

College of San Mateo – Safety Committee

April 9, 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	N
Robert Gutierrez	Facilities Operations Manager	Y
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)	N
Thuc Nguyen	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
Vince Garcia	Emergency Management Coordinator	Y
Michele Rudovsky	Facilities Operations Manager	N
Renee Liang	Detail Executive Assistant to VP of Administrative Services	Y

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	6/11/26
Request status and effectiveness of B36 ventilation system with Michele Rudovsky, Facilities team.	Gerardo Ramirez and Robert Gutierrez	4/09/26 6/11/26
Provide the status/approval of the SOP for training/simulation policy	Ben'Zara Minkin	5/14/26
Invite Daman Grewal to upcoming meeting to provide update on planned conversion to Zoom Phones	Gerardo Ramirez	5/14/26

Review Minutes

Committee reviews and approves March 12, 2026 minutes.

Membership

Krystal Duncan has been identified as the new Title IX Officer for CSM, replacing David Crafts.

Justin Stevick's representation was corrected from "Faculty At-Large" to "Classified Representative At-Large (CSEA)." Although Justin is an adjunct faculty member, his full-time role is classified staff, and he serves on this committee in that capacity.

Review Action Items

LHMP (Local Hazard Mitigation Plan)

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](#) 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.

Title IX Officer

Gerardo Ramirez confirmed that Krystal Duncan is the new Title IX Officer for CSM. Any Title IX-related inquiries should be directed to her. Because she is new to the role, she has Mwanaisha Sims, District Title IX Officer and Director for Policy, Training, and Compliance at the district office available to collaborate with and provide guidance.

Immigration Enforcement Guidance

Gerardo Ramirez shared the district's Undocumented Community Resources link (smccd.edu/undocu) with the committee. The resource outlines a 4-step process:

- Use non-consent language when interacting with federal agents
- Use a phone to record interactions (when safe to do so)
- Call Public Safety, which then notifies the College President or District Chancellor

- Do not obstruct federal agents — doing so exposes individuals to risk of physical harm or arrest

B36 Ventilation System

- B36 has ventilation concerns on the 2nd and 3rd floors (chemistry and biology labs). The 1st floor has an air pressure differential issue causing doors to slam or pull open.
- Staff continue propping doors open with wedges — reportedly due to ventilation concerns — despite repeated requests not to do so. This creates fire hazard risk (fire doors cannot isolate areas) and security risk (doors cannot lock during drills or emergencies).
- Two separate concerns were identified: (1) possible actual air quality or ventilation deficiency, and (2) security/safety of doors being propped open during drills. Both need to be addressed.
- Installing electromagnetic door hold-opens (magnets, connected to the A CAM system) was proposed as a solution — doors could be held open normally but would automatically close and lock during an emergency or lockdown.
- Robert Gutierrez and Gerardo Ramirez will follow up with Michele Rudovsky and the Facilities Planning Group to identify the project manager for the B36 remodel and validate that all outstanding HVAC and ventilation items have been resolved.

TB Handling Procedures

Dr. Jennifer Yang reported that she reached out to Michele Rudovsky regarding district TB handling procedures. Michele recommended following local San Mateo County public health guidance. No changes to current protocols are required at this time. The committee agreed to follow county guidance.

Weapons on Campus Policy

Justin Stevick, Thuc Nguyen, and Rob Dean presented findings. Key discussion points:

- The CSM Course Catalog and college policies published on the website contain brief, general references to weapons but do not provide detailed specificity.
- Justin reviewed recently updated District Board Policies and Administrative Procedures. These reference the same California Penal Codes but remain fairly vague. The board policy language focuses on “intent to threaten, frighten, or intimidate.”
- Justin reached out to faculty/staff housing regarding weapons policy for future student housing. The contact was unfamiliar with the request. Robert Gutierrez and Rob Dean noted they would be involved in future student housing planning, along with an outside firm.
- Thuc Nguyen researched and compiled a summary of relevant California codes, which was included in the meeting minutes (see Appendix A):

CA Penal Code §422.3 – New Threat Law (Effective January 1, 2026)

Rob Dean introduced a newly enacted law, CA Penal Code §422.3, which specifically criminalizes willful, unequivocal threats of violence directed at schools, workplaces, and medical facilities.

Rob Dean will request a presentation from a county attorney (and potentially District HR) to provide the committee — and possibly a broader division meeting audience — with a legal briefing on weapons and threat policies, and to identify any gaps in current procedures.

Zoom Phones

Daman Grewal has been invited for the May meeting to present on the planned Zoom Phones conversion. The committee will hear an overview of the implementation, how Zoom Phones work, and address safety and emergency-related questions including: whether they function during a network/power outage, and what happens in an emergency.

Community Safety Concern: Individual at Bus Stop

Thiri Thu reported an ongoing concern about an individual wearing military-style clothing who repeatedly approaches students near the bus stop and at other campus locations, each time initiating the same scripted conversation. The individual approached Thiri directly and has approached multiple other students.

- The individual does not appear to have malicious intent, but the repeated, scripted nature of the interactions is making students uncomfortable.
- Thiri will share additional details (timing, location, description) with Rob Dean so that Public Safety can review video footage and look into the matter.

Future Agenda Item Topics

- Building Captain Training update (Flex Day, April 16–17, 2026)
- Zoom Phones Conversion – Daman Grewal presentation
- B36 ventilation/HVAC status update (Robert Gutierrez / Michele Rudovsky)
- LHMP update (Ben’Zara Minkin)
- Rising suicide rates / Mental health co-response protocol / Crisis Action Team
- Legal Update from County Representative – weapons, threats, CA PC §422.3 (Update from Rob Dean to arrange)

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/>

CA Penal Code 422.3 (Effective January 1, 2026 – NEW): Criminalizes willful threats of violence directed at schools, workplaces, daycares, and medical facilities, including threats made via internet posts, images, or any communication — online or in person — that threatens death or great bodily injury. Closes loopholes in prior law by covering indirect or implied threats.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=422.3.&lawCode=PEN

Student Conduct policy in the CSM Catalog 2025-2026

Link: https://catalog.collegeofsanmateo.edu/current/college-policies/student_conduct.php

(This is also word-for-word in the college policies: <https://collegeofsanmateo.edu/collegepolicies/prohibitedactions.asp>)

Relevant Quote:

1. The following actions are prohibited and may lead to appropriate disciplinary action:

...

21. 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. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.

...

2. Definitions: When used in this policy:

...

e. Weapon – any object or substance designed or used to inflict a wound or cause injury.

...

STUDY SESSION OF THE BOARD OF TRUSTEES Minutes Wednesday, October 15, 2025

Link: <http://downloads.smccd.edu/file?s=/sites/downloads/BoT&du=/sites/downloads/BoT/Minutes/2025-10-15%20Study%20Session%20Minutes.pdf>

Relevant Quote #1:

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Board Policy

Chapter 3 – General Institution

BP 3530 Weapons on District Property

References:

Penal Code Sections [626.9](#) and [626.10](#);

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

The District also strictly prohibits possession of an imitation firearm, knife, or explosive on College/District property or at any District-sponsored activity or event with the intent to threaten, frighten or intimidate.

This policy does not apply to property administered by the San Mateo County Community Colleges Educational Housing Corporation.

Also see BP/AP 3510 Workplace Violence, AP 3530 Weapons on District Property, BP/AP 6800 Occupational Safety, AP 6850 Hazardous Materials, and AP 7343 Industrial Accident and Illness Leave.

Adopted: No date

Revised: 11/12, 5/19

(Replaces former SMCCCD BP 2.28)

Relevant Quote #2:

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Administrative Procedure
Chapter 3 – General Institution

AP 3530 Weapons on District Property

References:

Penal Code Sections [626.9](#) and [626.10](#)

Except as set forth below, firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or at any District center, or in any facility of the District, or at any District-sponsored event. The prohibition of firearms on any District campus, District center, or in any District facility, or at any District-sponsored event includes both loaded and unloaded firearms and applies to persons holding a valid license to carry a concealed firearm.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Chancellor or College President before taking place.

Any person who believes that he/she/they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District, or District-sponsored event must promptly notify the Chancellor or College President, and obtain written permission from Chancellor or College President to possess a firearm or other weapon on campus.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2-1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her/their employment, has been authorized by Chancellor or College President to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her/their duties, is prohibited on any District campus or at any District Center, or in any facility of the District, or at any District-sponsored event Any student or employee who Chancellor or College President has authorized to have a knife, including kitchen knives, must exercise caution in using and storing the knife. This policy does not apply to property administered by the San Mateo County Community Colleges Educational Housing Corporation.

Also see BP 3530 Weapons on District Property.

Approved:
(This is a new procedure)

Employee Housing Lease Agreement

Link: No link available.

Relevant Quote:

"18C: Certain acts are considered to be contrary to the safety, well-being, peace, and enjoyment of the other Residents of the Property. These include, but are not limited to, the use, possession or sale of illegal drugs or controlled substances and the carrying or exhibiting of firearms on the Property. Such acts are prohibited. The carrying or exhibiting of firearms may be permitted with written consent of Landlord if doing so is required by law or job necessity."
