

College of San Mateo – Safety Committee

January 29, 2026 1-2 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	Y
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	Y
Christy Baird	Faculty At-Large (AFT)	Y
<i>Vacant</i>	<i>Faculty At-Large (AFT)</i>	
<i>Vacant</i>	<i>Classified Representative At-Large (CSEA)</i>	
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Joseph Puckett	Classified Representative At-Large (AFSCME)	N
<i>Vacant</i>	<i>Classified Representative At-Large (AFSCME)</i>	
Thiri Thu	Student Representative	Y

Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Kim Lantz	Executive Assistant, Administrative Services	Y
Vince Garcia	Emergency Management Coordinator	Y
Michele Rudovsky	Facilities Operations Manager	N

Guests

Name	Representation/Position	In Attendance
Jonathan Wax	Interim Director, Community Relations & Marketing – CSM Public Information Officer	Y
David Crafts	Dean of Enrollment Services and Support Programs, College Title IX Officer	Y

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> Invite current and recent Building Captains to get sign-ups for April Flex Day training 	<ul style="list-style-type: none"> Kim Lantz 	<ul style="list-style-type: none"> 2/20/26
<ul style="list-style-type: none"> Submit newsletter topics for consideration 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> 2/15/26
<ul style="list-style-type: none"> Add additional member to Committee membership list (pending CSEA approval) 	<ul style="list-style-type: none"> Gerardo, Kim 	<ul style="list-style-type: none"> 2/12/26
<ul style="list-style-type: none"> Reach out to AFSCME for additional classified member 	<ul style="list-style-type: none"> Robert Gutierrez 	<ul style="list-style-type: none"> 2/12/26

Minutes

Committee approves minutes, pending revisions of membership and action items.

Committee leadership re-emphasizes the importance of filling vacant seats on the Committee roster, in order to ensure quorum at all meetings and to get a variety of perspectives for our discussions.

High-Impact Drills, Exercises, and Realistic Training Events

Due to a mistaken EMT drill, the Office of Emergency Management drafted a document that gives a bird’s-eye view of the standard operating procedure (SOP), which applies to safety trainings, joint drills with public agencies, all campuses, and off-site properties, with information on Violent Intruder Drills, fire drills, etc.

This document defines a “high impact event” as a staged training event that could be misconstrued as a real threat or safety concern by a bystander.

- Any type of training on campus needs to be communicated to the entire campus.
- Prohibited – prop or replica firearms or simulated explosions.
- May require 30-day notice to campus administrators
- Sequential chain of communications and approvals is mandatory, from drill organizer, to Dean, and more up to the President of the College. Failure to get full-chain approval automatically cancels the drill(s).
 - Mandatory internal communications including DPS, Facilities operations, President and applicable VP(s), the campus PIO, Counseling and Student Services when applicable.
- Campus-wide email, website banners, temporary signage may be used.

Many contingency SOPs will branch off for various possible scenarios.

Building Captain Training, April Flex Days

Ben'Zara has been working to coordinate this as a response to high demand for Building Captain training on Flex Day to get best turnout.

Gerardo suggests that the Committee sends targeted invites to Building Captains on the historical list that Ben'Zara has, so that we get as many sign-ups as possible.

B36 Elevator Incident

Justin Stevick says that, after a recent Safety Committee meeting in which elevator safety was discussed, there was an incident of a broken elevator with a person inside in Building 36.

The person who was trapped did press the help button, but also called another employee who used a crowbar. There was no damage to the elevator, but this brings up questions of future protocol to be used, or if protocol can be posted inside the elevator.

Robert Gutierrez says that, according to their contract, the elevator service company will come within 30 minutes to service the elevator when the alarm is pressed. As long as there is no medical condition or other circumstance, this is the preferred method (as opposed to calling the Fire Department) to avoid causing damage to the elevator.

Flu Vaccines

Dr. Jennifer Yang announces that the college Wellness Center has a supply of flu shots available for all students and employees that will be administered free of charge until the supply runs out.

Newsletter Ideas

David Crafts could put together a brief campus blurb for the Superbowl and awareness about human trafficking and safety. The Committee is encouraged to submit ideas for a future newsletter.

Presentations & Documents