



SAFETY COMMITTEE MEETING MINUTES

Thursday, September 25, 2025

Via Zoom

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

Draft

Members and Resource Staff present: Ludmila Prisecar, Jason Wendt, Karen Pinkham, Grey Sanderson, Megan Rodriguez-Antone, Max Hartman, Devon Scott, Nathan Staples, Paul Naas, Danielle Pelletier, Roz Young, Rance Bobo, John Cuevas, Chanel Meanor, Michele Rudovsky, Vince Garcia

Members and Resource Staff absent: Tony Burrola, Ben'Zara Minkin

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	The meeting started at 2:31 PM. Quorum established.
Review and Approve the Consent Agenda	The April 24, 2025 Minutes were reviewed. Danielle Pelletier noted absence of an elevator update in the agenda. Ludmila Prisecar clarified the item was closed last meeting but can be revisited if needed. Chanel Meanor requested a discussion on support for students with physical disabilities when elevators are down. Ludmila Prisecar agreed to address it in the roundtable or next meeting. Motion to accept the minutes and agenda as presented. Moved by Max Hartman, seconded by Roz Young. Motion passed.
Meeting Etiquette	Ludmila Prisecar presented the guideline on meeting etiquette. Proposed meeting etiquette norms adapted from PBC: • Start/end on time • Preparation before meetings • Minimize use of acronyms • Mute when not speaking • Respect Zoom etiquette • Engage in respectful, inclusive discussion (e.g., use “I” statements, assume best intent, correct gently, etc.) Danielle Pelletier expressed her appreciation of the emphasis on minimizing acronyms Ludmila proposed a future "acronym cheat sheet" for clarity Chanel Meanor suggested including language on anti-racism and aligning with institutional mission. The suggestion was acknowledged and accepted.

Review Bylaws and 2025-26 Membership List	Ludmila Prisecar presented the Safety Committee Bylaws • Bylaws are posted on the committee website; last updated in 2022. • Membership for 2025-26 includes 17 members, 2 vacancies, and non-voting support/resource staff. • Term limits are generally 2 years but may be extended. • Members asked to verify accuracy of names and roles listed online. • Feedback or corrections can be emailed to Ludmila and Aziza. Danielle Pelletier raised a question regarding the typical release time of the minutes. It was clarified that per Brown Act, minutes must be available at least three (3) days before the next meeting. The goal is to publish as soon as possible and the members can always request a recording when it is available. Chanel Meanor asked about promoting monthly campus safety meetings. Clarification given that the Safety Committee meetings serve that purpose and dates are posted online through December 2025.
Safety Committee 2024-25 Year-in-Review	Ludmila Prisecar presented the Safety Committee FY 2024-25 Year-in-Review Ludmila Prisecar presented a summary of topics discussed over the previous academic year, organized by focus area: Public Safety (Ongoing & Closed Items) • Ongoing: “See Something, Say Something” signs, pedestrian safety campaign, parking regulations. • Closed: New parking permit system, dogs on leash signage, classroom locking procedures, graffiti reporting/removal. Facilities • Ongoing: Hillside erosion (Campus Loop Rd), parking lot signage, Fire Access Road updates. • Closed: Building 1 traffic study completed, elevator updates discussed, Building 13 safety shade pilot completed. Emergency Preparedness • Ongoing: Lockdown/barricade/shakeout drills, building captain program. • Closed: Duress buttons now functioning, power outage communication protocols developed. District-Level Items • Ongoing: COVID-19 health updates, Workplace Violence Prevention Plan (draft under review), support resources for undocumented communities. • Ludmila will use the year-in-review summary to report to the District Safety Committee and will continue tracking new items this year. Members are invited to provide input on the format or usefulness of the summary.

Public Safety Reports and Updates	Jason Wendt provided the following updates Contacting Public Safety • Central contact number: 650-738-7000 or extension 7000 from campus phones. • Website • Online info and anonymous reporting form available on the district website. • Dispatch is centralized at CSM; callers may experience phone trees or voicemail but calls are monitored Chanel Meanor mentioned that students are unaware of the anonymous reporting option due to lack of publicity. Jason Wendt stated that Public Safety will improve signage and include anonymous reporting on updated <i>See Something, Say Something</i> posters. Danielle Pelletier requested that anonymous reporting and simplified emergency messaging be tracked as ongoing items. Jason Wendt clarified simplified calls do not delay response; dispatch sends help immediately while gathering more details. Roslind Young expressed concerns about remote door unlocking—certain doors (e.g. chemical storage) should require in-person verification. Jason Wendt will review and follow up on current protocols. Chanel Meanor asked if cameras in buildings 16, 17, and 18 are functioning. Jason Wendt explained camera systems are managed by IT, and outages are reported through work orders. Ongoing Safety Campaigns • Pedestrian Safety Campaign was re-launched (via email/text) • Parking Enforcement Updates: ○ Grace period at semester start ○ Enforcement of EV parking, staff/faculty lots, and general compliance emphasized ○ Parking info shared in chat and is available on the campus website
Mental Health de-escalation techniques, presentation by PCC	Dr. DeVon Lamar Scott & Adriana Zuno Presentation Dr. Scott introduced Adriana Zuno, new PCC counselor with a background in therapy and family systems. Adriana Zuno provided a presentation with a focus on de-escalation techniques as part of staff support and safety tools.

De-escalation Techniques

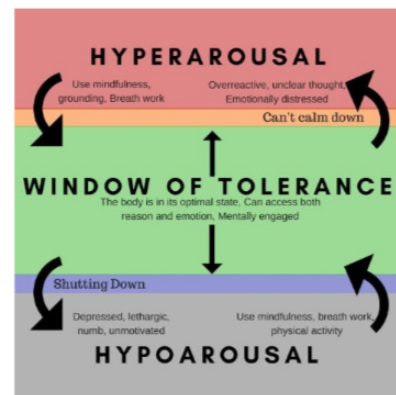
Resources from the Personal Counseling Center



REDWOOD CITY, CA

Stay Grounded

- **Stay calm and centered**
 - Regulate your own tone and emotions, use open or warm body language.
- **Maintain respectful boundaries**
 - Give personal space, keep safe distance, avoid aggressive gestures.
- **Keep communication simple and clear**
 - Short sentences, calm voice, non-threatening language.



Resources from the PCC



Connect with Empathy



- **Use active listening**
 - Allow the person to share, reflect their perspective.
- **Acknowledge feelings**
 - Validate emotions without agreeing with behavior.
- **Model empathy and dignity**
 - Focus on the person, not the behavior.

Resources from the PCC



Focus on Solutions

- Offer choices when possible
 - Providing options restores a sense of control.
- Focus on the present
 - Redirect to immediate solutions instead of past conflicts.
- De-personalize conflict
 - Avoid taking hostile remarks personally and keep the focus on solutions.



Resources from the PCC



Faculty and Staff Referrals

PCC services overview:

- Short term: 6 to 8 sessions
- 1 session a week for 50 - 60 min

Faculty and Staff can refer students to PCC services via:

- Connect with us to provide context or warm hand-off
- Let the student know we will reach out

Thank you for everything you do to support our students!



Resources from the PCC



Chanel Meanor asked how to recognize personal dysregulation and when to hand off. Adriana Zuno recommended to use breathing, grounding (e.g., cold water, ice), and self-awareness to identify triggers; tag in public safety or another staff when needed and model self-care transparently.

Facilities Reports and Updates • How to contact us? Website: <https://canadacollege.edu/adminservices/facilities.php> • Building 1 Pedestrian Safety • Lot 2 and Campus Loop Road Parking Repairs • Fire access

Michele Rudovsky shared the following updates

[District Managers Health & Safety Committee](#)

- Work Orders & Emergencies
- Use the facilities webpage to submit work orders (e.g., extra bins, maintenance needs).
- For emergencies, call extension 3276.

road: barriers, striping, and stencils to limit unauthorized use • Tennis Court Parking Survey	• Building 1 Crosswalks: High-visibility striping and traffic changes completed over summer to improve pedestrian safety. Grey Sanderson requested extended open hours (until 8:45–9:00 pm weekdays, 6:00 pm weekends). Jason Wendt agreed to adjust gate closure based on staffing and use patterns. • Lot 2 Damage Repair: PO submitted for external repair of bus-damaged area near Building 9. Construction notices forthcoming. • Fire Road Traffic Control: Barricades installed between Bldgs. 8 and 16 to limit unauthorized traffic (e.g., rideshare). Working well; stencil plan on hold. • Tennis Court Parking: Traffic consultant engaged to improve parking layout and reduce overflow onto adjacent road. PO pending; updates next month. Hillside Erosion Project • Ongoing project to address erosion and manage water flow. • Orange water barriers will remain in place until a permanent solution is implemented. Elevator Update • All elevators are currently operational. • New vendor Metro Elevator onboarded July 1; more responsive than previous provider. • Building 3 elevator operational but awaiting inspection for permit.
Emergency Preparedness Office	Emergency Alert System (EAS) – Drill Recap • Morning shooter drill exposed faulty enunciator; fixed same day. • Successful retest conducted at 2:05 PM. • Night drill went smoothly; high engagement. • Next drill: Great Shakeout – October 14 at 10:14 AM ○ Evacuation at 10:17 AM. ○ Building captains to report to public safety. Communication Feedback • Concern raised about Building 13’s "valley side" not hearing the all-clear. ○ To be added to after-action report for improvement. • Survey link shared to collect feedback on drills.
Cañada Building Captain List and Building/Floor Assignments	Ludmila Prisecar shared the following information Office if Emergency Management website Violent Intruder Survey • New centralized list being developed for accurate contact & assignment info. • Captains asked to update their info via shared link. • Building evacuation training dates to be shared by Vince Garcia

District Managers' Health and Safety Committee	Michele Rudovsky shared the link District Managers Health & Safety Committee and encouraged the members to review the website for any additional information
COVID-19 Health Information	Michele Rudovsky provided the following updates: • Reporting required for employees per Cal/OSHA until Feb 2026 • New tests available at Health Centers and Public Safety Offices
Workplace Violence Prevention Plan	• Feedback from groups like AFT being collected. • Questions from Jessica Silver-Sharp to be forwarded to district via Michelle Rudovsky. Nathan Staples provided the following information: • District Safety Committee minutes say about Workplace Violence Prevention Plan: Year in review feedback process still evolving so perhaps answers to these questions are still evolving. • Workplace Violence Prevention Webinar – August 22 was held @ same time as faculty evaluation orientation that was required by my manager. • Jessica Silver-Sharp asked if it would be recorded and was told no. Can the District run that again? 1. The District WVPP website still links to an interim plan. But in the District Safety Committee meeting minutes it says the District published the plan in August 2025. 2. Is that published plan different from the plan published in mid Fall 2024? If so, where can we see changes? Did the District notify employees that a new plan had been published? 3. The law requires ACTIVE employee involvement in the development, implementation and review of this plan. To that end, has it been shared with the campus community? a. A survey link for employee feedback was added to the District's website for that purpose? I don't see that anywhere. Will it be shared on Outlook? b. Has the feedback survey been shared with any of the three safety committees? Survey 4. Will student employees be invited to participate in the survey? 5. AFT and the other unions were asked to provide feedback on the survey questions - and we said, for example please link the plan directly in the survey! - but I don't see that any of our suggestions were incorporated. 6. Is the survey on the WVPP website a temporary survey or the final survey?

District Support for Undocumented Communities	Ludmila Prisecar provided the following updates: - Website updated regularly with FAQs and response info. Request for: - Detailed maps showing public vs. non-public areas. - QR codes and multilingual posters for better student access. - Ludmila to coordinate with VPSS and Jasmin Padilla for implementation.  The poster is titled "On-Campus Immigration Enforcement Response" with a subtitle "Updated August 2025". It features a vertical sequence of four numbered steps in red circles: 1. USE NONCONSENT LANGUAGE ("I do not consent to your entry."), 2. USE YOUR PHONE TO RECORD (If you witness or are subject to an immigration enforcement action on campus, we encourage you (and others) to use your phone to record or document the interaction as best you can.), 3. CALL PUBLIC SAFETY: (650) 738-7000 (Public Safety will notify the college president or district chancellor and attempt to redirect law enforcement to the President's Office.), and 4. DO NOT OBSTRUCT (Do not obstruct law enforcement even if it appears they are violating the law or acting outside their authority.). The bottom of the poster includes the San Mateo County Community College District logo and the text "More details available at: smccd.edu/undocu" next to a QR code.
October 23, 2025, Preliminary Agenda Items	- Agenda items for next meeting can be submitted via email or chat - Next meeting: November 20, 2025
Round Table	
Adjournment	Meeting adjourned at 4:00 pm.