



SAFETY COMMITTEE MEETING MINUTES

Thursday, October 23, 2025

Via Zoom

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

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

Members and Resource Staff absent: Jason Wendt, Max Hartman, Paul Nass, Tony Burrola, Ben'Zara Minkin

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	The meeting started at 2:35 PM. Quorum established.
Review and Approve the Consent Agenda	The consent agenda and minutes from September 25, 2025 were reviewed and two changes were made: • Removed the ADA doors requirement item under facilities, as Karen Pinkham had already addressed it. • Added a link to the shared document for meeting etiquette. Motion to accept the minutes and agenda as presented. Moved by Roz Young, seconded by John Cuevas. Motion passed.
Public Safety Reports and Updates • How to contact us? Website • 'See Something, Say Something' signs	Presenter: Jason Wendt No report
Facilities Reports and Updates	Karen Pinkham provided the following updates: • Announcement of annual Fire Safety inspection (November 19, 20, 25). Notifications will be sent out closer to the date • It was reminded that safety and any facility issues should be reported via the work order system to ensure quick resolutions • Reminded everyone to avoid extension cords plugged into other extension cords, as this is a major safety hazard

- Discussion of an issue with incorrect signage in Building 3's restroom, which has been addressed and corrected
- Students can submit facility work orders using any email address. It was recommended that students also notify a faculty member or division office to ensure proper follow-up
- Emergencies (spills, broken glass, safety hazards) should be reported directly by phone to Facilities; work orders are best for non-urgent requests (within 24 hours)
- Courtesy phones on campus connect directly to Facilities and Public Safety
- Suggestion made to add work order access information to the student webpage
- Future improvement ideas: QR codes or text-based reporting system

Building 3 Elevator Update:

- Elevator is operational. New vendor: Metro Elevators, with positive performance so far
- Load testing and state certification completed; follow-up repairs (light bulb and phone replacement) are underway
- All campus elevators currently functional
- New signage with QR codes and alternate routes is in place when elevators are down
- Replacement phones for several elevators ordered

Chanel Meanor raised concerns regarding the accessibility of Building 3's restroom, which was incorrectly labeled as accessible due to a signage error.

Karen Pinkham clarified that the restroom was not intended to be accessible and discussed the steps taken to remove the incorrect signage.

Chanel Meanor added that the ASCC are working on activating ASCC Canvas page again and would be another good place to both the website and number on there too

Ludmila Prisecar shared the link: [Facilities | Administrative Services | Cañada College](#)

Danielle Pelletier expressed her appreciation for the work done regarding the elevator issues in Building 3 and raised a follow-up question about the protocol for assisting students with accessibility needs when an elevator (Building 13) is out of service. A reference was made to a previous discussion mentioning a "robot assistant" could help in such situations. Clarification was requested on the steps faculty should take if they learn (e.g., at 4 p.m.) that an elevator is out and they have a class later that evening (7 p.m.) with a student requiring elevator access.

Chanel Meanor and Ludmila Prisecar were identified as potential points of contact for providing or clarifying the appropriate procedure.

Accessibility Support – "Robbie" Robot Discussion

- "Robbie" is an assistive robot used for remote student participation when mobility access is limited

	• Requests must be made to the Disability Resource Center (DRC) with 24–48 hours notice; currently only one unit available • Discussion to include Dr. Scott and explore additional funding or units • Concern raised about lack of evening access to DRC; follow-up planned with Dr. Scott • Protocol and training (e.g., Flex Day) to be shared with faculty and Deans. Danielle Pelletier inquired about procedures for evening classes when accessibility assistance is needed after hours and the DRC office is closed and suggested that this would be a question for Dr. Scott.
Emergency Preparedness Office	Vince Garcia provided the following updates Building Captain Trainings • Ongoing at Skyline; Cañada sessions scheduled for November 6–7 • Condensed to two days and includes new go-bag and emergency role training. Great ShakeOut Drill • Best drill to date - completed in record time (~9 minutes at Cañada). • Improved communication using localized radio channels between Public Safety and building captains • District-wide evacuation completed in ~20 minutes (target was 30) • Training video in development covering evacuation procedures, disability support, and use of evacuation chairs • Plan to upgrade to higher-quality evacuation chairs where feasible Evacuation Maps and Safety Signage • Evacuation maps located near exits of each building (not in every classroom) • Some maps outdated or missing (e.g., Building 23); district-wide remapping project planned • Maps include emergency routes, equipment locations, and assembly areas • Facilities and Emergency Preparedness to coordinate updates and installations

EMERGENCY ZONE +

IN CASE OF EMERGENCIES

Nearest Courtesy Phone
Bldg. 5: Floor 2
Bldg. 5: Floor 3

AUTOMATIC DEFIBRILLATORS (AEDs) are stored in the following Bldg. 5 locations:

- Building 5 Health Center Floor 3
- Building 5 West Hall Floor 3

AED
 CHAIR

EMERGENCY CONTACT INFORMATION

College Security: (650) 306-3420
College Nurse: (650) 306-3309
Medical Assistance: Dial 911
Campus Courtesy Phones: Dial 9-911

EVACUATION ROUTE

Canada College is committed to providing a safe environment free of discrimination and harassment. If you feel you have been subject to any form of discrimination on the basis of gender, disability, race, sex, age, color, religion, national origin, veteran status, marital status, or any other factor, we encourage you to report these instances. Canada College abides by Section 504/ADA of the Rehabilitation Act and Title IX of the Higher Education Amendment prohibiting discrimination on the basis of gender and disability. To report, please contact the Vice President of Student Services at 650-306-3234 or Vice President of Instruction at 650-306-3298.

Next Steps/Follow-Ups

- Add facilities reporting info to student resources webpage
- Share updated “Robbie” protocol once confirmed by DRC
- Continue remapping and signage update project for all buildings
- Review and share sample evacuation maps at next meeting

Jessica Silver-Sharp asked if student employees are eligible for CPR training. Follow-up needed to confirm if student assistants (hourly employees) can participate.

Nathan Staples asked if there is a way to schedule a Drill before the semester starts. The problem was that they were in the time sensitive experiment when the drill happened.

Vince Garcia replied that that next time it will be 10 min shorter

Danielle Pelletier mentioned she was present for the Violent Intruder Drill but missed another drill. Asked if all buildings and classrooms have evacuation maps posted. Vince Garcia explained that maps are not in classrooms but are located near exits and main entrances:

- Floor plans with a legend (AEDs, fire extinguishers, evacuation chairs, etc.)
- A “You Are Here” marker and routes to emergency exits

	• Green circles indicating emergency assembly areas outside Vince Garcia also added that some maps are incorrect or outdated, with errors in building layouts or assembly areas placed too close to structures. An after-action report is underway following recent drills, and findings may lead to a district-wide remapping project since multiple campuses (including Cañada and CSM) reported similar issues. Danielle Pelletier asked how to locate a map during an evacuation. Vince Garcia replied that maps are posted next to exits - if someone heads toward any exit, they'll find one. He also noted that in case of a power outage, emergency lights and exit signs have 90-minute battery backups, ensuring visibility during evacuation. Encouraged staff to walk their buildings in advance and become familiar with exit routes and map locations.
Support for students with physical disabilities when elevators are down	Presenter: Dr. Scott DeVon This item is scheduled to be discussed at the next meeting
Meeting Etiquette, additional feedback	Ludmila Prisecar and Chanel Meanor presented updated Meeting Norms, Online Etiquette, and Community Agreements • Updated document now online and open for committee comments • Chanel proposed additions emphasizing: ○ Equity and anti-racism lens in all decisions ○ Recognition of diverse communication styles and accessibility needs ○ Inclusion of student perspectives and proactive engagement • The document will be revised to align bylaws to reflect equity and inclusion principles • Members to review and comment before next meeting
Workplace Violence Prevention Plan	Michele Rudovsky shared the Workplace Violence Prevention Program website and Workplace Violence Prevention Plan 2024-25 • The current Workplace Violence Prevention Plan is final (no longer “interim”) but feedback still welcomed • The Workplace Violence Prevention Plan webinar recorded, currently with ITS for captioning and accessibility. Will replace existing Keenan video • Employees reminded to report workplace violence: ○ Immediate threat - call 911 ○ Non-emergency - call Public Safety (dial 7000) or submit online report ○ Email reporting monitored by WVPP team

	• Hazards reported via “Worksite Hazard or Safety Concern” form. • EAP, anonymous reporting, and Cal OSHA resources linked on website. • Employee feedback survey closes tomorrow; Michele to request district reminder email. • Whistleblower protections handled by HR/Internal Auditor; no specific educational campaign mentioned. Chanel Meanor asked what is the district’s plan to address the fact that district faculty and staff do not know or don’t believe they are protected by whistleblower protections as outlined in the SMCCCD Climate survey presented on District’s Opening Day. Due to time constraints, the item will be readdressed at the upcoming meeting. Follow-up Items • Michele Rudovsky will confirm survey reminders sent and accessibility Workplace Violence Prevention Plan webinar • Ludmila Prisecar will follow up on building-level first aid kit distribution lab kits • Safety Committee: Collect and pass additional feedback to district.
November 20, 2025, Preliminary Agenda Items	• Reports and Updates
Round Table	Open for health and safety campus-related questions, comments, and concerns
Adjournment	Meeting adjourned at 4:00 pm.