

College of San Mateo – Safety Committee

August 19, 2025 9:45am-10:45am

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	Y
Robert Gutierrez	Facilities Operations Manager	Y
Elizabeth Smith	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
Heidi Pereira	Classified Representative At-Large (CSEA)	Y
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	Y
Michele Rudovsky	Facilities Operations Manager	N

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Finalize Building Captain list and send out roster to all Building Captains 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 9/11/2025
<ul style="list-style-type: none"> Send Building Captains a thank-you note with reminder for upcoming training 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 9/5/2025
<ul style="list-style-type: none"> Find November dates for Building Captain training 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 9/11/2025
<ul style="list-style-type: none"> Determine Violent Intruder drill date 	<ul style="list-style-type: none"> Gerardo Ramirez 	<ul style="list-style-type: none"> 9/11/2025
<ul style="list-style-type: none"> Look into another Building Captain lunch meeting for spring semester 	<ul style="list-style-type: none"> Kim Lantz, Gerardo Ramirez 	<ul style="list-style-type: none"> 10/1/2025
<ul style="list-style-type: none"> Select topic for next Safety Newsletter 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> 9/11/2025
<ul style="list-style-type: none"> Reach out to ASCSM for newsletter topics from student perspective 	<ul style="list-style-type: none"> Gerardo Ramirez 	<ul style="list-style-type: none"> 9/11/2025

Minutes

Ben'Zara confirms that once the Great Shake Out (GSO) messaging is confirmed with District Office, he will communicate with the PIOs at each campus to get messaging aligned.

There is no formal agenda for this meeting on 8/19. The primary objective is to discuss the July Building Captain meeting and the upcoming drills and safety events.

Building Captain Picnic Meeting Review

Ben Zara gives updates from the Building Captain Picnic Meeting regarding possible update to have managers required to be Building Captains.

There was some training at the meeting, and a chance to hear feedback from Building Captains, with many specific questions about Building Captain responsibilities. Some Building Captains reported feeling unheard in emergencies, while others feel that there are high expectations in an emergency. Many new Building Captains have been recruited.

Someone proposed that the Building Captains post their photo and name in their respective building, or have each manager in the building know who the Building Captains in that building are.

Ben'Zara says that it is both District Office and campus' job to get Building Captains known to their campus; will work with Elizabeth Smith to get blurbs and photos of the Building Captains onto District website for transparency and clarity. Elizabeth Smith wants to make sure that the distribution of this information is effective. Ben'Zara will reach out to Elizabeth Smith to coordinate this effort

Gerardo Ramirez says that he'd like to directly connect with Building Captains to remind them that they are needed, and that there are upcoming events. Once Ben'Zara has all the dates, PD site will publish the events list for RSVPs and save-the-dates.

Full 2-day Building Captain training coming up for those who are new or whose training has lapsed (October).

Other Agenda Items

Justin Stevick says that Building 16 still has out-of-date 911 Zone safety postings which Robert Gutierrez says will be removed, and the rest have already been removed from other buildings on campus.

Dr. Jennifer Yang asks if the Committee should be communicating about infectious disease awareness (tuberculosis and other diseases) given recent outbreaks in other counties. Gerardo says that if local health agencies are sending broad communications out, then we might as well pass the message along to our community, perhaps to send out a notice in coordination with the other campuses for alignment. Dr. Yang will reach out to county health officials to ask whether this communication to community-level would be useful at this time.

Gerardo asks about topics for the safety newsletter for new semester, and all Committee members are asked to think of ideas. Gerardo suggests earthquake information in preparation for the upcoming GSO, or perhaps the Committee should ask a student for their perspective.

Closing Remarks

Robert Gutierrez notes an issue with propping open door to 18-206 (emergency concerns for active shooter or another emergency). He reminds the Committee to use badge access to unlock and relock the doors, and that the combination *star + 1 and swipe badge* to unlock, *star + 2 and swipe badge* to re-lock.

Justin Stevick asks if the doors on campus re-lock after hours. Robert says that Public Safety may relock if they see a door that definitely is not being used, but there is also a system-wide re-lock after a certain time 10:30pm.

Justin also notes that faculty in Math-Science Division voiced concerns about not knowing exactly what date the Great Shake Out would be, since it can conflict with exam scheduling. Ben'Zara acknowledges this, and says that next school year District Office wants to get the dates out before CSM Opening Day in August. For this year, Ben'Zara will send out dates a month in advance with a reminder a week before.

Presentations & Documents