



SAFETY COMMITTEE MEETING MINUTES

Thursday, September 28, 2023

Via Zoom

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

Approved

Members and Resource Staff present:

John Cuevas, Vince Garcia, Yesenia Haro, Max Hartman, Bettina Lee, Graham Sheardown, Ben’Zara Minkin, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez Antone, Grey Sanderson, Nathan Staples, Paul Naas, Jason Wendt, Roslind Young (for Casey Fortier).

Members and Resource Staff absent: Tony Burrola, Casey Fortier, Michael Hoffman, Chialin Hsieh, Kim Lopez, Ingrid Melgoza, Manuel Alejandro Pérez, Michele Rudovsky.

Guests and others present:

Zorie Gomez, Michiko Kealoha, Carlos Luna, Monica Malamud, Marie Mejia, Candice Nance, Lisa Roecks, Fleeta Rodriguez, Chantal Sosa.

AGENDA ITEM	CONTENT
Review and Approve the Draft Agenda for September 28 and Draft Agenda for April 6	ACTION: A motion to approve the September 28 and April 6 agendas was made by Dean Max Hartman and seconded by John Cuevas. Motion passed.
Review and Approve the Draft Minutes from May 18, April 6 and March 16	ACTION: A motion to approve the minutes from May 18, April 6 and March 16 was made by Dean Max Hartman and seconded by John Cuevas. Motion passed.
Reports and Updates	<p>Public Safety: Captain Jason Wendt reported the following:</p> <p><u>Report Suspicious Behavior Practices:</u> Jason Wendt encouraged people to contact Public Safety if they see something suspicious. If they are off campus, call Public Safety at (650) 738-7000 or if they are on campus, call extension 7000. If it is an emergency, please call 911 first or contact Public Safety and ask them to call 911.</p> <p><u>Skyline College Incident:</u> It is still an ongoing situation. He asked if the concern is if there are faculty or staff who work on both campuses, do they get notifications about the incident. He said if it goes out over RAVE, then people will receive the notification. Whether it goes out campus-wide or to a specific campus, people can sign up to get those notifications. However, if it is local to one particular campus, then they may not send out timely warnings and only notify the people that are on the respective campus that is being affected.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Candice Nance said if it is a firearm incident at another campus, faculty would want to hear about it so they know something is being addressed to help prevent rumors. They would like to know what the incident is and what is the response.

- Jason Wendt said they handle the immediate information that goes out regarding the incident. However, typically it would be a district-wide notification that it is sent District PIO David McLain by email through SMCCCD Communications.
- Michiko Kealoha asked if they have a timeline of when the signage for the Public Safety door in Building 22 will be installed.
 - Jason has been working with Karen in Facilities, the wording is approved and they are waiting for the sign contractor to provide the placard.
 - Karen Pinkham said there may be a delay with the sign vendor, so they are searching for a new vendor. Facilities can post temporary signage immediately. Karen asked Marketing to print a temporary sign and Jason will send the information to Marketing.

Duress Buttons: Jason said the Duress Buttons are not properly reporting, so stickers need to be placed over the duress button to indicate that they are not functioning. If needed, call Public Safety or 911 as soon as there is an emergency. They are notified in the Public Safety Office as well as to the dispatch center. He said they found that they tend to bring on more problems than they are trying to solve. It can be an unknown situation, officers don't know what they are walking into. The dispatcher will call back to check with the employee to see if it was an accidental notification or if there is an actual situation.

Comments:

- Chantal Sosa asked about duress buttons for other people on campus. She asked if there is something else that people could have in lieu of duress buttons that would allow them to alert Public Safety that they need help.
 - Jason said the duress buttons is placed under a desk, typically in the area of where a phone is. When pushed, the notification gives public safety a fixed pre-programmed location of where that button is located. It does not give a lot of information. He suggested taking the desk phone off the receiver, calling 7000 and put it on speaker phone so Public Safety can hear what is going on. They will know exactly who is calling and if it is an emergency and outside assistance is needed, Public Safety can then relay the information.
 - Chantal would like to see Public Safety address how to handle this type of situation in a future training.
 - If there are any plans to hold a de-escalation training, Michiko would like the Office of Equity included.
 - Jason said they could meet to discuss the plan for de-escalation training.
 - Ludmila has a list that Michele Rudovsky sent with the different places where the duress buttons are located and an email was sent to the division deans with those locations. She acknowledged that Jason's team put a note next to the duress buttons just in case individuals were not aware since there are new employees.

Facilities: Karen Pinkham provided the following update:

Water Testing Practices

Karen said they did random water sampling this past summer in Building 22, Building 5 – 2nd floor, and Building 9 – 1st Floor. All water was tested and there were no issues. Facilities partners with San Mateo County on the testing and they provide reports back to Cañada.

Summer Updates

A lot of safety projects were done over the summer, including:

- **Hazmat inspection:** A hazmat inspector walked the Cañada campus with Facilities. The inspector was very impressed with how the College is handling its hazardous materials and signed off on the inspection that same day. Karen commended Roslind Young and Casey Fortier, as well as Ben'Zara Minkin, for their partnership with Facilities and for doing a good job on the handling of hazardous materials.
- **Potholes:** Karen said Facilities wanted to fix the potholes in Lot 2 and on the roadway. They placed concrete, but a contractor that was hired took too long and their insurance fell through. Facilities is starting over with the project and is hiring a professional contractor to do the work on October 3.
- **Wrong-way signage:** Karen commended John Cuevas for doing installation of the wrong-way signage "Do Not Enter" signs and the pavement markers, particularly around Building 1. The pavement markers show white when driving the right way and show red when driving the wrong way. They are very visible at night.

Other Projects:

- **Cultural Center:** Facilities has completed work in the Cultural Center. Karen said the Equity and Antiracism Planning Council held their first meeting in the center.
- **Building 13:** Facilities has minor projects that are not safety-related that still need to be finished by winter break, including installing permanent clocks to replace temporary clocks that are in the classrooms. Pencil sharpeners were delivered and Facilities will install them as soon as possible. They will also be installing cork boards near the copy machines.
 - **Building 13 Safety issues:**
 - Maria Mejia said AEDs were purchased and were shipped directly to Ben'Zara Minkin. They are locating the shipment, which may have been delivered to Vince Garcia. Installation will be done as soon as possible.
 - Karen would like to install an ADA push button for the doors located on the first floor at the rear of the building that open on to the fire access road. There is not an ADA push button to open those doors, but there is a sign, which is confusing. Based on the door's weight, which is less than five pounds, the current door is in ADA compliance, but Karen would like to have a push button installed for accessibility.
 - Marie Mejia said there are some things in Building 13 that need to be changed and the district needs to complete their scope of work with the current contractor before they can bring someone in. They are putting together a list of post-construction projects, which she hopes to complete during winter break. Please notify Lisa Roecks with any safety concerns.

Elevators on Campus

Karen said the elevators on campus are aging and are becoming a problem. Facilities staff are not allowed to work them, so all work needs to be done by a certified elevator repair vendor. Parts have to be ordered and it takes time for them to come in. The elevator near The Grove was out of order for a long time, but has now been repaired. The Building 9 north elevator stopped working on September 26 and the part that is needed has been ordered. There is no update yet on when it will be repaired. Facilities is posting signs to redirect people to the next closest elevator.

Fire Inspection:

The campus is due for its annual fire inspection, which has been scheduled for October 12. Fire inspectors will visit the campus to make sure we are in compliance.

Emergency Preparedness Office

Ben'Zara Minkin provided the following update:

Air Quality Issue: Ben'Zara's office is monitoring the immediate air quality issue (AQI) with the controlled burn taking place now. It was up to 200 AQI for a brief amount of time and they put together a draft communication that would go out over RAVE, although it is informational only and not an emergency. He has been in communication with Acting Chancellor Aaron McVean.

VP Prisecar said that President Lopez has been in touch with the Chancellor's Office to find out what the process is around AQI since the campuses do not have control over the decision to close the campus. She asked if the protocol should be changed and Ben'Zara said he is giving an update on September 29 at the Managers' forum.

Ben'Zara provided background on the district's policy on AQI. The plan developed during COVID was to have the air handlers set to bring in outdoor air at 100%. When there have been times that the AQI was at 151 or greater, state rules said that we need to shelter in place, bring people inside, curtail outdoor activity and set the air to recirculate rather than bring in outside air. That policy came into conflict with OSHA protocols for COVID, so the District decided to cease instruction when the AQI became unhealthy. This protocol has now been revised. They are now proposing that instead of a projected AQI of 151 or greater for a sustained period of four hours, it would be revised to 201-300. They will no longer stop instruction at AQI 151. It is less conservative than the last plan, which was designed around COVID.

Comment:

- Paul Naas asked if the emergency text notifications, like the one sent last week, could be a bit more descriptive because he thought it was spam. His students were emailing him because the text message was so brief and they were confused. He said the email description was better. Ben'Zara said there is a limit on the text message size (number of characters), so the limitation makes it challenging. Paul suggested that they send multiple messages if there is a text limit. Faculty are the contacts for students, so the more information faculty have would be better.
 - Ben'Zara is working with David McLain at the District Office to develop text templates because they do not want to over text.

Emergency Action Plan (EAP) Website

Ben'Zara said the EAP is complete and has been approved by the Interim Chancellor. It has taken five years to develop because it is written very specifically to our District and is based on feedback received from the campus Emergency Safety Committees. There will be posters placed in the campus hallways that will include a QR code, which will allow people to read the full plan. He encouraged Cañada Safety Committee members to review. It has directions on how to use the plan, who to call and it includes information on all health emergencies. It includes pictures for people to accommodate different styles of learning and there are modules for everything. He hopes it will be done by the end of year. Building Captains will be trained, and other people will be trained through the Safe Colleges platform. They will launch the website as soon as the Interim Chancellor approves.

Lockdown Barricade Drill

- VP Prisecar would like to know what the system is for notifying Ben'Zara's office of those issues that came up after the recent lockdown barricade drill.

	<ul style="list-style-type: none"> ○ Ben’Zara said his office sent out a survey after the drill and collected feedback from the district’s essential service managers, such as Karen and Jason on the Cañada campus. His office is doing after-action reports to address the issues that the colleges experienced during the recent drill. <p><u>Findings:</u></p> <ul style="list-style-type: none"> ● Ben’Zara said there needs to be in-depth instructions for people who are outside and are unable to barricade. They have updated instructions and provide clear directions on what people are supposed to do. This information is included in a new email template that can be sent out, as well as information on their website. ● There are problems with the EAS system such as issues with doors unlocking or not locking properly. ● The campus announcement is not making its way to people’s phones because Banner is still not updating the correct information at midnight every night. <p>Ben’Zara will present an official report back to the Safety Committee. In the meantime, send all information to Ludmila and she can forward the information to Ben’Zara.</p> <p><u>Building Captain Program Update</u> Training is three days. The first and third days are half-days and the second day is a full day. s, 1st/3rd are half days. The link to sign up is: https://www.pda.training/safety-training</p> <p><u>COVID-19 Health Information website</u> Employees must report when they are sick. Information is available on the new website at: https://www.smccd.edu/covid19/</p>
<p>District Managers’ Health and Safety Committee (DMHSC) Meeting, September 5 2023 Update</p>	<p>VP Prisecar said Brian Tupper, Director of Public Safety, provides updates from the DMHSC to the Cañada Safety Committee. They discussed the Emergency Action Plan website at the last meeting. The DMHSC website and minutes from prior meetings may be viewed at: https://smccd.edu/publicsafety/District%20Safety%20Committee.php</p>
<p>Fall 2023 Meeting Schedule</p>	<p>Meeting dates and times are:</p> <ul style="list-style-type: none"> ● August 17, 2023, 2:30-4:30 pm (canceled) ● 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>The August 17 meeting fell during the first week of fall semester classes and people were too busy to attend. In the future, the committee will not schedule meetings during the first week of fall and spring instruction.</p>
<p>Follow-up on Issues Presented at May 18, 2023 Meeting</p>	<p><u>Water Testing</u> Karen Pinkham previously addressed water testing under the Facilities update.</p> <p><u>The Big Five Safety Protocols</u> Ludmila said Ben’Zara Minkin talked about the Big 5 protocols at the last meeting and provided information on the EAP website, which should address any concerns.</p>

<p>October 19, 2023 Preliminary Agenda Items</p>	<ul style="list-style-type: none"> • Review and approve September 28, 2023 meeting minutes. • Reports and Updates • Building Captains Training • Other <p>Please email VP Ludmila Prisecar with additional agenda items.</p>
<p>Round Table</p>	<p><u>Escort Service</u></p> <ul style="list-style-type: none"> • Michiko Kealoha said the EAPC raised information about the escort service and it is only a walking service. She suggests that we work with Marketing and Public Safety so people have more information about the program. She also said some people are concerned with the safety and accessibility of the service and want to know if there is a process for proposing a campus shuttle, such as a golf cart, to help people. • Bettina Lee has been trying to get an on-campus shuttle for transporting students who have mobility challenges. She has talked to Athletics and administration and was told it is not possible because it is a liability issue. She said she would like to partner with someone who might be interested in helping with the project. The College has a lot of slopes and it is hard to walk around sometimes, particularly at night. There are places that are not well-lit and when elevators are not working it is hard to get around. She said, unfortunately, Public Safety cannot help for liability reasons. It would be a great service for students and visitors who have trouble walking around campus. <ul style="list-style-type: none"> ○ VP Prisecar will work directly to Bettina, to see what has been done and what could be done. <p><u>Evening Health Services</u></p> <ul style="list-style-type: none"> • Monica Malamud asked what options evening students have for accessing health services. She said there has been an expansion of evening services, such as Cañada at Night, but health has not been addressed. <ul style="list-style-type: none"> ○ VP Prisecar will check with Student Services and present an update at the next meeting. • Monica Malamud asked if Public Safety officers are trained to perform some paramedic services since there is not a nurse on campus during the evening. <ul style="list-style-type: none"> ○ Jason Wendt said Public Safety can do certain things and will facilitate getting emergency services to campus. Public Safety is here whenever students are on campus. ○ Ben'Zara said the standard of care now is that Public Safety can perform CPR, first aid and very basic life support. Building Captains are also trained to perform CPR, first aid and advanced bleeding control. They also teach triage to Building Captains and Public Safety. They are trained to provide triage flagging so they would know how to prioritize an EMS event if there is a multi-casualty incident. They are also trained in initial fire suppression. In terms of advanced life support, Public Safety cannot provide help. They can transfer care to first responders. <p><u>Additional Nurses Needed</u></p> <ul style="list-style-type: none"> • Bettina Lee said Dr. Bennani is the dean overseeing the Health Center. There are no nurses on Tuesdays, so she is hoping that Dean Bennani can get more nurses. <p><u>Night Deans</u></p> <ul style="list-style-type: none"> • Roslind Young said the College has reinstated night deans because more evening classes are being offered. She would like to know who the night deans are. <ul style="list-style-type: none"> ○ VP Prisecar will check with VP Pérez since she heard it is a pilot program for the fall semester.

Next Meeting	The next Safety Committee Meeting will be held on October 19, 2023, from 2:30-4:00pm.
ADJOURNMENT	ACTION: A motion to adjourn the Safety Committee Meeting was made by Nathan Staples and seconded by Bettina Lee. Motion passed. Meeting adjourned at 4:00 p.m.