



SAFETY COMMITTEE MEETING MINUTES

Thursday, January 18, 2024

Via Zoom

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

Approved

Members and Resource Staff present:

John Cuevas, Casey Fortier, Vince Garcia, Yesenia Haro, Max Hartman, Kim Lopez, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Michele Rudovsky, Jessica Silver-Sharp, Nathan Staples, Brian Tupper, Jason Wendt.

Members and Resource Staff absent: Tony Burrola, Chialin Hsieh, Bettina Lee, Ingrid Melgoza, Paul Naas, Manuel Alejandro Pérez, Grey Sanderson, Graham Sheardown.

Guests and others present: Chantal Sosa.

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	Quorum was established at 2:35 p.m.
Review and Approve the Consent Agenda	ACTION: A motion to approve the January 18, 2024 draft agenda and the November 30, 2023 draft meeting minutes was made by Jessica-Silver-Sharp and seconded by Nathan Staples. Motion passed.
Reports and Updates	<p>Public Safety: Captain Jason Wendt reported the following:</p> <ul style="list-style-type: none"> • In order to make access to Public Safety easier, a phone has just been installed near the front door of the Public Safety office in Building 22. People who stop by the office will now be able to contact Public Safety when officers are out and around the campus. They are still waiting to receive a door sign with Public Safety information for the front door. The door on the opposite side of the building has signage. • On Flex Day, Jason Wendt held a presentation to reintroduce Public Safety to the campus. He shared information, answered questions and identified concerns. The procedure for contacting Public Safety by phone has now been standardized. Attendees were reminded that the best way to reach Public Safety is by calling (650) 738-7000 or by dialing extension 7000 from a campus phone. • There has been discussion around duress buttons and AED notifications. They completed a significant part of their upgrade and Public Safety radios have been programmed to receive these notifications. They will develop training and make sure the rest of the system is properly programmed so that accurate information is received. Once it is ready and tested, they will notify people. <p>Comments:</p> <ul style="list-style-type: none"> • VP Prisecar asked if information can be sent out to the campus about the duress buttons and if they are going to be utilized. <ul style="list-style-type: none"> ○ Michele Rudovsky will send out an update. • Jessica Silver-Sharp said faculty and students have raised a concern over a Public Safety employee profile photo on the district directory. The photo made them feel unsafe and she asked if there has been a resolution yet.

- Brian Tupper said it is a free speech issue and has been handled by HR.
- If there are further concerns, it was suggested that faculty either contact HR or the ombuds office at: <https://smccd.edu/ombuds/>
- Jessica asked if there is a district policy around Public Safety staff photo submissions.
 - Michele Rudovsky said there are currently no policies or procedures around staff photo submissions. Without those standards, they cannot specify the types of photos that people submit, however the district, ITS and HR are aware.
 - Jessica said she will let faculty know that they can go to the board if it is a policy issue.

Facilities: Karen Pinkham provided the following update:

- Facilities is still preparing the campus for storms, although it has not yet rained like it did in 2023.
- The campus fire inspection has now been completed and the report should be sent to Cañada by late January or early February. Karen expects that there will be some follow-up work that will be needed, but she does not think there will be very much.
- The new Blink EV chargers in Lots 1 and 2 have been fully installed and are now ready for use. Karen asked the Marketing Department to send a campus-wide message to notify students.

Emergency Preparedness Office: Ben’Zara Minkin reported the following:

Emergency Communication Alerts:

Ben’Zara and his team have been working with David McLain in Community and Government Relations to categorize their emergency communication alerts. The information is provided by the state and the district is utilizing the Cal OES Rave platform to deliver messages. Emergency notifications are sent on a short code and urgent alerts are on a long code. The district is not allowed to change how those are sent.

The district alert levels template was presented:

- Crime Alert (Timely Warning): This is a Clery Act requirement and pertains to crime prevention and reporting. Ben’Zara described the types of crimes. People will type or class the communications so they understand the types of crimes that are happening.
- Urgent Alert: This type of alert is informational and can be a weather-related notification, building closure, work being done that requires hard hats, an AQI notification, etc. This type of alert is not considered an emergency and would go out on a long code.
- Emergency Alert: This is a time-sensitive emergency notification to alert the campus community of closures, disruptive events, hazardous AQI levels, inclement weather/flooding, or a Public Safety Power Shutoff event that could involve lockdown/evacuation. These may include Clery Act crimes.
- Critical Alert: This is a time-sensitive emergency notification that that requires an action that could prevent loss of life or injury and may include Clery Act crimes.

This template has been approved by the Chancellor’s Cabinet. Ben’Zara will train the campus PIO teams and Public Safety teams so they understand the alerts. These will be imbedded and updated in the district’s templates with the Rave system.

Building Captain Training:

- All Building Captain trainings have been finished and there was a good turnout from Cañada. They have not yet scheduled the next trainings.

	<ul style="list-style-type: none"> • Ben’Zara is working with Michele Rudovsky and HR to add language to the district managerial job descriptions since managers are now required to serve as Building Captains. They will need to determine what will be required from a safety perspective of all managers before they hold the next Building Captain training. <p><u>First Aid Kits:</u> They are preparing to onboard first aid kits, which will be installed in cabinets that are similar to the AED cabinets on the campus. The first aid cabinets will be located near the AED cabinets. Once installed, Ben’Zara and his team will update all of the campus maps to include the locations of the first aid kits. Legislation now requires that our buildings have trauma kits and the new first aid kits will bring the district under compliance.</p> <p>COVID-19 Update: Michele Rudovsky reported the following: On January 9, 2024, the California Department of Public Health updated its COVID-19 isolation and testing guidance, which impacts CalOSHA’s COVID-19 prevention non-emergency standards. The SMCCCD is complying with the new requirements and the district’s website will be updated accordingly.</p> <ul style="list-style-type: none"> • <u>Infectious Period:</u> There is a change to the definition of the COVID infectious period: <ul style="list-style-type: none"> ○ For COVID-19 cases with symptoms, the infectious period is considered a minimum of 24 hours from the onset of symptoms. People may return to work if 24 hours have passed with no fever (without the use of fever-reducing medications) and their symptoms are mild and improving. Previously, people had to be out for five days if they tested positive. ○ For COVID-19 cases with no symptoms, there is no infectious period and isolation is not required unless people develop symptoms. • <u>Reporting COVID Cases:</u> All employees are still required to report on the district’s website when they test positive for COVID-19. Michele maintains those records and continues to send notifications to exposed groups as appropriate. • <u>Masking and Testing:</u> Currently, the district is not requiring people to wear masks. The district continues to make masks available at the campus Bookstores, Public Safety offices and campus Health Centers. Testing is still available at the Health Centers and Public Safety has a few test kits. • <u>Workplace Procedure:</u> Michele said COVID-19 is being rolled into the Illness and Injury Prevention Plan. Similar to other illnesses or injuries that might be incurred at work, it is subject to workers comp and would be handled through HR. <p>Building 13 Facilities Update: Michele Rudovsky reported that Siemens is scheduled to come to Cañada on January 19 to exchange the smoke detectors for heat detectors in Building 13.</p>
<p>Parking on the Loop Road Across from Baseball Field (Karen Pinkham and Jason Wendt)</p>	<p>Karen Pinkham reported that the College is hoping to hire a consultant to look at the Cañada campus to determine the next best steps for the Loop Road. She has found a consultant who specializes in traffic, roadway and pedestrian safety and she will invite Jason Wendt and VP Prisecar to meet with the consultant when they come to campus. She hopes to have some information for the next Safety Committee meeting.</p>
<p>February 15, 2024 Preliminary Agenda Items</p>	<ul style="list-style-type: none"> • Review and approve January 18, 2024 meeting minutes. • Reports and Updates • Other <p>Please email VP Ludmila Prisecar with additional agenda items.</p>

<p>Round Table</p>	<p><u>Emergency Action Plan</u></p> <ul style="list-style-type: none"> • Jessica Silver-Sharp said faculty members have asked if the Emergency Action Plan will be published soon or if it is still waiting for board approval. <ul style="list-style-type: none"> ○ Ben’Zara said it is published and is posted on the Department of Emergency Management website at https://smccd.edu/emergency-management/index.php , however it still needs to be linked to the district’s website because some items need to be completed. They are waiting for the first aid kits to be installed in the buildings in order to publish the plan, however he feels that he could send the plan to Jessica and then work with Michele and HR to communicate which parts of the plan still need to be finalized. <p><u>Building Captains:</u></p> <ul style="list-style-type: none"> • Jessica asked if there is a list of Building Captains on the website. <ul style="list-style-type: none"> ○ Ben’Zara said they are listed on the Emergency Management website, although it is not yet complete because not all of the managers are listed yet. <p><u>Public Safety Coverage:</u></p> <ul style="list-style-type: none"> • Jessica asked about the status of Public Safety officers on campus and if the vacant positions will be filled by spring. <ul style="list-style-type: none"> ○ Brian Tupper said there should be two officers on campus per day shift and two per swing shift at each campus. There are currently four openings in the district so they are in a severe staffing shortage. Public Safety tries to maintain two officers per shift by offering overtime shifts whenever possible. There are times when they do run short of officers on the campus. The coverage is not problematic during the week, but can be difficult during weekends. ○ He is not sure if the vacant positions will be filled by spring, but they are working on it. There is a shortage of people applying to police and public safety jobs and the district would like to figure out a way to be more competitive to get the hiring process underway. ○ Michele Rudovsky said the district has been actively trying to recruit and fill those positions for some time. There is a shortage of applicants so the district needs to be more competitive. ○ In addition to the officers, Michele said each campus has a Public Safety Captain. On the weekend, Public Safety Sergeant Owen Yoch provides coverage at Cañada and in the evening, Lieutenant Thommy Reyes provides support and backup to the teams. Because Public Safety is a central service/district office organization, officers do cover for one another at the different campuses as needed. <p><u>Safety Committee Vacancies:</u></p> <ul style="list-style-type: none"> • Jessica asked about the vacant positions on Cañada’s Safety Committee, which include: <ul style="list-style-type: none"> ○ One faculty rep appointed by AFT ○ One adjunct faculty rep appointed by Academic Senate ○ One student representative <p>Jessica will speak to the ASCC and Academic Senate to ask for appointments.</p> <p><u>Other Updates:</u></p> <ul style="list-style-type: none"> • Nathan Staples reported the they did get a fire blanket for the Chemistry lab.
<p>Next Meeting</p>	<p>The next Safety Committee Meeting will be held on February 15, 2024 from 2:30-4:00pm.</p>

ADJOURNMENT	ACTION: A motion to adjourn the Safety Committee Meeting was made by Nathan Staples and seconded by Casey Fortier. Motion passed. Meeting adjourned at 3:28 p.m.
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