



## SAFETY COMMITTEE MEETING MINUTES

Thursday, April 24, 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, Karen Pinkham, Michele Rudovsky

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

**Guests:** Angela Gibson, Carlos Luna, Maria Huning

AGENDA ITEM	CONTENT
<b>Welcome and Establish Quorum</b>	The meeting started at 2:34 PM. Quorum established.
<b>Review and Approve the Consent Agenda</b>	<p>The <a href="#">March 13, 2025 Minutes</a> were reviewed. Minutes accepted with corrections. The April 24, 2025 agenda was reviewed. Motion to amend the agenda by 1) moving Item #6 Public Safety Guidelines for Faculty as Item #3 and adding 5 min time extension and 2) shortening the time for Item #7 Workforce Violence Prevention Program from 10 to 5 min.</p> <p>Motion to accept the minutes with corrections and amended agenda. Moved by Roslind Young, seconded by Jessica Silver-Sharp. Motion passed.</p>
<b>Public Safety Guideline for Faculty</b>	<p>Michele Rudovsky provided the following updates:</p> <ul style="list-style-type: none"><li>• The Public Safety Guidelines were developed collaboratively by Public Safety (Jason Wendt), Administration, and Faculty, in response to a specific classroom incident and broader faculty concerns</li><li>• Intended as a flexible <i>guideline</i>, not a mandate—focused on clarifying roles, procedures, and communication in safety-related situations</li><li>• The draft is open for feedback before campus-wide distribution</li></ul> <p><b>Summary of Feedback</b></p> <p>Presenter: Jessica Silver-Sharp</p> <ul style="list-style-type: none"><li>• Applicability: expand guidelines to include non-classroom environments (Library, Health Center), and off-site faculty (dual enrollment, adult education)</li><li>• Communication Issues:<ul style="list-style-type: none"><li>○ Reports of Public Safety calls going to voicemail during operating hours</li><li>○ Concerns about required information during high-stress incidents—recommend allowing simplified emergency messaging (e.g., “Please come to my classroom”)</li></ul></li><li>• Guideline Clarity:<ul style="list-style-type: none"><li>○ Enhance charts for readability</li></ul></li></ul>

- Include a printable emergency card as an appendix
- Provide an online incident report form rather than emailing the Deans
- Reporting Procedures:
  - Suggest “as soon as practical” instead of “within 24 hours” for reporting
  - Clarify the difference between anonymous reporting and the new guideline's process
- Mental Health Support:
  - Clarify that EAP (Claremont) is a referral service
  - Note that AFT offers trauma counseling for members
- Training & Accessibility:
  - Request regular de-escalation training for faculty (including adjunct)
  - Suggest FAQ section and broader distribution with a feedback mechanism

#### Comments

Roslind Young asked about a possibility of safety guidelines applicable to classified staff as incidents also occur in common/public spaces, not just classrooms

#### Public Safety Response

Presenters: Michele Rudovsky & Jason Wendt

- Coverage Clarification:
  - Dispatchers available Mon–Fri from 6:30 am to 10:30 pm
  - After hours and overflow calls route to officers' duty phones
  - If unavailable, calls may go to voicemail—these are converted to emails for response
- Voicemail Guidance:
  - Leave a message and/or call back
  - Use judgment: in emergencies, call 911

#### CARES Reports

Presenter: Max Hartman

- A confirmation email should be sent within 24 hours of CARES report submission
- This confirmation will typically come from Jackie Flores, Executive Assistant to the VPSS. It serves to confirm receipt and assure the submitter that the student is being supported
- Most follow-up communication will end after the initial confirmation due to the confidential nature of support services
- Submitters will not be informed of specific outcomes, such as if a student engages with the Personal Counseling Center, unless the student consents
- In rare cases additional communication may be sent to involved parties for clarification
- If no confirmation is received within 24 hours, staff may contact Jackie Flores, or members of the CARES team such as Lizette Bricker

	<ul style="list-style-type: none"> <li>○ Feedback regarding missing confirmation messages was noted and will be brought back to the CARES team</li> <li>○ CARES team to review and address concerns about inconsistent confirmation messages</li> </ul> <p>Presenter: Jason Wendt</p> <ul style="list-style-type: none"> <li>• Flex Day Preparation Recap - a new version of the Public Safety presentation was delivered during the recent Flex Day, significantly updated from prior versions</li> <li>• Willingness to host department-level discussions (15–30 minutes or as needed) to explain: <ul style="list-style-type: none"> <li>○ Public Safety services</li> <li>○ De-escalation techniques</li> <li>○ General safety practices</li> </ul> </li> <li>• Presenter has 20+ years of experience and recent training (8-hour class completed last Friday)</li> <li>• Highlighted the importance of this training for faculty/staff working with large groups</li> <li>• Open to conducting a “roadshow” to share information more widely</li> <li>• Flex Day feedback is still being reviewed to improve the presentation, which will remain a living document and evolve based on community needs</li> </ul>
<b>Public Safety Reports &amp; Updates</b>	<p>Jason Wendt provided the following updates:</p> <ul style="list-style-type: none"> <li>• “See Something, Say Something” signs still in progress</li> <li>• Information Emergency Sheets still in progress</li> <li>• Document drafted through collaboration between Public Safety, Administration, and faculty following recent safety concerns</li> <li>• Aimed at clarifying faculty and Public Safety rules and procedures</li> <li>• Draft shared for feedback and will be posted online</li> </ul> <p>Michele Rudovsky added the following</p> <ul style="list-style-type: none"> <li>• Emergency preparedness posters have been installed across campuses and classrooms</li> <li>• Include a QR code and the Public Safety phone number</li> <li>• Immigration Enforcement Guidance posters also provide instructions on what to do if immigration enforcement appears on campus</li> <li>• Staff are encouraged to familiarize themselves with the posters and share the information with students and colleagues</li> <li>• Emergency Preparedness posters have been installed, including at the Public Safety office entrance. Staff are encouraged to walk around and check where they are posted.</li> <li>• Emergency Information Sheet will include room and building information to help during emergencies</li> </ul> <p>Comments</p> <p>Jason recommended temporarily writing emergency info (room number and Public Safety phone number) in a visible spot on the classroom whiteboard</p>

	<p>Departments are encouraged to invite Jason Wendt to give presentations and engage in safety discussions.</p>
<b>Facilities Reports &amp; Updates</b>	<p>Karen Pinkham provided the following updates:</p> <ul style="list-style-type: none"> <li>• Traffic Improvements: crosswalk striping contract secured; installation planned for summer</li> <li>• Barricades &amp; Stencils: reduced unauthorized traffic through fire access roads.</li> <li>• Elevators: <ul style="list-style-type: none"> <li>○ Building 3 elevator still down; part delayed, repair expected by mid-May</li> <li>○ Signs with maps and QR codes now posted on disabled elevators</li> <li>○ Future: A-frames outside buildings and better student communications with DRC collaboration</li> </ul> </li> </ul> <p>Danielle Pelletier raised concerns about lack of communication on last-minute elevator outages and unclear emergency protocols during evening classes.</p> <p>Response: Ludmila Prisecar noted importance of reconnecting with DRC under new leadership (Dr. Scott) to review and refresh procedures.</p>
<b>Emergency Preparedness Office</b>	<p>Vince Garcia provided the following updates:</p> <ul style="list-style-type: none"> <li>• Morning drill had low PA volume; fixed by evening drill</li> <li>• RAVE alerts functioned, but some recipients missed start messages</li> <li>• Evening drill showed better engagement; handouts on RAVE sign-up distributed</li> <li>• Participation tracking: based on engagement, questions asked, and opt-in responses</li> <li>• Opt-In issue: many entered landlines or wrong college in Banner; ongoing fixes</li> <li>• Building Captains <ul style="list-style-type: none"> <li>○ Website being developed to centralize info</li> <li>○ Plan to refresh building captain list and provide training in Fall 2025</li> </ul> </li> </ul> <p>Comments</p> <p>Megan Rodriguez Antone offered Marketing support to Vince Garcia regarding digital screens information.</p> <p>The following links were shared:</p> <ul style="list-style-type: none"> <li>• <a href="#">Safety Committee Newsletter</a></li> <li>• <a href="#">Building Captain Program</a></li> </ul>
<b>Workforce Violence Prevention Program</b>	<p>Item kept open for continued feedback collection. No new comments were received during this meeting.</p>

<b>Fall 2025 Proposed Schedule</b>	<p>The following schedule was presented:</p> <ul style="list-style-type: none"> <li>• September 25, 2025 2:30PM-4:00PM</li> <li>• October 23, 2025 2:30PM-4:00PM</li> <li>• November 20, 2025 2:30PM-4:00PM</li> <li>• December 11, 2025 2:30PM-4:00PM</li> </ul> <p>Motion to approve the schedule as presented. Moved by Danielle Pelletier, seconded by Nathan Staples. Motion passed.</p>
<b>September 25 2025, Preliminary Agenda Items</b>	<ul style="list-style-type: none"> <li>• Reports and Updates</li> <li>• Workforce Violence Prevention Program</li> </ul>
<b>Round Table</b>	<ul style="list-style-type: none"> <li>• Paul Naas inquired about sharing Public Safety Flex Day slide deck; Jason Wendt confirmed it's available in chat and offered to elaborate if needed</li> <li>• Discussion about lost &amp; found items: <ul style="list-style-type: none"> <li>○ Suggestion for a drop-off box for non-urgent items considered; Jason mentioned current practice is call-based pick-up</li> <li>○ Unclaimed items held for 30+ days, then donated</li> <li>○ Possible semesterly reminders via social media to encourage item pick-up discussed</li> </ul> </li> </ul>
<b>Adjournment</b>	Meeting adjourned at 3:53 pm.