

**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, February 13, 2025**

**Via Zoom**

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

**Draft**

**Members and Resource Staff present:** John Cuevas, Roslind Young, Ruth Gimenez, Paul Naas, Ben’Zara Minkin, Ludmila Prisecar, Megan Rodriguez-Antone, Grey Sanderson, Jessica Silver-Sharp, Jason Wendt, Angela Gibson, Danielle Pelletier, Ben’Zara Minkin

**Members and Resource Staff absent:** Tony Burrola, Arman Eshraghi, Yesenia Haro, Max Hartman, Karen Pinkham, Laura Roston, Michele Rudovsky, Vince Garcia, Ingrid Melgoza, Nathan Staples

AGENDA ITEM	CONTENT
<b>Welcome and Establish Quorum</b>	The meeting started at 2:32 PM. Quorum established.
<b>Review and Approve the Consent Agenda</b>	<p>The February 13, 2025 agenda was reviewed. Motion to approve the agenda as presented. Moved by Jessica Silver-Sharp, seconded by John Cuevas. Motion passed unanimously.</p> <p>The <a href="#">January 16, 2025 minutes</a> were reviewed. Motion to approve the minutes with corrections: “Since the violence plan is 20 pages long, we need a process for our committee to receive feedback from our divisions on different sections of the plan.” Motion to approve the consent agenda and the minutes. Moved by Roslind Young, seconded by John Cuevas. Motion passed unanimously.</p>
<b>Public Safety Reports &amp; Updates</b>	<p>Captain Jason Wendt provided the following updates</p> <p><b>Parking Permit Process</b> New process for parking permits involves submitting a form via a link, which auto-fills using the employee's login details. Steps to obtain parking permits:</p> <ul style="list-style-type: none"> <li>• Submit info, including supervisor’s name.</li> <li>• Form sent to Public Safety for permit assignment.</li> <li>• Notification sent to employee with pickup instructions.</li> </ul> <p>Initial permits were distributed via batch to employees hired before October. New hires or second permit requests (for additional vehicles) follow the new process.</p> <p>Roslind Young raised the issue of motorcycles and non-windshield vehicles not fitting the current system. Jason confirmed there’s no separate permit yet but will explore options for special vehicle types.</p> <p><b>"See Something, Say Something" Signs</b> Ongoing project to update or replace old signage without overcrowding campus. Working on gathering and assessing which signs need updates.</p> <p><b>Employee Reporting Process</b></p> <ul style="list-style-type: none"> <li>• Emergency Reporting: In case of emergencies, employees are encouraged to call 911 first. Public Safety can assist with emergency services or guiding responders.</li> <li>• Phone Call Issues: Cell phone calls to dispatch centers may lack location data. Dispatchers will ask for specific details, including location, during a call to ensure a timely response.</li> <li>• Classroom Emergency Sheets: A new draft emergency information sheet is being created for all classrooms. This will include room numbers, phone numbers, and essential emergency contact details, laminated for visibility.</li> </ul>

	<p><b>Anonymous Reporting</b>  Concerns raised about the use and monitoring of the anonymous reporting form, particularly in emergency situations. Jason clarified that the form is not meant for emergencies but for non-urgent issues or reporting crimes.  Next Steps: Clarify the intended use of the anonymous form and who monitors it. Investigate other systems for immediate reporting of urgent situations.</p> <p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• Finalize and distribute classroom emergency sheets once approved.</li> <li>• Investigate special parking permits for motorcycles or other non-standard vehicles.</li> <li>• Address the concerns around the anonymous reporting form and provide further clarity at the next meeting.</li> </ul>
<p><b>Facilities Reports &amp; Updates</b></p>	<p>Ludmila Prisecar provided the following updates:</p> <p><b>Traffic Study:</b> A traffic study is in progress to improve campus safety and traffic flow.</p> <p><b>Elevator Issues:</b> Elevator repairs are underway, with a vendor actively addressing concerns.</p> <p><b>Building 13 Safety Shades:</b> A pilot project for safety shades has been initiated. Feedback will be gathered before a broader implementation.</p> <p><b>Building 3 Accessibility:</b></p> <ul style="list-style-type: none"> <li>○ New doors with handicap buttons are being installed; expected completion within two weeks.</li> <li>○ The building will eventually be remodeled, but safety issues are being addressed immediately.</li> <li>○ Erosion on Campus: Erosion near the tennis courts is being managed to prevent further safety risks.</li> </ul>
<p><b>Emergency Preparedness Office</b></p>	<p>Ben’Zara Minkin provided the following updates</p> <p><b>Power Outage Procedure</b></p> <ul style="list-style-type: none"> <li>• Morning class cancellations: Meeting at 8:00 PM the night before, communications sent by 9:00 PM.</li> <li>• Afternoon classes: Meeting at 7:00 AM, communication by 8:00 AM.</li> <li>• Evening classes: Meeting at 11:00 AM, communication by noon.</li> <li>• Presidents have discretion to modify timelines based on the nature of outages (e.g., severe weather, planned outages, etc.).</li> <li>• The Crisis Action Team (CAT) is activated to manage power outages and ensure timely communication.</li> </ul> <p><b>Communication Improvements</b></p> <ul style="list-style-type: none"> <li>• Initial notifications for power outages are now sent faster, with updates on status and safety.</li> <li>• Redundancies in communication systems, including new texting groups and cross-training, ensure that updates reach all affected parties.</li> <li>• There have been delays in notifying the community, especially with unexpected outages.</li> <li>• Outage issues (PG&amp;E issues, equipment failures) will be communicated when known.</li> </ul> <p><b>Safety Measures</b></p> <ul style="list-style-type: none"> <li>• Lighting in Dark Areas: Lanterns are available for areas that are poorly lit. Faculty should request additional lighting from their deans if needed.</li> </ul> <p><b>Next Steps:</b> The CAT will continue to improve communication processes, and future after-action reports will help refine responses to outages.</p>

<p><b>Workplace Violence Prevention Program</b></p>	<p><b>Website Update:</b> A link to the violence prevention plan has been added to the Cañada College safety website.</p> <p><b>Feedback Collection:</b> The committee discussed how to best collect feedback on the plan. Suggestions included using a feedback form for each section of the plan, which could be linked on the website. It was also mentioned that separate forms might be useful for faculty and classified staff to address different concerns.</p> <p><b>Faculty and Union Feedback</b></p> <ul style="list-style-type: none"> <li>• The Faculty Union and Faculty Academic Senate requested to revisit feedback during their March and April meetings, as they had not yet had a chance to discuss it with their members.</li> <li>• Specific concerns from faculty included the length of the plan, difficulty in accessing the plan via the district website, and the need for clearer instructions on accessing the violent incident log.</li> </ul> <p><b>General Feedback from Library Department</b></p> <ul style="list-style-type: none"> <li>• Several librarians noted that the plan was too lengthy and difficult to navigate.</li> <li>• Feedback included suggestions for links to labor codes, clearer access to incident records, and clarification on how employees can interact with knowledgeable staff regarding the plan.</li> </ul> <p><b>Access Issues</b></p> <p>Some employees had trouble finding the plan on the district website, despite it appearing through Google searches linked from CSM’s safety committee website. The plan’s visibility needs to be improved across the district’s digital platforms.</p> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Feedback will be compiled and sent to Michelle. Ludmila will work with Megan and Alessandro to ensure the plan is accessible via a direct link on the website.</li> <li>• The committee will continue to review the plan and any additional feedback at the next meeting.</li> </ul>
<p>March 13, 2025, Preliminary Agenda Items</p> <ul style="list-style-type: none"> <li>• Reports and Updates</li> <li>• Workforce Violence Prevention Program</li> </ul>	<p>Next Meeting: The next meeting is scheduled for March 13. The usual reports and updates will be discussed.</p> <ul style="list-style-type: none"> <li>• The Workforce Violence Prevention Program will remain on the agenda as an open item. Any other unresolved items will also stay on the agenda.</li> <li>• An email will be sent in advance requesting agenda items from participants, at least one week before the next meeting. This will replace the current practice of waiting for submissions.</li> </ul>

<p><b>Round Table</b></p>	<p><b>Parking Issues in Lot 5</b>  Chantal Sosa raised a concern about parking in Lot 5, specifically employees and gym members parking without permits. She reported her neighbor from the High School Independent Studies program having difficulties with parking and receiving citations. Jason Wendt confirmed that parking citations for Lot 5 will begin to be issued starting March 1st for vehicles without permits. He encouraged faculty to appeal citations if they believe they were issued in error.</p> <p><b>Public Safety Officer Behavior</b>  Paul Naas reported an incident where a public safety officer raised his voice at a student, about parking in an incorrect spot. Paul Naas expressed stated that the behavior was inappropriate and stressed the importance of respectful communication from public safety. Jason Wendt acknowledged the feedback and committed to reminding the public safety team to communicate respectfully while addressing parking violations.</p> <p><b>Parking Complaints Process</b>  Ludmila Prisecar asked about the process for filing complaints regarding public safety officers. Jason Wendt explained that complaints can be made directly via email, phone, or anonymous reporting through dispatch.</p> <p><b>Electric Vehicle Charging Stations</b>  Jessica Silver-Sharp brought up complaints about the new Blink charging system in the library, highlighting issues like broken chargers and unclear instructions on the website. Ludmila Prisecar advised contacting Michelle Rudovsky from the district sustainability team for further assistance. Additionally, there were updates about a \$0.50 charge per use starting in 2024. Additional information can be found <a href="#">here</a>. Jason Wendt clarified that it is required to actively charge in these spots, as per California Vehicle Code, and noted ongoing efforts to inform the campus community about parking rules.</p> <p><b>CHP and Redwood City Police Presence</b>  Roslind Young inquired about CHP and Redwood City police presence by the bookstore. Jason Wendt suggested it was likely a traffic stop continuing off the freeway, as CHP does not typically respond to campus incidents.</p> <p><b>Long-Term Parking with Expired Registrations</b>  Ludmila Prisecar raised concerns about vehicles with expired registrations occupying parking spaces, especially near campus housing. Jason Wendt explained that some vehicles in the parking lot are overflow from the Vista area. He acknowledged expired registrations and stated his team will look into such issues, including concerns about potentially stolen vehicles.</p>
<p><b>Adjournment</b></p>	<p>Meeting adjourned at 3:57 pm by acclamation</p>