



Safety Committee Meeting

Minutes

Thursday, November 20, 2025

2:30 PM – 4:00 PM

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

Members and Resource Staff present: Ludmila Prisecar, Karen Pinkham, Megan Rodriguez-Antone, DeVon Scott, Nathan Staples, Danielle Pelletier, Roz Young, Rance Bobo, John Cuevas, Michele Rudovsky, Ben'Zara Minkin, Paul Nass, Max Hartman

Members and Resource Staff absent: Jason Wendt, Gray Sanderson, Tony Burrola, Chanel Meanor, Vince Garcia

Guests: Angela Gibson

| Item # | Item | Lead (s) | Time | Action |
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| 1. | <u>Welcome</u> Establish Quorum | Ludmila Prisecar | 4 minutes | Quorum |
| Attendance was taken and quorum was established. The committee engaged in a short discussion regarding the updating of the website, and the departure of the previous Executive Assistant to the President, who served as support staff for the committee. Alessandra Zanassi would be assisting the committee as she served in the interim role with Ludmila acknowledging that some website information required correction and updating and invited committee members to report any issues as part of the transition. | | | | |
| 2. | <u>Consent Agenda:</u> 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 Consent agenda to be discussed in the order listed after approval of the remaining items on the consent agenda. <ul style="list-style-type: none">• November 20, 2025 Meeting Agenda• October 23, 2025 Meeting Minutes | Ludmila Prisecar | 5 minutes | Action |
| Ludmila introduced the consent agenda, which included review and approval of the November 20, 2025 meeting agenda and the October 23, 2025 meeting minutes, both of which had been distributed in advance as PDF attachments per prior requests. Ludmila displayed the agenda and meeting minutes, reviewed them, and invited a motion to approve both items. John Cuevas moved to approve the consent agenda, and Megan Rodriguez Antone seconded the motion. Paul Naas voted to abstain as he was not present at the October 23 meeting. Danielle Pelletier asked a | | | | |

procedural question regarding whether the agenda and minutes could be voted on separately, and Ludmila explained the consent agenda process and options for removing items for discussion if needed. With no further questions or comments, members voted via the chat, and the motion to approve the meeting agenda and prior meeting minutes passed.

Regular Agenda

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| 3. | Public Safety Reports and Updates <ul style="list-style-type: none"> How to contact us? Website: https://smccd.edu/publicsafety/index.php <ul style="list-style-type: none"> ‘See Something, Say Something’ signs | Jason Wendt | 7 minutes | Information Discussion Feedback |
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Ludmila introduced this agenda item and noted that Jason Wendt was absent, inviting Michele Rudovsky to provide updates. Michele reminded members about the Workplace Violence Prevention Plan and shared a [link](#) to the information in the chat. She shared where the plan could be accessed, and highlighted the importance of ongoing awareness and use of the resource.

Michele then announced that the Board had approved a major new safety initiative: a \$2 million project to integrate the Emergency Annunciation System (EAS) into the campus fire alarm system, funded through the Bridge Fund and championed by Ben’Zara Minkin in collaboration with ITS leadership, facilities staff, and Siemens, the district’s fire alarm provider. She explained that the project was designed to address known gaps and intermittent issues in emergency communications by upgrading existing horn-and-strobe alarms to systems capable of delivering clear voice messages during emergencies, in alignment with updated fire and building codes. Michele noted that similar speaking alarm systems were already operational in newer campus buildings, such as Building 13, demonstrating the effectiveness of the technology. She outlined the lengthy implementation process, including hiring a project manager, engaging designers, defining scope, securing approval from the Division of the State Architect, bidding, and construction, estimating that the project would take at least six months to a year to fully launch. Despite the extended timeline, she emphasized that the approval marked a critical first step and reflected the college’s continued commitment to advancing campus safety through coordinated planning, cross-departmental collaboration, and long-term infrastructure improvements.

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| 4. | Facilities Reports and Updates <ul style="list-style-type: none"> How to contact us? Website: https://canadacollege.edu/adminservices/facilities.php | Karen Pinkham | 15 minutes | Information Discussion Feedback |
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During the facilities reports and updates portion of the meeting, Ludmila invited Karen Pinkham to present. Prior to Karen’s report, Michele Rudovsky clarified that “See Something, Say Something” signage had been replaced by emergency preparedness signage with QR codes and links, and it was agreed that the older signage could be removed and revisited later with additional guidance from Jason Wendt.

Karen emphasized the importance of contacting Facilities through work orders and shared appreciation for community feedback, noting that staff rely on reports from campus users. She provided updates on the annual fire inspection being conducted with Woodside Fire, which was underway and proceeding well despite a brief interruption due to an off-site emergency response. Karen reported that the Building 9 elevator had been restored to service, with planned proactive maintenance scheduled after Thanksgiving, and that communication and signage had been provided in anticipation of the outage.

She also updated the committee on a parking and traffic study near the tennis courts, which had been initiated to address issues with cars parking on roadways. The first draft of the study had been received and was under review,

with implementation plans expected to be shared in the following month.

Karen then announced that a purchase order had been issued for emergency asphalt repairs damaged by buses. She explained that coordination with SamTrans was planned to ensure that the repairs could be completed safely and efficiently while classes were in session, aiming for the work to be completed promptly before the next meeting. Regarding campus safety and environmental monitoring, Karen noted that hillside areas marked with orange barricades were being actively monitored following recent rains. So far, the hillsides had remained stable, but the team would continue watching as winter weather progressed.

In response to questions about power outages, Karen explained that PG&E had upgraded local infrastructure roughly a year prior, which had improved reliability and reduced the frequency of outages. She described her process for monitoring outages, including checking the PG&E website for local updates and contacting a personal PG&E contact. She also shared that updates were communicated to the campus Crisis Action Team (CAT) whenever possible, although sometimes little additional information was available.

Lastly, Karen reminded the committee about seasonal maintenance and safety practices, especially ahead of Thanksgiving break. She encouraged staff to secure snacks, clean spaces, close windows, unplug electronics, and otherwise maintain a tidy and safe workspace. She noted that custodial staff would also monitor spaces during the break, but emphasized that partnership from campus members was critical in preventing pests, water damage, and other avoidable issues.

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| 5. | Emergency Preparedness Office <ul style="list-style-type: none">• How to contact us? Website: https://smccd.edu/emergency-management/ | Ben'Zara Minkin | 10 minutes | Information Discussion Feedback |
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Ben'Zara Minkin provided an overview of district-wide emergency preparedness efforts, resources, and recent activities. He reviewed the Emergency Preparedness Office website, highlighting its accessibility, major safety plans required by Cal/OSHA and FEMA, and the online resources available to building captains. He reported that district-wide building captain training had been completed for the semester across all campuses and that updated building captain contact lists and photos were in progress. He introduced the Building Captain Bulletin, a periodic communication designed to keep safety personnel informed and connected following training, and summarized its key topics, including recent trainings, safety responsibilities, and upcoming changes.

Ben'Zara discussed updates to American Heart Association protocols, noting that revised CPR and emergency response guidelines would take effect the following year and that new training modules would be assigned through the Keenan Safe Colleges platform. He summarized emergency preparedness drills conducted during the semester, including two violent intruder drills per campus with improved participation and a more educational, discussion-based approach, as well as the Great ShakeOut earthquake drill, during which the entire district successfully evacuated in under eight minutes. He also highlighted fire drills at the Child Development Center, conducted in coordination with the local fire department, and noted plans to reschedule a rain-canceled drill at Skyline College.

Additional updates included progress on major infrastructure and communication improvements, such as the future integration of the Emergency Annunciation System into the fire alarm system, upgrades to a fully digital radio system for public safety, facilities, ITS, and building captains, and the addition of new safety radio channels to reduce congestion during incidents. Ben'Zara also described the ongoing reprogramming of radios and provided interim communication protocols while radios were temporarily unavailable. He addressed concerns about communication reliability during large-scale emergencies by outlining multiple services, including landlines, repeater-supported radios with backup power, distributed antenna systems, a new cell tower installation, and the use of Government Emergency Telecommunications Service (GETS) priority calling.

Ben'Zara referenced a recent community college shooting to highlight the importance of identifying and closing safety gaps, noting that many of the issues identified elsewhere had already been addressed or were actively being mitigated within the district. He outlined next steps, including expanding online training delivery to reduce work disruptions,

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| refining building captain training modules, and continuing the use of external contractors for CPR training due to positive feedback. The committee discussed recognition of proactive planning by building captains and concluded with a reminder that evacuation maps, including missing and outdated versions, remained an outstanding item requiring follow-up and coordination with facilities and emergency preparedness staff. | | | | |
| 6. | Support for students with physical disabilities when elevators are down | Dr. DeVon Scott | 10 | Information Discussion Feedback |
| The committee discussed how the college supported students with physical disabilities when elevators were not functioning, with Dr. DeVon Scott explaining that students who had verified disabilities and elevator access as part of their DRC accommodations were routinely and proactively supported through direct communication. He described how timely notifications about elevator outages allowed him to review affected students' class schedules, confirm whether they were on campus, attending hybrid classes, or working remotely, and determine whether any immediate action was needed. Students registered with the DRC had already gone through an intake process in which their on-campus routes, preferred parking, class locations, and contingency plans were reviewed, ensuring they were prepared for situations when elevators were unavailable. Dr. Scott explained that emergency transportation chairs were mounted near stairwells and could be used to assist individuals up or down stairs when necessary, with trained staff and building captains available to help; these chairs were primarily intended for students with verified accommodations but were also available for others experiencing temporary injuries or mobility issues. Faculty questions highlighted uncertainty about protocols, and it was clarified that details about such accommodations were outlined in official accommodation memos, while faculty were encouraged to trust students' reports of disability-related barriers and also follow up with the DRC for verification and guidance. The committee discussion placed an emphasis on ongoing communication, individualized planning, and collaboration among DRC staff, faculty, facilities, and campus safety to ensure students with disabilities could safely navigate campus during elevator outages. | | | | |
| 7. | Meeting Etiquette, additional feedback received Link: https://docs.google.com/document/d/1jxJYWcVBpyjpwR2ng--5Sxmgl8csgzXnlBOhdqJKjQg/edit?usp=sharing | Chanel Meanor and Ludmila Prisecar | 10 minutes | Information Discussion Feedback |
| Ludmila provided updates regarding proposed modifications to the meeting etiquette document. She explained that Chanel Meanor was working on additional revisions and that the document remained open for further development. Ludmila noted that it was editable and available for comments, encouraging members to contribute when possible. Ludmila and Chanel still needed to meet regarding the item, and additional information would be provided at that time. | | | | |
| 8. | Workplace Violence Prevention Plan <ul style="list-style-type: none">• Committee Member to provide feedback | All | 10 minutes | Information Discussion Feedback |
| Ludmila introduced the agenda item related to the Workplace Violence Prevention Plan, noting that it remained an open item intended to collect feedback from committee members. She explained that any comments or suggestions gathered would be forwarded by Michele Rudovsky to the district and Human Resources. Michele indicated her readiness to receive feedback, and Ludmila reminded members that input did not need to be limited to the meeting and could also be submitted by email for inclusion. With no feedback offered during the discussion and no comments appearing in the chat, Ludmila confirmed there were no updates at this time. | | | | |
| 9. | December 11, 2025, Preliminary Agenda Items <ul style="list-style-type: none">• Reports and Updates• etc | All | 5 minutes | Information Discussion Feedback |

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| <p>Ludmila addressed preliminary agenda items for the December 11, 2025 meeting, stating that the meeting would include the usual reports from Public Safety, Facilities, and the Emergency Preparedness Office. She invited participants to suggest additional topics either during the meeting or by emailing her or Alessandra at any time, and explained that the draft agenda and meeting minutes would be distributed at least 72 hours in advance, preferably earlier, with supporting PDFs attached. No additional agenda items were proposed at the time.</p> | | | | |
| 10. | <p><u>Spring 2026 Proposed Schedule</u> January 15, 2025 2:30-4:00pm February 19, 2025 2:30-4:00pm March 19, 2025 2:30-4:00pm April 30, 2025 2:30-4:00pm May 21, 2025 2:30-4:00pm</p> | Ludmila Prisecar | 10 minutes | Information Discussion Action |
| <p>Ludmila introduced an action item to approve the proposed Spring 2026 meeting schedule, during which concerns were raised about holding a meeting on January 15 because it fell during the first week of the semester and was a particularly busy time. Based on feedback, Ludmila proposed changing the January meeting date to January 29 to remain compliant with contractual requirements for monthly safety committee meetings while avoiding scheduling conflicts. The group reviewed the remaining dates—February 19, March 19, April 30, and May 21—and agreed to keep them as scheduled, with the understanding that the May meeting could be canceled later if no items required discussion. The meeting time of 2:30 to 4:00 p.m. was also confirmed as effective.</p> <p><u>Spring 2026 Final Meeting Schedule</u> January 29, 2025 2:30-4:00pm February 19, 2025 2:30-4:00pm March 19, 2025 2:30-4:00pm April 30, 2025 2:30-4:00pm May 21, 2025 2:30-4:00pm</p> <p>A motion to approve the revised Spring 2026 schedule was made by Nathan Staples and seconded by Danielle Pelletier, followed by a vote, with the motion passing and the schedule approved. Ludmila concluded by noting that updated calendar invitations with Zoom links would be sent out and thanked participants for their flexibility and participation.</p> | | | | |
| 11. | Meeting Format Discussion for Spring 2026 | Ludmila Prisecar | 5 minutes | Information Discussion Feedback |
| <p>Ludmila led a discussion about the future meeting format, noting that meetings had been held exclusively on Zoom and proposed a hybrid option that would allow both in-person and Zoom participation in the spring. Participants shared mixed preferences: some expressed support for meeting in person with a Zoom option, while others emphasized the importance of retaining remote access due to teaching schedules and off-campus obligations. Concerns were raised about technical challenges in hybrid meetings, particularly sound quality and background noise for Zoom participants, which Ludmila acknowledged and reiterated the need for clear meeting etiquette and careful use of technology. She noted that hybrid facilitation could be more complex for meeting leaders but felt it was manageable with support. The group agreed to try a hybrid format, remain flexible based on attendance and technical quality, and potentially incorporate occasional in-person, hands-on activities such as brief building walk-throughs to review exits and evacuation maps.</p> | | | | |
| 12. | <p>Round Table Open for health and safety campus-related questions, comments, and concerns</p> | All | 5 minutes | Share |

Committee members and participants were invited to raise any additional topics or questions for discussion at this time. Danielle Pelletier asked about building captain coverage for evening classes, particularly whether there were designated evening building captains, and Ben'Zara explained that while recruitment for building captains was ongoing and remained a gap, facilities staff, custodians, engineers, and public safety personnel working at night were cross-trained to fulfill those responsibilities. Ludmila also clarified questions about signage posted on buildings restricting entry by federal immigration agents, explaining that the signage was legitimate, originated from district leadership, and was distributed through the Undocumented Center, with copies available by contacting the center directly. The group briefly viewed an example of the sign, and additional comments highlighted the value and hands-on nature of building captain training. With no further items raised, Ludmila thanked participants for their engagement, confirmed the next meeting date of December 11, and adjourned the meeting.

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| 13. | Adjourn | Ludmila Prisecar | 1 minute | By Acclamation |
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Meeting adjourned at 3:47pm. The final meeting of the semester is scheduled to be held on December 11, 2025.

| Upcoming Safety Committee Meetings: Spring 2026 Semester | | |
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| January 29, 2026 | Thursday | 2:30 PM-4:00 PM |
| February 19, 2026 | Thursday | 2:30 PM-4:00 PM |
| March 19, 2026 | Thursday | 2:30 PM-4:00 PM |
| April 30, 2026 | Thursday | 2:30 PM-4:00 PM |
| May 21, 2026 | Thursday | 2:30 PM-4:00 PM |

[CAN Safety Committee Website](#)