



SAFETY COMMITTEE MEETING MINUTES

Thursday, January 16, 2025

Via Zoom

Regular Meeting: 2:30 p.m. – 4:00 p.m.

Draft

Members and Resource Staff present: Tony Burrola, John Cuevas, Arman Eshraghi, Roslind Young, Yesenia Haro, Max Hartman, Ruth Gimenez, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez-Antone, Michele Rudovsky, Grey Sanderson, Jessica Silver-Sharp, Jason Wendt.

Members and Resource Staff absent: Vince Garcia, Ingrid Melgoza, Paul Naas, Laura Roston, Nathan Staples

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	<p>The meeting began at 2:32 p.m. Ludmila welcomed attendees and confirmed that a quorum was established.</p> <p>Introduced Aziza De La Torre, Executive Assistant to the President, who replaced Linda Bertellotti.</p> <p>Aziza conducted a roll call to ensure the members were present.</p>
Review and Approve the Consent Agenda	<p>The following items were reviewed and approved:</p> <ul style="list-style-type: none">• January 16, 2025, Meeting Agenda• December 5, 2024, Draft Meeting Minutes <p>Motion to approve the consent agenda and the minutes. Moved by John Cuevas, seconded by Roslind Young.</p> <p>Motion passed.</p>
Committee Orientation and Updates Link to the website	<p>Ludmila Prisecar informed the committee that some changes were made to the agenda and invited the members to visit the Safety Committee website for any additional information.</p> <ul style="list-style-type: none">• Safety Committee Website Overview:<ul style="list-style-type: none">○ Membership list and updates were reviewed.○ Identified corrections needed in the faculty and AFT representation sections.○ Discussed updates on ensuring student representatives are aware of meetings.• Bylaws Review:<ul style="list-style-type: none">○ Ensured alignment with current policies.○ Discussed the need for a link to the Workplace Violence Prevention Plan on the Safety Committee homepage.
Reports and Updates	

Public Safety Reports & Updates	<p>Captain Jason Wendt provided the following updates:</p> <p>Updates on Campus Safety Measures:</p> <ul style="list-style-type: none"> ○ Continued work on dog leash signage to ensure compliance. ○ New parking permits were issued, valid until 2027. ○ Updated ‘See Something, Say Something’ signs still in progress. ○ Speed dial concerns: Some phones still list outdated emergency numbers. Investigation is ongoing. ○ CPR/AED/First Aid Training: Public Safety officers completed updated training. <ul style="list-style-type: none"> ● Public Safety Response Delay: <ul style="list-style-type: none"> ○ Chantal Sosa reported difficulty reaching Public Safety when a distressed individual was yelling profanities near the loading dock. ○ Jason Wendt confirmed the response should have been quicker and will investigate. ● Narcan Availability: <ul style="list-style-type: none"> ○ Roslind Young asked if Public Safety carries Narcan. Jason Wendt confirmed they do and have recently undergone training for its administration. <p>Employee Reporting Process:</p> <ul style="list-style-type: none"> ○ Jessica Silver-Sharp asked if employees need to explicitly state they feel unsafe for Public Safety to respond urgently. Jason Wendt confirmed that specifying safety concerns will prioritize the response.
Facilities Reports & Updates	<p>Karen Pinkham provided the following updates:</p> <ul style="list-style-type: none"> ● Dogs on Leash Signage: New signs were installed starting January 17, 2025. ● Traffic Study: Scheduled for Cabinet review after a cancellation in December. ● Winter Break Updates: <ul style="list-style-type: none"> ○ Repaired 3 bollards near Lot 10 (preventing vehicle-related accidents). ○ Fire access road concerns: Adjustments were made to prevent unauthorized vehicle traffic near Building 13. ● Bollards were replaced near Lot 10 and West Entry to prevent vehicles from veering off the road. ● Oil spill from an accident on Farm Hill was cleaned up quickly. ● Fire access road traffic control: <ul style="list-style-type: none"> ○ Temporary delineators were installed to prevent Uber/Lyft drivers from speeding. ○ A permanent cross-hatch stencil solution has been approved and is awaiting installation. <p>Next Steps:</p> <ul style="list-style-type: none"> ● Continue with signage installation. ● Follow up on traffic study presentation and bollard repairs. ● Monitor the progress of permanent fire access road improvements.

Emergency Preparedness Office	<p>Ben’Zara Minkin provided the following updates:</p> <p>Building Captain Training Revamp</p> <ul style="list-style-type: none"> • Shortened from three days to two days with combined didactic & hands-on training. • Remote refresher training (3 hours) in development. <p>Emergency Drills</p> <ul style="list-style-type: none"> • Lockdown/Barricade Drills planned for Spring 2025 (dates TBD). • Weekly testing of Emergency Alert System (EAS) to ensure functionality. <p>Radio Communication Issues</p> <ul style="list-style-type: none"> • Reported concerns about radios not working during power outage on Dec. 13, 2024. The investigation is ongoing.
District Support for Our Undocumented Communities	<p>Dr. Aaron McVean presented the following updates:</p> <p>Flex Day Sessions</p> <ul style="list-style-type: none"> • Covered UndocuAlly training and support for undocumented students and employees. • Addressed concerns regarding potential policy shifts following the recent election outcomes. <p>Sanctuary Jurisdiction Protections</p> <ul style="list-style-type: none"> • The district is a sanctuary jurisdiction—personal information cannot be disclosed unless legally required (e.g., court orders, subpoenas). • Assembly Bill 21 (AB 21) strengthens protections against unauthorized immigration enforcement on campus. • Only college presidents or the district chancellor may accept legal documents from immigration enforcement. • Mandatory notifications are required if immigration enforcement occurs on campus. • Employees should not physically intervene in enforcement activities but should document incidents and contact Public Safety if necessary. <p>Legal & County Protections</p> <ul style="list-style-type: none"> • The San Mateo County ordinance prohibits local agencies from assisting in immigration enforcement efforts. • Legal support is available for students, employees, and alumni through the "Find Your Ally" program and campus legal clinics.

	<ul style="list-style-type: none"> • If a student is affected by immigration enforcement, they must be held harmless academically (e.g., accommodations for coursework and financial aid compliance). <p>Communication & Training Needs</p> <ul style="list-style-type: none"> • Faculty & staff need clearer guidelines on how to handle immigration enforcement scenarios. • Public Safety is being briefed on proper protocols for supporting students and employees. • Flyers, resources, and additional training materials will be made available to ensure campus-wide awareness. • A Keenan Safety video on this topic was requested, but Aaron McVean noted that printed materials and other resources will be shared instead. <p>Resources & Additional Information:</p> <ul style="list-style-type: none"> • Undocumented Community Resources: SMCCD Undocumented Resources • Cañada College Undocumented Center: Cañada College UCC <p>Next Steps</p> <ul style="list-style-type: none"> • Continue to support undocumented students and employees by sharing resources and reinforcing district protections. • Develop training materials to ensure faculty, staff, and public safety are equipped to respond appropriately. • Monitor policy changes and update campus protocols as needed.
<p>Workplace Violence Prevention Program</p>	<p>Michele Rudovsky provided the following updates:</p> <p>Plan Implementation:</p> <ul style="list-style-type: none"> • Two incidents reviewed under the new process. • Union Concerns: <ul style="list-style-type: none"> ○ Training was not included in Flex Day; additional in-person sessions requested. ○ Keenan training is too generic and lacks interactivity. ○ Student workers feel unprepared to identify/report safety concerns. • Need for a Reporting Feedback Loop <ul style="list-style-type: none"> ○ Employees uncertain how safety reports are handled or communicated back to the committee. ○ Clarifications needed on who reports should be sent to (supervisors vs. committee). • Future Actions: <ul style="list-style-type: none"> ○ Committee members to review the plan and bring feedback to the next meeting. ○ Follow-up meeting with HR (Julie) scheduled for February 2025

	<p>Concerns</p> <p>Jessica Silver-Sharp mentioned the following:</p> <ul style="list-style-type: none"> • Lack of transparency in reporting and logging workplace violence incidents. • Requested training for Public Safety on sexual violence and minors on campus. • Suggested the committee should review the violent incident logs. <p>Michele Rudovsky will follow up with HR on log accessibility. Training improvements will be considered.</p> <p>Next Steps</p> <ul style="list-style-type: none"> • Committee members will review the Workplace Violence Prevention Plan and provide structured feedback. • HR Representative Julie will attend the next meeting to discuss necessary revisions.
February 13, 2025, Preliminary Agenda Items	<p>Ongoing Discussions</p> <ul style="list-style-type: none"> • Reports and Updates • Workplace Violence Prevention Plan
Round Table	<p>Radio Malfunctions During Power Outage (Dec. 13, 2024)</p> <ul style="list-style-type: none"> • Power outage affected Building 9's radio; additional testing requested. • Public Safety and Facilities will troubleshoot and monitor radio effectiveness. <p>Safety Concerns for Middle College Students:</p> <ul style="list-style-type: none"> • Reports of potential safety risks for middle college students engaging with community members in shared spaces. • Need for additional training for Public Safety to handle sexual violence & psychological safety concerns.
Adjournment	Meeting adjourned at 4:02 pm