



Safety Committee Meeting

Minutes

Thursday, March 19, 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, John Cuevas, Jenna French (for DeVon Scott), Megan Rodriguez-Antone

Members and Resource Staff absent: Tony Burrola, Michele Rudovsky, Max Hartman, Grey Sanderson, Oliver Loza

Guests: none

Item #	Item	Lead (s)	Time	Action
1.	<u>Welcome</u> Establish Quorum	Ludmila Prisecar	5 minutes	Quorum

Ludmila Prisecar established quorum and confirmed attendance. Jenna French stated that she was representing the Disability Resource Center for this meeting and was attending on behalf of Dr. DeVon Scott. She added that she and Dr. Scott were in the process of determining whether she would serve as the permanent representative on the Safety Committee.

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"> • March 19, 2026 Meeting Agenda • February 19, 2026 Meeting Minutes 	Ludmila Prisecar	5 minutes	Action
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Ludmila reviewed the consent agenda, which included approval of the March 19, 2026 meeting agenda and the February 19, 2026 meeting minutes. She explained that a presentation on the transition to Zoom Phones, originally scheduled for that meeting, had been postponed due to a scheduling conflict and would be presented at a future Safety Committee meeting. She noted that a revised agenda reflecting this change had already been distributed campus-wide and was the version under consideration. After confirming that the

minutes had been shared and inviting comments, a motion to approve was made by John Cuevas and seconded by Rance Bobo. The committee then voted, and the motion passed, with Jenna French and Megan Rodriguez Antone abstaining due to their absence at the previous meeting. With a majority vote in favor, both the agenda and the meeting minutes were formally approved.

<u>Regular Agenda</u>				
3.	Public Safety Reports and Updates <ul style="list-style-type: none"> How to contact us? Website: https://smccd.edu/publicsafety/index.php	Jason Wendt	10 minutes	Information Discussion Feedback

Jason Wendt provided a Public Safety update, noting that a recurring concern continued to be how to most effectively contact Public Safety. He emphasized that dialing the “7000” extension remained the fastest and most reliable method, or 650-738-7000 when calling from a non-district phone, and encouraged its use even by building captains who also have access to radios. He also pointed members to the Public Safety website as a key resource for information, adding that updates were planned to improve its organization and usability.

During the discussion, concerns were raised by Danielle Pelletier about the lack of phones in some classrooms and the potential impact on emergency response times, with the observation that seconds can matter in critical situations. It was shared that requests for classroom phones had been submitted and were under review by IT, though installation may depend on infrastructure limitations such as wiring. Additional context was provided that the district was exploring a transition to Zoom Phones, which would utilize laptops or mobile devices rather than traditional desk phones. In response, Ludmila and the committee acknowledged the importance of the issue and agreed it should remain an open item, to be revisited once more information and guidance from the district becomes available.

4.	Facilities Reports and Updates <ul style="list-style-type: none"> How to contact us? Website: https://canadacollege.edu/adminservices/facilities.php <ul style="list-style-type: none"> Tennis Court Parking Update 	Karen Pinkham	10 minutes	Information Discussion Feedback
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Karen Pinkham provided a Facilities update, beginning by clarifying a common misconception: Facilities staff do not unlock office or classroom doors for individuals who are locked out. She emphasized that all such requests must go through Public Safety for safety and liability reasons, even if Facilities staff have keys or personally know the individual. She noted that this situation occurs frequently and can place custodial staff in uncomfortable positions, as they are often approached directly. Karen stressed that staff are required to decline these requests and redirect individuals to Public Safety, except in rare cases where Public Safety explicitly authorizes assistance. Jason added that Public Safety response times for opening doors may vary depending on staffing levels and current emergencies, and that Public Safety may require identification before granting access to ensure proper documentation and security.

Karen then transitioned into campus updates, sharing that the soccer field renovation had been completed, with new turf installed and student-athletes already back on the field. She described the project as long overdue and important for athlete safety. The baseball field was identified as the next major project, scheduled to begin after the season ends, noting that temporary repairs had been made to keep it playable in the meantime. Karen also informed the committee about several upcoming projects and notices, including the installation of bird deterrent netting on Building 1 due to aggressive crow activity, which required careful timing due to wildlife protection regulations. She added that new fitness equipment would be installed on the

roof of the Athletic Center during spring break, necessitating temporary road closures, and that construction activity for the Child Development Center near Lot 10 would begin soon, with fencing and site work expected in the near future and completion projected for the following spring.

Karen and John Cuevas reported that improvements to the tennis court parking lot had been successfully completed, highlighting enhanced safety measures such as red curbing, striping, additional parking spaces, and updated signage to prevent unsafe parking. Karen credited John and his team for leading the work and noted that early observations suggested improved compliance. John also mentioned ongoing maintenance efforts, including routine pothole repairs across campus, which are being addressed as scheduling and traffic conditions allow.

In preparation for graduation, Karen explained that Facilities had already begun detailed safety inspections of walkways and high-traffic areas, filling cracks and uneven surfaces to prevent trips and falls, particularly for large crowds and students wearing high heels. She emphasized that while some repairs may not appear visually perfect, safety remained the top priority. Finally, she addressed the Facilities work order system, explaining that users should decline completed requests if work has not been satisfactorily finished, as this triggers a review and reassignment. She acknowledged that occasional errors, such as prematurely closing a ticket, can occur, and encouraged ongoing communication, including direct email follow-up, to ensure issues are resolved efficiently.

5.	<p>Emergency Preparedness Office</p> <ul style="list-style-type: none"> • How to contact us? <p>Website: https://smccd.edu/emergency-management/</p> <ul style="list-style-type: none"> • Spring Building Captain Training • Remote Building Captain Training (Keenan Training) • Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP) Update 	Ben'Zara Minkin and Vince Garcia	10 minutes	Information Discussion Feedback
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Ben'Zara provided an extensive update focused on training, emergency preparedness, and long-term planning initiatives. He began by outlining an upcoming Building Captain CPR and safety training scheduled for April 16–17 at the District Office, which served both as a make-up session for Fall 2025 training and an opportunity for additional staff to participate. He explained that enrollment was being coordinated through the Professional Development Academy and CSM's Perla Rumayor's office, with a strict cap of 30 participants due to contractual limits with the CPR vendor. He noted that if fewer Building Captains registered than expected, remaining seats would be opened to other district employees seeking CPR certification. Ben'Zara emphasized that the training was highly tailored to district needs, incorporating instruction on district-specific AED units, first aid kits, and emergency response tools. He also highlighted that the provider would offer additional instructional time beyond standard American Heart Association requirements to better prepare participants for real-life response situations at the Building Captain level. The training would also be relevant to public safety personnel, and he confirmed coordination to ensure equitable access across campuses.

He then transitioned to the development of remote Building Captain training modules led by Vince Garcia. Ben'Zara explained that this initiative aimed to modernize and supplement in-person instruction by breaking down the existing curriculum into smaller, accessible online modules. Vince shared that four modules had already been completed, including an introductory module, a district emergency response and incident management overview, "Big Five" Building Captain response protocols, and training on access and functional needs during evacuations. He added that additional modules were in development, including medical and hazard awareness and radio communication procedures and remaining content would continue to be built out.

Ben’Zara shared that these modules would be hosted on the Keenan training platform, which was already used for district-wide compliance training such as the Violence Prevention Plan, and would support both initial onboarding and refresher training for perishable skills like radio communication protocols.

Finally, Ben’Zara provided an update on district-wide emergency planning efforts. He announced that the district would be contracting with an external consultant to develop a modern Emergency Operations Plan (EOP) and a new Continuity of Operations Plan (COOP), noting that the district had never previously had a formal COOP and that the existing EOP had not been substantially updated since 2013–2014. Ben’Zara explained that these updates were critical due to evolving district needs, particularly the introduction of student housing, which requires FEMA-compliant annexes and expanded planning considerations. The contractor would help integrate multiple compliance frameworks, including FEMA all-hazards planning and OSHA-aligned safety requirements, into a unified district-wide emergency management structure. He stated that the goal was to align the completion of these updated plans with the student housing rollout timeline to ensure preparedness before occupancy. Throughout the discussion, he and other committee members also clarified key acronyms such as FEMA (Federal Emergency Management Agency), EOP (Emergency Operations Plan), EAP (Emergency Action Plan under OSHA), and OSHA (Occupational Safety and Health Administration), emphasizing the importance of shared understanding as new training systems and emergency frameworks are implemented.

6.	Workplace Violence Prevention Plan Committee Members to provide feedback	All	5 minutes	Information Discussion Feedback
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The Workplace Violence Prevention Plan was addressed as an open agenda item, and Ludmila explained that it remained available for ongoing feedback. She noted that this item served as a formal channel for communicating concerns or suggestions related to workplace violence prevention, which would then be relayed to Michele Rudovsky and coordinated with Human Resources, including Julie Johnson. She encouraged members to submit input either by email or during the meeting, and clarified that the item would remain open until the review and follow-up process was fully completed.

7.	<u>District Managers Health and Safety Committee</u> <ul style="list-style-type: none"> • March 2, 2026 Meeting Update 	Michele Rudovsky	10 minutes	Information Discussion Feedback
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Ludmila provided an update on the District Managers Health and Safety Committee, noting that it met quarterly and served as the District-level channel for sharing safety-related information across campuses. She explained that updates from this committee were typically brought back by Michele Rudovsky and distributed at the campus level to ensure district-wide alignment. As Michele could not be present, Ludmila reviewed the March 2, 2026 meeting minutes, which included updates on emergency preparedness initiatives such as building captain training, violence prevention and intruder response protocols, first aid planning, and hazard mitigation efforts. She noted that several items, including emergency posters, had been completed, while others—such as evacuation map updates, building captain program integration, and employee preparedness training—remained ongoing. Ludmila also highlighted recurring updates related to communication protocols between Facilities, Public Safety, and Emergency Preparedness, as well as traffic and safety awareness efforts.

8.	April 30, 2026, Preliminary Agenda Items <ul style="list-style-type: none"> • Reports and Updates etc 	All	5 minutes	Information Discussion Feedback
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Ludmila Prisecar moved to discuss preliminary agenda items for the next meeting and invited members to propose topic. She reminded the committee that additional items could always be submitted via email. Danielle Pelletier suggested adding a recurring “safety tip” or short tutorial segment to future meetings, potentially beginning in April, as previously discussed with Ben’Zara. Ludmila agreed and confirmed that this idea would be formally added as a standing agenda item rather than included under roundtable, allowing members to prepare and present brief safety-related topics. She also noted that the Zoom Phones presentation was already scheduled for the April 30th meeting.

9.	Round Table <ul style="list-style-type: none"> Open for health and safety campus-related questions, comments, and concerns 	All	10 minutes	Share
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During the roundtable portion, participants raised several items for discussion. Jenna French requested a brief walkthrough or presentation of the laminated safety handouts from a counselor’s perspective, particularly guidance on when counselors should contact public safety; the group agreed that Jason would attend a counselors’ meeting or similar staff session to review the process and provide clarification. The committee also discussed how the handouts were distributed across campus and emphasized the importance of ensuring each area had the correct materials, with follow-up through Division Assistants if copies were missing.

A safety tip discussion followed, where Karen highlighted heat-related precautions, including staying hydrated, recognizing signs of heat stress, using shade or air-conditioned spaces when needed, and keeping doors and windows closed to maintain building temperature control. Ben’Zara then provided an additional situational awareness update, reassuring attendees that there were no credible threats related to recent external security concerns surrounding the government’s warning of terrorist activity in California from the conflict with Iran and noting coordination with county partners and existing emergency response protocols, including mutual aid support and run-hide-fight procedures; he also encouraged staff to vary routines, parking, and walking routes to improve campus awareness.

10.	Adjourn	Ludmila Prisecar	1 minute	By Acclamation
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Meeting adjourned at 3:37pm.

Upcoming Safety Committee Meetings for the Spring 2026 Semester		
April 30, 2026	Thursday	2:30 PM-4:00 PM
May 21, 2026	Thursday	2:30 PM-4:00 PM

[CAN Safety Committee Website](#)