



SAFETY COMMITTEE MEETING MINUTES

Thursday, April 24, 2025

Via Zoom

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

Draft

Members and Resource Staff present: John Cuevas, Roslind Young, Ruth Gimenez, Paul Naas, Ben’Zara Minkin, Ludmila Prisecar, Megan Rodriguez-Antone, Grey Sanderson, Jessica Silver-Sharp, Jason Wendt, Angela Gibson, Danielle Pelletier, Karen Pinkham, Michele Rudovsky

Members and Resource Staff absent: Tony Burrola, Arman Eshraghi, Yesenia Haro, Max Hartman, Laura Roston, Vince Garcia, Ingrid Melgoza, Nathan Staples

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	The meeting started at 2:34 PM. Quorum established.
Review and Approve the Consent Agenda	The March 13, 2025 Minutes were reviewed. Minutes accepted with corrections. The April 24, 2025 agenda was reviewed. Motion to amend the agenda by 1) moving Item #6 Public Safety Guidelines for Faculty as Item #3 and adding 5 min time extension and 2) shortening the time for Item #7 Workforce Violence Prevention Program from 10 to 5 min. Motion to accept the minutes with corrections and amended agenda. Moved by Roslind Young, seconded by Jessica Silver-Sharp. Motion passed.
Public Safety Guideline for Faculty	The item was brought up by Jessica Silver-Sharp. Michele Rudovsky and Jason Wendt received the feedback for review and discussion. • The Public Safety Guidelines were developed collaboratively by Public Safety (Jason Wendt), Administration, and Faculty, in response to a specific classroom incident and broader faculty concerns • Intended as a flexible <i>guideline</i>, not a mandate—focused on clarifying roles, procedures, and communication in safety-related situations • The draft is open for feedback before campus-wide distribution Summary of Feedback Presenter: Jessica Silver-Sharp • Applicability: expand guidelines to include non-classroom environments (Library, Health Center), and off-site faculty (dual enrollment, adult education) • Communication Issues: ○ Reports of Public Safety calls going to voicemail during operating hours ○ Concerns about required information during high-stress incidents—recommend allowing simplified emergency messaging (e.g., “Please come to my classroom”) • Guideline Clarity: ○ Enhance charts for readability

- Include a printable emergency card as an appendix
- Provide an online incident report form rather than emailing the Deans
- Reporting Procedures:
 - Suggest “as soon as practical” instead of “within 24 hours” for reporting
 - Clarify the difference between anonymous reporting and the new guideline's process
- Mental Health Support:
 - Clarify that EAP (Claremont) is a referral service
 - Note that AFT offers trauma counseling for members
- Training & Accessibility:
 - Request regular de-escalation training for faculty (including adjunct)
 - Suggest FAQ section and broader distribution with a feedback mechanism

Comments

Roslind Young asked about a possibility of safety guidelines applicable to classified staff as incidents also occur in common/public spaces, not just classrooms

Public Safety Response

Presenters: Michele Rudovsky & Jason Wendt

- Coverage Clarification:
 - Dispatchers available Mon–Fri from 6:30 am to 10:30 pm
 - After hours and overflow calls route to officers' duty phones
 - If unavailable, calls may go to voicemail—these are converted to emails for response
- Voicemail Guidance:
 - Leave a message and/or call back
 - Use judgment: in emergencies, call 911

CARES Reports

Presenter: Max Hartman

- A confirmation email should be sent within 24 hours of CARES report submission
- This confirmation will typically come from Jackie Flores, Executive Assistant to the VPSS. It serves to confirm receipt and assure the submitter that the student is being supported
- Most follow-up communication will end after the initial confirmation due to the confidential nature of support services
- Submitters will not be informed of specific outcomes, such as if a student engages with the Personal Counseling Center, unless the student consents
- In rare cases additional communication may be sent to involved parties for clarification
- If no confirmation is received within 24 hours, staff may contact Jackie Flores, or members of the CARES team such as Lizette Bricker

	○ Feedback regarding missing confirmation messages was noted and will be brought back to the CARES team ○ CARES team to review and address concerns about inconsistent confirmation messages Presenter: Jason Wendt • Flex Day Preparation Recap - a new version of the Public Safety presentation was delivered during the recent Flex Day, significantly updated from prior versions • Willingness to host department-level discussions (15–30 minutes or as needed) to explain: ○ Public Safety services ○ De-escalation techniques ○ General safety practices • Presenter has 20+ years of experience and recent training (8-hour class completed last Friday) • Highlighted the importance of this training for faculty/staff working with large groups • Open to conducting a “roadshow” to share information more widely • Flex Day feedback is still being reviewed to improve the presentation, which will remain a living document and evolve based on community needs
Public Safety Reports & Updates	Jason Wendt provided the following updates: • “See Something, Say Something” signs still in progress • Information Emergency Sheets still in progress • Document drafted through collaboration between Public Safety, Administration, and faculty following recent safety concerns • Aimed at clarifying faculty and Public Safety rules and procedures • Draft shared for feedback and will be posted online Michele Rudovsky added the following • Emergency preparedness posters have been installed across campuses and classrooms • Include a QR code and the Public Safety phone number • Immigration Enforcement Guidance posters also provide instructions on what to do if immigration enforcement appears on campus • Staff are encouraged to familiarize themselves with the posters and share the information with students and colleagues • Emergency Preparedness posters have been installed, including at the Public Safety office entrance. Staff are encouraged to walk around and check where they are posted. • Emergency Information Sheet will include room and building information to help during emergencies Comments Jason recommended temporarily writing emergency info (room number and Public Safety phone number) in a visible spot on the classroom whiteboard

	Departments are encouraged to invite Jason Wendt to give presentations and engage in safety discussions.
Facilities Reports & Updates	Karen Pinkham provided the following updates: • Traffic Improvements: crosswalk striping contract secured; installation planned for summer • Barricades & Stencils: reduced unauthorized traffic through fire access roads. • Elevators: ○ Building 3 elevator still down; part delayed, repair expected by mid-May ○ Signs with maps and QR codes now posted on disabled elevators ○ Future: A-frames outside buildings and better student communications with DRC collaboration Danielle Pelletier raised concerns about lack of communication on last-minute elevator outages and unclear emergency protocols during evening classes. Response: Ludmila Prisecar noted importance of reconnecting with DRC under new leadership (Dr. Scott) to review and refresh procedures.
Emergency Preparedness Office	Vince Garcia provided the following updates: • Morning drill had low PA volume; fixed by evening drill • RAVE alerts functioned, but some recipients missed start messages • Evening drill showed better engagement; handouts on RAVE sign-up distributed • Participation tracking: based on engagement, questions asked, and opt-in responses • Opt-In issue: many entered landlines or wrong college in Banner; ongoing fixes • Building Captains ○ Website being developed to centralize info ○ Plan to refresh building captain list and provide training in Fall 2025 Comments Megan Rodriguez Antone offered Marketing support to Vince Garcia regarding digital screens information. The following links were shared: • Safety Committee Newsletter • Building Captain Program
Workforce Violence Prevention Program	Item kept open for continued feedback collection. No new comments were received during this meeting.

Fall 2025 Proposed Schedule	The following schedule was presented: • September 25, 2025 2:30PM-4:00PM • October 23, 2025 2:30PM-4:00PM • November 20, 2025 2:30PM-4:00PM • December 11, 2025 2:30PM-4:00PM Motion to approve the schedule as presented. Moved by Danielle Pelletier, seconded by Nathan Staples. Motion passed.
September 25 2025, Preliminary Agenda Items	• Reports and Updates • Workforce Violence Prevention Program
Round Table	• Paul Naas inquired about sharing Public Safety Flex Day slide deck; Jason Wendt confirmed it's available in chat and offered to elaborate if needed • Discussion about lost & found items: ○ Suggestion for a drop-off box for non-urgent items considered; Jason mentioned current practice is call-based pick-up ○ Unclaimed items held for 30+ days, then donated ○ Possible semesterly reminders via social media to encourage item pick-up discussed
Adjournment	Meeting adjourned at 3:53 pm.