



SAFETY COMMITTEE MEETING MINUTES

Thursday, March 13, 2025

Via Zoom

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

Draft

Members and Resource Staff present: Roslind Young, Yesenia Haro, Ruth Gimenez, Paul Naas, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez-Antone, Grey Sanderson, Nathan Staples, Jason Wendt, Angela Gibson, Danielle Pelletier, Ben’Zara Minkin, Michele Rudovsky, Vince Garcia, Max Hartman

Members and Resource Staff absent: Tony Burrola, John Cuevas, Arman Eshraghi, Laura Roston, Jessica Silver-Sharp

AGENDA ITEM	CONTENT
Welcome and Establish Quorum	The meeting started at 2:32 PM. Quorum established.
Review and Approve the Consent Agenda	The March 13, 2025 agenda was reviewed. The February 13, 2025 Minutes were reviewed. Motion to approve the agenda and minutes. Moved by Megan Rodriguez Antone and seconded by Max Hartman. Motion passed unanimously.
Public Safety Reports & Updates	<p>Captain Jason Wendt provided the following updates</p> <p>Motorcycle Parking Update</p> <ul style="list-style-type: none">• Current Status: There are designated motorcycle parking spots around the campus, but no specific permits for motorcycles at this time.• Motorcycle Parking in Car Spots: If motorcycles park in car spaces, they may not be ticketed, but it is preferred they park in designated motorcycle spots.• Action Item: Roslind suggested adding more motorcycle parking due to increasing faculty use and rising gas prices. Ludmila will work with Facilities and Public Safety on potential new locations. <p>"See Something, Say Something" Signs: work in progress.</p> <p>Emergency Information Sheets Ludmila is still working on finalizing these sheets with room numbers and additional information.</p> <p>Anonymous Reporting System</p> <ul style="list-style-type: none">• New System Update: Jason provided an update on a new anonymous reporting system currently in testing. Testing alternatives right now. The new system will allow users to submit reports with attachments (e.g., photos) and will send push notifications to the appropriate staff. This is set to replace the outdated system currently in use.• Clarification: The new system is for non-urgent reports, while urgent issues should still be reported via phone at extension 700. <p>Feedback: Danielle shared a personal experience with a difficult reporting process with the Oakland Police Department, highlighting the benefits of the new reporting system being tested, especially its ability to submit digital evidence like photos and videos.</p>

	<p>Action Items</p> <ul style="list-style-type: none"> • Ludmila will work with Facilities and Public Safety regarding additional motorcycle parking spots. • Jason will continue testing the new anonymous reporting system and update the team when it's ready for use.
<p>Facilities Reports & Updates</p>	<p>Karen Pinkham provided the following updates:</p> <p>Dogs on Leash Signage Signage has been installed on campus to remind people to keep their dogs on leash. This issue can now be considered closed, and it's hoped that the signage will be effective.</p> <p>Traffic Study Consultant Review: A consultant reviewed traffic flow, particularly in front of Building 1, to improve pedestrian safety and slow down traffic.</p> <ul style="list-style-type: none"> • Proposed Changes: Add high-visibility lines to the crosswalks to improve their appearance and functionality and pull back the limit line for cars to stop further away from the crosswalks. • Cost and Planning: The first quote came in at \$75,000. The team is seeking additional quotes from other vendors and aims to implement changes by summer, contingent on pricing and scheduling. <p>Fire Access Road Traffic Control</p> <ul style="list-style-type: none"> • Issue: There was an increase in non-authorized vehicles (e.g., Uber, Lyft) using the fire access road between Buildings 13 and 8. • Solution: Large stencils are being used to mark the area and deter unauthorized use. The stencils are ready, but painting depends on warmer weather. • Access: The fire road will still have an opening for emergency vehicles, ensuring that necessary access is maintained. <p>Action Items</p> <ul style="list-style-type: none"> • Continue seeking additional quotes for crosswalk improvements. • Paint stencils on the fire access road once the weather permits. <p>Elevator Out-of-Service Protocol</p> <ul style="list-style-type: none"> • Discussion: Karen Pinkham outlined the current protocol when an elevator goes out of service. The campus is under contract with Kone Elevators, who must inspect the elevator. Once notified, Karen sends out an email to inform the campus and posts signage on the elevator to redirect individuals to alternative routes or elevators. In emergencies, public safety is contacted for assistance. • Location-Specific Signage: New, standardized signage has been posted over elevator buttons to indicate if the elevator is out of service. <p>Equity and ADA Concerns with Elevator Outages</p> <ul style="list-style-type: none"> • Discussion: Danielle Pelletier raised concerns about students in wheelchairs facing challenges when the elevator is down, especially if it's the only elevator in the building.

- **Response:** Ruth Jimenez explained that the Disability Resource Center (DRC) works with staff to relocate classes to accessible rooms when possible. If relocation isn't an option (e.g., for specialized classes like fashion), the DRC uses a robot (Robbie) to allow students to attend classes remotely. The first option is always to find an accessible classroom; if not feasible, alternate solutions are provided.

Action Items

- Continue working with Kone Elevators to resolve elevator issues promptly.
- Explore alternate classroom locations for students with mobility challenges during elevator outages.
- Ensure proper communication and support for students during elevator downtime

Robbie, the Robot - Student Assistance

Ruth Jimenez provided an update on Robbie, the robot, which helps students with mobility disabilities attend class remotely when an elevator is down. It is operated like Zoom, with an instructional assistant present to assist.

Usage: Robbie is available for students with mobility-related disabilities. Students must be registered with the Disability Resource Center (DRC) to use Robbie. Temporary disabilities are also eligible for accommodation. The DRC has instructional assistants available from 5 AM to 7 PM daily

Rave Messaging System

Discussion: The Rave messaging system was discussed, which sends both text and email notifications. Currently, only two individuals, besides Ben'Zara, are authorized to send messages. The need to potentially cross-train additional staff was highlighted. A solution for frequent messaging will be discussed offline.

Building 13 Safety Shades

Discussion: Karen Pinkham provided an update on safety shades for Building 13, following a lockdown safety concern due to transparent glass doors. A product called "Nightshade" has been tested, and a quote has been requested. If successful, it may be expanded to other campus buildings. Installation is hoped to be completed before the April 9th lockdown.

Building 3 Door and Handicap Button Issues

Discussion: Karen updated that ongoing issues with doors and handicap buttons in Building 3 are being addressed. New doors and buttons are being installed this week, with progress made on the entrances and loading dock. Danielle Pelletier confirmed improvements on the new doors, noting seamless operation.

Landslide on Hillside

Discussion: Karen reported a landslide on the hillside near campus, which caused trees to fall into the roadway. Emergency removal of the trees was completed within a week, and facilities planning is assessing next steps for the hillside. Experts are involved in studying the situation.

Other Discussions

	<p>Parking Lot Signage: Paul raised a comment regarding parking lot signage. Further discussion is expected.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Rave Messaging Training: Cross-train staff for Rave messaging. • Building 13 Safety Shades: Await quote and proceed with installation. • Building 3 Door Replacement: Continue door and button replacements, expected to be completed by week's end. • Hillside Landslide: Continue monitoring and planning for Hillside safety
<p>Emergency Preparedness Office</p>	<p>Ben'Zara Minkin provided the following updates</p> <p>Review of Information Summary Template</p> <ul style="list-style-type: none"> • Ben Zara Minkin presented an information summary template created by Cañada for improving safety communication. • The template is designed to provide relevant and standardized safety information across campuses (CSM and Skyline) to increase outreach. • OEM and The Big Five were reviewed. Links to the emergency management website will soon include safety plans and policies. <p>Lockdown Barricade Drill</p> <ul style="list-style-type: none"> • The lockdown barricade drill at Cañada College will be on April 9, 2025. • Drill times: 10:45 AM (morning) and 6:45 PM (evening). • Discussion about additional instructions for classroom occupants and those approaching locked rooms. New communication protocols will be implemented, emphasizing that late arrivals should not force entry and should seek other safe spaces. <p>Power Outage Communication Process</p> <ul style="list-style-type: none"> • Ben Zara Minkin discussed the procedure for handling power outages. Initial communications focus on notifying the community and indicating the cause is being determined. • It was suggested to add a link to the PG&E outage map on the district's website and in communication emails for more transparency. • Karen Pinkham recommended the PG&E outage map, which provides real-time updates and estimated restoration times. This link will be added to the district's emergency pages <p>Karen Pinkham shared the PG&E link: https://pgealerts.alerts.pge.com/outage-tools/outage-map/</p>
<p>District Managers' Health and Safety Committee (DMHSC) Meeting, March 3, 2025 Update</p>	<p>Michele Rudovsky provided an update from the District's Health and Safety Committee:</p> <ul style="list-style-type: none"> • Drone Use: The district now requires approval for drone use, with policies being reviewed and strengthened. • ID Badge Policy: The committee is discussing whether district employees should be required to wear ID badges at all times. Access control will be a future topic of conversation.

	<ul style="list-style-type: none"> Emergency Preparedness: Vince Garcia, the Emergency Preparedness Coordinator, created a reference guide to be placed in ID badge pouches for emergency situations.
Building 13 access to the fire road <i>A system is needed to request access to the fire road alongside building 13 so faculty can use the road temporarily for delivering or removing heavy and/or awkward items from their classrooms and offices.</i>	<p>Paul Naas presented a request from a faculty member asking if faculty and staff could request access to the fire access road temporarily for delivering or removing heavy or awkward items, such as interior design samples.</p> <p>Public Safety and Board Policy: Jason Wendt explained that the current board policy BP 8.48 prohibits unauthorized vehicles on campus roadways. Any changes to this policy would require approval at the President or VP level.</p> <p>Potential Solution: Michele Rudovsky suggested that this might need to be addressed with the facilities team and reviewed district-wide, as the policy impacts all campuses. She noted that the department could explore the possibility of purchasing carts for easier movement of equipment across campus.</p>
Parking Lot Signage <i>The small lot between Building 3 and the Bookstore needs a one way/do not enter sign, as cars use both driveways in both directions.</i>	<p>Parking Lot Issue (Lot 4, between Building 3 and Bookstore)</p> <ul style="list-style-type: none"> Discussion: Paul Naas raised concerns regarding a one-way parking lot between Building 3 and the bookstore. He noted that drivers often enter through both driveways, which causes congestion, as the lot is too narrow for two cars. He suggested adding clearer signage: a "one-way" sign at the first driveway and a "do not enter" sign at the second. Response: Karen Pinkham explained that the lot had already been modified over the summer to address this issue. They added signs with arrows and cross-hatching to guide drivers and discourage entering the second driveway. The changes have helped, but there are still occasional issues with drivers turning into one-way roads. Karen agreed to review the situation further and report back in the next meeting. <p>Action Item:</p> <p>Next Steps: Karen will look into additional measures to improve the situation and provide an update at the next meeting.</p>
Workforce Violence Prevention Program Committee Member to provide feedback Anonymous Incident Reporting Form	<p>Michele Rudovsky provide the following updates:</p> <p>Workplace Violence Prevention Program Feedback</p> <ul style="list-style-type: none"> Discussion: The committee provided an open space for feedback regarding the workforce violence prevention program. Members were reminded to bring any feedback from their division meetings to this session. Michelle is responsible for forwarding the feedback to HR for integration into the plan. Action: No additional feedback provided during the meeting. <p>Next Meeting (April 24, 2025)</p> <ul style="list-style-type: none"> Discussion: The final meeting for the semester will take place on April 24, 2025. The agenda will include reports, updates, and the fall schedule. Members were reminded to submit agenda items a week in advance. Action: Submit agenda items for the next meeting.

April 24, 2025, Preliminary Agenda Items	No items
Round Table	<ul style="list-style-type: none"> • Elevator Update (Building 1) <ul style="list-style-type: none"> ○ Ruth Jimenez inquired about the status of the elevator repair. Karen Pinkham shared that parts were expected by the end of the week, with installation planned for early next week. ○ Action: Karen to provide an update once the parts are received and the elevator is fixed. • Communication about Elevator Outages: <ul style="list-style-type: none"> ○ Ruth Jimenez asked if there is a communication system for students when elevators are out of service. Ludmila Prisecar clarified that the district is working on implementing the Rave system for such notifications. ○ Action: The Rave system will be used to send alerts regarding elevator outages once it is operational. Students will be encouraged to opt-in for text message notifications. • Opt-In for Notifications: <ul style="list-style-type: none"> ○ Ruth Jimenez discussed plans for new students to opt-in for notifications via the Super Reg system at the first station. Danielle Pelletier asked if current
Adjournment	Meeting adjourned at 3:50 pm by acclamation