College of San Mateo – Safety Committee

August 20, 2026 2 - 3 pm

Building 10 Room 421

Voting Members

Name	Representation/Position	In Attendance
Gerardo Ramirez (Chair)	Vice President of Administrative Services	Y
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
Megan Pham	Representative of the College of San Mateo Athletic Center	N
Christy Baird	Fire Technology Instructor/Coordinator, Faculty At-Large (AFT)	N
Gil Perez	Personal Counselor, Faculty At-Large (AFT)	Y
Johnny Leon	Personal Counselor, Faculty At-Large	Y
Justin Stevick	Classified Representative At-Large (CSEA)	Y
Thuc Nguyen	Classified Representative At-Large (CSEA)	Y
Mercedes Teuntor	Classified Representative At-Large (CSEA)	Y
Joseph Puckett	Classified Representative At-Large (AFSCME)	N
Vacant	*Classified Representative At-Large (AFSCME)*	*Vacant*
Vacant	*Student Representative (ASCSM)*	*Vacant*

Ex Officio

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

Non-Voting Members

Name	Representation/Position	In Attendance
Krystal Duncan	Dean of Counseling, Advising, and Matriculation	N
René Wong	Director of Community Relations, Campus Public Information Officer	Y
Manasi Devdhar-Mane	Director of International Program	Y

Action Items	Lead Responsible	Due Date
• Schedule larger room for Committee meetings	• Kim Lantz	• 9/1/2026
• Reach out to potential student leader for Committee seat	• Gil Perez, Kim Lantz	• 9/10/2026
• Link LHMP on Committee Resource page	• Kim Lantz	• 9/17/2026
• Walkthrough evaluation of doors and possible doorstop solutions in B36	• Ben Zara Minkin, Vince Garcia Robert Gutierrez	• 10/15/2026
• Add SOP to Resources page	• Kim Lantz	• TBD
• Reach out to Daman Grewal for an update on Zoom phone rollout	• Kim Lantz	• 9/17/2026
• Invite Krystal Duncan to speak about the Crisis Response Model	• Kim Lantz	• 9/10/2026

Minutes

The Committee reviews and approves minutes from May 2026.

The Committee convenes in 10-421, but reaches beyond room capacity/ The group moves to conference room 10-390. For future fall meetings, the Committee is will be scheduled into a larger room.

The Committee reviews the membership list. Calls will be put out for a CSEA member and an ASCSM member.

Committee members introduce themselves, along with new members Gil Perez, and new ad hoc members Manasi Devdhar-Mane and Krystal Duncan.

The Committee reviews the bylaws, including membership requirements and purpose of the Committee. Ben Zara Minkin gives context that all of the Safety Committees in the District (CSM, CAN, SKY) operate similarly in that the Committee addresses gaps in campus safety and brings recommendation to the Institutional Planning Committee (IPC). The Committee is a place for discussing issues and policies. Communication with IPC and District Emergency Preparedness is essential for ensuring efficient cross-campus communication. Gerardo Ramirez notes that the Public Information Officer (PIO), Rene Wong, is tasked with communications from the campus to the public, including with regards to safety.

The Committee reviews minutes from May 2026 meeting. Action items from that meeting were addressed:

- Ben Zara reports that the Local Hazard Mitigation Plan (LHMP) was reviewed and published in July 2026, and is now available on the San Mateo County website. This plan is updated every 5 years in coordination with the County, and ensures that the County can procure State funding, which in turn procures Federal funding. The LHMP will be linked on the Resource page of the Committee website. Thuc Nguyen suggests

that the link be sent out by Community Relations & Marketing to the campus; Kim Lantz suggests that it be a segment on the next Safety Newsletter.

- Building 36 ventilation – doors in the building are routinely propped open with doorstops, which disables emergency locking and is not aligned with safety protocol. Staff and faculty suggest that the doors are opened to counteract poor ventilation of chemicals, but Robert Gutierrez and the Facilities team have not observed issues with ventilation/fumes. It is possible that instructors keep the doors open for other reasons. The next step will be a walkthrough of the building to evaluate options for responsive door stops that can still allow doors to close and lock in an emergency.
- Standard Operating Procedure (SOP) for the High Impact Drills, Exercises, and Realistic Training Events has been submitted for review and is pending approval. Once approved, it will be added to the Resources page of the Committee website.
- Zoom phones – Daman Grewal had presented to the Committee in May about the gradual switch to Zoom phones for some employees/offices. An update from his office will be provided as needed in the future.
- Crisis Response Model (CRM) – Krystal Duncan and Johnny Leon presented the Crisis Response Model SOP to the District Safety Committee. Gil Perez states that the intention is in part to clarify for employees what constitutes a "crisis" as opposed to an urgent event. The District will seek consensus from all campuses. Manasi Devdhar-Mane would like to be included in the SOP review as she has concerns specific to the International Education Program and interactions with law enforcement, including Immigrations and Customs Enforcement. Gerardo and Ben Zara note that this SOP may be informed by meetings with Public Safety, community members, and/or other community colleges that have implemented such models. Krystal Duncan will be invited to the next Safety Committee meeting to discuss the CRM further.

Ben Zara informs the group that the Violent Intruder Drill will now occur simultaneously at all 3 campuses on Monday, September 14 at 10:45am and 6:45pm on the same date.

The Great Shakeout is also upcoming on October 15 at 10:45am. The District set a record for itself in fall 2025 for evacuating all three campuses in 8 minutes.

The Committee discusses future agenda items, such as:

- Crisis Response Model review and update from Gil Perez and Rob Dean
- Health Fair sign ups
- Theatre ceiling leak follow-up

Presentations & Documents

Local Hazard Mitigation Plan

The Great Shakeout Building Captain Cheat Sheet

Standard Operating Procedure: High-Impact Drills, Exercises, and Realistic Training Events