

## College of San Mateo – Safety Committee

June 12, 2025 10-11am

Building 18 Room 206

### Attendees

Name	Representation/Position	In Attendance
Gerardo Ramirez	Vice President of Administrative Services (Chair)	N
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	N
Robert Gutierrez	Facilities Operations Manager	Y
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	N
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)	N
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
<i>Vacant</i>	<i>Student Representative</i>	

### 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
• Send RSVPs to all Building Captains	• Kim Lantz	• 7/2/2025
• Reserve space for Building Captain picnic (possibly 5-101)	• Viji Raman	• 7/10/2025
• Come up with 2-3 activities for the Building Captain picnic (refresh knowledge, scavenger hunt, quiz)	• Dr. Yang, Ben'Zara, Vince Garcia	• 7/10/2025
• Find a funding source for the picnic	• Gerardo Ramirez	• 7/10/2025
• Order lunch and refreshments for the picnic; possible contract for food truck	• Kim Lantz, Heidi Pereira	• 7/15/2025
• Ask SIED and Student Life about their fall opening events and if we can table.	• Kim Lantz	• 8/1/2025

## Minutes

Committee reviews and approves minutes from previous meeting.

The Committee discusses organizing the Building Captain picnic for the summer and leaving the larger Safety Expo as a potential Fall semester event.

The Committee agrees on July 22, 2025 for the Building Captain picnic.

Planning ahead for the Expo in fall, the Committee discusses the following:

- Have the event near a main campus hub (such as Building 10, or near another event that could help attract participants to our Expo).
- Early fall has good weather—having tabling outside by fountain would be good for a safety demonstration and for attracting foot traffic.
- October has national Fire Safety Week—September is Emergency Preparedness Month. Either could be times for the Expo.
- Christy Baird suggests that the Committee use the Bulldog Bash/opening week events to table & get students registered on RAVE, and to build momentum for the Expo later in fall.

The Committee pivots to discuss the Building Captain picnic. The Committee agrees on July 22<sup>nd</sup> as a date for the event.

- There will be one safety demonstration (burn pan).

- Dr. Yang, Ben'Zara, and Vince Garcia will create quiz questions, small activity such as a scavenger hunt/DIY go-bag, or a CPR/AED refresher.
- Food and refreshments to be provided—Kim Lantz and Gerardo Ramirez will find funding, and Kim & Heidi will work on food vendor contract (if applicable).

Meeting adjourns 10:59am.