Safety Committee Meeting

Meeting Minutes
Thursday, September 24, 2026
2:30 PM – 4:00 PM
ZOOM Meeting link:https://smccd.zoom.us/j/88667572788

Item #	Item	Lead (s)	Time	Action
1.	**Welcome and Introductions** • Establish Quorum Ludmila Prisecar opened the first Safety Committee meeting of the semester on Thursday, September 24, 2026, at 2:34 PM. Role was taken; 7 Safety Committee Members were present, quorum was not reached.	Ludmila Prisecar	5 minutes	Quorum
2.	**Consent Agenda:** All items on the consent agenda may, by unanimous vote of the members present, be approved by one motion after allowing the members to ask questions about a particular item. Before a motion to approve the consent agenda, any member, interested student, community member, or staff member may request that an item be removed from the Consent agenda to be discussed in the order listed after approval of the remaining items on the consent agenda. • September 24, 2026 Meeting Agenda • April 30, 2026 Meeting Minutes Ludmila explained the Committee will review and move to approve the agenda and previous meeting minutes during the next Safety Committee Meeting when quorum is reached. The Committee was reminded to please review meeting minutes prior to the next meeting.	Ludmila Prisecar	5 minutes	Action
	Regular Agenda			
3.	**Review Bylaws and 2026-27 Membership List** • Bylaws: https://www.canadacollege.edu/safetycommittee/2021%201210%20CAN%20SafetyCommittee_Bylaws.pdf • 2026-27 Membership https://www.canadacollege.edu/safetycommittee/members.php	Ludmila Prisecar	2 minutes	Information Discussion Feedback

	Ludmila transitioned the meeting to a review of the bylaws and membership list. Ludmila explained that this information is posted on the website. If members have feedback or comments, please contact Ludmila by email. Bylaws: This document was last updated in 2022. It lists the purpose and functions of the Committee. Ludmila explained that Safety Committee makes recommendations to the Planning and Budgeting Council, which then makes recommendations to the President. Safety Committee chairs are selected internally. Ludmila invited attendees to volunteer to serve as Committee chairs. Membership List: There are 17 positions within the Safety Committee. Qurom is reached by half + 1. The Membership commitment is 2 years. Membership is comprised of both support and resource staff. The Safety Committee is not a Brown Act Council.			
4.	**Meeting Etiquette** Summary attached **https://www.canadacollege.edu/safetycommittee/docs/safety_committee_meeting_norms_community_agreements_updated_v2.pdf** Ludmila shared that meeting etiquette information is linked to the Safety Committee website. This document was created last year. If members have any feedback or comments, please contact Ludmila. The meeting etiquette template is modeled after templates used by PBC (Planning and Budgeting Council).	Ludmila Prisecar	2 minutes	Information Discussion
5.	**Acronyms** **https://docs.google.com/spreadsheets/d/1FKbNSsEy15XG5JUwpkValOP9nPmcCFxLJmSaAZaVz9M/edit?usp=sharing** Next, the Committee reviewed acronyms used in Safety Committee dialogue. These are managed and updated on a Google Doc spreadsheet also linked to the Safety Committee website. All members have access to this document.	Ludmila Prisecar	2 minutes	Information Discussion
6.	**Safety Committee 2025-26 Year-in-Review** • Summary attached • https://www.canadacollege.edu/safetycommittee/docs/safety_committee_fy2025-26_year_in_review.pdf • Ludmila shared with the Committee the Safety Committee 2025-26 Year-in-Review PDF. This	Ludmila Prisecar	2 minutes	Information Discussion Feedback

	document is helpful for new Safety Committee Members. No feedback was provided on this topic.			
7.	**Public Safety Reports and Updates** • How to contact us? Website: https://smccd.edu/publicsafety/index.php • 'See Something, Say Something' signs • Pedestrian safety campaign • Parking Regulations Website: https://smccd.edu/publicsafety/parkingregulations.php Jason Wendt provided the group with Public Safety updates. A review of Public Safety has been requested; the purpose of this service is to review Public Safety operations, assess appropriate services provided, and staffing. This will involve public comment; surveys will also be distributed to collect feedback. Jason encouraged the committee to provide feedback when this review begins. Jason also shared that in collaboration with the Marketing Department, information was shared with the Campus community regarding pedestrian traffic at the beginning of the semester. The Annual Security Report will be released on October 1, 2026.	Jason Wendt	10 minutes	Information Discussion Feedback
8.	**Facilities Reports and Updates** • How to contact us? Website: https://canadacollege.edu/adminservices/facilities.php • Child Development Center Update Karen Pinkham reiterated the purpose of the work order system. As more urgent situations occur, please contact Public Safety directly. Child Development Center Update: This is an active construction site. Modulars (16 in total) are currently stored in Lot 6. When modulars are moved this will be a large progression, slated for Saturday, October 10, 2026, with full road closures. Connecting the units and building play spaces will be active through the end of the year. Accessibility ramps are currently being built to/from the CDC.	Karen Pinkham	10 minutes	Information Discussion Feedback

9.	**Emergency Preparedness Office** • How to contact us? Website: https://smccd.edu/emergency-management/ • Air Quality Emergency Plan • Violent Intruder Drill Feedback • The Great Shakeout Drill • High Impact Drills SOP • Business Continuity Planning Violent Intruder Drill Feedback: Ben'Zara and Vince Garcia began with a review of the violent intruder drills held on September 14, 2026. They explained that there are 2 drills District-wide and emergency alerts went out twice; 1st an announcement of the drill 2nd an announcement that the drill was over. Changes to be made for the next drill; per state policy, emergency alerts must be sent via a 5-digit long code. The goal for the next drill is to keep everything on short code as this will help differentiate between emergency alerts and drills. Positive feedback was received regarding the implementation of this drill. Both before and after the drill, flyers were passed out to students and community members with information on how to run, hide, and strike in a violent intruder situation. Ben'Zara and Vince suggested that enrollment in the community alert system could be improved with automatic enrollments with an opt-out option. The Great Shakeout Drill: Ben'Zara reminded the Committee that the Great Shakeout Drill will be held on Thursday, October 15, 2026. During this drill everyone on campus will drop, cover, and hold for 1 minute. Then we will evacuate to our designated areas. Radios have been updated for this drill. Jason Wendt will help manage the building captains on local radio, so the dispatcher will not be overwhelmed. Last year, the entire District was evacuated in 8 minutes. Ben'Zara encouraged building captains to meet before this drill to prepare. Flyers were previously given to building captains highlighting their roles and responsibilities. The CDC will also have fire and earthquake drills in the future. The same will be applicable for student housing. Air Quality Emergency Plan: Ben'Zara shared the Office of emergency management website with the Committee. Ben'Zara also demonstrated how to access Cañada's purple air monitor and showed that is working. According to the Air Quality Plan the	Ben'Zara Minkin and Vince Garcia	10 minutes	Information Discussion Feedback

	College implements different procedures. When air quality is 101-150; a Rave email is sent indicating that all outdoor activities should be moved indoors. When the air quality worsens and is unhealthy for all groups, N95 masks are available and located with Jason Wednt in Public Safety. The College will work to cancel sports games (as cleared by the President). In the 201-300 range; College Presidents and Chancelors can decide to close Campus. In the 301-500 range, all College functions will stop; essential employees will wear respirators. The CAT (Crisis/Critical Action Team) will respond. High Impact Drills SOP: Ben'Zara then shared the levels of impact; Level 1 vs 2, and how Campus is affected. Level 3 impacts multiple Campuses and in this case, Campus could need assistance from outside organizations. Emergency operation centers would be established. Discussion: Karen Pinkham asked: when are upcoming building captain trainings? Ludmila explained that this item is also on the meeting agenda and an ongoing activity. During the next Safety Committee meeting Ben'Zara will confirm upcoming building captain training. Ben'Zara also explained that Vince is working with HR to ensure that building captain training is conducted remotely. CPR and fire extinguisher training will be held in person in the Spring. Ludmila concluded the conversation, saying she will keep this item on upcoming agendas to continue discussion with the Safety Committee.			
10.	**Cañada Building Captain List and Building/Floor Assignments** • Review the list • Link: https://docs.google.com/spreadsheets/d/10EXnMa2W-gm9LtI-fot0w08yRDMVESpS1SF0lIjYOm8/edit?usp=sharing	Ludmila Prisecar	5 minutes	Information Discussion Feedback
11.	**District Managers' Health and Safety Committee** (DMHSC) Meeting, June 8, 2026 and September 9, 2026 Update Michele Rudovsky was unable to attend this Safety Committee meeting. Ludmila will re-add this item to the next meeting agenda. The Committee posed questions for	Michele Rudovsky	5 minutes	Information

	Michele to answer next time regarding Public Safety staffing and the Public Safety organizational chart.			
12.	**Workplace Violence Prevention Plan** • Committee Member to provide feedback Jessica Silver-Sharp shared with the Committee that the link to report Workplace Violence is not working on the College website. Ludmila explained that the link will be fixed. Jessica also shared that this Plan was first published in 2024, employees provided feedback on the Plan last year (as required by law) but this feedback has not yet been shared. Jessica questioned the Committee on how to handle workplace violence in the case of student assistants. For example, we know to submit CARES reports, but what do we do when a student is verbally and sexually violent against a student assistant on Campus? Jessica shared that in the past she had to work to have a gym member banned from the facility after they were abusive to a young woman. In this instance, Public Safety informed Jessica they could not act because this gym member had not broken the law – but Jessica explained they had violated Workplace Violence stipulations.	All	5 minutes	Information Discussion Feedback
13.	**October 22, 2026, Preliminary Agenda Items** • Reports and Updates • etc	All	5 minutes	Information Discussion Feedback
14.	**Round Table** Open for health and safety campus-related questions, comments, and concerns Jessica asked the Committee whether a nurse could attend a future Safety Committee meeting to provide flu shots and measles vaccines? Ludmila agreed this is a good idea and is on the Safety Committee resource list. Ludmila will work with Dean Wissem Bennani to identify who could provide an update on this matter.	All	15 minutes	Share
15.	**Safety Tips** Carlos Luna's safety tip; don't come to work if you are sick. Jason's safety tip; particularly with older buildings ensure that doors are locked properly. If doors are not locked properly, please let Public Safety know. Ludmila's safety tip; park somewhere you don't park – so	All	5 minutes	Share

	you know how to navigate campus and have an effective exit plan. Jason also highlighted the importance of situational awareness. Ludmila echoed this tip, when in large venues it is important to know where the exits are.			
16.	**Adjourn** Meeting adjourned at 3:59 p.m. Ludmila requests that members share Safety Committee meeting updates with their constituent groups.	Ludmila Prisecar	2 minutes	By Acclamation

The Campus Safety Committee Meeting Schedule for the Fall 2026		
September 24, 2026	Thursday	2:30 PM-4:00 PM
October 22, 2026	Thursday	2:30 PM-4:00 PM
November 19, 2026	Thursday	2:30 PM-4:00 PM
December 10, 2026	Thursday	2:30 PM-4:00 PM

CAN Safety Committee Website