

# College of San Mateo – Safety Committee

April 24, 2025 2-3pm

Building 18 Room 206

## Attendees

Name	Representation/Position	In Attendance
Gerardo Ramirez	Vice President of Administrative Services (Chair)	Y
Brian Tupper	SMCCCD Director of Public Safety (Non-voting member)	N
David Crafts	Dean of Enrollment Services and Support Programs, College Title IX Officer	Y
Rob Dean	Public Safety Captain	Y
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	N
Robert Gutierrez	Facilities Operations Manager	Y
Eddie Flores	Acting Director of Community Relations & Marketing	N
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Justin Stevick	Faculty At-Large	N
Christy Baird	Faculty At-Large	Y
Todd Windisch	Faculty At-Large	N
Viji Raman	Classified Representative At-Large (CSEA)	Y
Heidi Pereira	Classified Representative At-Large (CSEA)	N
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Max Magidin	Student Representative	N

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> <li>• Pull events listing for possible tabling, for each upcoming month for committee to discuss in person and get volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Kim Lantz</li> </ul>	<ul style="list-style-type: none"> <li>• 5/15/25</li> </ul>
<ul style="list-style-type: none"> <li>• Inquire with Michele Rudovsky regarding risk assessment steps/suggestions for Building 5</li> </ul>	<ul style="list-style-type: none"> <li>• Robert Gutierrez</li> </ul>	<ul style="list-style-type: none"> <li>• 5/15/25</li> </ul>

**Minutes**

Discussion of Buildings 2 & 4 added to agenda for the day.

Vince Garcia reviews the violent intruder drill report. The recent violent intruder drill was successful for its widespread participation on campus, but there was confusion among the campus about when to run, hide, or fight. A printed script for drill participants may help in the future.

Rob Dean was present at the Cañada College drill, and he saw this same confusion at their campus. All students received the alert on their devices, but there was still a gap in knowledge of how to react to a violent intruder.

**Building Captain Training**

Spring 2025 training has been cancelled since CAN and SKY campuses want to reschedule. The training will likely happen in summer and be geared more toward the classified staff who will be on campus at that time.

**Safety Communications & Outreach**

The Committee discusses the ways that students get safety communications, that these are mostly through text messages. Rob Dean suggests that he or Vince could do 15-minute skills trainings at various Division meetings during the year, since the employees at CSM are highly motivated to learn and stay up-to-date.

Dr. Jennifer Yang suggests that the Committee send a safety representative to campus events to table and inform students throughout the academic year. Gerardo Ramirez suggests having Committee members rotate as volunteers for this.

The Committee and College have various methods for communicating safety information (QR codes, posters, alerts, social media), and part of what the Committee can help do is determine the most effective and efficient methods of communication.

## **Building 5 Safety Concerns**

Dr. Yang brings up concerns about multiple incidents in Building 5, that dangerous falls happen often in Building 5 and seem more frequent than in other buildings on campus. There was a recent fall from the 2<sup>nd</sup> floor to the 1<sup>st</sup> floor.

Rob Dean speculates that the incidence of falls could be higher in this building due to adaptive Physical Education classes, the swimming pool, and the high volume of building users due to the CSM Athletic Center.

Dr. Yang let the Committee know that Megan Pham suggests adding a middle rail to the stairs that lead from the 2<sup>nd</sup> floor to the 1<sup>st</sup> floor. Gerardo suggests doing a risk assessment of this area to inform next steps, and depending on the findings, it may be prudent to do safety training as part of the onboarding for new Athletic Center employees or gym-goers to alert them to the potential hazard.

Gerardo refers to the three ways that an institution can address safety concerns: physical changes such as barriers or railings; procedures such as performing safety checks or observation; training the persons who use or work in the space. A risk assessment would help us determine which method(s) may be most helpful. Marie Mejia and Robert Gutierrez may be consulted to work on this assessment of our facility.

Rob Dean notes that Public Safety dispatch is automatically notified when 911 is called from campus landlines.

Gerardo calls for a wrap-up of the Building 5 discussion and advises that we go forward with a risk assessment. Robert Gutierrez will ask Michele Rudovsky from District Office how to proceed, and he will bring suggestions back to the Committee. In the meantime, Dr. Yang will have the nurses at CSM keep track of any falls in Building 5 to assist with the assessment.

Meeting adjourns at 3:03pm.