

College of San Mateo – Safety Committee

November 13, 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	Y
Dr. Jennifer Yang	College Physician - Health Services	N
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	N
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

Guests & Speakers

Name	Representation
Krystal Duncan	Dean of Counseling, Advising, and Matriculation

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
<ul style="list-style-type: none"> Send future meeting topics to Kim Lantz. 	<ul style="list-style-type: none"> Ben'Zara, All 	<ul style="list-style-type: none"> 12/11/25

Minutes

Committee reviews and approves minutes from October meeting.

Building Captain Training Recap

Ben'Zara reports that 25 total CSM employees were trained during the three campus Building Captain trainings. Many of the Building Captains felt that the training was useful, even as a repeat of prior instruction, and that the training provided a good time to practice and refresh skills.

Timing and organization were improved for the Skyline and Cañada campus trainings, based on CSM training snags. The training CPR, AED, and First Aid.

Overall, the training provided a good opportunity to collaborate and bring together the Building Captains from all campuses.

Future planning – will plan for a make-up training for anyone who missed, in Spring 2026 at SKY.

Every new training after Spring 2026, all trainings will be online. For those being recertified for CPR, they can come in person just for the CPR training segment. Brand-new Building Captains will need to do the full in-person training (burn pan, CPR, etc.).

The full training must be completed every 2 years for current BCs.

Gerardo Ramirez thinks that while managers and deans should be trained, that time investment will be difficult. Perhaps all managers can be provided some basic training that doesn't have to be a full 2-day training.

Co-Response Model Presentation – Krystal Duncan

Krystal proposes developing a co-response model for on-campus incidents when the Department of Public Safety is called to respond to a possible mental health emergency. Krystal asks the Committee to help explore a possible implementation how to partner Personal Counseling & Public Safety to support students, and to collaborate to support each other.

The Student Services' crisis protocol has also been re-evaluated recently. Krystal says that the student services managers are planning how to train their staff in various scenarios to be able to perform drills for various crises, and designating what is and is not a "crisis". Krystal opens the conversation to the Committee to see what the different constituents here think.

Ben'Zara wants to maintain consistency, and differentiate a mental health call from a medical emergency so the right resources can be provided. All distinct groups should be included in this conversation, and the roles and responsibilities of the groups should be clearly defined.

Rob Dean refers to the City of San Mateo, which does have therapists who correspond with police on such calls. In his experience as CSM's Public Safety Captain, Rob recognizes the need for such an intervention in the case of a mental health crisis. He also brings up the possibility that, on campus, we must be aware of California law and implications for minors' welfare, and that perhaps the College would be limited in situations involving minors and these cases may need to be addressed by police.

There is consideration that this protocol would have to be all over the District, not just at CSM. Gerardo is interested in bringing this to the District as a proposal, as it would be beneficial.

Krystal clarifies that Public Safety can still be first response, then bring in a Personal Counselor if it is deemed necessary.

Gerardo brings up the incidents for the student services and other front desk workers such as Executive Assistants, and there could be additional training for these employees or others who are likely to face such incidents.

Rob notes that many areas on campus that are not well equipped to handle such scenarios, so this would be beneficial.

Krystal will bring this back to Student Services as a good idea, and will consider the concerns about situations with minors, and keeping consistency across the 3 campuses.

Final Notes

Ben'Zara reminds the Committee that the District is reprogramming radios. Radios will be collected from campus in the coming weeks. Some may not receive a radio back unless they are a Building Captain or otherwise on the District list.

Ben'Zara will email Kim Lantz with possible topics for upcoming meetings. Gerardo suggests that the Committee holds a small gathering for Building Captains, perhaps in part to present to them about Good Samaritan laws so they can be confident in helping when needed.

This is Elizabeth Smith's final meeting—Justin Merritt will be filling in for her position on the Committee until the next Director is appointed.

Documents & Presentations

[Crisis Co-Response Program Development Guide](#)