



# Meeting Minutes

## District Managers Health and Safety Committee (DMHSC)

Date:	Start:	End:	Next Meeting:	Next Time:	Location:
June 2, 2025	2:00 pm	3:00 pm	September 3, 2025	2:00-3:00 pm	Zoom – See Calendar Invite
<b>Purpose:</b>			<b>Central Repository Folder:</b>		
District Managers Health and Safety Committee (DMHSC) Meeting Agenda #61			<a href="\\appserv2\Districtwide Safety Committee">\\appserv2\Districtwide Safety Committee</a>		

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

Item	Description	Action by	First Noted	OPN/ CLO
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<b>NEW BUSINESS / Items of Importance</b>
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	<p><b>Campus Health and Safety Committees Updates</b> 6/2/25: <u>CAN</u> -Faculty had drafted <i>Guidelines for Classroom Safety</i>, which is a recommendation on how to deal with an unsafe environment. The document had been reviewed by the CAN Health and Safety Committee, and will be shared with DMHSC and Classified staff for review. -<i>In Case of Emergency</i> posters have been posted in classrooms, offices and public spaces. -CAN continues to assess the campus for walking and driving safety.</p>	<b>VPAs</b>		<b>Ongoing</b>
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	<p><u>CSM</u></p> <ul style="list-style-type: none"> <li>-CSM Safety Committee will begin having Safety Expos on campus this summer and fall (or spring). The Expo will bring campus health and safety programs together, and will also feature the Building Captain Program. Law enforcement and first responders will be invited to participate.</li> <li>-Building captains will be cross-trained to be familiar with other buildings on their campus.</li> <li>-It was proposed that all safety reference materials utilized in the District will be compiled and shared.</li> <li>-CSM is interested in providing concise safety training videos to faculty and staff. The Office of Emergency Management has been creating safety videos and new communication/feedback tools.</li> <li>-There will be a new Director of Public Information. David McLain will assist in onboarding.</li> </ul> <p><u>SKY</u></p> <ul style="list-style-type: none"> <li>-No incidents to report.</li> </ul>			
<b>61.0</b>	<p><b>SMCCCD Safety Plan Approval Process</b></p> <p>6/2/25:</p> <ul style="list-style-type: none"> <li>-Discussed drafting a safety plan, reviewing the plan with the Chief of Maintenance and Operations, initiating a college level review and Districtwide review.</li> <li>-Public Safety guidelines will be reviewed by every campus Health and Safety Committee followed by the District Managers Health and Safety Committee.</li> <li>-Standardization is key but the unique traits of each campus should be recognized and incorporated in the plans.</li> <li>-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.</li> <li>-The SMCCCD Safety Plan Approval Process document will be emailed to DMHSC members for review.</li> </ul>	<b>BZM</b>	<b>3/4/25</b>	<b>OPN</b>
<b>61.1</b>	<p><b>SMCCCD Power Outage Annex Draft 2025 review</b></p> <p>6/2/25:</p> <ul style="list-style-type: none"> <li>-Annex plans specifically address hazards that pose a significant risk to a location.</li> <li>-The Power Outage Annex plan is updated continuously, and BZM discussed the Preparation and Response sections which have been recently updated.</li> <li>-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.</li> <li>-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</li> </ul>	<b>BZM</b>	<b>3/4/25</b>	<b>OPN</b>

	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.			
	<b>Round Table</b> 6/2/25: -Karen and Ros(?) are working on the CAN Chemical Hygiene Plan and template. -Every member of campus CAT teams should update their contact information and calendars.			
<b>RECURRING ITEMS</b>				
	<b>Emergency Action Plan (EAP)</b>  6/2/25: See 61.1	<b>BZM</b>		<b>Ongoing</b>
	<b>Districtwide Building Captains Plan</b>  6/2/25: Item not discussed	<b>BZM</b>		<b>Ongoing</b>
	<b>District Employee Emergency Preparedness Training</b>  6/2/25: Item not discussed	<b>BZM</b>		<b>Ongoing</b>
	<b>PSPS forecast and Air Quality Index update</b>  6/2/25: Item not discussed	<b>BZM</b>		<b>Ongoing</b>
	<b>COVID-19 Recovery Plan and Safety Procedures</b>  6/2/25: Item not discussed	<b>MR</b>		<b>Ongoing</b>
<b>OLD BUSINESS</b>				
<b>60.0</b>	<b>Drone Usage on Campus</b> 3/3/25: - <a href="#">Board Policy 8.49</a> states drone usage over SMCCCD must be approved by the District. CAN reported that drone usage have occurred many times over its campus without permission. -An informational campaign comprised of the following was discussed: <ul style="list-style-type: none"> <li>• Publish policy on SMCCCD website.</li> <li>• Use QR codes.</li> <li>• Add to Facilities Rental contract.</li> <li>• Add message on campus entrance LED board (CSM and SKY).</li> <li>• Install signage in parking lots. Signs should include information about privacy and liability.</li> </ul>	<b>MRA</b>	<b>12/2/24</b>	<b>OPN</b>

	<p>Other consideration(s):</p> <ul style="list-style-type: none"> <li>• Drone operator(s) may not be on campus grounds.</li> </ul> <p>6/2/25: Item not discussed</p>			
<b>59.0</b>	<p><b>Criteria for the locations of duress buttons</b></p> <p>12/2/24:  -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>  -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.  -SKY is exploring the possibility of utilizing cell phones instead of DBs when cell reception on campus is improved.</p> <p>6/2/25: Item not discussed</p>	<b>MR</b>	<b>11/25</b>	<b>OPN</b>
<b>57.0</b>	<p><b>Workplace Violence Prevention Plan (WVPP)</b></p> <p>3/3/25:  -CAN had multiple discussions with constituents and will be providing feedback to HR.  -HR reached out to Unions for feedback.  -Feedback can be emailed to Julie Johnson and MR at <a href="mailto:wvpreport@smccd.edu">wvpreport@smccd.edu</a>.</p> <p>6/2/25: Item not discussed</p>	<b>MR</b>	<b>5/28/24</b>	<b>OPN</b>
<b>52.0</b>	<p><b>Dogs on Leash Law</b></p> <p>3/3/25: Signage installed on all campuses. SKY reported signs are effective.</p> <p>6/2/25: Item not discussed</p>	<b>MR (BT)</b>	<b>3/3/23</b>	<b>OPN</b>