



## Safety Committee Meeting

Minutes

Thursday, April 30, 2026

2:30 PM – 4:00 PM

In person location: 8-110

ZOOM Meeting link: <https://smccd.zoom.us/j/83317684229>

**Members and Resource Staff present: Ludmila Prisecar, Karen Pinkham, Nathan Staples, Danielle Pelletier, Roz Young, Rance Bobo, Ben’Zara Minkin, Paul Naas, Jason Wendt, Vince Garcia, Megan Rodriguez-Antone**

**Members and Resource Staff absent: John Cuevas, DeVon Scott, Tony Burrola, Michele Rudovsky, Max Hartman, Grey Sanderson, Oliver Loza**

**Guests: Daman Grewal**

| Item #  | Item   | Lead (s)         | Time      | Action |
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| 1.  | <b><u>Welcome</u></b><br>Establish Quorum  | Ludmila Prisecar | 5 minutes | Quorum |
| <p>The meeting began with Chair Ludmila Prisecar noting that the semester was nearing its end and that numerous events were taking place, making it a busy time for members. She welcomed attendees and explained that only eight members were present, which was one short of the nine members required to establish a quorum and conduct votes or approve action items. As a result, the committee proceeded with the agenda but deferred any items requiring approval until the next meeting, unless an additional member joined later. Ludmila formally acknowledged the lack of quorum, skipped the consent agenda—which included approval of the day’s agenda and the previous meeting’s minutes—and introduced guest presenter Daman Grewal, the district’s Chief Information Officer. Daman was invited to provide information about the district’s transition from the Mitel PBX phone system to Zoom Phone technology.</p> <p>After Daman’s presentation concluded, an additional committee member joined the meeting, bringing attendance to nine members and establishing a quorum. Ludmila announced that the committee could now conduct official business, including voting on agenda items and approving meeting minutes. She briefly reviewed the agenda, and referenced the March 19, 2026 meeting minutes, which had previously been distributed for review.</p> |  |                  |           |        |
| 2.  | <b><u>Consent Agenda:</u></b><br>All items on the consent agenda may, by unanimous vote of the members present, be approved by one motion after allowing the members to ask questions about a particular item. Before a motion to approve the consent agenda, any member, interested student, community member, or staff member may request that an item be removed from the | Ludmila Prisecar | 5 minutes | Action |

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|  | <p>Consent agenda to be discussed in the order listed after approval of the remaining items on the consent agenda.</p> <ul style="list-style-type: none"> <li>• <a href="#">April 30, 2026 Meeting Agenda</a></li> <li>• <a href="#">March 19, 2026 Meeting Minutes</a></li> </ul> |  |  |  |
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The committee reviewed the consent agenda, which included approval of the April 30, 2026 meeting agenda and the March 19, 2026 meeting minutes. A motion was made by John Cuevas and seconded by Rance Bobo. The motion carried, and both the agenda and meeting minutes were approved.

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|    | <b><u>Regular Agenda</u></b>        |              |            |                                 |
| 3. | <b><u>Zoom Phone Transition</u></b> | Daman Grewal | 20 minutes | Information Discussion Feedback |

Daman Grewal, the District Chief Information Officer, delivered a presentation on the proposed transition from the district’s Mitel PBX phone system to Zoom Phone technology. He explained that the district had used Mitel for more than fourteen years after selecting it through a competitive request-for-proposals process when Mitel was considered the industry leader. However, he noted that the company had experienced ongoing financial instability, including multiple bankruptcies related to debt obligations, creating concerns about the long-term viability of the platform and the availability of future support. Daman also pointed out that the district’s sole Mitel telecommunications engineer had retired in December and that finding personnel with expertise in legacy PBX systems had become increasingly difficult, as the telecommunications industry had largely shifted to Voice over Internet Protocol (VoIP) technologies. He explained that modern communication platforms such as Cisco, Microsoft Teams, and Zoom all operate using VoIP, reflecting the direction of the broader industry.

Daman stated that during the COVID-19 pandemic, the district had purchased approximately 150 Zoom Phone licenses to help faculty and staff communicate with students while working remotely. Over the previous two years, the district had conducted a pilot program using Zoom Phone technology, and feedback from participants had been overwhelmingly positive. Based on the success of the pilot, ITS sought to adopt Zoom Phone as the district’s primary telecommunications platform. He emphasized that Zoom Phone was an add-on feature within the district’s existing Zoom environment, making implementation straightforward and minimizing disruptions. Existing Mitel desk phones would continue to function after receiving a software update that would allow them to operate on the Zoom network, eliminating the need for costly hardware replacements. Additionally, all employees with district-issued laptops would gain phone functionality directly through the Zoom application, and similar capabilities would be available through the Zoom mobile app. This would allow employees to make and receive calls from their office numbers regardless of whether they were on campus, working remotely, or traveling.

Daman highlighted several operational and financial benefits of the transition. Because Zoom Phone operates over the existing network infrastructure, future construction projects would require less dedicated telecommunications cabling, resulting in cost savings. He noted that upcoming projects, including student housing, the Sky B2 building, and potential bond-funded facilities, could easily incorporate the new technology. Classrooms equipped with Zoom Room licenses would also gain phone functionality through their existing systems. He explained that Zoom had become the standard communication platform across many California community college districts and was already widely used throughout the statewide system. According to discussions with peer institutions, districts that had adopted Zoom Phone reported positive experiences with the technology. The proposal, therefore, was to modernize the district’s communications

infrastructure by retiring the Mitel PBX system, migrating users and devices to Zoom, and consolidating telecommunications, audiovisual, and communication services under a single platform.

Daman further described additional features included in the Zoom Education Enterprise Plus package. These benefits included expanded webinar capacity, increased cloud storage, lower costs for deploying additional Zoom Rooms, enhanced captioning capabilities, expanded team chat functions, and texting functionality. Users would be able to send and receive text messages through their office phone numbers, allowing them to communicate with vendors, contractors, and other external contacts without disclosing personal cell phone numbers. He stated that the proposal would be presented to the Board of Trustees in May for approval. If approved, ITS would develop and distribute a detailed transition plan, conduct campus outreach, and guide employees through the migration process. He also informed the committee that a Zoom Phone town hall had recently been held with approximately 50 to 55 participants and that a recording would be made available.

During the question-and-answer session, Danielle Pelletier expressed support for the transition but raised concerns about communications during emergencies, particularly in situations involving power outages or network failures. Daman explained that Zoom Phone relies on cloud-based technology and that the district's network infrastructure currently has battery backup capable of maintaining connectivity for approximately 60 to 90 minutes during a power outage. During that period, users connected through laptops, district networks, or mobile devices could continue making and receiving calls. He acknowledged concerns about areas of campus with poor cellular reception and stated that the district was exploring options for strategically placing wireless devices with battery backup in those locations to ensure emergency communication capabilities remained available.

Ludmila Prisecar also asked about emergency phones located outside classrooms and throughout campus. Daman clarified that monitored systems such as elevator phones, fire alarm communications, and certain public safety systems would remain on dedicated PRI lines and would not be transitioned to Zoom because they are monitored by third-party vendors. He explained that these systems continue to operate using traditional hardwired telecommunications technology and remain functional during power outages. He cited recent campus power outages as evidence that elevator emergency phones had continued to function properly and allowed individuals trapped in elevators to contact assistance.

Additional discussion focused on classroom communications. Daman explained that classrooms equipped with Zoom Room licenses would automatically gain Zoom Phone functionality, allowing users to place calls directly through classroom technology interfaces using existing microphones and speakers. For classrooms without Zoom Room equipment, alternative solutions would need to be explored. He noted that the district's long-term goal was to convert as many classrooms as possible into HyFlex environments, although funding constraints limited the pace of upgrades. In areas with poor cellular reception, the district would continue evaluating options for dedicated communication devices. He also confirmed that instructors using district-issued laptops would automatically have access to Zoom Phone capabilities, effectively providing an additional communication method even if a classroom lacked a dedicated phone.

Danielle later asked what communication methods would remain available during a catastrophic event involving a complete loss of power, internet service, and cellular connectivity. Daman acknowledged that such situations presented significant challenges and stated that building captains equipped with radios would likely serve as the primary communication method. He explained that public safety personnel could use radio systems and emergency notification platforms such as RAVE to disseminate information. To illustrate the limitations of modern communication systems during widespread outages, he referenced previous public safety power shutoffs and incidents in which cell towers were disabled, causing complete communication failures. He also discussed a recent San Francisco power outage that affected autonomous vehicles, explaining

that the vehicles stopped operating because communication with remote control systems was interrupted when connectivity was lost.

Karen Pinkham asked whether courtesy phones located in hallways would also transition to Zoom. Daman confirmed that these phones would be migrated to the new platform. If older phones were incompatible with Zoom technology, they would be replaced with newer devices capable of supporting the system. As the discussion concluded, Daman reiterated that, pending board approval, the district would provide additional communications, training materials, implementation timelines, and another presentation before the system officially went live. When asked about the implementation schedule, he stated that the district hoped to complete the transition during the summer and have the system operational by August, avoiding the need to renew costly support agreements with Mitel.

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| 4. | <b>Public Safety Reports and Updates</b> <ul style="list-style-type: none"> <li>How to contact us?</li> </ul> Website: <a href="https://smccd.edu/publicsafety/index.php">https://smccd.edu/publicsafety/index.php</a> | Jason Wendt | 10 minutes | Information Discussion Feedback |
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The committee moved to Public Safety reports and updates, with Jason Wendt providing a brief overview of current operations. Jason emphasized the continued importance of communicating the Public Safety contact number, 650-738-7000, to employees and colleagues across campus. He noted that discussions about emergency communication often highlighted the need for greater awareness of how to reach Public Safety quickly and encouraged committee members to help spread that information. Referencing the proposed Zoom Phone transition discussed earlier in the meeting, he stated that he planned to have further conversations with Daman Grewal about ways to strengthen communication systems and improve call routing capabilities. He explained that the new technology could make it easier to direct calls to the Public Safety office and ensure that calls were answered even when the dispatcher was temporarily away from their desk, thereby increasing reliability and responsiveness.

Jason reported that Public Safety had experienced a busy period since the previous committee meeting, particularly given the number of end-of-semester and year-end campus events taking place. He indicated that operations had generally been going well and reiterated the importance of community members knowing how to contact Public Safety when assistance was needed. During the discussion, Ludmila thanked Jason and acknowledged the significant work being performed by Public Safety, Facilities, and administrative staff to support the many campus events occurring at the end of the academic year. She emphasized the committee's shared commitment to maintaining safe events and noted that the collaboration among departments demonstrated the campus community's ability to work together effectively to support safety efforts. No questions were raised by committee members following Jason's report.

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| 5. | <b>Facilities Reports and Updates</b> <ul style="list-style-type: none"> <li>How to contact us?</li> </ul> Website: <a href="https://canadacollege.edu/adminservices/facilities.php">https://canadacollege.edu/adminservices/facilities.php</a> | Karen Pinkham | 10 minutes | Information Discussion Feedback |
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Karen Pinkham provided the Facilities update and noted that the campus had entered one of its busiest periods of the year as end-of-semester activities, celebrations, and graduation preparations intensified. She explained that Facilities staff, particularly the custodial team, were preparing for a demanding schedule of events and were focused on supporting the campus community through commencement and other year-end activities. Karen described graduation as the culmination of the work completed throughout the academic year and emphasized her team's commitment to ensuring that the event ran smoothly. At the same time, she acknowledged that Facilities operated with limited staffing and requested patience and understanding from the

campus community, particularly regarding last-minute requests, as staff worked to accommodate numerous competing demands.

Karen then reviewed several parking and construction-related updates. She announced changes to Lot 5, located near the loading dock and food pantry. In response to ongoing congestion and safety concerns caused by vehicles picking up groceries from the campus food pantry, six parking spaces had been designated as 20-minute parking spaces during food pantry operating hours. The change was intended to improve traffic flow, reduce double parking, and provide safer access for community members utilizing the pantry. She explained that the spaces would continue to be available for staff use outside the designated food pantry hours.

She also provided an update on the Child Development Center (CDC) construction project, which was actively underway. Karen explained that the project utilized modular buildings that were being constructed off-site while contractors focused on preparing the site through grading and infrastructure work. As part of the project, a portion of Lot 8 had been temporarily taken out of service to accommodate construction activities. She described plans for two large ADA-accessible switchback ramps that would improve pedestrian access between the Child Development Center, Lot 8, and the campus quad. The ramps were intended to address longstanding safety concerns by providing accessible routes that would allow individuals to move across campus without traveling through roadways.

To compensate for the parking spaces lost in Lot 8, Karen announced that Lot 4, located between the bookstore and theater, would be converted to staff-only parking beginning the following Monday. The change was intended to increase employee parking capacity during the construction period. She noted that the restriction would apply only on weekdays and that the lot would remain open to all users on weekends. Signage had already been installed to notify the campus community of the upcoming change. She further explained that additional portions of Lot 8 would likely be affected during future phases of the project, including planned repaving work scheduled for the summer after graduation activities concluded.

Karen also discussed upcoming athletic facilities improvements. Following the successful replacement of the turf field used for soccer, the district planned to begin replacing the baseball field turf after the conclusion of the baseball season. Work was expected to occur during June and July and would include installation of additional safety fencing designed to prevent foul balls from entering adjacent athletic areas. She indicated that more information about the project would be provided as construction progressed.

In addition, Karen reported that Facilities staff had nearly completed numerous asphalt repairs and pothole patching projects throughout campus. She explained that some roadway repairs remained pending because they required temporary road closures and lane restrictions, which had to be coordinated carefully to maintain safety and minimize disruption. Much of the department's current focus was divided between completing maintenance projects and preparing campus facilities for graduation events.

During the discussion, Ludmila asked for clarification regarding Lot 8 and the future of the portable buildings located near the Child Development Center project area. Karen confirmed that the portable buildings would be removed and that community members returning after the summer would no longer see them on campus. She explained that the area would eventually feature the new Child Development Center, playgrounds, revised traffic circulation patterns, and improvements related to astronomy facilities and fire access routes.

Additional discussion focused on parking accommodations. Jason noted that Public Safety had been working closely with the Disability Resource Center (DRC) and its director to support approved student parking accommodations. He explained that specific parking spaces in Lot 4 would continue to be reserved for students with approved accommodations, and that these arrangements were reviewed and updated each semester. Ludmila also clarified details regarding the food pantry parking changes, noting that the designated

20-minute parking spaces were intended to support safe and efficient access during food pantry operating hours. She observed that the new parking restrictions had already improved traffic flow around the loading dock area, although additional communication and education efforts would be needed to ensure campus users understood the new parking rules and avoided citations. No additional questions were raised regarding the Facilities report.

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| 6. | <p><b>Emergency Preparedness Office</b></p> <ul style="list-style-type: none"> <li>• How to contact us?</li> </ul> <p>Website: <a href="https://smccd.edu/emergency-management/">https://smccd.edu/emergency-management/</a></p> | Ben’Zara Minkin and Vince Garcia | 10 minutes | Information Discussion Feedback |
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Ben’Zara Minkin provided updates from the Emergency Preparedness Office, beginning with the completion of the most recent round of Building Captain training. He noted that the training had been successful and included participation from employees across the district, including representatives from the Child Development Centers. To improve engagement, the training included with hands-on activities at the burn pan, which participants found effective in breaking up the day and encouraging interaction. Ben’Zara reported that he had distributed a comprehensive review and update of the Building Captain Program to Vice Presidents of Administration and campus leadership. He also shared that the Building Captain website had been updated to include current participant information and biographies, with ongoing maintenance being provided by Vince Garcia.

Ben’Zara explained that significant changes were being planned for future Building Captain training. Beginning in the fall semester, the program would move to a hybrid format that combined online learning with a reduced amount of in-person instruction. The change was intended to increase participation by making the program more accessible to employees who found it difficult to leave their workstations for multiple days of training. Under the new model, participants would complete much of the instructional content online, while in-person sessions would focus on hands-on skills such as CPR testing, first aid, evacuation chair operations, lifting and moving techniques, and burn pan exercises. This approach would reduce the required face-to-face training from three days to a single day. He also noted that several individuals from earlier training cohorts had been unable to attend makeup sessions, and the district was reaching out to determine whether they wished to remain in the program. Those interested would be allowed to retain their Building Captain equipment and attend future training sessions rather than returning their materials. In addition, all radios issued to Building Captains had been entered into an inventory management system to improve accountability and oversight of emergency equipment.

He further reported that Vince Garcia was completing the development of online training modules that would support the new hybrid format. Once completed, the materials would be reviewed by campus administrators before implementation. Ben’Zara also planned to work with Human Resources to ensure that all required training assignments and program expectations aligned with district policies and procedures.

The Emergency Preparedness Office was also focused on commencement planning. Ben’Zara explained that his office’s role was to standardize safety planning across all three campuses and support commencement committees in developing consistent emergency preparedness procedures. He praised Public Safety’s Jason for creating a detailed Incident Action Plan (IAP) for commencement activities and noted that the plan aligned with safety planning efforts already underway at the district’s other campuses.

Looking ahead, Ben’Zara discussed broader emergency preparedness initiatives. He reported that the district was preparing a Request for Proposal (RFP) process to develop updated Emergency Operations and Continuity of Operations plans. Additionally, the district had completed an RFP for evacuation chair services

and was seeking a vendor to inventory, inspect, maintain, and manage evacuation chairs throughout the district. As part of that process, vendors would participate in a walkthrough of Building 1 at the campus to assess the district's equipment and determine their ability to meet service requirements. Ben'Zara stated that additional details about the walkthrough would be shared with campus leadership and Facilities staff once finalized.

Following the report, Ludmila thanked Ben'Zara and briefly explained that RFP stood for "Request for Proposal," noting that the committee's acronym reference list continued to grow as members learned new administrative processes together. No additional questions were raised.

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| 7. | <b>Workplace Violence Prevention Plan</b><br>Committee Members to provide feedback | All | 5 minutes | Information<br>Discussion<br>Feedback |
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The committee reviewed the Workplace Violence Prevention Plan as an open agenda item and invited any additional feedback from members. Participants were reminded that the required workplace violence prevention training had recently been due and that resources remained available for review. Ben'Zara Minkin reported that the Workplace Violence Prevention Plan Committee had met the previous week with representatives from Human Resources and other district staff to discuss the results of a districtwide survey on workplace violence prevention training. The survey feedback was generally positive, with most respondents indicating that they felt safe or somewhat safe at work. However, a common theme in the feedback was a desire for additional employee training. The committee discussed various training options, including de-escalation training, partnerships with law enforcement instructors, and existing training modules available through Keenan. Human Resources was evaluating how best to deliver future training and whether different employee groups would require different levels of instruction. Jason Wendt added that the survey results were comprehensive and provided useful insights, noting that some findings aligned with those of other colleges while others differed. He emphasized that survey responses reflected individual perceptions and expressed hope that increased training and awareness would help employees better understand the purpose of the plan and how to use it effectively. Members were encouraged to visit the district's Workplace Violence Prevention website to become familiar with key terminology, reporting requirements, and available resources so that workplace incidents could be identified and reported appropriately. No additional feedback was raised.

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| 8. | <b>Cancel May 21, 2026 Safety Committee</b> | All | 5 minutes | Information<br>Discussion<br>Action |
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The committee discussed a proposal to cancel the May 21 meeting because it fell during a particularly busy period that included final exams, commencement preparations, and numerous end-of-semester activities. The chair noted that there were no critical agenda items requiring action before the summer break and suggested that canceling the meeting might be appropriate unless urgent business arose. Committee members were invited to share their thoughts, and Danielle Pelletier asked whether any important items were scheduled that would justify keeping the meeting. In response, the chair explained that no pressing issues were currently pending and that a meeting could always be reinstated if an unexpected critical matter emerged before then. Members acknowledged the scheduling challenges associated with finals and graduation week, and it was noted that attendance had been difficult during the same period in previous years. After confirming that several key participants would be unavailable, a motion by Rance Bobo was made to cancel the May 21 meeting due to scheduling conflicts, finals, and the absence of urgent business. The motion was seconded by Jason Wendt, and members voted. The motion passed with majority support, and the committee officially canceled the May 21 meeting.

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| 9.  | <b>Future Agenda Items</b> <ul style="list-style-type: none"> <li>• Reports and Updates etc</li> </ul>   | All              | 5 minutes  | Information Discussion Feedback |
| <p>During the discussion of future agenda items, committee members were invited to suggest topics for upcoming meetings. It was proposed that, following the anticipated phone system conversion over the summer, the committee dedicate time at its first fall meeting to review the transition and gather feedback from members. Members were encouraged to share information from the current meeting with their divisions and other committees and to bring back any questions or concerns. The committee discussed the anticipated timeline for the phone upgrade, noting that implementation would likely occur after Board approval and that the changes were expected to be minimal and cause little disruption. Members also discussed reviewing committee membership at the start of the Fall 2026 semester to confirm continued participation and ensure meeting communications remained up to date. Those not planning to continue serving were asked to notify the chair so replacement representatives could be identified. Danielle Pelletier raised the topic of including safety tips as a standing agenda item, and it was confirmed that this addition had already been incorporated into the agenda. Members were encouraged to submit any additional future agenda items by email for consideration.</p> |  |                  |            |                                 |
| 10.   | <b>Approval of Proposed Fall 2026 Safety Committee Meeting Dates:</b> <ul style="list-style-type: none"> <li>• September 24, 2026</li> <li>• October 22, 2026</li> <li>• November 19, 2026</li> <li>• December 10, 2026</li> </ul> | Ludmila Prisecar | 5 minutes  | Information Discussion Action   |
| <p>The committee reviewed and approved the proposed Safety Committee meeting dates for Fall 2026. The chair explained that the dates were based on the previous year’s schedule, maintained the same meeting time, and were selected to avoid conflicts with holidays, flex days, and other major events. The proposed dates were September 24, October 22, November 19, and December 10, 2026. A motion to approve the meeting schedule was made by Jason Wednt and seconded Rance Bobo. After an opportunity for discussion and feedback, the committee voted and approved the proposed dates. Calendar invitations would be distributed to members.</p>  |  |                  |            |                                 |
| 11.   | <b>Round Table</b> <ul style="list-style-type: none"> <li>• Open for health and safety campus-related questions, comments, and concerns</li> </ul>   | All              | 10 minutes | Share                           |
| <p>During the roundtable discussion, members were invited to raise any additional topics not covered elsewhere on the agenda. Alessandra shared a concern brought forward by a community member regarding an incident involving two large, unleashed dogs in a campus parking lot. The community member reported feeling intimidated when the dogs approached him and questioned what actions could be taken when individuals repeatedly fail to comply with the campus leash requirement. Public Safety explained the enforcement process, which begins with education and requests for compliance. If violations continue, Public Safety may issue a temporary removal order from campus under California Education Code Section 626.6. Individuals who return during the exclusion period may be considered trespassing and could ultimately be removed with assistance from the Sheriff’s Department if necessary. Committee members noted that this information was helpful in understanding the procedures available to address repeated safety violations.</p>   |  |                  |            |                                 |

Members emphasized the importance of contacting Public Safety when safety concerns arise and reiterated that established processes are in place to address noncompliance with campus rules. Additionally, Roz Young informed the committee that a pressure vessel had ruptured in a laboratory, producing a loud noise similar to a gunshot. She clarified that no one was injured, the instructor involved was safe, and the incident was being reported proactively in case concerns were raised with Public Safety. The discussion concluded with no further roundtable items.

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| 12. | <b>Safety Tips</b> | All | 5 minutes | Information |
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During the safety tips portion of the meeting, committee members discussed several important safety and communication reminders. Jason shared a tip regarding after-hours and weekend contact with Public Safety, explaining that all public safety officers monitor the same radio channel. If callers are unable to reach the appropriate campus through the phone system, they were advised to select another campus option and inform the officer of their location so assistance can be dispatched promptly. The committee noted that this issue occurs infrequently but serves as a useful workaround until the new Zoom phone system is implemented.

Members also discussed the upcoming phone system transition and emphasized the importance of testing phones and reporting any issues after implementation. Public Safety highlighted concerns about how emergency 911 calls will be routed and identified under the new system, particularly when employees use laptops or mobile devices rather than desk phones. The committee encouraged all employees to verify that their directory and office location information are current, noting that outdated records can delay emergency response. An example was shared in which a 911 call from the Disability Resource Center was initially routed to the wrong building because the office location had not been updated after a move.

Additional safety reminders focused on event planning and accessibility. Members stressed the importance of selecting appropriate venues, ensuring accessibility for attendees, avoiding overcrowding, and considering emergency access needs. Staff were encouraged to plan events well in advance and avoid last-minute venue or setup changes, which can create challenges for Facilities and Public Safety staffing. The committee also reiterated that all campus events should be properly scheduled through the facilities rental and event approval process so that support services and emergency planning can be coordinated. The meeting concluded with appreciation for committee members' participation throughout the semester, encouragement to continue sharing safety information with their departments, and best wishes for the remainder of the semester before adjourning until the fall term.

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| 13. | <b>Adjourn</b><br>Meeting adjourned at 3:22pm. | Ludmila Prisecar | 1 minute | By Acclamation |
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