

College of San Mateo – Safety Committee

October 23, 2025 2-3pm

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	N
Rob Dean	Public Safety Captain	N
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	N
Robert Gutierrez	Facilities Operations Manager	Y
Elizabeth Smith	Acting Director of Community Relations & Marketing	Y
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	Y
Christy Baird	Faculty At-Large	Y
Viji Raman	Classified Representative At-Large (CSEA)	N
Heidi Pereira	Classified Representative At-Large (CSEA)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Thiri Thu	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	N
Michele Rudovsky	Facilities Operations Manager	N

Action Items	Lead Responsible	Due Date
Order keychain glowsticks or bracelets for signing up for RAVE	Kim Lantz	10/29/25
Complete November Newsletter	Kim Lantz, Elizabeth Smith, Christy Baird	10/30/25
Arrange visits to each Senate (Class. And Academic and ASCSM) in springtime	Kim Lantz, Gerardo Ramirez, All	12/23/25

Minutes

In preparation for the October 29 Health Fair, the Committee reviews the useful reasons to have RAVE:

- Earthquake alerts
- Violent Intruder Drills and alerts
- Fire
- Class cancellation alerts during an emergency
- If ICE (Immigration & Customs Enforcement) is on campus, notification will go out via RAVE (as of September 2025).

Committee reviews the Cleary Act report for calendar year 2024, released by the Department of Public Safety.

The Committee briefly reviews the 2025 Workplace Violence Prevention plan survey.

Newsletter Topic

Elizabeth Smith suggests holiday safety and security theme, or a campaign for signing up for RAVE.

Another suggestion is to ask the student governance body ASCSM what might be of interest or concern to the students. For example, last year the student body suggested that Title IX posters with resources be posted in every bathroom on campus. This travelled up to Cabinet and was approved and implemented across the campus, showing that students have an interest and a voice regarding safety.

Another possible topic is nighttime safety, with tips such as visibility when running or walking at night and other concerns about, or using the time change as a calendar marker to perform smoke detector & carbon monoxide detector battery test.

Next Meeting Topics:

- Review of the Building Captain trainings earlier this fall.
- Debrief the Great Shakeout Drill (Justin Stevick has concerns regarding the PA system in Building 36)

Presentations & Documents

[2025 San Mateo Community College District Annual Security Report](#)

[Workplace Violence Prevention](#)