to the AFT/CSEA/ASFME articles on purpose/function page for clarity. Michele Rudovsky run-down on collective bargaining safety articles, as a brief run-down of their meaning. Gerardo Ramirez interjects that bargaining language inclusion keeps us consistent with those safety articles. The committee reviews draft from last meeting. Gerardo Ramirez proposed a motion for adopting Skyline's Purpose and Functions—majority votes in agreement.

Communication for the Campus Community

Committee considers releasing monthly communication for campus via campus-wide newsletter, the Bulldog Bulletin. Jonathan Wax--on behalf of committee member Eddie Flores--as a representative from Community Relations & Marketing, recommends the following:

- i. That the committee select a major theme/make a tagline
- ii. That links with relevant content and resources be added to the committee webpage
- iii. That other content be added to the webpage (photo, vid, etc.)
That the webpage be used as a repository of info for the committee and campus community

Jonathan Wax says that the Bulldog Bulletin messaging can be sent out quarterly, if desired, to help with workload for committee members while the process is getting established, and says that the Weekly Update email could also support a boilerplate for Safety Committee information. The Bulldog Bulletin is sent to employees, and the Weekly Update is sent to both employees and students.

Gerardo Ramirez proposes that committee members work on sections for newsletter piece, with considerations for workload balance. He suggests to schedule the first issue for January. The committee decided to release first newsletter in December. Newsletter content ideas discussed:

- i. Timely topics, such as tsunami warning
- ii. Brief guide to the campus alert/warning system
- iii. General preparedness tips and information
- iv. Generally, items that interest or serve our students

Jonathan Wax reminds committee that the Bulldog Bulletin content needs to be submitted to Community Relations & Marketing by each month's Board of Trustees meeting. Beth LaRochelle and Viji Raman volunteer to help Kim Lantz with drafting content, and Rob Dean, Robert Gutierrez, and Gerardo Ramirez will work together on content as well.

Meeting adjourned 3:00pm

Links:

<https://collegeofsanmateo.edu/emergency/>

<https://www.smcoe.org/about/coalition-for-safe-schools-and-communities/the-big-five.html>

<https://smccd.edu/alertme/>