

College of San Mateo – Safety Committee

January 16, 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	N
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	Y
Robert Gutierrez	Facilities Operations Manager	N
Eddie Flores	Acting Director of Community Relations & Marketing	N
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	Y
Christy Baird	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)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Max Magidin	Student Representative	Y

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	Y
Michele Rudovsky	Facilities Operations Manager	N

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Update Committee website with new members 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 1/30/25
<ul style="list-style-type: none"> Call out for volunteers for new Building Captain training 	<ul style="list-style-type: none"> Ben'Zara 	<ul style="list-style-type: none"> 2/28/2025
<ul style="list-style-type: none"> Add District ICE/immigration procedures/December Safety Newsletter/San Mateo County resource links to Committee website 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 2/1/2025
<ul style="list-style-type: none"> Get Committee on agendas for various committees such as ASCSM, Classified Senate, Academic Senate 	<ul style="list-style-type: none"> Kim Lantz, Gerardo Ramirez 	<ul style="list-style-type: none"> 2/1/2025

Minutes

Committee approves minutes from December 5th, 2024 meeting.

Review of Action Items

Gerardo Ramirez reviews the first issued newsletter in the Bulldog Bulletin, and calls out to the committee members to scope out the Safety Committee webpage and see what could be added or updated.

Building Captain Trainings & Recruitment

Ben'Zara Minkin discusses the upcoming Building Captain trainings for spring semester. There will be modules online for Captains who are current on CPR certifications (3 hours total). The required in-person training reduced from 3 to 2-day to increase retention and interest. The in-person training will include:

- Lecture (morning)
- Experiential Learning—responding to a burn pan, lifting and moving, radio communications (afternoon)
- Overview of District policy and procedures

Vince Garcia is updating current list of Building Captains from CSM. In addition to training our Building Captains, CSM will also have semesterly lockdown-barricade drills.

Gerardo inquires how the Building Captains are selected, and Ben'Zara clarifies that they are volunteers, however there are conversations at District Office to potentially mandate managers to be Building Captains.

Gerardo can we as a committee help get more building captains across buildings that are lacking; BZ there has been planning to expand the BCs through policy and job description changes, but administration changes have waylaid these changes. Ben'Zara also mentions that perhaps CSM can send out a call in Bulldog Bulletin for volunteers in certain buildings, and he clarifies that Building Captains can be dispatched to other buildings other than where they work, and that there are Facilities custodians who are Building Captains and can work wherever they are on campus in response to an emergency.

Eddie Flores notes that the Building Captain webpage on SMCCD.edu is out of date—Ben'Zara will update this to the current year and then Community Relations & Marketing can put the link out to the community

Ben'Zara says that HR will market BC training through the District PIOs, and as suggested courses in the Professional Development Academy trainings.

Gerardo asks for suggestions of how to get Building Captain sign-ups. Christy Baird says that a Flex Day demo or show-and-tell could get people interested—Ben'Zara could bring back old flex day orientation, though historically this has been difficult to get people to sign up.

Gerardo will put out a call at administrative meetings so that administrators can ask their teams for recruits.

Heidi Pereira notes that there are misconceptions about requirements for captaincy—and perhaps Ben'Zara could visit Division meetings to clarify skills needed, give a rundown of what is the training, etc.

Justin Stevick agrees that clarification for all employees could help clarify what Building Captains do and don't, and that a mixture of hierarchy confusion, remote days, and gaps in coverage within buildings by floor are all factors to address to clarify who is in charge where and when.

Gerardo emphasizes that the Committee wants to create a culture of everyone responsible for safety—we can do this by educating the campus about safety. Ben'Zara suggests that a contractor could be hired to create a live action video preview of what Building Captain training entails, to clarify for anyone interested the exact duties and skills taught.

Topics for the Committee

Beth LaRochelle suggests that the Committee focus on preparedness and awareness for LGBTQ and undocumented students who may be concerned with the new federal administration. District Office has put together a webpage with resources, which Kim Lantz will add to Safety Committee website.

Gerardo reminds the Committee of protocol with potential ICE agents on campus, that anyone coming from outside should be redirected to Office of the President immediately. Employees working in the Office of President will be trained in protocol.

Eddie has been preparing with CSM President Manuel A. Perez, and will add a clickable link to CSM homepage, linking to District Office Undocumented Resources page. Marketing shared

this link out on Monday's weekly announcement. Aaron McVean's slides about the District's policy are also linked on this webpage.

Christy asks about at Half Moon Bay Coastside Center emergency response if ICE agents go to that space. Gerardo and Eddie confirm that any such agents will still need to be directed to the Office of the President here at CSM, and that someone on Half Moon Bay campus might need specific training.

Christy suggests that advertising our preparation on all avenues may keep agents from targeting our campus specifically.

Next Safety Committee Newsletter

Christy suggests that the Committee write about the recent LA fire emergency, and put out information about fire disaster preparedness. Christy will work with Kim Lantz to craft the next Safety Committee newsletter on this topic.

Max Magidin suggests that the Bulldog Bulletin would be a good place to answer questions or refer people to resources, since that is student-facing.

Eddie shares with the Committee website and press release from San Mateo County, with info, packing list, different disasters like earthquakes, tsunami, etc.

Gerardo calls to webpage to look at updates and talk about additional info and asks what frequency we should publish newsletters for Bulldog Bulletin newsletters? Should we do them monthly?

Viji Raman says writing about only one topic per Bulldog Bulletin newsletter is the best way to keep the information digestible.

Gerardo suggests that roadshows could be useful for educating senates, ASCSM, Cabinet, and for getting feedback; the Committee agrees that this is good action item. Kim Lantz will procure contacts for each of these and inquire as to when we can present this semester.

Meeting adjourns at 3:01pm.

Presentations & Documents

[District Resource Page for Undocumented Community Members](#)

[SMCCD Building Captain Program](#)

[2024-2025 Building Captains List](#)

[San Mateo County Know Your Rights](#)