



SAFETY COMMITTEE MEETING MINUTES

Tuesday, November 18, 2021

Via Zoom

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

Approved

Members present: Lorraine Barrales-Ramirez, Alex Claxton, Mary Chries Concha Thia, Albert Elzey, Casey Fortier, Jose Garcia, Vince Garcia, Max Hartman, Ray Hernandez, Michael Hoffman, Jamie Hui, Bettina Lee, Kim Lopez, Carlos Luna, Ben’Zara Minkin, Manuel Alejandro Pérez, Karen Pinkham, Ludmila Prisecar, Tammy Robinson, Megan Rodriguez Antone, Michele Rudovsky, Nathan Staples, Diana Tedone-Goldstone, Brian Tupper.

Members absent: Ronda Chaney, Rachel Corrales, Xitlali Curincita, Yesenia Haro, Debbie Joy, Elsa Torres.

Guests and others present: David Eck, Salumeh Eslamieh, Jenna French, Julie Hong, Marianne Kaletzky, Adolfo Leiva, Janette Linares, Kristi Longoria, Sarita Lopez, Monica Malamud, Cynthia McCarthy, José Nuñez, Chantal Sosa, Roslind Young.

AGENDA ITEM	CONTENT
<p>1. Review and Approve Agenda</p>	<p>ACTION: A motion to approve the Safety Committee agenda was made by Alex Claxton and seconded by Al Elzey. Motion passed.</p>
<p>2. Review and Approve October 28, 2021, Meeting Minutes</p>	<p>Jamie Hui asked to make a correction to the minutes. She was not in attendance at the meeting and will be moved to the list of members absent from the October 28 Safety Committee meeting.</p> <p>ACTION: A motion to approve the October 28 minutes with this correction was made by Jose Garcia and seconded by Lorraine Barrales-Ramirez. Motion passed.</p>
<p>3. Safety Committee Purpose, Membership and Bylaws</p>	<p>VPAS Prisecar and the VPAS of CSM and Skyline met with Brian Tupper to talk about the committee framework. CSM has approved its bylaws and memberships and Skyline is reviewing its framework. Cañada’s draft framework was reviewed.</p> <p><u>Purpose:</u> To help ensure the safety of the college’s students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies.</p> <p><u>Functions:</u></p> <ol style="list-style-type: none"> 1) Promotes a safe institutional environment for staff and students 2) Works with District staff to coordinate plans for major disasters 3) Monitors Emergency website 4) Conducts monthly campus safety meetings for students, faculty, classified professionals, administrators, and campus community <p><u>Recommends To:</u> The Safety Committee makes recommendations to the Planning and Budgeting Council. Michael Hoffman said it would also make recommendations to the District Safety Committee per the AFT contract.</p>

	<p><u>Chair Selection:</u> The VPASs have been leading the committees at all three campuses, but that is not a requirement and the chair can be selected from the membership. Brian Tupper said the chair has never been voted on and it has always been the VPA or the VPSS. VPAS Prisecar said it would be fine to select a chair from the list of members.</p> <p><u>Membership:</u> VPAS Prisecar presented the list of members who are required to be on the committee. She would like someone to represent health services. VP Manuel Pérez said that Dr. Spencer Wong is the physician in Cañada’s Health Center and he is the highest level of leadership in the health services area. The title should be changed to Physician in the Health Center.</p> <p>There is a two-year term limit for the two faculty reps appointed by AFT, one adjunct faculty appointed by Academic Senate, two CSEA reps, two AFSCME reps and the student rep appointed by the ASCC.</p> <ul style="list-style-type: none"> • Diana Tedone-Goldstone noted that this year, there are also two faculty reps appointed by Academic Senate. • Dean Max Hartman suggested adding either the director of the Personal Counseling Center or the Disability Resource Center, as well as the College’s Title IX Coordinator. • Megan Rodriguez Antone suggested adding the Director of Public Information. • Alex Claxton would like clarification on his membership. He attends meetings because he is a building captain, but would like to know if he should be on the committee. <p><u>Support Staff</u> A list of Support Staff was reviewed. It was recommended that the Classified Staff-Executive Assistant to the President be listed as support staff, but all other positions should be considered Resource Staff.</p> <ul style="list-style-type: none"> • Michael Hoffman suggested that the Director of Public Safety and the Facilities Manager serve as resource staff and not as voting members. • Michael Hoffman suggested that a resource staff person from HR be appointed. • The Facilities Operations Manager title in the resource staff list should be corrected to Director of Maintenance and Operations. • VP Pérez said the Physician in the Health Center should move to the resource list and be listed as Medical Director. • Roslind Young is the College’s hazmat coordinator. She will attend the meetings as a guest, but would not be a voting member. <p>The recommendations would change the membership to 17 people instead of 29.</p> <p>VPAS Prisecar will work on the revised bylaws and present it for a vote at the December 10th meeting. The Safety Committee will consider the membership structure and VPAS Prisecar can ask the constituencies to appoint representatives.</p>
<p>4. Recommend systems by which students provide health/vaccine status and/or undertake a health screening and/or provide information about their vaccination status before entering indoor public spaces like</p>	<p><u>ACTION:</u> A motion to consider and vote on the proposal was made by Michael Hoffman and seconded by Lorraine Barrales-Ramirez. Motion passed.</p> <p><u>Discussion:</u> Michael would like to amend the proposal to make it clear. The proposal would read: We propose the monitoring of traffic in buildings by staff to enforce the District's policies related to COVID.</p>

<p>the cafeteria, library, counseling or DRC, with monitoring and enforcement by public safety, safeguards our neighboring colleges are using.</p>	<ul style="list-style-type: none"> • Diana Tedone Goldstone suggested adding wording around providing additional funding for student workers or extra hours for staff to help monitor high-traffic areas. • Alex Claxton suggests that Public Safety staff should do the monitoring but also thinks the monitoring/enforcing language seems vague. • Dean Max Hartman thinks the new proposal is still vague. He would like to know what constitutes a high-traffic building and be clear about what type of monitoring would be done. He asked if this would be consistent with practices in other San Mateo County buildings and, if not, why would there be a distinction for our colleges versus other public institutions in the county • Bettina Lee would like to know how to monitor students going into the Grove to buy food. Other schools require vaccination passports to allow people to enter buildings and she thinks it might be less expensive than hiring staff. • Jamie Hui cautioned that using the word “staff” in the recommendation could raise issues with CSEA. • Michael Hoffman said there are HEERF funds that could be used and the recommendation could be more specific if Safety Committee members want. He understands the concern around the word “staff” so maybe there could be more clarified administrative procedures when people are violating the rules? • Brian Tupper feels that all buildings should be monitored campus-wide and not just in high-traffic areas. • Lorraine Barrales-Ramirez wants something about funding to be added. • Michael Hoffman would like to correct the language in the recommendation and table it to the next meeting. He would like to have an information item about available funding for additional staffing. <p>ACTION: A motion to not recommend the proposal at this time was made by Lorraine Barrales-Ramirez and seconded by Diana Tedone. Motion passed.</p> <p>ACTION: Thirteen members approved that the item be removed from the agenda and be brought back for further discussion at the next meeting.</p>
<p>5. Recommend that a Human Resources manager be appointed to serve on this committee, to attend all meetings, and provide answers to relevant questions posed by committee members, as well as to bring up to date information about any new health and safety related processes to the committee, for the duration of the pandemic.</p>	<p>ACTION: Michael Hoffman will not make a motion on this recommendation. There was no vote on Proposal #5.</p>

<p>6. As there have been many complaints that once a day bathroom cleaning, for example near Counseling, has been insufficient, we propose that sanitation protocols for more heavily trafficked areas be assessed and reviewed by this committee and that recommendations be formulated for more robust campus cleaning practices that result in enhanced sanitation to combat the virus. This could include a recommendation to hire and train additional cleaning staff prior to Spring.</p>	<p>ACTION: A motion to consider and vote on the proposal was made by Lorraine Barrales-Ramirez and seconded by Michael Hoffman. Motion passed.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Karen Pinkham said campus cleaning protocols are posted under Sanitation and Hygiene on the district’s Return to Campus website. Karen reviewed the protocols. • Lorraine Barrales-Ramirez said the concern has been communicated by colleagues who have observed that it has not been very clean in certain areas. The recommendation is about how to go about requesting additional cleaning in areas that are high-traffic. <p><u>Amendment:</u> Lorraine amended the recommendation to read: As there have been many complaints that once-a-day bathroom cleaning, for example near Counseling, has been insufficient, we propose that there be additional cleaning scheduled for heavily trafficked areas. This could include a recommendation to hire and train additional cleaning staff prior to Spring.</p> <p>ACTION: A motion to approve the amended recommendation was made by Alex Claxton and seconded by Michael Hoffman.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Karen Pinkham would like the opportunity to let people know what the plan is. <p>ACTION: Four members voted to approve, six voted no and one abstained. The proposal will not be recommended to the District Safety Committee.</p>
<p>7. For the purposes of transparency and safety, we propose that the current Exposures website be updated as soon as exposures are reported, and be enhanced to include information about the date, time, campus, building and room locations where exposures were reported, as well as the results of weekly covid testing on unvaccinated students and employees. (see: https://www.insidehighered.com/news/2020/10/08/m)</p>	<p>ACTION: Michael Hoffman would like to hold a discussion about this proposal at a later date.</p> <p>ACTION: A motion to table the item was made by Michael Hoffman and seconded by Alex Claxton. Motion passed.</p>

any-colleges-publish-covid-dashboards-theres-no-uniform-standard-public-reporting)	
8. Reports and Updates	<p>Emergency Preparedness Office: Ben’Zara Minkin provided the following update:</p> <p>Ben’Zara Minkin said the district has purchased advanced bleeding control kits that will be used for violent intruders and traumatic emergencies. The kits will be placed in Go Bags and in AED cabinets. They will also be provided to Public Safety Officers. Training will begin next semester.</p> <p>COVID-19 Health Officer Update: This update will be provided at the December meeting.</p>
9. Recommended Topics for the Next Safety Committee Agenda	<p>VPAS Prisecar announced that the December meeting date will be changed to December 10, 2021, 1:00PM-2:30 pm, to avoid a conflict with the Academic Senate Meeting.</p> <p>Proposed Agenda</p> <ul style="list-style-type: none"> • Approve Safety Committee Purpose and Membership • Reports and Updates • Other Items?
10. Round Table	<p>Due to time constraints, the Round Table will be held at the December 10 meeting.</p>
11. Other Discussion	<p>EOC Structure</p> <p>There was a discussion on the Emergency Operations Center structure. VPAS Prisecar will speak with Ben’Zara Minkin about procedures, training process and setting the roles and staff. The item will be discussed at the December or January meeting.</p>
4. Next Meeting	<p>The next Safety Committee Meeting is December 10 from 1:00-2:30 pm</p>
5. ADJOURNMENT	<p>ACTION: A motion to adjourn the meeting was made by Vince Garcia and seconded by Diana Tedone-Goldstone.</p> <p>Motion passed.</p> <p>Meeting Adjourned at 3:57 pm.</p>