



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Meeting Minutes

District Managers Health and Safety Committee (DMHSC)

Date:	Start:	End:	Next Meeting:	Next Time:	Location:
December 1, 2025	2:00 pm	3:00 pm	March 2, 2026	2:00-3:00 pm	Zoom – See Calendar Invite
Purpose:		Central Repository Folder:			
District Managers Health and Safety Committee (DMHSC) Meeting Agenda #63		\\appserv2\Districtwide_Safety_Committee			

Attendees:					
X	Berrick, Emily – (CSM) Cassidy, Paul – (SKY) Colin, Cherie – (SKY)	X	Prisecar, Ludmila - (CAN) Ramirez, Gerardo – (CSM) Reyes, Thommy – (Dist)		
X	Dean, Rob – (CSM) Demissie, Yoseph – (Dist) Garcia Vince – (Dist) Gutierrez, Robert – (Dist) McLain, David – (Dist) Melgoza, Ingrid – (Dist)(On-leave)	X	Rodriguez Antone, Megan – (CAN) Rudovsky, Michele – (CSM) Tordesillas, Dennis – (Dist) Tupper, Brian – (Dist) (Chairperson)(On-leave)		
X	Minkin, Ben’Zara – (Dist)	X	Vangele, Jim – (SKY)		
X	Pinkham, Karen – (CAN)	X	Warne, Maxwell – (SKY) Wendt, Jason – (CAN)		
		X	Yoch, Owen – (CSM)		

Item	Description	Action by	First Noted	OPN/CLO
NEW BUSINESS / Items of Importance				
62.0	Integration of Management into the Building Captain Program 12/1/25: -Proposal supported by DMHSC. MR will propose to District Office leadership, and VPAs (or designee) to their college president. If approved, managerial job descriptions and standard operating procedures will be updated. -MR will announce Building Captain program at Managers Forum. -Format of training module for managers also discussed.	GR/BZM	8/25/25	OPN

63.0	<p>COVID Test Kits and Masks</p> <p>12/1/25:</p> <ul style="list-style-type: none"> -OSHA requirements for COVID will end on February 3, 2026. Test kits and masks will no longer be provided. Campus Health Centers will need to purchase their own supply. -MR will seek feedback from college Cabinet groups if plexi-glass barriers can be removed. 	MR	11/15/25	OPN
63.1	<p>Evacuation Maps (Added)</p> <p>12/1/25:</p> <ul style="list-style-type: none"> -CAN requested that new evacuations maps with assembly areas be published online. RG and MRA will collaborate. -DMHSC agreed to redesign maps for CSM and SKY. Maps with assembly areas for individual buildings will be created to be consistent with CAN. Facilities Managers will assess assembly areas on their campus before new maps are created. -New maps will be posted on District website. Link to the webpage will be on every campus website. 			
	<p>Campus Health and Safety Committees Updates</p> <p>12/1/25:</p> <p>CSM</p> <ul style="list-style-type: none"> -RAVE will be used to announce I.C.E. arrival on campus. Informed campus community about RAVE at recent Health Fair. -Reviewed the Annual Security Report and Workplace Violence Prevention Plan Survey at recent meetings. -Positive feedback received about Building Captain training. Managers will be considered for inclusion in future trainings. -Krystal Duncan, dean of Counseling, guested and presented the Call Response Model to solicit feedback. The model, if implemented, will enable Public Safety officers to request for a mental health professional when responding to a non-violent incident. MR to propose to HR to add de-escalation education in the Professional Development program. <p>CAN</p> <ul style="list-style-type: none"> -Campus community is always reminded about how to contact Public Safety. -<i>See Something, Say Something</i> posters have been taken down and replaced with new poster in classrooms. -Electric Vehicle Charging policy will be updated and posted on the college website. -Messaging about elevator breakdowns are always being improved. -Emergency preparedness and Building Captain trainings, new radios, and communications were discussed. -Personal Counseling presented de-escalation techniques. -Campus community requested that feedback form be made available on the Public Safety webpage. 	VPAs		Ongoing

	<p>Round Table</p> <p>12/1/25:</p> <p>-The Emergency Preparedness Office (EPO) has completed reprogramming new digital radios for Public Safety and Building Captains. Radios will be available for pick-up at every campus Public Safety office, and will require signature by recipient. EPO will publish bulletins and offer additional trainings in the future.</p>			
RECURRING ITEMS				
	<p>Emergency Action Plan (EAP)</p> <p>See New Business section</p>	BZM		Ongoing
	<p>Districtwide Building Captains Plan</p> <p>See New Business section</p>	BZM		Ongoing
	<p>District Employee Emergency Preparedness Training</p> <p>See New Business section</p>	BZM		Ongoing
	<p>PSPS forecast and Air Quality Index update</p> <p>12/1/25: Item not discussed</p>	BZM		Ongoing
	<p>COVID-19 Recovery Plan and Safety Procedures</p> <p>See New Business section</p>	MR		Ongoing
OLD BUSINESS				
61.1	<p>SMCCCD Power Outage Annex Draft 2025 review</p> <p>12/1/25: Item not discussed</p>	BZM	3/4/25	OPN
61.0	<p>SMCCCD Safety Plan Approval Process</p> <p>12/1/25: Item not discussed</p>	BZM	3/4/25	OPN
60.0	<p>Drone Usage on Campus</p> <p>12/1/25: Item not discussed</p>	MRA	12/2/24	OPN
59.0	<p>Criteria for the locations of duress buttons</p> <p>12/1/25: Item not discussed</p>	MR	11/25/24	OPN
57.0	<p>Workplace Violence Prevention Plan (WVPP)</p> <p>View plan. For feedback email wvpreport@smcccd.edu.</p> <p>12/1/25: Feedback continue to be received.</p>	MR	5/28/24	OPN