



SAFETY COMMITTEE MEETING MINUTES

Thursday, May 18, 2023

Via Zoom

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

Draft

Members and Resource Staff present: John Cuevas, Casey Fortier, Vince Garcia, Bettina Lee, Kim Lopez, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Michele Rudovsky, Nathan Staples, Diana Tedone-Goldstone, Brian Tupper, Jason Wendt.

Members and Resource Staff absent: Lorraine Barrales-Ramirez, Tony Burrola, Yesenia Haro, Max Hartman, Michael Hoffman, Chialin Hsieh, Eshton Liu, Ingrid Melgoza, Manuel Alejandro Pérez, Grey Sanderson, Louis Tang.

Guests and others present: Wendy Cazares de Reynaga, Edith Flores, Zorie Gomez, Vivien Huynh, Maria Lara-Blanco, Monica Malamud, Chantal Sosa.

AGENDA ITEM	CONTENT
Review and Approve Agenda	ACTION: A motion to approve the agenda was made by Casey Fortier and seconded by Megan Rodriguez Antone. Motion passed.
Review and Approve the April 6, 2023 Meeting Minutes	The minutes from April 6 were not completed and will be reviewed and approved at the first fall meeting.
Reports and Updates	<p>Public Safety: Captain Jason Wendt reported the following:</p> <ul style="list-style-type: none"> • Jason is transitioning out of handling AMAG control for the district and is training replacement staff. • Public Safety has been noticing tire tread marks in campus parking lots. The Sheriff’s Office was called this past Monday and the Sheriff made contact with one of the juveniles who has been doing sideshows on campus. Jason is hopeful that it will not happen again. • The Public Safety team will be working on departmental projects over the summer. <p>Emergency Alert Notification: Jason Wendt and Brian Tupper discussed the recent emergency alert notification that went out districtwide to all staff and students. There is still nothing to update regarding the status of the suspect, who is still outstanding. Brian Tupper said the suspect in the crime was an employee at the San Mateo Athletic Club. He is not allowed on campus and his access was removed. They were looking for this person as a welfare check since he had not come to work. He is a suspect in a crime that occurred off campus. They believe the suspect is no longer in the area.</p> <p>Public Safety fielded a lot of calls and there was a lot of confusion. A press release was sent out and there was a concern around the messaging and how the wanted poster looked. It is being reviewed and discussed by the District’s Antiracism Council. Brian asked people to forward him any emails, complaints or opinions so, in the future, the district can do a better job to communicate a strong message while being emotionally intelligent.</p> <p>Facilities: Karen Pinkham provided the following update:</p>

- The campus recently had a power outage and the new generator automatically came on within three seconds.
- The Facilities team helped with preparations for the mural ribbon cutting and is now preparing for Commencement, which will be held on Saturday, May 27.
- For safety purposes, the grounds team will be adding more fill to the soccer field so the College is prepared for the soccer season.

Emergency Preparedness Office

New First Aid Kits and AEDs: Ben’Zara reported that the district is acquiring new first aid kits, which will be carried inside an orange Pelican case. They ordered 60 first aid kits and 30 new AEDs. The orders will bring the district up-to-date on AEDs and standardize the capability to defibrillate both infants and adults with the same AED machine. They hope to start training in the fall.

Information and Trainings: Ben’Zara and his team are also working on a website where people will be able to access information and all of the trainings. Their goal is to utilize new emergency posters that will be placed in the hallways in all district facilities. A QR code will connect people to an emergency action plan page where they can download a .pdf version of the plan, or access tutorials and videos of what to do during an emergency. People will have access to life-saving policies, procedures and drills, which are required in order to educate employees, students and the public. They want to complete the project prior to the Building Captain training in the fall.

COVID-19 Update: Michele Rudovsky said the district has been operating in COVID mode since March 2020. The nation has moved from pandemic to endemic. In February of this year, Governor Newsom ended the state of emergency for California and the mask mandate in hospitals and health settings ended on April 3. President Biden ended the COVID national state of emergency on May 11.

The SMCCCD executive leadership is transitioning from pandemic to endemic and looking at the post-pandemic standard operations. The district will comply with regulatory authority direction and in alignment with OSHA. The district’s COVID prevention plan will be retired, but there are components of the plan that will be absorbed into standard operations and procedures, as well as the illness and injury prevention plan that is administered by HR.

- **Contact Tracing:** COVID contact tracing on an individual level is no longer required. The CDC is no longer tracking, so the district will no longer require reporting and that will be removed from the district’s website. In the future, if there is a major COVID outbreak, it will be addressed.
- **Test Kits:** The COVID in-home test kits that are available in Public Safety and the Bookstores will still be provided by the district through the fall semester or until the district runs out. The test kits that are still available have a February 2023 expiration date. The FDA has extended the expiration date for another year, so they are now usable until February 2024. If people have other test kits, they can go to the FDA website to check the expiration date.
- **Employee Illness:** If employees develop COVID symptoms, they should go through their healthcare providers for treatment. They can also consult with HR as part of the illness and injury prevention plan.
- **COVID Hazard Prevention:** Training will continue throughout the district on hazard prevention and the district will continue to utilize its training platform.
- **Sick Leave:** The state COVID sick leave program ended in December 2022. Employees are encouraged to stay home if they are sick, however they would be

	<p>using their sick leave benefits at this point. People should consult with HR if they believe there may be other types of leave that could be available to them.</p> <ul style="list-style-type: none"> • <u>Face Coverings</u>: The district is retiring the board’s adopted face covering framework. They are aligning with the nation, state and county that supports masking as a personal choice. OSHA requires that the district provide face coverings in case the California Department of Public Health requires them or if someone requests a respirator. The SMCCCD will continue to make both the surgical masks and N95 masks available. • <u>Signage</u>: All COVID-19 signage will be removed from campuses in the summer. • <u>Social Distancing</u>: Social distancing was phased out, however there are residual floor markers, signage and barriers that will be removed. For now, the Plexiglas barriers will remain in place and further discussions on those will take place later. <ul style="list-style-type: none"> ○ Diana Tedone-Goldstone asked if continued use of the Plexiglas barriers could be an individual/department decision. ○ Michelle said there are no laws, codes or recommendations around keeping Plexiglas in place. The district’s executive leadership will consult with their teams and let Michelle know which direction they want to take. • <u>Ventilation</u>: The district will continue to comply with ventilation requirements. Facilities will install the MER 13 air filters in our air handlers where possible. • <u>Hygiene</u>: Sanitation wipes will still be available in community areas for the fall semester. Hand sanitizer will remain in strategic locations, such as community areas and labs, but not necessarily placed in every classroom. <ul style="list-style-type: none"> ○ Committee members would like to have wipes available in the Library, high-shared spaces and common areas. • <u>Communications</u>: Information will be sent out district-wide and the website will be updated. <p>Human Resources Office: No update was provided.</p>
<p>Fall 2023 Meeting Schedule</p>	<p>The fall Safety Committee meeting dates were reviewed. Members are asked to notify VP Prisecar if there are any meeting conflicts.</p> <p>Meeting dates and times are:</p> <ul style="list-style-type: none"> • August 17, 2023, 2:30-4:30 pm • September 28, 2023, 2:30-4:30 pm • October 19, 2023, 2:30-4:30 pm • November 16, 2023, 2:30-4:30 pm • December 14, 2023, 2:30-4:30 pm <p>ACTION: A motion to adopt the Fall 2023 meeting schedule was made by Casey Fortier and seconded by Diana Tedone-Goldstone. Motion passed.</p>
<p>Follow-up on Issues Presented at April 16, 2023 Meeting</p>	<p><u>Wrong-way driving on campus and signage:</u> Karen Pinkham and Jason Wendt took action on the matter the same day. The loop road is one-way, so they drove around, looked at signage and identified where the gaps are and where changes need to be made.</p> <ul style="list-style-type: none"> • Parking Lot 4: They added a “Do Not Enter” sign to the back of the stop sign on the Loop Road near Lot 4. • Pavement Markers: Jason said there are pavement markers that can be installed on the ground, but they need to close the Loop Road to install them, which they will do after Commencement. Lead Groundskeeper John Cuevas will do the installation. The pavement markers will be white for the direction you are supposed to drive and will glow red for drivers going the wrong way, both day and night. Suggested locations for installation are:

- Building 1: Outside of Building 1
- Loop Road near the side of Building 3
- Near the intersection coming up the hill from Farm Hill at the Loop Road
- Crosswalks: Install markers at crosswalks where there is white pavement.
- There will be other locations where they will be installed, including on the directional arrows.

Comments:

- Maria Lara asked if the letters STOP could be painted in red instead of white.
 - Karen said they would like to get advice on traffic guidance and engage someone this summer who can do a study.
 - Jason said since the campus roads are considered city streets, we have to follow guidelines. The project is mainly directed to visitors who are unfamiliar with the campus. They would like to make people aware of how traffic flows and not litter the campus with a lot of signs.

Stop the use of Roundup products on campus grounds: Karen Pinkham said the Cañada grounds crew does use the herbicide Roundup on the Loop Road for fire mitigation in partnership with local fire departments because the colleges are required to keep a six-foot break along all of our roadways. They are required to post signage and use caution tape when they close off the area that is being treated. They make sure the area is dry before moving onto the next section of the Loop Road. People are not allowed to walk in those areas until they are dry.

- Roundup is not used in any other locations on campus. All other weeds on campus are pulled.
- Regarding Cañada Vista, Karen does not know if Roundup is used since our grounds crew does not do any of the gardening there.
 - VP Prisecar will check with Carina Warne in the Chancellor’s Office to get information about Cañada Vista.

When will first aid training only be offered?

Ben’Zara Minkin said the current platform that the district uses is Safe Colleges, however there will be a new compliance-based training offered districtwide. He will be meeting with HR and other department leads to determine compliance needs to ensure that the new platform has the capability to provide the compliance training that each college requires. Ben’Zara will provide an update.

When will bloodborne pathogen training be offered?

Ben’Zara said some employees who may be exposed to blood must have this training. It is required for staff in Public Safety, Facilities, those teaching specific courses, building captains, and student health areas. He worked with the district’s last provider, Keenan, to develop a list of all the compliance-based training and different departments that would require it. Now that the district is moving to a new platform, Ben’Zara will need to realign the multi-year training and exercise plan.

They hope to have first aid kit training ready in August at the start of the fall semester. The training module on the Keenan platform is completed and they want to make sure a training module is available on the new platform. The district hopes to have the new platform in place by November 14.

Handicapped parking and at Cañada Vista with no placard – Jason Wendt

Jason Wendt said unauthorized parking in handicapped spots or at Cañada Vista will be an ongoing situation. Officers do enforce parking. They would like to get some

	<p>messaging out to remind people of parking policies. They typically will not tow vehicles because the violation is just an infraction. If there are any violations, people should notify officers and they will check the lots and enforce parking rules.</p> <p><u>Parking Lot Sign in Lot 1 is missing</u> At the last meeting, it was noted that a directional sign to student parking was missing in Lot 1. Karen and Jason cannot determine where the missing sign was originally placed. Karen asked if the committee member that reported it can take a photo of where it is supposed to be and send it to her.</p> <p><u>Request to install speed bumps</u> There have been near-miss incidents reported at two crosswalks and it was suggested that the campus install the type of speed bumps such as those at Skyline College where people are forced to slow down to go over them. Jason said it can be addressed with signage in order to help people conform with basic traffic rules.</p> <p><u>Potholes on campus</u></p> <ul style="list-style-type: none"> • Karen said in order to fill potholes, there must be a period of dry weather. They are working with a company to help. They are only patching the potholes for now and then they can be filled in the summer. Facilities is speaking with SamTrans about the project because the buses have caused the problem. During the summer, we can close the road to buses to do the repairs. • John Cuevas spoke with a contractor to see if there was any equipment that our grounds crew has that could be used. Because the hole is too big and deep, and due to the flow of traffic and cracks in the asphalt, the work would have to be professionally done. The buses would have to stay off for a day or two.
<p>August 17, 2023 Preliminary Agenda Items</p>	<ul style="list-style-type: none"> • Review and approve April 6, 2023 and May 18, 2023 meeting minutes. • Reports and Updates • Building Captain Update • Other <p>Please email VP Ludmila Prisecar with additional agenda items.</p>
<p>Round Table</p>	<p><u>Building Locking Schedule on Flex Days and Fridays in Summer:</u> Maria Lara asked about the schedule for locking buildings on Flex Days and when buildings are closed on Fridays in the summer. She asked if Public Safety handles the process for locking and, if so, who sends them the schedule. She has noticed on Flex Day sand on Fridays during the summer that Building 9 is open. When she called Public Safety, they said they did not know the schedule.</p> <ul style="list-style-type: none"> • Jason said with the AMAG system, they have schedules for a lot of doors. He has been setting up the schedules for the campuses, although John Doctor in district Facilities is taking over the project. Should there be a need for a schedule change or an adjustment, it would be submitted as a Facilities work order. • Maria is concerned that the schedule changes are not getting to Public Safety. VP Prisecar raised the issue with the deans at College Cabinet and Ludmila will be the person to communicate with Jason. <p><u>Summer Schedule:</u> VP Prisecar will send the summer schedule to Jason. All buildings should be locked with the exception of Building 1. She said if there is an employee that is going to come in to work on a Friday, they need to notify their dean to make sure we know there is someone on campus for safety reasons.</p>

	<p><u>Late Registration Schedule:</u> VP Prisecar will work with the deans to see what the schedule should be.</p> <p><u>Other Services</u></p> <ul style="list-style-type: none"> • Regarding trash pickup in our offices on Fridays, Karen confirmed that Facilities would not be providing that service. However, if an employee is working in the office on a Friday, that service could be provided by notifying Facilities either by work order or by email. • Facilities will turn the air conditioning on as well. <p><u>Restroom Access</u></p> <ul style="list-style-type: none"> • <u>Building 23 Restrooms:</u> The bathrooms in Building 23 are separate from the actual building and Nathan Staples is asking for one restroom to be open. Jason said a schedule would help them to program things. He will speak with John Doctor about access and how to program it, as well as making sure that access to restrooms and other spaces that people may need be provided. • <u>Building 9 Restrooms:</u> Diana Tedone-Goldstone said the restrooms in Building 9 close at 2pm on Saturdays, however students are leaving the Library at that time. One of the Library staff has had to unlock bathrooms for people. She said there are still students on campus for Saturday classes at that time and SamTrans bus drivers also use the restrooms. <p>Cañada College Water Quality</p> <p>There is a concern over water quality on campus. VP Prisecar will check with Karen and ask her to provide a report on our process for testing water at the August meeting.</p> <ul style="list-style-type: none"> • Big Five Safety Protocol – Ben’Zara Minkin <ul style="list-style-type: none"> ○ <u>Coalition for Safe Schools and Communities – San Mateo County:</u> Ben’Zara said the district has in part adopted the Big Five Safety Protocol, meaning that it uses the Big Five terminology, however the district is not bound by the Big Five. It is comprehensively created for K-12 programs and is not appropriate in higher ed and for the children that are in our campus Pre-K programs, but we do utilize it and it is going to be in our emergency action plan. ○ <u>Verification of authorized Run, Hide, Fight video:</u> The authorized instructional video for Run, Hide, Fight was done by the FBI. The SMCCCD has had a Run, Hide Fight video created specifically for us that was filmed in the district. We are working with ITS this summer on a location for all the videos and plans for active shooter. <p>Reporting</p> <p>More information on Reporting will be provided at August Safety Committee meeting. Ludmila thanked Casey Fortier for collecting the information on these topics.</p>
Next Meeting	The next Safety Committee Meeting will be held on August 17, 2023, from 2:30-4:00pm.
ADJOURNMENT	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Casey Fortier and seconded by Nathan Staples.</p> <p>Motion passed.</p> <p>Meeting adjourned at 3:55 p.m.</p>