

College of San Mateo – Safety Committee

May 15, 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	N
Rob Dean	Public Safety Captain	Y
Dr. Jennifer Yang	College Physician - Health Services	Y
Ben'Zara Minkin	Emergency Preparedness Manager	Y
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	Y
Christy Baird	Faculty At-Large	N
Todd Windisch	Faculty At-Large	N
Viji Raman	Classified Representative At-Large (CSEA)	N
Heidi Pereira	Classified Representative At-Large (CSEA)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Max Magidin	Student Representative	Y

Support Staff/Ex Officio

Name	Representation/Position	In Attendance
Kim Lantz	Executive Assistant, V.P. of Administrative Services Office	Y
Vince Garcia	Emergency Management Coordinator	Y
Michele Rudovsky	Facilities Operations Manager	N

Action Items	Lead Responsible	Due Date
<ul style="list-style-type: none"> • Create safety orientation to be incorporated into courses/syllabi as a formal way to communicate to students about safety protocol 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • TBD
<ul style="list-style-type: none"> • Provide links to safety videos 	<ul style="list-style-type: none"> • Ben'Zara Minkin 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Locate funding for Safety Expo and tabling 	<ul style="list-style-type: none"> • Gerardo Ramirez 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Plan demonstration for summer safety event 	<ul style="list-style-type: none"> • Rob Dean, Ben'Zara Minkin 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Plan food for summer Safety Expo 	<ul style="list-style-type: none"> • Kim Lantz, Gerardo Ramirez 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Prepare quiz questions for Safety Expo and tabling 	<ul style="list-style-type: none"> • Dr. Yang, Arianne 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Support the Coastside Center with policy and materials for safety 	<ul style="list-style-type: none"> • Ben'Zara Minkin 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Prepare Health & Wellness Center table for Safety Expo 	<ul style="list-style-type: none"> • Dr. Yang 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Investigate possible food truck SSA for Safety Expo 	<ul style="list-style-type: none"> • Kim Lantz, Heidi Pereira 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Reach out to Gil Perez to have Mental Health Peer Educators attend and table at Safety Expo 	<ul style="list-style-type: none"> • Dr. Yang 	<ul style="list-style-type: none"> • 6/12/25
<ul style="list-style-type: none"> • Finalize date & planning for BBQ/social for Building Captains 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • July 2025
<ul style="list-style-type: none"> • Finalize date for summer Safety Expo 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • July 2025

Minutes

Minutes from April are reviewed and approved with two amendments.

Compliance and Onboarding Gaps

Gerardo Ramirez starts with the possibility of outreach to students at events. Ben'Zara wants to look at compliance gaps and integrating safety training into employee onboarding or the first week of classes as part of the syllabus for students, and that formalization will be more effective than a purely outreach-based method. Gerardo suggests reaching out to HR and Student Services to ensure onboarding processes are in place for both students and staff. Ben'Zara agrees and highlights the need to raise gaps within the campus milieu and standardize approaches district-wide, and mentions the need to formalize the onboarding process for new employees and leverage the committee to bring these issues forward. Gerardo proposes taking a list of gaps to the district committee to address them and spearheading the development of ways to close these gaps in education and onboarding.

Heidi Pereira and Rob Dean bring up the need for the Coastside Center to have safety protocols in place, and to be connected with the local Halfmoon Bay police department.

Engagement and Tabling Ideas

Gerardo asks the Committee about the idea of tabling at events to reinforce information. Justin Stevick suggests using a scavenger hunt to engage students and provide them with emergency kit items, which is more engaging than watching an instructional video. Students could be instructed in a game to find evacuation maps and emergency assembly areas in their building as part of the scavenger hunt.

“Safety Expo” Fair

Gerardo emphasizes that getting individuals engaged will help them to remember the content of the trainings. The Committee decides to host a safety “expo” in the summer, with another potentially in Fall semester, and discusses the logistics of set up, food, activities, safety demonstrations, and potential collaboration with external agencies. Gerardo will work to identify funding for this.

The Committee decides to host a smaller get-together with just CSM folks (Building Captains, Public Safety & emergency officials, faculty and staff) for the summer to increase camaraderie among Building Captains and to do some outreach within our campus community.

Rob Dean and Ben'Zara will take the lead on the safety demonstration for the event. Dr. Yang will partner with Arianne from Public Safety to create quiz questions as an activity, and Public Safety may have a spinning wheel to use for this purpose. Ben'Zara and Rob Dean have contacts in San Mateo organizations such as Consolidated Fire and the police department/PAL (Police Activities League), so they will both leverage those connections to get community involvement.

The Committee discusses tabling at other campus events to get people engaged, such as the scavenger hunt, creating safety quizzes for small prizes (hand sanitizer, bandage kits). Heidi says that it would be best for the Committee to do its own event instead of piggybacking on another campus event. The Committee will debrief virtually in June to plan for the event for a target date after July 4th.

Risk Assessment

Robert Gutierrez inquired with Michele Rudovsky at District Office about risk assessment steps for Building 5, and will follow up with her to map out specific changes needed to reduce risk in that building.

Presentations & Documents

[District Emergency Training Information & Resources](#)