



SAFETY COMMITTEE MEETING MINUTES

Thursday, March 14, 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, Ben’Zara Minkin, Paul Naas, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Michele Rudovsky, Jessica Silver-Sharp, Graham Sheardown, Nathan Staples, Jason Wendt.

Members and Resource Staff absent: Tony Burrola, Max Hartman, Chialin Hsieh, Bettina Lee, Kim Lopez, Ingrid Melgoza, Paul Naas, Manuel Alejandro Pérez, Grey Sanderson, Brian Tupper.

Guests and others present: Rance Bobo, John Doctor, Hannah-Joy Haw, Rose Marie Mendoza Morrison, Chantal Sosa, Peter Tam.

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	Quorum was established at 2:34 p.m.
Review and Approve the Consent Agenda	ACTION: A motion to approve the March 14, 2024 draft agenda and the January 18, 2024 draft meeting minutes was made by Casey Fortier and seconded by Paul Naas. Motion passed.
Reports and Updates	<p>Public Safety: The following updates were reported:</p> <p>Building Access/Locking and Unlocking Doors <u>Building 9 Elevator:</u> Vice President Prisecar said Building 9 has a north and a south elevator and they want to make sure if one of the elevators is not functioning, that there is a backup and that there is adequate signage to direct people to the other elevator.</p> <p>VP Prisecar said some of the services that are on the second or third floor of Building 9 have different hours when the areas are open. They are working on a plan to ensure that, for example, if the library is closed, the elevator does not go to that floor, but stops at the floors where areas are still open.</p> <p>John Doctor, Facilities Systems Manager, looked at access control on the Building 9 doors, particularly for the elevators, last week and will check again on March 15 to control the interior elevator so that it only opens on certain floors.</p> <p>Karen Pinkham clarified that the south elevator is open and available to anyone at all times when the building is open. This is not an issue on weekdays, but on the weekends when the first and second floors are closed, the third floor Library but the third floor Library is open on Saturdays and people need to be able to access it by elevator. The south elevator doors open directly into the Library. They want to be able to close the entry to the Library when the Library is closed, but otherwise have that elevator access available in Building 9 if there is an event in the Theater or for any other reason.</p> <p><u>Access from Lot 2 to Building 9:</u> Facilities is also looking at access from Parking Lot 2 to Building 9. Currently, the door from Parking Lot 2 is only open to faculty and staff</p>

and not to the public. Karen Pinkham said they want to change that entrance that to make sure it is available to anyone who wants to come when the building is open.

Door Access on Campus: Issues with electronic doors, which are on the ACAMS system, are handled by John Doctor in Facilities. He is responsible for the electronic system that schedules doors to lock and unlock. Access to specific doors on campus is the responsibility of Public Safety. Karen Pinkham talked about the process for requesting a key or an office badge.

Scheduling Changes: VP Prisecar said she will be working with division deans and programs to establish a protocol around notification of scheduling changes so that there are no issues either with the doors being locked or unlocked. Building 9 has many users with different hours and in Building 13, there is a concern that not all doors are on the ACAMS system.

Comments:

- Jessica Silver-Sharp asked if the grey plastic fobs that were previously used are still available.
 - Jason Wendt said the fobs were discontinued when the district began using the photo ID cards, which are programmed to open ACAMS doors. Some fobs may still work, but they are not replaced when they stop functioning.
- VP Prisecar asked about the process to replace photo ID cards or keys if a staff member loses theirs.
 - Karen Pinkham said Facilities should be notified immediately. Facilities will deactivate the badge and request that a new one be issued. If a person loses their physical keys (hard keys), Facilities should be notified right away. Each key is individually stamped so Facilities can identify who lost a key. Karen also advises people to never give their key away.
 - John Doctor said if people lose their badge or a key, they must fill out a key request form and submit to their division dean for processing. When he receives the request, he will deactivate the old badge and reissue a new one. The key request form is available on the Facilities page on the District website:
<https://smccd.edu/facilities/2018%200220%20SMCCCD%20Key%20Request%20Form.pdf>

Duress Button Update:

John Doctor said they are currently testing each duress button on campus to make sure the alerts go directly to Public Safety. Testing should be completed by the week of March 18.

Jason Wendt said notifications were previously sent by email or by text message to the cell phones that Public Safety officers carry when they are out on patrol. They encountered a technical problem and the notification system stopped working. While looking at solutions, they determined it was better to have the notifications go to Public Safety's radios rather than cell phones since the radios are more reliable. The radio system has been upgraded and is in the final stages of testing. They want to ensure that messages come across correctly and officers know exactly where to go. When they are confident that this system is ready to be released, they will notify everyone.

Comments:

- Jessica Silver-Sharp said there was a discussion about duress buttons at Skyline a few months ago. Officers were not comfortable with duress buttons for a lot of

reasons, including being unarmed. Michele Rudovsky reported that there would be a fuller discussion on it and Jessica asked if those conversations were still being held.

- Jason Wendt said the conversations are ongoing. They feel that while the duress button provides an alert, there is no other information provided and Public Safety wants to provide the appropriate response. The duress button is the current system that is deployed throughout the district's colleges. They will continue to keep them in use and operational and will offer staff a demo on how and when to use them.
- Chantal Sosa asked if there are plans to provide duress buttons to others on campus.
 - VP Prisecar said they are designed for areas where there are a lot of students or are open to the community and there is more vulnerability. She will check with Michele Rudovsky on the criteria for having a duress button and how they decide who should have one.
 - Jason Wendt said they are used in areas where there is a level of concern, such as the district board room or areas where money exchanges happen.

Facilities: Karen Pinkham provided the following update:

Elevators: Facilities is working to improve their communications to the campus and community, particularly when elevators are out of service. As soon as Karen is notified, she sends out a campus notification to all employees. They are still discussing how to communicate the information to students and are considering using the RAVE system or other methods. They are meeting to discuss the issue next week at the district level since it involves all three campuses.

Elevator Signage: At Cañada, they currently post signage wherever they can on the elevator door or next to it. They are also discussing ways to notify people before they get to the elevator by posting A-frames.

Hannah-Joy Haw in Marketing is developing signage indicating that an elevator is out of service and the location of the closest available elevator, along with a campus map. Megan Rodriguez-Antone noted that once the signage is complete, people will be able to scan the QR code at the bottom of the sign for a full list of accessible pathways. Hannah-Joy Haw said they have had to come up with different signage depending on the access route since each floor is different. She will add the floor numbers on individual signs. After discussion, Hannah-Joy suggested that the campus determine which are the best pathways for accessibility and include them on the map in a different color.

They also would like to clearly indicate where the elevators are on the campus map portion of the sign. There was a suggestion to add a key with an explanation about the symbols, but the size of the sign is not large enough to convey all the information. They also drafted a sign for buildings that only have one elevator.

Evacuation Chairs: The campus does have evacuation chairs to help people who might be on an upper floor when an elevator goes out of service. They are not in areas where a floor exits directly to a path.

Karen Pinkham is also speaking with the President, Vice Presidents and Deans, as well as the director of the Disability Resource Center about the importance of knowing where students and staff may be located if something were to happen.

Input and feedback on signage can be sent to VP Prisecar.

Districtwide Communication Efforts: Karen also reported that there is a district-wide effort underway on communications. All Facilities managers will meet with David McLain and Ben'Zara Minkin about how to utilize the district's platforms to best communicate information. Cañada may be the first in the district to have this level of improvement to campus signage and will share resources with CSM and Skyline.

Comments:

- Jessica Silver-Sharp noted that they have requested improvements at Skyline College and is happy to see that Cañada is paving the way.
- Megan Rodriguez Antone said the district marketing teams work very closely and Cañada can share out maps, once finalized, with marketing counterparts at Skyline and CSM.

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

Lockdown/Barricade Drill: Cañada will be holding a lockdown/barricade drill on April 10. The morning drill is at 10:45am and the evening drill is at 6:45pm. This year, instead of the announcement going out ahead of time from the campus PIOs, the district will use the RAVE system under non-emergency or operational communications. RAVE will send a text message the day before the drill to instruct people to check their email for additional information and reminders of what to do during the drill.

The protocols of what to do during the lockdown/barricade drill were reviewed. They have added language to include directions on what to do if people are outside during the drill. They do not want to train the "run" portion of the drill for people who are outside. Vince Garcia and Ben'Zara are available to evaluate people's spaces or facilities to better define concealment or cover areas. They want people to focus on situational awareness and be aware of their own capabilities and their surroundings. They want to focus on situational awareness.

Emergency Alert System (EAS): The EAS systems at the colleges is more of a PA system. Ben'Zara has met with Jason Wendt to talk about the EAS system. There are capabilities that need to be met and the district's system, which is an antiquated system, does not meet them. Skyline recently held their drill and the RAVE system alerts were sent out, but the announcement over the loudspeakers never came. Their drill has now been moved to another date. CSM will hold its drill the same week as Cañada on Monday, April 8.

Ben'Zara is meeting with ITS, administration and Public Safety to create a project management team to do the implementation. The system needs to be replaced with a NFPA 72 compliant system, which is very expensive.

Comments:

- Jessica Silver-Sharp asked about the Building Captain training and if the Building Captain lists can be shared.
 - Ben'Zara provided a link to the list of Building Captains:
<https://smccd.edu/emergency-management/outreach/bcbios-1.php>

Building Captains are continuing to provide their photos and bios, along with their locations on campus. The Building Captain training is on hold right now. They are waiting for formal changes to be made to job stipulations that require all managers to be Building Captains, which was approved last year at the Chancellor's Cabinet. They have already purchased all of the gear that the

	<p>Building Captains need, so once the job descriptions are finalized, they will hold the trainings. He will continue to check in with the campus Vice Presidents of Administrative Services to provide them updates on the timing.</p> <ul style="list-style-type: none"> • Jessica Silver-Sharp asked if the lists can be indexed by building numbers at each of the campuses. It will help if people are trying to quickly find the information. <ul style="list-style-type: none"> ○ Ben’Zara liked the suggestion, so they will implement it. They will also include a map showing the campus locations of the Building Captains. If someone clicks on the “dot” image on the map, it will bring up the Building Captain’s bio, photo and location. • Nathan Staples asked about safety equipment signage and if there is a way to add three-dimensional signage so that the equipment is visible up and down building hallways to quickly identify and locate fire extinguishers and AED equipment. <ul style="list-style-type: none"> ○ Ben’Zara said they are creating the first aid, trauma kit and AED plans and all three will have unique signage (V-shaped tent signage that projects outward) so that signs are visible. He thinks the suggestion to add that kind of signage for all life safety equipment locations within our facilities is a good idea and he will discuss it with Michele Rudovsky. He added that the evacuation signage on building walls also includes legends on where things are located in the building, including fire extinguishers and evacuation chairs. ○ Michele Rudovsky said there should be a standard across the district, so they would need to update the district’s current design standards for signage. <p>COVID-19 Update: Michele Rudovsky reported the following:</p> <p><u>Employee COVID Reporting:</u> Michele Rudovsky reminded people that if they are sick, they should stay home. Cal OSHA still requires that people report positive cases of COVID-19 to their employer. They are also required to notify employees of an exposure. The district’s website has information on COVID-19 at https://www.smccd.edu/covid19/ including the Employee Positive COVID Test Reporting Form at: https://smccd-czqfp.formstack.com/forms/covid_form?sso=661959f3d4ccf</p> <p><u>Returning to Work:</u> People can now return to work after 24 hours have passed since they were symptomatic or had a fever, as long as they are getting better and not using fever-reducing medications. People are supposed to wear a face covering for 10 days.</p>
<p>Parking on the Loop Road Across from Baseball Field (Karen Pinkham and Jason Wendt)</p>	<p>To improve parking safety, Karen Pinkham said there was a request to paint all curbs red along the Loop Road down from Building 1 across from the parking lots. They are waiting for warm/hot weather in order to do the painting.</p> <p><u>Traffic Consultant:</u> There continues to be a concern around the pedestrian crossing near Building 1 with drivers going too fast down the road. They are working with a traffic consultant, BKF, who has submitted a proposal to work with the College to identify the locations that are problematic and make recommendations.</p> <p><u>Signage:</u> Facilities ordered solar flashing stop signs and they will be installed soon. Two of the signs will be placed on the Loop Road between Lot 4 and Building 1 to slow drivers down. They also ordered flashing “Do Not Enter” signs that will be placed on the other side. If a driver tries to turn left at the Campus Circle/Loop Road intersection in front of Lot 6 and drive the wrong way up to Lot 4, the lights will flash. They have also been changing some of the signs and installed a larger stop sign at the front of Lot 4 just past the Building 3 loading dock as well as speed limit signs heading down from Building 1 in front of the baseball field.</p>

	<p>Jason Wendt said they hope to raise awareness with the new signage so that people pay attention to their speed and where they should be stopping.</p> <p><u>Footpath near Lot 6:</u> Karen has noticed that students are bypassing the crosswalk from Lot 6 to the Loop Road and cutting a path through the landscaping. The path is about five feet from the crosswalk. John Cuevas has ordered plants to fill in the path in hopes that students will use the crosswalk.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • RoseMarie Mendoza Morrison is noticing that cars pull up and wait in the area just outside of the glass doors by the Building 1 entrance. She asked if this could be made safer because it is designed for pedestrians going in and out of the building. <ul style="list-style-type: none"> ○ Karen Pinkham said they have had conversations about this area. They talked about installing a bollard to keep cars out, but this area is the path of travel for a fire truck, so Facilities cannot put anything there. The traffic consultants will be looking at that area as part of their study in partnership with the fire department. 																												
<p>District Managers’ Health and Safety Committee (DMHSC) Meeting Update</p>	<p>Vice President Prisecar said The District Managers’ Health and Safety Committee met on March 3. Updates were provided by the campuses. Both signage for elevators and traffic on campus were discussed.</p>																												
<p>April 25, 2024 Preliminary Agenda Items</p>	<ul style="list-style-type: none"> • Review and approve March 14, 2024 meeting minutes. • Reports and Updates • Other <p>Please email VP Ludmila Prisecar with additional agenda items.</p>																												
<p>Round Table</p>	<p>Vice President Prisecar received comments from students who raised concerns around accessibility and safety for disabled and injured students by location:</p> <table border="1" data-bbox="472 1123 1500 1921"> <tr> <td>Building 3</td> <td>This building is completely inaccessible for disabled students, all wheelchair ramps are broken or turned off</td> </tr> <tr> <td>Building 3</td> <td>Building 3 doors are a struggle to open year around</td> </tr> <tr> <td>Building 3</td> <td>Disabled toilet is consistently broken</td> </tr> <tr> <td>Building 5</td> <td>Elevator maps are not clear</td> </tr> <tr> <td>Building 5</td> <td>Ramp to DRC tutoring lab/offices is missing and needs to be on both sides</td> </tr> <tr> <td>Buildings 5 and 6</td> <td>The ramps to Buildings 5 and 6 are dangerous and not accessible for disabled students</td> </tr> <tr> <td>Building 8</td> <td>Exterior elevator by President’s Office fills with water when it rains</td> </tr> <tr> <td>Building 9</td> <td>Elevator goes out of service for weeks each semester</td> </tr> <tr> <td>Building 9</td> <td>Bathroom accessibility button/door service – only Floor 1 has accessible door</td> </tr> <tr> <td>Building 9</td> <td>Third floor women’s restroom is extremely difficult to open</td> </tr> <tr> <td>Building 9</td> <td>Signage to indicate where to go for access to other floors in Building 9 when elevators are broken</td> </tr> <tr> <td>Building 9</td> <td>When first floor Student Services closes for the day, the B9 internal elevator is unavailable</td> </tr> <tr> <td>Building 13</td> <td>Still inaccessible for disabled students, needs accessibility button even if doors are supposed to be lighter</td> </tr> <tr> <td>Building 13</td> <td>Signage for disabled access bathrooms, elevators and for doors that lead outside is needed</td> </tr> </table>	Building 3	This building is completely inaccessible for disabled students, all wheelchair ramps are broken or turned off	Building 3	Building 3 doors are a struggle to open year around	Building 3	Disabled toilet is consistently broken	Building 5	Elevator maps are not clear	Building 5	Ramp to DRC tutoring lab/offices is missing and needs to be on both sides	Buildings 5 and 6	The ramps to Buildings 5 and 6 are dangerous and not accessible for disabled students	Building 8	Exterior elevator by President’s Office fills with water when it rains	Building 9	Elevator goes out of service for weeks each semester	Building 9	Bathroom accessibility button/door service – only Floor 1 has accessible door	Building 9	Third floor women’s restroom is extremely difficult to open	Building 9	Signage to indicate where to go for access to other floors in Building 9 when elevators are broken	Building 9	When first floor Student Services closes for the day, the B9 internal elevator is unavailable	Building 13	Still inaccessible for disabled students, needs accessibility button even if doors are supposed to be lighter	Building 13	Signage for disabled access bathrooms, elevators and for doors that lead outside is needed
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	<ul style="list-style-type: none"> • Nathan Staples reported that a faculty member had a disruptive student who would not leave class. He asked how this should be handled and what Public Safety can or cannot do in this situation. <ul style="list-style-type: none"> ○ Jason Wendt said people should call Public Safety at 650-738-7000 or extension 7000 from a campus phone. The dispatcher will ask specific questions so the officer can get to the right location and know what to expect. If it is a disruption, the officer will look to the faculty member for guidance on how the instructor wants them to proceed. Public Safety will assess the situation and will try to stop the disruption as much as possible. If it is a safety issue, the officer will step in and find the safest way to separate the disruptive student from the rest of the classroom. Afterward, the faculty member will need to file the paperwork with the VPSS Office to provide an account of what occurred. Public Safety will also file a report. • Ludmila Prisecar said a faculty member has requested that there be better classroom signage related to safety, specifically signage on how to lock/unlock classrooms that do not have the simple turn mechanism on the inside of the door, but for classrooms that have the electronic pad that employee IDs can tag open rather than a key. <ul style="list-style-type: none"> ○ Faculty would also like signage placed on the teacher’s stand, possibly near where the IT help print out is located, that provides instructions for a teacher on how to keep one of these doors unlocked and then how to lock the door. 												
Next Meeting	The next Safety Committee Meeting will be held on April 25, 2024 from 2:30-4:00pm.												
ADJOURNMENT	<p>ACTION: A motion to adjourn the Safety Committee Meeting was made by Nathan Staples and seconded by RoseMarie Mendoza Morrison. Motion passed.</p> <p>Meeting adjourned at 4:06 p.m.</p>												