

College of San Mateo – Safety Committee

March 12, 2026 2-3 pm

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
Rob Dean	Public Safety Captain	Y
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	Y
Robert Gutierrez	Facilities Operations Manager	N
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Classified Representative At-Large (CSEA)	Y
Christy Baird	Faculty At-Large (AFT)	Y
Thuc Nguyen	Classified Representative At-Large (CSEA)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Thiri Thu	Student Representative	N

Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Vince Garcia	Emergency Management Coordinator	N
Michele Rudovsky	Facilities Operations Manager	N

Guests

Name	Representation/Position	In Attendance
Jonathan Wax	Interim Director, Community Relations & Marketing – CSM Public Information Officer	N

Action Items	Lead Responsible	Due Date
Provide an update on timeline for new LHMP (Local Hazard Mitigation Plan) and plan for communicating with SMCCCD	Ben'Zara Minkin	5/14/26
Provide name of the new Title IX officer for CSM	Gerardo Ramirez	4/09/26
District guidance regarding what to do in case of possible presence of immigration enforcement on campus (please refer to district website Undocumented Community Resources 4-step plan)	Gerardo Ramirez	3/12/26
Request status and effectiveness of B36 ventilation system with Michele Rudovsky, Facilities team.	Gerardo Ramirez	4/09/26

Clarify current District TB handling procedures, request recommendations regarding any changes in process/notifications, and bring recommendations back to the committee and IPC.	Jennifer Yang	4/09/26
Locate and share the link to any currently published weapons on campus District policy (or relevant board policy)	Justin Stevick	4/09/26
Locate and share the link to any currently published weapons on campus policy from Ed Code	Rob Dean	4/09/26
Provide the status/approval of the SOP for training/simulation policy	Ben'Zara Minkin	4/09/26
Recommend that District require all employees to watch the "Run, Hide, Fight" video on an annual basis. Gerardo will provide suggestion to District Safety Committee	Gerardo Ramirez	4/09/26
Invite Daman Grewal to upcoming meeting to provide update on planned conversion to Zoom Phones	Gerardo Ramirez	4/09/26

Review Minutes

Committee reviews and approves February 12, 2026 minutes.

Membership

David Crafts is leaving CSM. Any future possible Title IX related issues will be referred to Alex Guiriba, until he identifies the new Title IX officer.

Review Action Items

Safety Newsletter – an announcement on the emerging risks of Tuberculosis (TB) and free screening at CSM was included in March 9, 2026 CSM Announcements – Weekly Update.

TB related discussion also included discussion regarding recent TB outbreak at Riordon High School in San Francisco, which resulted in over 200 "latent" cases. Dr. Yang explained that "latent" cases are not contagious, unlike "active" cases which are contagious and have significant health impacts. The Committee recommends that we be prepared to understand the current reporting guidance from our County and our District.

LHMP (Local Hazard Mitigation Plan) is still underway for County of San Mateo. SMCCCD is participating and contributing to the identification of possible gaps, mitigation plans, and risk assessments. Current [Multijurisdictional Local Hazard Mitigation Plan](#) plan was approved in 2021 and was developed through a collaborative regional effort to reduce risks from natural and human-caused disasters. The plan is now due for an update in accordance with Federal Emergency Management Agency's (FEMA) 2022 policy revisions. Ben'Zara shared that a portion of the district's new plan involves providing trauma and first aid kits in all facilities. The deadline for sharing this plan will be in June/July, and the safety committee will check back in with Ben'Zara regarding the LHMP during our May meeting. Ben'Zara mentioned that he is working with Dave McLain on a district-wide newsletter to include a link to the new plan upon completion. The previous LHMP is still available on the county website:

<https://www.smcgov.org/dem/multijurisdictional-local-hazard-mitigation-plan>

Clarification regarding question of "safe" space, private space or public space was discussed. SMCCCD has not designated any spaces with specific designations. District guidance regarding

what to do in case of possible presence of immigration enforcement on campus is outlined in the district website [Undocumented Community Resources](#) 4-step plan.

Debrief of Spring Violent Intruder Drill Reminder

Ben'Zara provided update. First District-Wide coordinated Violent Intruder Drill occurred on February 25, 2026. Overall was considered the best due to best participation across the various District sites, and communication systems worked very well. Having two district-wide drills on the same day reduced the amount of college communications being sent out, and it also greatly reduced the workload of public safety. The biggest gap in the district was Skyline's delayed systems and CSM's Building 36 door wedges issues.

All three floors of CSM B36 use door wedges due to complaints of smells and lack of ventilation (the pressure differential is an issue), indicating a serious chemical hazard risk that needs to be addressed. The door wedges are also a fire hazard and safety risk due to the inability for the doors to lock and isolate areas from potential fire spread.

It seems that staff are propping doors open to increase air ventilation even after repeated requests not to do so. We will get update from Facilities team regarding status of B36 HVAC upgrades and its effectiveness.

Commencement Ceremony

It will occur on Friday, May 22, 2026, starting at 9:00 am. New location will be in quad north of B36. B36 will be opened for restroom access, but ample signage will be necessary to prevent people from accessing classrooms/potential safety and chemical hazards. Breaks will be required in seating arrangement along with clear signage in the case of an emergency evacuation. The first aid station will be located on the East side of B36 in the lot, which is close to the fire academy and is easily accessible by ambulance. Signage and flags will be needed to ensure folks know where the first aid station is located. Fire Marshall gave clearance today regarding seating arrangement, ADA requirements, and first aid station location. B36 will be opened for restroom access, but ample signage will be necessary to prevent people from accessing classrooms/potential safety and chemical hazards. Breaks will be required in seating arrangement along with clear signage in the case of an emergency evacuation. The first aid station will be located on the East side of B36 in the lot, which is close to the fire academy and is easily accessible by ambulance. Signage and flags will be needed to ensure folks know where the first aid station is located.

Any questions or feedback regarding commencement should be directed to the commencement planning committee.

Weapons on Campus

Committee discussed observing some possible weapons like knives on campus. Basically, our policy is no weapons allowed on campus but a request for a specific copy of our District policy was requested and will be provided by next meeting. See helpful summary and links in Appendix A below.

Future Agenda Item Topics

Iran Conflict War and possible safety implications

Conversion to Zoom Phones and implications

Rising suicide rates,/ potential crisis action team /protocol for mental health crisis on campus.

Appendix A - Weapons on Campus References

District Administrative Procedure NO. 7.69.1 (AP 5500) Chapter 7, Student Services, prohibits possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. It also prohibits possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate. Link:

https://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/Procedures/7_69.1.pdf

CA Education Code 48900(b) states that a pupil may be suspended or recommended for expulsion if they possess, sell, or furnish any firearm, knife, explosive, or other dangerous object. Link:

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=48900.&lawCode=EDC

CA Penal Code 626.9 (Gun-Free School Zone Act) makes it a crime to possess a firearm in a school zone, generally including public/private K-12 and university campuses. Link:

<https://codes.findlaw.com/ca/penal-code/pen-sect-626-9/>

CA Penal Code 626.10 prohibits bringing weapons – including dirks, daggers, locking blade knives, ice picks, tasers, and stun guns – onto school grounds. Any blades longer than 2 ½ inches are not allowed. Link:

<https://codes.findlaw.com/ca/penal-code/pen-sect-626-10/>