



Meeting Minutes

District Managers Health and Safety Committee (DMHSC)

Date:	Start:	End:	Next Meeting:	Next Time:	Location:
September 3, 2025	2:00 pm	3:00 pm	December 1, 2025	2:00-3:00 pm	Zoom – See Calendar Invite
Purpose:			Central Repository Folder:		
District Managers Health and Safety Committee (DMHSC) Meeting Agenda #62			\\appserv2\Districtwide Safety Committee		

Attendees:	
<ul style="list-style-type: none"> X Barrick, Emily – (CSM) X Cassidy, Paul – (SKY) X Colin, Cherie – (SKY) Dean, Rob – (CSM) Demissie, Yoseph – (Dist) Garcia Vince – (Dist) X Gutierrez, Robert – (Dist) X McLain, David – (Dist) Melgoza, Ingrid – (Dist)(On-leave) X Minkin, Ben’Zara – (Dist) X Pinkham, Karen – (CAN) Prisecar, Ludmila - (CAN) 	<ul style="list-style-type: none"> Ramirez, Gerardo – (CSM) X Reyes, Thommy – (Dist) X Rodriguez Antone, Megan – (CAN) X Rudovsky, Michele – (CSM) Smith, Elizabeth – (CSM) X Tordesillas, Dennis – (Dist) Tupper, Brian – (Dist) (Chairperson)(On-leave) X Vangele, Jim – (SKY) X Warne, Maxwell – (SKY) X Wendt, Jason – (CAN) Yoch, Owen – (CSM)

Item	Description	Action by	First Noted	OPN/ CLO
------	-------------	-----------	-------------	-------------

NEW BUSINESS / Items of Importance

<p>Campus Health and Safety Committees Updates 9/3/25:</p> <p><u>CAN</u></p> <ul style="list-style-type: none"> -There was a fire incident on campus that occurred on August 30. -Facilities conducting fire mitigation. -JW and KP working together to improve traffic. <p><u>SKY</u></p> <ul style="list-style-type: none"> -DPS is doing outreach with the campus community about parking. - There has been an increase in citations this semester. -DPS working with Facilities to address safety issues after recent 	VPAs		Ongoing
--	-------------	--	----------------

	<p>incidents with slips and falls on campus.</p> <p><u>CSM</u> -There was a minor vehicular accident by Lot T. Public Safety responded right away. -Additional traffic safety measures have been implemented including signs and enhanced Public Safety visibility.</p>			
62.0	<p>Integration of Management into the Building Captains Program 9/3/25: -Building Captains reported that they encounter campus community members who do not want to participate during drills. It was suggested that managers should be recruited as Building Captains, and emergency responsibilities be included in their job description.</p>	GR/BZM	8/25/25	OPN
	<p>Round Table 9/3/25: -Paul Cassidy was introduced as a new member.</p>			
RECURRING ITEMS				
	<p>Emergency Action Plan (EAP) 9/3/25: Item not discussed</p>	BZM		Ongoing
	<p>Districtwide Building Captains Plan 9/3/25: -See 62.0 -New enrollment for Building Captains has increased.</p>	BZM		Ongoing
	<p>District Employee Emergency Preparedness Training 9/3/25: <u>Great Shakeout Drill</u> Date and time changed to October 14 at 10:14 a.m. Evacuation will be managed by every local Public Safety office. Radio channel Local 1 will be used. BZM has conducted Zoom trainings for Building Captains and Public Safety officers.</p> <p><u>Violent Intruder (Lockdown/Barricade) Drills</u> BZM will send out an announcement. Drills will be conducted on the following dates/times below: CSM: Wednesday, September 10 at 10:45 AM and 6:15 PM Skyline College: Wednesday, September 17 at 10:45 AM and 6:15 PM Cañada College: Wednesday, September 24 at 10:45 AM and 6:15 PM</p>	BZM		Ongoing
	<p>PSPS forecast and Air Quality Index update 9/3/25: After COVID, the maximum AQI has been reduced to below 151. MR and BZM will continue to monitor because of the fire season.</p>	BZM		Ongoing

	COVID-19 Recovery Plan and Safety Procedures 9/3/25: Recordkeeping will continue through February 2026.	MR		Ongoing
OLD BUSINESS				
61.1	SMCCCD Power Outage Annex Draft 2025 review 6/2/25: -Annex plans specifically address hazards that pose a significant risk to a location. -The Power Outage Annex plan is updated continuously, and BZM discussed the Preparation and Response sections which have been recently updated. -The Planned Power Outage (PSPS and/or District Initiated) section was also discussed and recently added. All planned power outages require a Level II response with activation of the campus Crisis Action Team. -Next steps are the plan will be sent out to DMHSC members for review and feedback. BZM will compile all edits and update. The finalized draft will be presented to DMHSC members at the September meeting for approval, and will be forwarded to the District Office Executive Leadership for formal approval. 9/3/25: Per BZM, topic will be discussed in the December 1, 2025 meeting.	BZM	3/4/25	OPN
61.0	SMCCCD Safety Plan Approval Process 6/2/25: -Discussed drafting a safety plan, reviewing the plan with the Chief of Maintenance and Operations, initiating a college level review and Districtwide review. -Public Safety guidelines will be reviewed by every campus Health and Safety Committee followed by the District Managers Health and Safety Committee. -Standardization is key but the unique traits of each campus should be recognized and incorporated in the plans. -It was suggested that the finalized plan, as well as safety procedures, should be posted on the District Portal Downloads. The Downloads webpage should always be updated. Sharepoint will be utilized as repository. -The SMCCCD Safety Plan Approval Process document will be emailed to DMHSC members for review. 9/3/25: Item not discussed	BZM	3/4/25	OPN
60.0	Drone Usage on Campus 3/3/25: - Board Policy 8.49 states drone usage over SMCCCD must be approved by the District. CAN reported that drone usage have occurred many	MRA	12/2/24	OPN

	<p>times over its campus without permission.</p> <p>-An informational campaign comprised of the following was discussed:</p> <ul style="list-style-type: none"> • Publish policy on SMCCCD website. • Use QR codes. • Add to Facilities Rental contract. • Add message on campus entrance LED board (CSM and SKY). • Install signage in parking lots. Signs should include information about privacy and liability. <p>Other consideration(s):</p> <ul style="list-style-type: none"> • Drone operator(s) may not be on campus grounds. <p>9/3/25: Item not discussed</p>			
59.0	<p>Criteria for the locations of duress buttons</p> <p>12/2/24:</p> <p>-Michele explained how duress buttons (DB) work, and its criteria for location installation. DBs are for calling back-up support only. DPS will respond to alerts cautiously. Staff are encouraged to call 911 when dealing with emergencies. John Doctor will analyze current DB locations to make sure there is consistency throughout the District. (Edited 3/12/25)</p> <p><u>Feedback from SKY</u></p> <p>-Stressed importance of examining criteria for location installation whether it be public or private. Concerned for safety of DPS PSOs responding to alerts, and possible delay of emergency services when 911 should have been called. MR explained DBs are installed in staff/private locations only. Jim Vangele explained staff have been advised to always call 911 for medical emergencies.</p> <p>-SKY is exploring the possibility of utilizing cell phones instead of DBs when cell reception on campus is improved.</p> <p>9/3/25: Item not discussed</p>	MR	11/25	OPN
57.0	<p>Workplace Violence Prevention Plan (WVPP)</p> <p>Feedback can be emailed to Julie Johnson and MR at wvpreport@smcccd.edu.</p> <p>9/3/25: Human Resources published the plan on August 18, 2025.</p>	MR	5/28/24	OPN
52.0	<p>Dogs on Leash Law</p> <p>3/3/25: Signage installed on all campuses. SKY reported signs are effective.</p> <p>9/3/25: Item CLOSED</p>	MR (BT)	3/3/23	OPN