



**SAFETY COMMITTEE MEETING MINUTES**

**Thursday, September 26, 2024**

**Via Zoom**

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

**Draft**

**Members and Resource Staff present:** John Cuevas, Arman Eshraghi, Casey Fortier, Vince Garcia, Yesenia Haro, Max Hartman, Ben’Zara Minkin, Paul Naas, Karen Pinkham, Ludmila Prisecar, Megan Rodriguez-Antone, Laura Roston, Michele Rudovsky, Grey Sanderson, Jessica Silver-Sharp, Nathan Staples, Jason Wendt.

**Members and Resource Staff absent:** Tony Burrola, Casey Fortier, Chialin Hsieh, Bettina Lee, Kim Lopez, Ingrid Melgoza, Brian Tupper.

**Guests and others present:** Celia Arceo, Zorie Gomez, Jacky Ip, Jai Kumar, Lori Slicton, Kat Sullivan-Torrez, Roz Young (for Casey Fortier) and Guests Elmira and Raymond.

<b>AGENDA ITEM</b>	<b>CONTENT</b>
<b>Welcome and Establish Quorum</b>	Quorum was established at 2:32 p.m.
<b>Review and Approve the Consent Agenda</b>	<b>ACTION:</b> A motion to approve the draft consent agenda and the April 25, 2024 draft meeting minutes was made by John Cuevas and seconded by Jason Wendt. Motion passed.
<b>Committee Orientation and Updates (Ludmila Prisecar)</b>	VP Prisecar announced that Arman Eshraghi and Laura Roston are the two student reps to the Safety Committee this academic year. The Safety Committee meets once per month for 1.5 hours and at the end of the meeting, it is opened up to a round table discussion where people can ask questions or share information. The Safety Committee website has additional information and includes links to agendas and past meeting minutes at: <a href="https://canadacollege.edu/safetycommittee/">https://canadacollege.edu/safetycommittee/</a>
<b>Workplace Violence Prevention Program (Michele Rudovsky)</b>	Michele Rudovsky reviewed the development of the district’s Workplace Violence Prevention Plan, which was presented to the Board of Trustees in July. This follows the passage of SB 553, which requires employers in California to implement a workplace violence prevention plan. She discussed what is workplace violence and the categories of violence, which are covered in the plan. There has been an uptick in threats in workplaces and the prevalence of workplace violence was reviewed. There are lower rates of workplace violence in institutions of higher education than there are in private industry. The Department of Education reports that the rate of crimes is down.  <u>Program fundamentals</u> : The program must establish a workplace violence plan and identify employees responsible for compliance. There are procedures for reporting and responding to incidents, as well as investigating and taking corrective action. The core group members are Julie Johnson, Mwanaisha Sims and Michele Rudovsky. Julie is ensuring that people have ways to report the incidents, which, for now, people should report to their supervisor, Michele or Public Safety. Michele said the Safety Committee may also receive reports, and those concerns must be forwarded to HR.

	<p><u>Program components:</u> These were reviewed and include active employee involvement, hazard assessments, corrective action and annual review. The district is looking into hiring a third-party company to do a comprehensive assessment of all three campuses.</p> <p><u>Communication and Training:</u> The district must create communication plans for notifying employees (RAVE, etc.), maintain violent incident logs and provide annual training for employees.</p> <p><u>Record Keeping:</u> These include a written plan, hazard records, investigation records and violent incident logs. All records must be maintained for five years.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Jessica Silver-Sharp asked about employee feedback, which was supposed to be done prior to publishing the plan. She asked if the Safety Committee should ask their constituents for feedback. <ul style="list-style-type: none"> <li>○ Michele will check with Julie Johnson. She feels that the Safety Committee will play an important role in gathering that information. The plan is a living document and needs to be adjusted as appropriate. There are a number of safety-related components throughout the district and this is one more safety component that we have for reporting. She wants to enlist all members to get the message out that if employees see something that is not safe on the campus or any other safety concern, to please report it to Public Safety, Facilities or HR.</li> <li>○ Jessica feels that employee feedback should have been gathered before the plan was developed. She is concerned that since the colleges are going to be evaluated on how employees comply with the plan, it is going out without those discussion taking place.</li> <li>○ Michele said the draft plan will be published and she does not know yet how feedback will be solicited, although she acknowledged that it is needed. She said there are other means and methods for reporting workplace safety concerns.</li> </ul> </li> </ul>
<p><b>COVID-19 Policy Update (Michele Rudovsky)</b></p>	<p>Michele Rudovsky is the district’s COVID Safety Officer. The district is still following Cal OSHA guidelines and employees are required to report positive COVID cases on the district’s webpage. Michele continues to notify close contacts or exposures as they are reported. Masks are still available and the district still provides COVID test kits, which are available in the campus’ Public Safety Offices or Health Centers.</p>
<p><b>Reports and Updates</b></p>	<p><b>Public Safety:</b> Jason Wendt reported the following:</p> <p><u>How to contact Public Safety:</u> Jason Wendt said there have been concerns around how to contact Public Safety. There is a single point of contact from any district phone by calling ext. 7000 or by an outside phone, 650-738-7000. Calls go to the dispatch office, located at CSM, and a person is assigned for day and evening calls. Calls go into a phone tree if people are on a break. Callers are asked to select their campus and the call goes to the officer who is on that campus.</p> <ul style="list-style-type: none"> <li>• There was a recent situation where a call did not go through. Jessica Silver Sharp said the call came from the Library and Jason said there is no record of the number being called or received. They contacted ITS and they are working with the phone vendor to solve the problem. He said they have a plan in place to document if that happens again. If there are times when people need to call Public Safety and it is not an emergency, he asked people to please try calling again and the line should be free. If it is an emergency and people cannot get through, he instructed them to call 911, which then goes to a county dispatcher for emergency services.</li> </ul>

- Roz Young said the bright yellow emergency cards do not have correct numbers. Jason instructed her to send a photo to him so they can review it since it may be old information. Jason said they are also removing “If you see something, say something” banners because the phone number is incorrect.
- Roz mentioned that there are older public phones in the buildings which instruct people to call 7001 and that number is no longer used. Jason will speak to ITS about those phones.
- Roz asked if Cañada has an evening administrator on campus (AIC) in addition to Public Safety. VP Prisecar said the campus does not have an AIC, but suggested that people contact their dean if something happens.

Dogs on Campus: Public Safety is not going to ticket people who have their dog off leash, but will give them a friendly reminder. They are considering putting up signs to remind people to keep their dogs on leash.

- Kat Sullivan-Torrez said people bring their pets to sports events, and she asks people to make sure they have poop bags. She asked if there should be pet waste dispensers on campus and Jason said if they do have trashcans and bag on campus, then they have to be maintained.
- John Cuevas said the College does have two dog stations with poop bags in Lot 2 and Lot 7, but people are not using them, so the groundskeepers pick up the waste. He said it is not fair for the groundskeepers and he does communicate with people to let them know where the dog stations are, but there are a large number of animals on campus.

Locking/Unlocking Procedures: Jason said if people need to get into a campus room, they can call Public Safety and they can also secure the room at the end of the day. There are the ACAMS systems and AMAG keypads and people should have access with their electronic ID. If they are supposed to have access to that room, it should be programmed into their IDs. If there is a door that is programmed, people should present their ID card to log in. If the door is programmed into their ID card, then they should enter \*1 or ✓1 on the new keypads to keep it unlocked. You can then lock the door using \*2 or ✓2. People can ask for a room to be added to their ID card. They try to give different options to people.

- Roz Young asked if Public Safety is receiving the schedule for unlocking doors/elevators because one morning she was late and no one could get into the building to get to their lab.
  - Jason said if it is on a schedule should be automatically unlocking schedule. If it is not on the schedule, a request can be made by submitting a request to John Doctor and he can add it to the schedule. Otherwise, please let Karen Pinkham know and they can get it on the ACAMS system to make a permanent schedule change. If it is for a one-day event, they will not program it, however for classes that are held every Saturday, they will make sure it is opened. She said that if people are locked out of a room, please call Public Safety as the Facilities staff does not open doors.

Graffiti Awareness: There was a recent situation where there was graffiti tagging in some of the restrooms on campus. People are asked to report tagging to Public Safety so they can try to identify who might be doing it so they can get the behavior to stop. People should let Public Safety know the date, time and location of where people see the tagging. Karen Pinkham said it is removed immediately after Public Safety has had a chance to look at it and document it. Jason said the state considers it a problem because of the damage.

- Yesenia Haro noted that there is graffiti on one of the bathroom mirrors in Building 18.

Pedestrian Safety Campaign: Megan Rodriguez Antone said the Marketing Office is collaborating with Facilities and Public Safety on a pedestrian safety campaign to draw awareness to traffic concerns on campus. September is Pedestrian Safety Month and her office sent out an email to employees and students, and posted information on social media sites and on the digital signs around campus. She said they plan to prepare a short awareness video. The College's social media consultant is trying to reach out to get people to participate in the video.

- Jason reminded people to stop at stop signs, don't speed, and be careful to stay in crosswalks when crossing the street.
- Kat Sullivan Torrez said there was a safety issue on the Loop Road last week where someone parked on campus because there was no parking available at the tennis courts. The person walked down the road, lost their footing on an uneven surface just below Cañada Vista and was facing traffic. Kat contacted Public Safety to call an ambulance, however the woman did not want an ambulance. She is concerned that drivers are coming up the hill while people are walking down. She asked if it is possible to have a Public Safety vehicle there to get drivers to slow down and also call attention to the fact that more people may be walking down the road.
  - Karen will talk to the injured woman. Officer Zorie Gomez was on site and wrote a report about the incident. Karen is putting up bollards so that people do not park in the area where the woman parked since it is in a grassy area near where the campus utilities are located.
- Karen Pinkham engaged a traffic consultant and will be meeting with them on October 7 to get a report on how to slow down drivers on campus, particularly drivers on the Loop Road. There is also discussion around reducing the traffic lanes to make this a walkable campus and possibly creating a bike lane, so those will be discussed with the traffic consultant. Jason Wendt and VP Prisecar are also a part of the team.

**Facilities:** Karen Pinkham provided the following update:

How to contact Facilities: Please visit the Facilities website for information at: <https://canadacollege.edu/adminservices/facilities.php>, Facilities requests can be made through their website or through the SMCCCD portal. The site also includes key request/project request forms as well.

Other Facilities updates:

- Karen reported that she has not heard any negative comments concerning the red pain along the curbs on the Loop Road. Opening the exit out of Lot 6 has been good for drivers coming out of the lot so they have better visibility.
- To help with pedestrian traffic around Lot 6, they replanted the "goat" paths that people were using to cross the Loop Road toward Building 1 and people are now forced to use the crosswalks. She thanked John Cuevas and the grounds team for this work.
- Facilities received complaints around Lot 4, between the Theater/Building 3 and the Bookstore in Building 2. Prior to the start of the semester, they did some striping on the pavement and she has not heard of any incidents since.

	<p><b>Emergency Preparedness Office:</b> Ben’Zara Minkin reported the following:</p> <p><u>Lockdown Drill and Great ShakeOut</u>  Ben’Zara Minkin reported that the campuses are holding their lockdown/barricade drills and Skyline held its drill on September 24. VP Prisecar is checking with the Cañada Cultural Center to see when events are scheduled and then Cañada can confirm dates for its drill. All campuses and the District Office will participate in the Great ShakeOut and evacuation drill on October 17 at 10:17 a.m. Information about the drills will be sent out ahead so people can prepare.</p> <p><u>Communication Matrix for Emergency Communications</u>  Ben’Zara reviewed the college alert levels, when alerts are sent and who would receive the alert. Alerts for emergency drills are going out on the same codes as regular emergencies. All communications will be on RAVE so they can reach students. Community members can opt in so they can also be alerted.</p> <p>He also noted that there are alerts for non-emergency situations, such as road closures, commencement, large gatherings, inclement weather, ITS outages, mountain lion sightings, etc.</p> <p>As part of Clery Act requirements, the district must report specific types of crimes. The district is also required to report out a timely notification to the campus if there is still a threat. Crime alerts are communicated to the campus, but some types of crimes do not rise to the level of sending out an emergency alert. However, those that do, such as certain Clery-type crimes that are still active or present a danger, will be sent as emergency alerts. Some situations are time sensitive where immediate action is required to prevent injury or loss of life and those notifications are sent as critical alerts. Within the Rave system, there is a Dropbox, so administrators can select the type of alert level that is going to be sent. It will automatically configure the message with the right type of alert header and it will select the right type of communication modality.</p> <p><u>Duress Buttons:</u> All duress buttons on the campuses are now functional. When activated, duress buttons now send an immediate signal to all Public Safety radios. Information was shared with the deans and VP Prisecar will resend the information so people can share with their staff.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• In response to Jessica Silver Sharp’s question, Ben’Zara reported that they are able to communicate emergency alert messages in Spanish.</li> </ul>
<p><b>October 24, 2024 Preliminary Agenda Items</b></p>	<ul style="list-style-type: none"> <li>• Review and approve September 26, 2024 meeting minutes.</li> <li>• Reports and Updates</li> <li>• Other</li> </ul>
<p><b>Round Table</b></p>	<ul style="list-style-type: none"> <li>• VP Prisecar announced that Skyline College will be hosting an Adult CPR/AED and First Aid training on October 9, 2024 from 12:30 p.m. - 4:30 p.m. in Building 6, 6-202 and 6-204. We have contracted with American Red Cross to provide the training. This training will be open to all district employees.</li> <li>• VP Prisecar said several faculty members have noticed students and community members parking in employee lots 2, 5 and 8. While staff been advised to report these incidents to Public Safety each time they see someone in the lot, she does not</li> </ul>

	<p>believe this approach is effective. She suggests that Public Safety begin ticketing unauthorized vehicles in staff lots to discourage this behavior. Additionally, she recommends considering opening the upper lot across the Loop Road (the one overlooking the bay) earlier in the day, which could provide students with a convenient alternative and reduce parking in employee spaces.</p> <ul style="list-style-type: none"> <li>• Jessica Silver-Sharp said last year, the Safety Committee talked about having a liaison between the District Safety Managers’ Meeting and the local Safety Committees to be able to provide reports. <ul style="list-style-type: none"> <li>○ VP Prisecar was not able to attend the District Safety Managers’ Meeting on September 4, but she will the update back to the next Safety Committee meeting. She pointed out that anything discussed at that meeting is on their website.</li> </ul> </li> <li>• Jessica noted that the charge of the District Safety Managers’ Meeting says they only keep their minutes for three years. Since other committee minutes are permanent records, she is concerned that they are not actively documenting their work beyond three years. <ul style="list-style-type: none"> <li>○ VP Prisecar will add that to the next meeting to discuss.</li> </ul> </li> </ul>
<p><b>November 21, 2024 Meeting</b></p>	<p>The Safety Committee Meeting that is scheduled for November 21 is tentative due to a conflict with the PBC position request presentations that are scheduled for November 20-21. A discussion about whether to reschedule this meeting will be held at the October 24 meeting.</p>
<p><b>ADJOURNMENT</b></p>	<p><b>ACTION:</b> A motion to adjourn the Safety Committee Meeting was made by Ben’Zara Minkin and Jessica Silver-Sharp. Motion passed.</p> <p>Meeting adjourned at 3:59 p.m.</p>