

**College Governance Council**

Wednesday, May 21, 2025

1:00-3:00 p.m.

Zoom Link:

[CGC May 21 2025 Zoom](#)**Voting Members:**

- |   |  |
|---|--|
| <input type="checkbox"/> Gerson Fernandez       | <input type="checkbox"/> Irah Tancioco   |
| <input type="checkbox"/> Lauren Ford            | <input type="checkbox"/> Nadia Tariq     |
| <input type="checkbox"/> Alvin Macaldo-Gubatina | <input type="checkbox"/> Jessica Truglio |
| <input type="checkbox"/> Jose Milan             |  |

**Ex-officio Members (Non-Voting):**

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Cherie Colin | <input type="checkbox"/> Joe Morello   |
| <input type="checkbox"/> Luis Escobar | <input type="checkbox"/> Newin Orante  |
| <input type="checkbox"/> Kristy Lisle | <input type="checkbox"/> Ingrid Vargas |

**AGENDA**

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment \* - 5 Minutes
- III. Consent Items

Approval of Minutes – April 23, 2025

- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

- |                |                                |
|----------------|--------------------------------|
| a. ASSC Report | Irah Tancioco/Gerson Fernandez |
|----------------|--------------------------------|

Classified Senate – 5 Minutes

- |                             |                        |
|-----------------------------|------------------------|
| b. Classified Senate Report | Jose Milan/Nadia Tariq |
|-----------------------------|------------------------|

Academic Senate - 5 Minutes

- |                           |                 |
|---------------------------|-----------------|
| c. Academic Senate Report | Jessica Truglio |
|---------------------------|-----------------|

Management Council – 5 Minutes

- |                              |                                    |
|------------------------------|------------------------------------|
| d. Management Council Report | Lauren Ford/Alvin Macaldo-Gubatina |
|------------------------------|------------------------------------|

Administration

e. President's Update – 15 minutes Dr. Newin Orante

- Acknowledgments and Appreciation
- VPI and Dean of SESP Updates

f. Administrative Services Update – 5 minutes Joe Morello

**Health and Safety Committee Report****SPARC Committee Report**

g. Instructional Update – 5 minutes Dr. Kristy Lisle

h. Student Services Update – 5 minutes Dr. Luis Escobar

i. Planning Research and Institutional – 5 minutes Ingrid Vargas  
Effectiveness Update

j. Marketing, Communications, - 5 minutes Cherie Colin  
Public Relations Update

Constituent Committee Reports**Technology Committee**

V. Adjournment – August 2025

*\*Public Comment. Members of the Skyline College community and the public may address the College Governance Council on items appearing on the agenda by submitting a request in the chat box (Zoom) or a comment slip (in person) at the start of the meeting. Speakers must limit their remarks to a maximum of three minutes. If there are a large number of speakers, the President may use discretion to reduce the comment time in order to keep all public comment time to 20 minutes or less, in order to be able to have enough time for the Council to conduct its business. In accordance with the Americans with Disabilities Act, the Council will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Theresa Tentes at [tentes@smccd.edu](mailto:tentes@smccd.edu) at least 48 hours in advance of the meeting.*

**College Governance Council**

Wednesday, April 23, 2025

1:00-3:00 p.m.

**Draft Minutes**

**Voting Members in Attendance:** Gerson Fernandez, Lauren Ford, Alvin Malcaldo-Gubatina, Jose Milan, Irah Tancioco, Nadia Tariq, Jessica Truglio

**Ex-Officio Non-Voting Members in Attendance:** Cherie Colin, Luis Escobar, Kristy Lisle, Joe Morello, Newin Orante.

**Recorder:** Theresa Tentes

- I. Call to Order/Establishing a Quorum/Roll Call
- II. Public Comment \* - 5 Minutes
- III. Consent Items

Approval of Minutes – February 26, 2025  
(M/S Lauren Ford/Nadia Tariq)  
Approved

Approval of Minutes – March 26, 2025  
(M/S Lauren Ford/Nadia Tariq)  
Approved.

- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

- a. ASSC Report

Irah Tancioco/Gerson Fernandez

Irah Tancioco, President of the Associated Students, announced that they are preparing for the transition to a new student council. Voting for incoming officers is scheduled to begin next week, marking the end of the current council's term and the beginning of leadership opportunities for new Skyline student leaders.

Gerson Fernandez, Vice President of the Associated Students, provided an update on the final Student Organization Council (SOC) meeting. Although he was unable to attend due to illness, he shared that, based on feedback from the SOC liaison, student clubs

celebrated the end of the academic year and presented recap projects highlighting their accomplishments. These recap materials will serve as a historical reference and resource for incoming students in the fall, offering inspiration and continuity for future club programming. Both Irah and Gerson emphasized the sense of fulfillment and transition that comes with this time of year.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Nadia Tariq, Vice President of the Classified Senate, opened by celebrating Jose Milan's recognition as Skyline College's Classified Employee of the Year. She then provided important updates on the status of professional development funding for classified professionals. The district-level tuition reimbursement program has been officially terminated as of early May, following consultation with the Chancellor's Office and legal counsel. While existing approved applications will be honored, no new tuition reimbursement applications will be accepted.

In response to this change, Skyline has collaborated with the Business Office, particularly Joe Morello, to expand access to professional development funds. Classified staff may now apply for up to \$2,500 per year—an increase from the previous \$1,000 limit—bringing Skyline's policy in line with practices at Cañada College and College of San Mateo. This funding is strictly for professional development (not tuition) and will be overseen by a newly forming review committee. Nadia, Jose, and Joe are working together to implement this committee, streamline documentation for audit compliance, and transition from a paper-based application process to a digital platform using Formstack.

Additionally, Classified Senate is partnering with the CTTL and Library to offer targeted workshops for classified professionals. A recent example includes an AI-focused session on April 30, covering tools for presentations, marketing materials, and improved communication strategies—part of an ongoing effort to support classified staff in their day-to-day roles.

Jose Milan, President of the Classified Senate, acknowledged the termination of tuition reimbursement as a setback but emphasized the positive outcome of strengthened collaboration with colleagues at CSM and Cañada. This renewed inter-campus partnership is helping navigate best practices and historical context of the program and has laid the foundation for unified advocacy moving forward. Jose expressed hope that continued dialogue with the district and Chancellor Moreno may help reinstate or reimagine tuition support options in the future.

President Newin Orante added that the tuition reimbursement issue is still under district-level review and recent discussions may lead to further updates. He expressed hope that the outcome will not diminish the benefits available to classified professionals across the district.

Academic Senate - 5 Minutes

## c. Academic Senate Report

Cassidy Ryan-White/Jessica Truglio

Jessica Truglio, President of the Academic Senate, reported that the Senate will resume meetings next Thursday following a month-long break. The upcoming agenda is full, including two key resolutions: a first read of a resolution in support of undocumented students, which originated within the Senate and is scheduled for a vote at the May 15th meeting, and a resolution on academic freedom, which is being advanced by the District Academic Senate. If approved locally, the academic freedom resolution will be forwarded to the district level for a vote, with the ultimate goal of incorporating its language into the AFT contract.

Additionally, a special election will take place at the May 15th meeting to fill unoccupied positions. Chris Collins has expressed interest in running for Secretary, and nominations for other roles will be accepted from the floor. The meeting will also cover updates on professional development, including new funding and application processes.

Jessica concluded by congratulating Associated Students leaders Irah Tancioco and Gerson Fernandez on a successful year and expressed appreciation for their ongoing engagement and contributions to the Academic Senate.

Management Council – 5 Minutes

## d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Lauren Ford, Co-Chair of the Management Council, shared that preparations are underway for the end-of-year activities, with special attention on Commencement scheduled for May 23rd. Staffing for the event is in progress and will be finalized soon. The Management Council also discussed the importance of supporting and celebrating the diverse campus community through end-of-year events. Emphasis was placed on the distinction between showing administrative support through visible presence versus approaching events from a public safety perspective, which can unintentionally cause concern among students and attendees. The goal is to foster a welcoming and safe environment during these celebrations, especially in light of heightened national discourse.

In addition, the Council received updates on the Student Equity Plan. Writing groups are being formed to develop core components of the plan throughout the remainder of the semester and into the summer. The finalized plan is expected to move through the shared governance process in the fall before going to the Board of Trustees and the State for approval. Staff may be called upon to contribute to the development of the plan.

Lauren also provided a fiscal reminder to ensure that end-of-year budget closures are handled efficiently, with a collective effort to minimize outstanding purchase orders and ease the workload of the Business Office.

Alvin Macaldo-Gubatina, Co-Chair of Management Council, shared information regarding the Employee Spotlight Series, he encouraged ongoing recognition of staff and administrators through this HR-led initiative. The Spotlight Series serves as a recruitment and retention tool by highlighting employees via social media and other platforms to showcase SMCCCD as a great place to work. Employees are invited to nominate themselves or colleagues to be featured.

#### Administration

e. President's Update – 15 minutes

Dr. Newin Orante

Dr. Newin Paul Orante announced that Dr. Nathan Carter has been selected by Chancellor Moreno as the next President of Skyline College, pending Board approval. Dr. Carter brings 20 years of out-of-state experience and will officially begin his term on July 1. Dr. Orante affirmed his commitment to supporting a smooth transition in leadership.

Dr. Orante also shared progress on the Vice President of Instruction search, which is expected to conclude by late May or early June, aiming for a July 1 start date to coincide with the new presidency. He thanked Joe Morello for leading this process. Additionally, the search for the Dean of Student Equity and Programs is ongoing, with hopes of appointing a permanent dean for the 2025–26 academic year.

Several faculty hiring processes are underway, including positions in Instruction, Counseling, Biology, Chemistry, History, Philosophy, and Strong Workforce programs. Dr. Orante acknowledged the substantial effort by committees engaged in reading applications, interviewing candidates, and conducting reference checks, emphasizing the importance of hiring individuals who will contribute meaningfully to the institution and student success.

He reminded the group to share information on end-of-year events with Cherie Colin to ensure support and inclusivity, and noted that legal guidance on how to communicate these events in an inclusive manner would be forthcoming.

Dr. Orante invited everyone to the Black Student Success Week celebration at CSM on Friday, culminating in a “sneaker ball” event. He also promoted ongoing Collegas webinars running through the summer and expressed gratitude to those who participated in the APAHE (Asian Pacific Americans in Higher Education) Conference, highlighting student involvement, community partnerships, and cultural learning experiences, including a Black Panther history tour and indigenous food education.

He closed with reflections on change, resilience, and gratitude, recognizing the challenges of leadership transitions, political uncertainty, and scrutiny around DEI efforts. Dr. Orante urged patience and care, encouraging the community to continue leaning on one another and to find strength in shared values of compassion, justice, and

dignity. He expressed appreciation for everyone's dedication throughout the year and looks forward to ending the academic year in celebration and solidarity.

#### District Strategic Plan Update

Aaron McVean

Aaron McVean, Vice Chancellor, Educational Services and Planning, provided an overview of the year-long process to develop the new *SMCCCD District Strategic Plan*, which will guide the district over the next five years. The process was conducted in alignment with Board policies and included a strategic plan advisory committee co-chaired by McVean and District Academic Senate President David Eck. The planning effort incorporated a comprehensive environmental scan supported by Hanover Research and input from an Institutional Effectiveness Partnership Initiative (IEPI) team facilitated by the State Chancellor's Office. This team offered strategic guidance and funding that supported research and stakeholder engagement.

The planning process emphasized alignment among the District Board goals and the educational master plans of Skyline, Cañada, and CSM. Despite some subtle differences, the goals across the colleges were found to be largely cohesive. Advisory committee membership included college presidents, academic senate presidents, administrators, and a CSEA representative. Although not all constituent groups were formally represented on the committee, broad engagement was ensured through earlier IEPI-led discussions and presentations to stakeholder bodies.

The *draft plan* includes:

- **Ten district values:** Academic excellence, student success and equity, community, social justice, diversity, inclusion and belonging, empowerment, transparency, authenticity and accountability, innovation, continuous improvement, and sustainability.
- **Seven strategic goals,** including: equitable access, strengthened student completion, thriving employee environments, sustainable infrastructure, civic engagement, continuous improvement, and long-term fiscal health.
- **Six strategic initiatives:**
  1. **Transfer-focused success,** including pathways, Promise Scholars, and sustaining the Free College program.
  2. **Technology and life sciences alignment,** with a focus on adult learners and workforce relevance.
  3. **Basic needs expansion,** such as food security, housing, transportation, and mental health support.
  4. **Community engagement,** enhancing partnerships and outreach with local organizations and agencies.
  5. **Long-term capital improvement funding,** including potential bond measures and efforts to build self-funding capabilities.
  6. **Foundation development,** with a focus on increasing unrestricted scholarship funds.

Metrics will accompany the final plan and include key performance indicators such as enrollment growth, two- and three-year completion rates, career education program expansion, and capital improvement fund growth. These benchmarks will be designed to meet the expectations of the Board while supporting continuous institutional improvement.

Feedback on the draft values, goals, and initiatives is currently being solicited through the district strategic plan website. The first full draft of the plan is scheduled to be presented to the Board of Trustees on **May 21**, with final adoption targeted for **June**. Feedback is requested by **May 9** to be incorporated into the draft. Faculty, classified staff, and student groups are encouraged to share the link and submit input, and Aaron McVean offered to present directly to any group needing further clarification.

- f. Administrative Services Update – 5 minutes Joe Morello

There was no report provided.

- g. Instructional Update – 5 minutes Dr. Kristy Lisle

There was no report provided.

- h. Student Services Update – 5 minutes Dr. Luis Escobar

Dean Luis Escobar expressed appreciation to Dr. Ford for covering key updates related to the Student Equity Plan, as well as to Dr. Orante for highlighting ongoing hiring processes and campus events. He emphasized one major upcoming event: the Skyline College Awards Ceremony, taking place next week. Over 350 scholarships will be awarded to students, continuing the strong tradition of student support. While it is not yet confirmed whether this year surpasses last year's record amount awarded, the event remains a significant celebration of student achievement. Dean Escobar closed by thanking colleagues for their ongoing efforts and shared his enthusiasm for the upcoming weeks of student recognition and celebration.

- i. Planning Research and Institutional – 5 minutes Ingrid Vargas  
Effectiveness Update

There was no report provided.

- j. Marketing, Communications, - 5 minutes Cherie Colin  
Public Relations Update



Cherie Colin shared highlights from a successful President's Breakfast, held in March. The event raised \$115,000, the highest amount in its 20-plus year history, with the potential to reach the stretch goal of \$120,000 as additional donations are still being pursued. She credited the dedication of the President's Council and the MCPR team for the event's success and thanked all who participated.

The MCPR office is now focused on supporting upcoming student award ceremonies, commencement, and various graduation celebrations. Cherie asked for patience due to the high volume of communications and acknowledged a recent email error, which was promptly corrected.

To promote graduation celebrations more effectively and inclusively, the team is developing centralized communications. This approach ensures that all campus community members are aware that events—such as Latinx and Black/African American graduation ceremonies—are open to everyone, regardless of background. This change also aligns with legal guidance emphasizing the need for clear, inclusive language to prevent misinterpretation and ensure compliance.

Cherie also addressed social media considerations, encouraging staff to be mindful of image and video usage during events. Due to heightened concerns for specific communities—including undocumented students, international students, and green card holders—she emphasized the importance of obtaining consent, honoring requests to remove content, and promoting sensitivity when sharing images online.

She concluded by expressing excitement for the upcoming celebrations and congratulating the graduating students.

#### V. Adjournment – May 21, 2025

*\*Public Comment. Members of the Skyline College community and the public may address the College Governance Council on items appearing on the agenda by submitting a request in the chat box (Zoom) or a comment slip (in person) at the start of the meeting. Speakers must limit their remarks to a maximum of three minutes. If there are a large number of speakers, the President may use discretion to reduce the comment time in order to keep all public comment time to 20 minutes or less, in order to be able to have enough time for the Council to conduct its business. In accordance with the Americans with Disabilities Act, the Council will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Theresa Tentes at [tentes@smccd.edu](mailto:tentes@smccd.edu) at least 48 hours in advance of the meeting.*

#### **College Budget Principles**

1. Address college goals and priorities as identified through the assessment and planning processes
2. Project and plan on a balanced budget in each of the next three years
3. Maintain adequate contingencies for unforeseen circumstances
4. Use one-time funds for one-time expenses
5. Support College budgeting priorities in accordance with college governance and accreditation standards

#### **District Budget Principles**

- ▶ Address Board Goals and District's Strategic Plan
- ▶ Balanced budget projections in each of the next three years
- ▶ Maintain adequate reserves
- ▶ Use one-time funds for one-time expenses
- ▶ Support College budgeting priorities in accordance with participatory governance and accreditation standards

#### **Items to consider**

Skyline College has been the largest college in the district for the past thirteen consecutive years through FY 23-24. Currently, Skyline and CSM are generating about the same FTES in FY24-25. Figures will be finalized in July.

Budget is an authorization to spend. We can not borrow money if we spend past our authorized amount. Our goal is to ensure fiscal stability to support the college mission and maintain the public trust, and consistent with board principles. This is goal 6 of our Education Master Plan Utilizing the full absorption budget approved by the BOT in the adopted budget and WSCH / FTEF ratio, Skyline College is the most efficient college in the district providing operational savings for capital needs and contingencies.

Board Priorities and Initiatives

Future liabilities that must be accounted for in projections (Grant funded positions, increasing costs)

State budget impacts related to fires, tariffs, stock market volatility and effect on categoricals and state grants

Facility Needs related to scheduled maintenance and bond funding

Fluctuations in the Resource Allocation Model (BOT Action)

Impact of tariffs and inflation on housing, interest rates and commercial real estate on AV

Pending contract negotiations

## **Tentative Budget Proposed Recommendation:**

SPARC recommends a tentative roll-forward Fund 1  
Deans and Divisional programs will be able to plan a

budget (no increases or decreases) for FY 25-26  
and implement their budget for FY 25-26 with no ant

icipated reductions or increases in Fund 1 support.

FY 24-25 Classified Professionals/Management Position Prioritization

Funding Allocation to Skyline from District FREE SMCCCD: PSP \$1,451,273; DUAL: \$1,060,756; ZTC \$257,738 = \$2,769,350

| DIVISION | SUB | ORG CODE | AREA/PROGRAM     | POSITION                                | FTE  | POSITION RESUB (V/N) | FY 24/25 SALARY | FY24/25 BENEFITS | FY24/25 SAL & BEN | Funding Resource | Cabinet Notes   |
|----------|-----|----------|------------------|---|------|----------------------|-----------------|------------------|-------------------|------------------|---|
| MCPR     | 1   | 2150     | Marketing        | Website and Promotions Content Coord.   | 1    | Cont.                | 113,028         | \$61,596         | \$174,624         |                  |   |
| A&R      | 1   | 2333     | Outreach         | PSC-Outreach                            | 1    | Cont.                | 87,522          | \$51,241         | \$138,763         |                  |   |
| A&R      | 1   | 2333     | Financial Aid    | Financial Aid Manager                   | 1    | New                  | 123,648         | \$50,447         | \$174,095         |                  | Position would have to be created - Anticipate 189E   |
| SESP     | 1   | 2335     | Project Change   | PSC - Juvenile Justice                  | 1    | New                  | 87,522          | \$51,241         | \$138,763         | Fund 3 Grant     | Fund 3 - Juvenile Justice 5 year grant, Period 1/1/24-12/31/29; Cabinet 2/7/24, BOT 2/28/24   |
| SESP     | 1   | 2335     | Project Change   | Retention Specialist - Juvenile Justice | 0.25 | New                  | 20,336          | \$3,050          | \$23,386          |                  | Fund 3 - Juvenile Justice 5 year grant, BOT approved 10/25/23; Period 1/1/24-12/31/29   |
| SESP     | 1   | 2335     | Project Change   | PSC - Retiree Scholars                  | 1    | New                  | 87,522          | \$51,241         | \$138,763         | Fund 3 New Hire  | Fund 3 - New Hire Funding; Cabinet approved 4/2/24; BOT 5/22/24   |
| KAD      | 1   | 2416     | Athletics        | Athletic Trainer                        | 0.35 | Cont.                | 34,634          | \$36,000         | \$70,634          |                  |   |
| KAD      | 2   | 2416     | Athletics        | PSC-Athletics                           | 1    | Cont.                | 87,522          | \$51,241         | \$138,763         |                  |   |
| ASLT     | 1   | 2419     | Media            | Media Services Coordinator              | 1    | Cont.                | 87,522          | \$51,241         | \$138,763         |                  | Approved by BOT on 12/12/24 - Eliminated Media Services Tech position; Defunded and reallocated to cover; Division funds will cover the difference in salary and benefits |
| COUN     | 1   | 2340     | Promise Scholars | PSC-Promise Scholars                    | 1    | New                  | 87,522          | \$51,241         | \$138,763         | Fund 3           | Fund 3 - Position with 2 year window, Grant Funded Position / Cabinet 5/6/24, BOT 6/26/24; Ends 6/30/26   |
| COUN     | 1   | 2340     | Counseling       | PSC - Counseling                        | 1    | New                  | 87,522          | \$51,241         | \$138,763         |                  |   |
| STEM     | 1   | 2424     | MESA             | PSC-MESA                                | 0.4  | New                  | 36,009          | \$5,251          | \$40,260          | Fund 3           | MESA Funded - through Spring 2027; Grant funded position - .48 position for 10 months; 5/6/24; BOT 6/26/24  |
| SSCA     | 1   | 2418     | SSCA             | Assistant Director                      | 1    | New                  | 140,764         | \$60,286         | \$208,050         |                  | Position does not currently exist   |
| SSCA     | 1   | 2418     | Music            | Music Instructional Support Assistant   | 1    | Cont.                | 87,552          | \$51,241         | \$138,793         |                  |   |
| SSCA     | 1   | 2418     | Art/Studio       | Laboratory Technician                   | 1    | Cont.                | 77,424          | \$45,329         | \$122,753         |                  |   |
| SSCA     | 1   | 2418     | SSCA             | PSC                                     | 1    | New                  | 87,552          | \$51,241         | \$138,793         |                  |   |
| SSCA     | 1   | 2418     | SSCA             | DA II                                   | 1    | New                  | 66,818          | \$39,119         | \$105,938         |                  |   |
| BEPP     | 1   | 2411     | COSMO            | Program Supervisor                      | 0    | New                  | 12,000          | \$7,200          | \$19,200          |                  | Conversion and upgrade of existing position; request received on 7/18/24  |
| STEM     | NA  | 2424     | STEM Center      | Academic Specialist                     | 1    | NA                   | 85,347          | \$47,622         | \$132,969         |                  | Commitment to institutionalize  |
| STEM     | NA  | 2424     | STEM Center      | DA II                                   | 1    | NA                   | 77,424          | \$45,329         | \$122,753         |                  | Commitment to institutionalize  |
| A&R      | NA  | 2333     | Outreach and PSP | DA III                                  | 1    | NA                   | 81,407          | \$47,622         | \$129,029         |                  | Free Community College Initiative - BOT Review 12/15/21   |
| SPARC    | NA  | 2424     | SPARC            | SPARC                                   | 1    | NA                   | 87,522          | \$51,241         | \$138,763         |                  | Free Community College Initiative - BOT Review 12/15/21   |
| SPARC    | NA  | 2424     | SPARC            | SPARC                                   | 1    | NA                   | 126,108         | \$100,515        | \$227,623         |                  | Free Community College Initiative - BOT Review 12/15/21   |
| SPARC    | NA  | 2424     | SPARC            | Academic Specialist                     | 1    | NA                   | 81,407          | \$47,622         | \$129,029         |                  | Free Community College Initiative - BOT Review 12/15/21   |
|          |     |          |                  |   |      |                      |                 |                  |                   |                  |   |
|          |     |          |                  |   |      |                      |                 |                  |                   |                  |   |
|          |     |          |                  |   | 22.0 |                      | \$2,002,494     | \$1,150,573      | \$3,153,067       |                  |   |

Notes:  
Red Font \* Positions Institutionalized by September 30, 2024 HSI grant  
Blue Font \* Positions are Institutionalized per BOT Free SMCCCD Initiative from December 2021

Solicitation for Classified and Administrative Staffing Requests started in December 23 for FY 24-25 and were received and itemized by April 2024 and aligned with Division ALLURs  
SPARC approved a Tentative Fund 1 budget recommendation in May 2024 for FY 24-25 with a roll-forward budget with no increases or decreases to the unrestricted (Fund 1) budget and with the ability to replace vacant positions. A final recommendation would wait until the adopted budget was available in September 2024  
Cabinet went through the prioritization request of Classified / Management positions from April - August and ranked positions in August.  
SPARC reviewed FY 24-25 budget in September 2024. Finalized recommendation of a roll-forward budget with no increases or decreases to the unrestricted budget (Fund 1). No fund 1 dollars available to hire new positions in FY 24-25 but with the ability to replace or convert vacant positions based on cabinet review.  
COC approved SPARC Recommendation in October 2023  
Positions funded for FY 24-25, highlighted in light green, used Fund 3 resources only (not fund 1) and were board approved as tied to the grant project.  
Positions highlighted in blue were funded through one time money (Free SMCCCD board approved 12/15/21) and are designated to be funded with unrestricted (Fund 1) resources starting in FY 24-25. Not listed but included are 2.0 FTE Counselors dedicated to Promise Scholars  
Positions highlighted in red were funded through a HSI Grant (HS STEM Skyline 10/2018 - 9/2025) and are designated to be funded with unrestricted (Fund 1) resources starting in FY 24-25.  
Possibility of hiring additional positions from the list dependent on if other restricted (Fund 3, Grant, One-Time or a combination of all three) are available. No unrestricted (Fund 1) sources are available.

**Rating Criteria (Do you weight?)**

Rating Scale

Not applicable or apparent (NA) - 0 points

Minimal application to criteria with tangential connection - 1 point

Sufficient application to criteria with a clear connection- 2 points

Above average application and connection with stated criterion - 3 points

Clear and convincing application and connection with stated criterion - 4 points

|  | Not Applicable or Apparent (0 Points) | Minimal application to the criteria with tangential connection (1 Point) | Sufficient application to the criteria with a clear connection (2 points) | Above average application and connection with the stated criteria (3 points) | Clear and convincing application and connection with the stated criteria (4 points) | Total |
|--|---------------------------------------|--|---|--|---|-------|
| Criteria   |                                       |  |   |  |   |       |
| Impact on enrollment   |                                       |  |   |  |   |       |
| Alignment with college and district strategic plans                      |                                       |  |   |  |   |       |
| Alignment with CCCCO Vision for Success                                  |                                       |  |   |  |   |       |
| Demonstrated impact related to student success, retention and completion |                                       |  |   |  |   |       |
| Required for / by Accreditation / Outside Agency                         |                                       |  |   |  |   |       |
| Effect on disproportionately impacted individuals / groups / programs    |                                       |  |   |  |   |       |
| Student and Staff Health and Safety                                      |                                       |  |   |  |   |       |
| Institutional Commitment by Contract / Agreement / Practice              |                                       |  |   |  |   |       |
| Alignment with District Colleges   |                                       |  |   |  |   |       |
| Non-Fund 1 Source available  |                                       |  |   |  |   |       |
| Need can not be filled with existing staffing or reassignment            |                                       |  |   |  |   |       |
| Total  |                                       |  |   |  |   |       |
| Position Requested   |                                       |  |   |  |   |       |
| FTE  |                                       |  |   |  |   |       |
| Area / Program   |                                       |  |   |  |   |       |
| Division   |                                       |  |   |  |   |       |

| YEAR        | Position - Division                      | Rank | Actual Hires               | Avialable Positions           | Retire/Resign/Trans           |
|-------------|--|------|----------------------------|-------------------------------|-------------------------------|
| 2024-2025   | History (2418)                           | 1    | Sandra Habtamu (Fall 25)   | Rosie Bell                    | <del>Rosie Bell</del>         |
|             | Biology (Human Emphasis-2414)            | 2    | Wendy Mankowitz (Fall 25)  | F. Mazzi                      | <del>F. Mazzi</del>           |
|             | Counselor (Athletics Emphasis-2340)      | 3    | Erin Johnson (Fall 2025)   | J Ulloa                       | <del>J. Ulloa</del>           |
|             | History (2418)                           | 4    | Benjamin Feldman (Fall 25) | J. Wong                       | <del>J. Wong</del>            |
|             | Philosophy (2418)                        | 5    | Marisa Maccaro (Fall 2025) | C. Columbetti                 | <del>C. Columbetti</del>      |
|             | Chemistry (2414)                         | 6    | Leo Chen (Fall 25)         | J. Contreras-Rivera (1/31/25) | <del>A. Johnston (Temp)</del> |
|             | Counselor (Financial Aid Emphasis -2340) | 7    |                            |                               | <del>A. Maloney</del>         |
|             | PD Coordinator(2419)                     | 8    |                            |                               | <del>J. Hurless</del>         |
|             | Physics / Astronomy (2414)               | 9    |                            |                               | <del>J. Adams (22-23)</del>   |
|             | Art-History Emphasis (2418)              | 10   |                            |                               |                               |
|             | Global Studies (Study Abroad-2415)       | 11   |                            |                               |                               |
| Replacement | Counselor (Promise-Temp Fund 2340)       | NA   |                            | A. Johnston (Temp)            |                               |
| Replacement | Communications                           | NA   | On-Hold                    | J. Hurless                    |                               |
| Replacement | Librarian                                | NA   | Laurie Buchholz (2/28/25)  | A. Maloney                    |                               |
| Replacement | Respiratory Care/Therapy                 | NA   |                            | A. Bartoszynski 12/16/24      |                               |
| Replacement | COOP                                     | NA   |                            | J. Adams (22-23)              |                               |



## **Skyline College Health, Safety and Emergency Preparedness Committee (HSEPC)**

### **Academic Year 2024-2025 Summary**

HSEPC is established with functions and responsibilities prescribed in AFT (Article 16), CSEA (Article 13) and AFSCME (Article 13) collective bargaining agreement and has the additional purpose to help ensure the safety of Skyline College students, faculty, staff, administrators and visitors and to develop plans for major disaster and emergencies. The committee bylaws are attached.

The committee is comprised 32 members (quorum is 17) and 5 permanent resource members. Additional resource personnel are invited by the committee to attend meetings as needed throughout the year. Membership includes 9-Faculty, 9-Classified Professionals, 9-Administrators, 2-Students and 3- Ex-officio members. Membership is determined either by the particular role a person holds at the institution, appointment by a collective bargaining unit and / or as a selected representative. Meetings are held on the first Thursday of the month while classes are in session and are conducted on Zoom

The committee met on September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>, December 5<sup>th</sup>, February 6<sup>th</sup>, March 6<sup>th</sup>, April 10<sup>th</sup> and May 1<sup>st</sup> for the 2024-2025 Academic Year. A quorum was present for all meetings except December 5<sup>th</sup>. Meeting agendas, notes and recordings are posted on the committee website and attached to this summary.

<https://www.skylinecollege.edu/healthsafetycommittee/agendasminutes.php>

The committee covered a multitude of topics during the year and would encourage our college community to review the attachments. Our sincere hope is that all the materials were discussed and shared at Division Meetings throughout the year as every division has membership on the committee. Some items (not an exhaustive list by any stretch of the imagination) reviewed by the committee were:

#### **Items reviewed in the committee:**

- CPR/ AED and First Aid Trainings: Three training were provided over the year (10/9, 1/9 and 4/17) with over 60 college and district personnel being trained.
- Campus Displays (BP 2.31): At our October 3 and November 7 meetings, the committee discussed BP 2.31 and the implications related to events on campus and our college community. Those discussions are summarized on the notes for both those meetings.
- Updates on the installation of the Distributed Antennae System (DAS) and the proposed installation of a cell tower on campus (adjacent to B21) by AT&T
- A review of the CARES system and Timely support including a presentation by Perry Chen at our February meeting.
- Animals on Campus: This was primarily about unleashed dogs and appropriate signage

- Emergency Preparedness and the Tsunami Warning
- Debriefs and after-action reports on all Emergency Preparedness drills scheduled throughout the year
- In addition, the committees received briefings at each meeting from the Health Center, Facilities, Public Safety and Emergency Preparedness.
- Agendas and meeting notes include links for all important forms and sites.

**Items for Consideration Moving forward:**

- On boarding protocols related to safety for new employees
- Providing more training for employees on “What to do if” situations throughout the year.

**Skyline College Health, Safety and Emergency Preparedness Committee (HSEPC)**  
**(Effective 8/15/22)**

|   |  |
|---|--|
| <b>Purpose</b>  | <b>To help ensure the safety of Skyline College students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies</b>  |
| <b>Functions:</b> In addition to the functions and responsibilities prescribed in the AFT (Article 16), CSEA (Article 13) and AFSCME (Article 13) collective bargaining agreements related to safety. The Skyline College HSEPC will: | <ol style="list-style-type: none"> <li>1. Promote a safe institutional environment for employees, students and the community</li> <li>2. Support an equitable approach to Health, Safety, and Emergency Preparedness in accordance with Skyline's mission, vision, and values; and anti-racism and social justice statements.</li> <li>3. Work with District to coordinate plans for major disasters</li> <li>4. Monitor Emergency Website:<br/><a href="https://skylinecollege.edu/publicsafety/emergencyinfo.php">https://skylinecollege.edu/publicsafety/emergencyinfo.php</a></li> <li>5. Conduct open monthly campus safety meetings. Additional meetings may be called at any time as approved by the committee.</li> <li>6. Discuss, disseminate and serve as a resource for relevant health, safety and emergency preparedness information to campus constituencies</li> <li>7. Raise the level of awareness about health, safety and emergency preparedness</li> </ol>  |
| <b>Recommends to</b>  | College Governance Committee and District Safety Management Committee  |
| <b>Chair selection</b>  | Chair is selected from within the committee annually   |
| <b>Membership:</b> Engagement and attendance are critical components in the effective operation of the committee  | <ol style="list-style-type: none"> <li>1. Vice President of Administrative Services (Joe Morello)</li> <li>2. Public Safety Captain (Jim Vangele)</li> <li>3. Facilities Manager (Max Warne)</li> <li>4. Bookstore or Learning Center Manager (Kevin Chak)</li> <li>5. Director of Community Relations and Marketing (Cherie Colin)</li> <li>6. Director of Student Support or Dean of Counseling (Judith Martinez)</li> <li>7. Dean of Enrollment Services (Will Minnich)</li> <li>8. Dean of GLPS ,International Student Program Manager or Sparkpoint Director (Chad Thompson)</li> <li>9. Dean of KAD (Dino Nomicos)</li> <li>10. Faculty representative appointed by AFT (Andrea Fuentes)</li> <li>11. Faculty representative appointed by AFT (Lori Slicton)</li> <li>12. Faculty representative (BEEP or Child Dev. Center or COSMO)- Christine Herndon</li> <li>13. Faculty representative (STEM or Allied Health)- Mousa Ghanma</li> <li>14. Faculty representative (Counseling or SESP)- Kwame Thomas</li> <li>15. Faculty representative (KAD)- Gabe Saucedo</li> </ol> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>16. Faculty representative (SSCA)- Paul Bridenbaugh</li> <li>17. Faculty Representative (ASLT) – Andrea Fuentes</li> <li>18. Faculty Representative (LA) – Jarrod Feiner</li> <li>19. Classified Representative appointed by CSEA – Nadia Tariq</li> <li>20. Classified Representative appointed by CSEA – Jose Milan</li> <li>21. Classified Representative appointed by AFSCME- Fernando Estrada</li> <li>22. Classified Representative appointed by AFSCME- Vacant</li> <li>23. Classified Representative (Health Center) – Lein Cordero</li> <li>24. Classified Representative (Creative Arts) – Josh Harris</li> <li>25. Classified Representative (ASLT) – John Chew</li> <li>26. Classified Representative appointed by (STEM/HAZMAT)- Gary Cheang</li> <li>27. Classified Representative (SPWD)- Walter Manuofetoa</li> <li>28. Student Representative appointed by ASSC- Christian Reyes Aguilar</li> <li>29. Student Representative appointed by ASSC- Jianxuan Qiao</li> <li>30. Ex-officio, VPI, VPSS and President or designee – Golda Margate, Nadia Tariq, Theresa Tentes</li> </ul> <p>Total voting members:</p> <ul style="list-style-type: none"> <li>9 – Managers</li> <li>9 – Faculty</li> <li>9 – Classified</li> <li>2 – Students</li> <li>3- Ex-officio</li> </ul> |
| <b>Term Limits</b>   | Two years for representative, not appointed, positions   |
| <b>Support Staff</b>   | <ul style="list-style-type: none"> <li>1. Finance and Operations Manager (Paul Cassidy)</li> </ul>   |
| <b>Resource Staff<br/>(Non-Voting)</b>                       | <ul style="list-style-type: none"> <li>1. Emergency Preparedness Manager (Ben Zara Minkin)</li> <li>2. Emergency Management Coordinator (Vince Garcia)</li> <li>3. Director of Maintenance and Operations (Michele Rudovsky)</li> <li>4. Director of Public Safety (Brian Tupper)</li> <li>5. Finance and Operations Manager (Paul Cassidy)</li> <li>6. Human Resources Representative, as needed</li> </ul>   |
| <b>Quorum</b>  | 50% of members plus one  |
| <b>Brown Act</b>   | No   |
| <b>Accreditation Standards/<br/>Institutional Priorities</b> | <ul style="list-style-type: none"> <li>BP 2.28</li> <li>BP 8.13</li> <li>Accreditation Standard III.8.1</li> </ul>   |
| <b>Meeting Day(s)</b>  | <ul style="list-style-type: none"> <li>1<sup>st</sup> Thursday of the month from 12:45 – 2:05 (Move for holidays)</li> <li>Calendar must be approved at 1<sup>st</sup> meeting in the fall</li> </ul>  |



**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
September 5, 2024  
12:45 PM – 2:05 PM  
ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item   | Lead (s)   | Time    | Action                    |
|--------|--|--|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms  | Joe Morello  | 2 Min.  | Information               |
| 2.     | <b>Confirmation of Committee Membership:</b><br>▪ Introductions and Review Committee Bylaws  | Joe Morello  | 20 Min. | Information               |
| 3.     | <b>Consent Agenda</b><br>▪ Meeting Minutes for May 4, 2024   | Joe Morello  | 2 Min.  | Action                    |
| 4.     | <b>Committee Orientation / Updates:</b><br>▪ Health Center (4)<br>▪ Facilities (4)<br>▪ Public Safety (3)<br>▪ Emergency Preparedness-Continuity Planning (4)  | Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin | 15 Min. | Information<br>Discussion |
| 5.     | <b>Action Items:</b><br>▪ Approval of Committee Calendar   | Joe Morello  | 5 Min.  | Discussion /<br>Action    |
| 6.     | <b>Constituent Group Updates:</b><br>▪ Workplace Violence Prevention Program Update (Julie Johnson – Item will be moved up in the agenda -Julie will join at / around 1P)<br>▪ Campus Displays (BP 2.31)   | Constituent<br>Groups  | 20 Min. | Information<br>Discussion |
| 7.     | <b>Updates:</b><br>▪ Lockdown Barricade Drill 9/30 (11:50 & 6:15); Great Shakeout on October 17, 2024<br>▪ Fall Health Fair; October 16, 2024<br>▪ First Aid, CPR and AED Training (10/9,1/9 and 4/17)<br>▪ DAS System Update -Yoseph future meeting | Committee<br>Chairperson                                       | 5 Min.  | Information<br>Discussion |
| 8.     | <b>Future Agenda Items</b><br>▪ Committee Chair Selection  | Committee<br>Chairperson                                       | 1 Min.  | Information<br>Discussion |
| 9.     | <b>Adjournment</b>   | Committee<br>Chairperson                                       | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows. Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |

## Skyline College HSEPC Meeting Notes

Thursday September 5, 2024 @12:45pm via Zoom

Attending: Max Warne, Joe Morello, Christine Herndon, Mousa Ghanma, Dino Nomicos, Paul Bridenbaugh, Will Minnich, Jim Vangele, John Chew, Kevin Chak, Lori Slicton, Nadia Tariq, Jarrod Feiner, Gabe Saucedo, Chad Thompson, Judith Martinez, Kwame Thomas, Walter Manuofetoa, Cherie Colin, Paul Cassidy (Resource), Ben'Zara Minkin (Resource), Vince Garcia (Resource), Julie Johnson (Guest).

The meeting notes from May 2<sup>nd</sup>, 2024 meeting was approved.

### Items covered in the meeting:

- Julie Johnson reviewed the District Workplace Violence Prevention Plan. Much of what is required by the Workplace Violence Prevention Plan is already included in existing Board policy (e.g. the Board Policy covering weapons on campus). These policies were compiled into one comprehensive document along with an effort to increase visibility. Devastating as active shooter incidents are, in statistical terms higher education remains one of the relatively safest occupations.
- HR is currently conducting hazard assessments at each site. Prioritizing specific buildings and contracting with subject-matter experts is being considered to expedite the assessments. There is an annual review as well as corrective measures which may be identified and need to be implemented. She further cited training efforts (included online training via Keenan in addition to in-person training on flex-days such as de-escalation training) which will continue to build awareness and competency among faculty and staff.
- In response to a question, Julie Johnson provided several examples of potential hazards that included: motorists speeding through a cross-walk; the ability for a vehicle to directly impact a building or entry-way without being impeded by barriers such as cement planters; and otherwise secure doors being propped open.
- Committee Chairperson Joe Morello referred to materials that were made available to committee members and encouraged newer members to review these including: aspects of the collective bargaining agreements that call for committee, the committee charge, the website, and by-laws. He further drew attention to maps and resources on website that show where emergency-related equipment can be found including AED machines, evacuation chairs, emergency phones. The members of this committee are encouraged to become familiar with the location and use of these items so that they can serve as a resource for their constituency groups in their buildings and work groups.
- Joe drew attention to **Fall Health Fair** planned for Oct 16<sup>th</sup> ([https://www.instagram.com/skyline\\_college/p/DATyDGLSk98/](https://www.instagram.com/skyline_college/p/DATyDGLSk98/) )
- Judith Martinez provided the calendar of upcoming health-related events (<https://skylinecollege.edu/healthandwellness/upcomingevents.php>). She also shared where to initiate a CARE report. (<https://skylinecollege.edu/cares/>)
- Max Warne updated the Committee on several continuing facilities projects. Building 3 and Building 7 HVAC replacement stayed on schedule and completed prior to beginning of Fall semester. Also the group completed a campus-wide air filter change which should mean nicer air for everybody. Additionally, speed limit signs will be improved. Distributed Antennae System

also moving forward into planning stages with Phase I, beginning in October 2024 with fiber optic cable upgrades. He also noted the distinction between Facilities Work Order and an IT Work Order.

- Jim Vangele reported that Public Safety is working with students to guide them to park in the student lots, which included issuing citations that carry no penalty. However they are able to track which cars have already received a warning and will issue an actual citation to repeat offenders. He discussed that some may be reluctant to use CARES to bring attention to untoward or problematic student behavior, but emphasized the importance of using CARES to direct resources to a student who may be in need and *prevent* possible disciplinary action.
- In response to a questions about a possible transportation strike Paul Cassidy provided a brief overview of shuttle availability.
- Committee Chairperson Joe Morello provided general information pertaining to lockdown/barricade drill, the *Great Shakeout* earthquake drill, and Flex Day trainings for First Aid-AED-CPR trainings. He led committee to approve meeting dates for remainder for 2024-25 Academic Year.

Meeting adjourned with next scheduled meeting set for Thursday, October 3, 2024.



**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
October 3, 2024  
12:45 PM – 2:05 PM  
ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item  | Lead (s)  | Time    | Action                    |
|--------|---|---|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms   | Joe Morello   | 2 Min.  | Information               |
| 2.     | <b>Consent Agenda</b><br>▪ Meeting Minutes for Sept. 5, 2024  | Joe Morello   | 2 Min.  | Action                    |
| 3.     | <b>Committee Orientation / Updates:</b><br>▪ Health Center (4)<br>▪ Facilities (4)<br>▪ Public Safety (3)<br>▪ Emergency Preparedness-Continuity Planning (4)   | Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin<br>V. Garcia | 15 Min. | Information<br>Discussion |
| 4.     | <b>Constituent Group Updates:</b><br>▪ Debrief Campus Barricade and Lockdown Drill<br>▪ Campus Displays (BP 2.31)<br>▪ Employee CARES – What to do if?<br>▪ Follow-Up Information from 9/5/24 meeting<br>▪ Round Table                        | Constituent<br>Groups   | 40 Min. | Information<br>Discussion |
| 5.     | <b>Updates:</b><br>▪ Great Shakeout on October 17, 2024<br>▪ Fall Health Fair; October 16, 2024<br>▪ Great American Smoke Out 11/21/24<br>▪ First Aid, CPR and AED Training (10/9,1/9 and 4/17)<br>▪ DAS System Update -Yoseph future meeting | Committee<br>Chairperson  | 5 Min.  | Information<br>Discussion |
| 6.     | <b>Future Agenda Items</b><br>▪ Committee Chair Selection   | Committee<br>Chairperson  | 1 Min.  | Information<br>Discussion |
| 7.     | <b>Adjournment</b>  | Committee<br>Chairperson  | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows.  
Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |

## **Skyline College HSEPC Meeting Notes**

**Thursday, October 3, 2024 @ 12:45P via Zoom**

Attending: Michele Rudovsky (Resource), Jarrod Feiner, Paul Bridenbaugh, Jim Vangele, Mousa Ghanma, Max Warne, Kevin Chak, Andrea Fuentes (2), Josh Harris, Lori Slicton, Christine Herndon, Will Minnich, Nadia Tariq (2), Gabe Saucedo, Kwame Thomas, Cherie Colin, Jose Milan, Fernando Estrada and Joe Morello.

The meeting started with a quorum, members with (2) next to name represent two constituencies and have two votes. Meeting notes from September 5th were approved (Jim V motion and Lori S second) with note to correct the spelling for Jarrod Feiner's last name.

### **Items covered in the meeting:**

- For the Health Center, SEATED – A Conversation on Sexual Health Scheduled for 10/08/2024, this event has been canceled due to unforeseen circumstances. Skyline Fall Health Fair | 10.16.2024 from 10am – 2pm | We encourage folks to attend and help raise awareness for this fair. Various local resources will be present including the Daly City Youth Health Center, SF LGBT Center, Breathe California, and the National Marrow Donor Program (NMPD), among others. Here is a link to the event: <https://events.skylinecollege.edu/event/97120-skyline-fall-health-fair>
- For facilities, campus went through a survey testing lead levels in water and passed. As part of the survey, it was discovered that a line leading to B14 was leaking and was repaired. San Bruno Fire Department also came and did an assessment of the campus and we passed with flying colors as well. Facilities is working with public safety to install crossing signs on the pathway that bisects Lot G leading from Building 8 to Building 12. The issue of heat in classrooms and offices was raised. The vast majority of spaces on campus do not have air conditioning. It was noted that CalOsha has established thresholds for temperatures for indoor workers: <https://www.dir.ca.gov/oshsb/documents/Indoor-Heat-updated-txtbrdconsider.pdf> Facilities is taking steps to monitor temperatures in different building across the campus and deploy as many fans as possible. The committee suggested purchasing more fans or items such as swamp coolers. Skyline's coastal location is a defense but having some additional equipment would be helpful. Lori Slicton asked for an update on the duress buttons. Michele Rudovsky reported they are all operational. Lori asked what locations on campus have duress buttons. It was reported they are primarily in Buildings 19, 6 and 4. Question was asked if there was ever one in B5-Library? List has been provided to the union already.
- Emergency Preparedness – Debrief of September 30 drill will be on the agenda. A reminder that the Great Shakeout Drill is on Thursday October 17<sup>th</sup> at 10:17A.

Encourage folks that are remote that day to participate as well. First Aid, CPR and AED Training scheduled for October 9<sup>th</sup> flex from 12:30P-4:30P. Link for registration on the agenda. Now open across the district.

- Public Safety reported that they are patrolling staff lots and are issuing warnings / citations for student parking in staff areas. Question was raised about visitors (B14) and it was suggested to use student lots for visitors and not staff lots or to contact the business office if a permit is required. Public Safety continues to use A frame signage to communicate with the public on parking areas in addition to campus maps. Committee was reminded that Public Safety escorts are available and that students and / or staff can request an escort by dialing 7000. It was noted in the drill on September 30 that the protocol is Run-Hide-Fight and that this relies on instinct and judgement in the moment. You should run if you are capable and it is safe to do so. If you must hide when running you can take cover or conceal yourself. Cover is protection from fire and concealment is protection from detection. A reminded that a major pillar of our emergency communication is through the Rave system. If you are not getting Rave notifications you can sign up by texting 67283tosky. A final reminder that we still have accidental 911 dial outs from campus phones. Please let folks know that if they accidentally dial 911 to stay on the line and advise the person answering the call that it was a misdial and you are under no immediate danger. If you hang up, it requires public safety to verify and also alerts local emergency services.
- Debrief on the September 30, 2024, Lockdown and Barricade Drill: Overall the text and email messaging seemed to work well. Consistent feedback was difficulty in hearing the announcement. This might be because of speaker / location issues but a contributing factor was use of a non-recorded message for the test. Issue has been reported to district for assessment during weekly tests on the system.
- Campus Displays (BP 2.31): Committee had an extended discussion about free speech areas and questions about displays posted on campus that may have distressing material that might not be suitable for all groups on campus (specific mention of children and childcare center). It was also noted that issues around speech, obscenity, etc.... delve into the law and the committee does not have that expertise. The real issue is how can we communicate out when there may be potentially distressing material in case folks want to avoid an area completely. The issue was raised due to a recent display on campus. It was reported that the district got notice only 45 minutes prior to the display occurring and public safety had only 20 minutes to react. Jim Vangele noted that public safety notified the President and campus cabinet, posted available staff in the area to advise folks walking by, and contacted the Child Care Center to advise in case

children were scheduled to be in the area. It was noted that legally protected speech, if prevented from occurring at the college, can put the college and district at risk. It could have serious repercussions and the goal is to allow what is legally protected and work with our community to advise when possible. Jim and public safety were noted for being forthright and helpful in this particular occurrence. It was requested to ask Alvin Gubatina come to a future meeting to explain the process that groups from outside the campus request to be on campus.

- Cares and Timely Support: It was noted that at the last meeting that we reviewed the CARES system that is available to students. A desire is there to discuss what is available to employees regardless of classification. With the limited time left, it was decided to move this item to the November agenda.
- Joe Morello noted that he's serving as the committee chair and is willing to continue doing so. However, the chair should be selected annually from a member of the committee. Joe will email out and asked those attending that if anyone is interested in serving as the chair that they email Paul Cassidy prior to our November meeting.

Meeting adjourned with the next scheduled meeting set for Thursday, November 7, 2024.

**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
November 7, 2024  
12:45 PM – 2:05 PM  
ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item   | Lead (s)   | Time    | Action                    |
|--------|--|--|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms  | Joe Morello  | 2 Min.  | Information               |
| 2.     | <b>Consent Agenda</b><br>▪ Meeting Minutes for October 3, 2024   | Joe Morello  | 2 Min.  | Action                    |
| 3.     | <b>Committee Follow-Up and Updates:</b><br>▪ Alvin Gubatina-Outside Group Displays on Campus (7)<br>▪ Yoseph Demissie-DAS Update (7)<br>▪ Health Center (4)<br>▪ Facilities (4)<br>▪ Public Safety (3)<br>▪ Emergency Preparedness-Continuity Planning (3) | Alvin Gubatina<br>Yoseph Demissie<br>Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin<br>V. Garcia | 30 Min. | Information<br>Discussion |
| 4.     | <b>Constituent Group Updates:</b><br>▪ Employee CARES – What to do if?<br>▪ Follow-Up Information from Ben Zara on Drills (Lockdown and Shakeout)<br>▪ Round Table   | Constituent Groups   | 40 Min. | Information<br>Discussion |
| 5.     | <b>Updates:</b><br>▪ Great American Smoke Out 11/21/24<br>▪ First Aid, CPR and AED Training (1/9 and 4/17)<br>▪ <a href="https://forms.gle/yUhMje8hvoSuX5Jg6">https://forms.gle/yUhMje8hvoSuX5Jg6</a>  | Committee Chairperson  | 5 Min.  | Information<br>Discussion |
| 6.     | <b>Pending</b><br>▪ Committee Chair Selection  | Committee Chairperson  | 0 Min.  | Information<br>Discussion |
| 7.     | <b>Adjournment</b>   | Committee Chairperson  | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>
- Anonymous Health/Safety/Incident Reporting Form: <https://smccd.edu/publicsafety/anonymousscrimereporting.php>
- Employee Assistance Program: <https://downloads.smccd.edu/browse/hr?fo=%2Fsites%2Fdownloads%2FHRR%2FShared%20Documents%2FBenefits%20and%20Wellness%2FEmployee%20Assistance%20Program&n=Employee%20Assistance%20Program>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows.  
Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |

## **Skyline College HSEPC Meeting Notes**

**Thursday, November 7, 2024 @ 12:45P via Zoom**

Attending: Jarrod Feiner, Paul Bridenbaugh, Jim Vangele, Mousa Ghanma, Max Warne, Kevin Chak, Lein Cordero, John Chew, Lori Slicton, Christine Herndon, Will Minnich, Nadia Tariq (2), Chad Thompson, Walter Manuofetoo, Kwame Thomas, Cherie Colin, Jose Milan, Fernando Ben Zara Minkin (Resource), Paul Cassidy (Resource) and Joe Morello. Guests are Alvin Gubatina and Yoseph Demissie.

The meeting started with a quorum, members with (2) next to a name that represent two constituencies and have two votes. Meeting notes from October 3rd were approved (Jim V motion and Mousa G second).

### **Items covered in the meeting:**

- Alvin Gubatina came to the meeting to discuss the vetting and process for outside groups to vend and have free speech activities on campus. He reviewed the documents (see below). There is a reservation form required for vending and one is requested for Free Speech activities. However, for free speech activities, a reservation form is not required. Reservations are submitted through the Student Life office. Recent group on campus provided less than 30 minutes notice and declined to fill out a reservation form. Once notified, student life took steps to make sure as much notice was provided as possible to support campus groups and activities. Free Speech activities can request campus support for logistics but this group did not. We must allow activities as long as they are not disruptive to campus operations. A number of factors would need to be considered to define something as disruptive but a primary focus is on campus operations and safety related to access and movement. Issue was raised about groups passively and actively engaging the campus community. It was noted that as long as engagement was not forced (person can walk away) it would be allowable but if any group is aggressively engaging that should be reported to student life and public safety so the behavior can be assessed and appropriate action taken if required.

Free Speech Reservation Form:

<https://skylinecollege.edu/centerforstudentlife/assets/eventplanning/FreeSpeechReservationForm.pdf>

Free Speech Guidelines:

<https://skylinecollege.edu/centerforstudentlife/assets/eventplanning/FreeSpeechGuidelines.pdf>

Vending Space Application:

<https://skylinecollege.edu/centerforstudentlife/assets/eventplanning/VendorApplication1.22.18.pdf>



Vending Space Price Structure:

<https://skylinecollege.edu/centerforstudentlife/assets/documents/Vendor%20Pricing.pdf>

Vendor Policy:

<https://skylinecollege.edu/centerforstudentlife/assets/documents/Vendor%20Policy.pdf>

- Yoseph Demissie came to the meeting to update on the Distributed Antennae System (DAS) project. This project is to boost carrier signal throughout campus buildings and instructional areas to better serve our community. An assessment demonstrated that Skyline had the worst conditions of any site in the district for cellular reception. The project has three phases. The first phase is design. An RFP was generated last spring for a design company and a contract awarded to CIS. The designer and district team mapped all campus buildings and facilities covered in the scope to help determine the infrastructure and equipment needs to successfully complete the project. The second phase is the implementation phase. Based on the design specifications, the District bid out a low voltage contractor contract to complete the installation of the system. Helix was awarded the bid and has begun the process of working with district staff to run the infrastructure and procure / install all the equipment for the system. This will take several months and may disrupt network access from time to time. Every effort will be made to not negatively impact college operations. This work should be complete by May 2025. The final phase is coordination with the carriers. As the implementation phase is being completed, the district will be meeting with the carriers to coordinate the tie in of their system with our campus infrastructure and equipment. It is hopeful this will align with the completion of the implementation phase but we are dependent on the carriers and their schedule. If the carriers cooperate, the goal would be to have the system up and operating this summer and fully ready to go by the start of fall 2025.
- Health Center Update – On November 21<sup>st</sup> we will have the Great Smoke Out from 10A-1:30P and the Stanford Blood Drive from 10A-3P. Both events will take place in Building 6. The blood drive will have gift cards and swag available for those who donate.
- Facilities – The ATT Cell Tower that is to be installed adjacent to the Facilities Maintenance Center (FMC- Building 21) had the use permit approved. That project is moving forward. AT&T can have other carriers add their equipment to the tower so the hope is all carriers might participate. ADA Signage contractor has been hired and has started updating signs across the campus. Signage will be braille accessible. Facilities has been removing permit machines and permit required signage where appropriate in parking areas. Campus elevator permits are out of date due to the state inspector being

delayed. All elevators are compliant and operable. If there is an issue with an elevator, we have an outside company on call.

- **Public Safety – Escorts** are available for student on an as needed / on call basis. Any person can request an escort by dialing 7000. Timing will depend on availability of staff and they will escort you to where you need to go on campus but do not stand by. Public Safety is completing training on the Workplace Violence and Prevention Program. Public Safety noted the removed signage as a real help in enforcing parking regulations across the campus. A reminder that a major pillar of our emergency communication is through the Rave system. If you are not getting Rave notifications you can sign up by texting 67283tosky.
- **Emergency Preparedness:** From the Great Shakeout it was reported that in some area's compliance was slow to evacuate and then the drill was over. Ben Zara noted that and said a primary issue was that the drill was statewide and Rave is a statewide system. Thus, the text / announcement was delayed several minutes. Because the drill was only scheduled for seven minutes it ended up being a total of four minutes. Discussion is ongoing to have the drill on another day to resolve the Rave issue and extend the time to better allow full participation. On the Lockdown barricade drill the faint announcement in the morning was due to using a live announcement. Person did not speak loudly enough. The evening drill was much better. Finally, Skyline and Canada got lockdown / barricade announcement for the CSM drill by mistake. It was an error checking a box in the system. The system worked properly and Ben Zara is working with ITS to resolve the issue.
- **Cares and Timely Support:** EAP resources (attached) were shared. It was noted that EAP is nice but that we need to try and provide more opportunities for training and tools to deal with chaotic / unexpected situations. We really need to rely on each other and figure out how to best support one another. We should go a step further and investigate providing workshops / training (even if external vendors) with do's and don'ts. Post Covid the environment has gotten more challenging and there are not as many people on the campus all of the time. Mental health training would be especially helpful. Joe Morello will see if Liz Llamas and / or Perry Chen can attend the December meeting. Joe asked the reps to check with their constituencies on potential topics areas of interest. We'll debrief at the December meeting and see what opportunities there might be to do training in the spring.
- **Joe Morello** will continue to serve as committee chair. It was noted that the next CPR/AED/First Aid Training is on January 9<sup>th</sup>. Registration link is in the agenda:



<https://forms.gle/yUhMje8hvoSuX5Jg6>. Please announce at Division Meetings. It was noted that it might be helpful for department manager's, as part of a new employee onboarding, to have a checklist of safety items to cover with each new employee. Ben Zara and team are working on that and the request was that it just be a simple one pager.

Meeting adjourned with the next scheduled meeting set for Thursday, December 3, 2024.

**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
December 5, 2024  
12:45 PM – 2:05 PM  
ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item   | Lead (s)  | Time    | Action                    |
|--------|--|---|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms  | Joe Morello   | 2 Min.  | Information               |
| 2.     | <b>Consent Agenda</b><br>▪ Meeting Minutes for November 7, 2024  | Joe Morello   | 2 Min.  | Action                    |
| 3.     | <b>Committee Follow-Up and Updates:</b><br>▪ Health Center (2)<br>▪ Facilities (5)<br>▪ Public Safety (3)<br>▪ Emergency Preparedness-Continuity Planning (7)  | Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin<br>V. Garcia | 17 Min. | Information<br>Discussion |
| 4.     | <b>Constituent Group Updates:</b><br>▪ Employee CARES – Potential Areas of Training Interest<br>▪ Phone Stickers CTTL<br>▪ Animals on Campus Procedure and Protocols<br>▪ Liz and Perry coming for the 2/6/25 meeting<br>▪ Round Table | Constituent<br>Groups   | 40 Min. | Information<br>Discussion |
| 5.     | <b>Updates:</b><br>▪ First Aid, CPR and AED Training (1/9 and 4/17)<br>▪ <a href="https://forms.gle/yUhMje8hvoSuX5Jg6">https://forms.gle/yUhMje8hvoSuX5Jg6</a>   | Committee<br>Chairperson  | 5 Min.  | Information<br>Discussion |
| 6.     | <b>Adjournment</b>   | Committee<br>Chairperson  | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>
- Anonymous Health/Safety/Incident Reporting Form: <https://smccd.edu/publicsafety/anonymousscrimereporting.php>
- Employee Assistance Program:  
<https://downloads.smccd.edu/browse/hr?fo=%2Fsites%2Fdownloads%2FHHR%2FShared%20Documents%2FBenefits%20and%20Wellness%2FEmployee%20Assistance%20Program&n=Employee%20Assistance%20Program>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows.  
Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |

## **Skyline College HSEPC Meeting Notes**

**Thursday, December 5, 2024 @ 12:45P via Zoom**

### **Unofficial**

Attending: Quorum was not established. Notes are unofficial: Joe Morello, Christine Herndon, Ben Zara Minkin, Mousa Ghanma, Nadia Tariq (2), Kevin Chak, Jim Vangele, Max Warne, Christian Reyes Aguilar, Paul Cassidy, Lori Slicton, Jarrod Feiner, Michele Rudovsky, Walter Manuofetoa, Andrea Fuentes (2), Paul Bridenbaugh, Kwame Thomas

### **Items covered in the meeting:**

- **Health Center Updates**
  - Health Center closed Dec. 17-Jan. 5 and will re-open Jan. 6
  - Flu Shots available for students and staff on Tuesday and Thursday
  - Schedule for Food Pantry emailed to committee after meeting
  - When Health Center closed, in case of emergency and in all emergencies, dial 911. If not an emergency, call 650-738-7000 for Public Safety. If in crisis, resources available are Timely Care (<https://app.timelycare.com/auth/login>); dial 988 for the National Suicide Crisis Hotline or Text 741741 for the Crisis Text Line
- **Facilities Update**
  - Earthquake / Tsunami warning facilities checked all gas, water and electric service and areas for building. All way okay. There are seismic shut off valves for gas in all buildings. None were triggered.
  - Worked with SBFD on drill at CDC on November 20<sup>th</sup>.
  - Storm Damage from 11/22 resulted in damage to B20 resulting in a shutdown of the restroom for a couple of days; a downed light pole near the soccer field and numerous leaks.
- **Public Safety**
  - Also dealt with traffic and site control / issues on 11/22. All handled well.
  - End of the semester several disputes. Please call Public Safety if things seem to be escalating. Public Safety will use de-escalation techniques to address.
  - Working with Facilities to address smoking in restrooms. Concern about triggering fire alarms (B19) along with second hand smoke.
  - Staff permits will be distributed in late January / early February. Should be available through the Division Office. Keep using your old permit. Enforcement will not start right away. If you forget a permit, please park in a student lot.
- **Emergency Preparedness**
  - The tsunami warning generated after the Earthquake in Northern California comes from the National Weather Service and not County or District Emergency

Services. After receiving warning consultation takes place between subject experts across the state so as to avoid inaccuracy or to create a panic. Ben Zara was reaching out to county EMS and once information was confirmed it was shared throughout the district. Unless facing an immediate threat, it is normal to be patient and wait for further information. That way communications can provide more global information.

- Emergency Preparedness Staff facilitated the training at the CDC with SBFD and was assisted by facilities and public safety.
- Lockdown / barricade after action report recommendations were: Regular Testing of the EAS System, Additional Training Opportunities, Establish Design Standards for Window Coverings, continue to improve and expand wireless access.
- Dogs off leash – Concern raised about the number of interactions in a variety of campus areas with dogs off leash. Steps being taken are:
  - Signage will be installed in January and February about dogs needing to be on leash. Please educate folks about animals being on leash and if argumentative or abusive, please contact public safety at 650-738-7000. We follow county ordinance in requiring the leash
  - If a service animal – If a student, you can confirm the need for an accommodation through Melissa Matthews in the EAC. She is a great resource. A service animal is only allowed off leash if under the voice control of the person and that the person only can control the animal with their voice because of some physical limitation. If a community member, while you can not check with Melissa, you would share the same info.
  - Assume, if told, that the person does need the service animal our focus is making sure it is safe for all. Leashing is for the safety of the animal, children, the community (including cars) and global considerations related to our facilities.
- Future Training. Joe asked the reps to check with their constituencies on potential topics areas of interest. We'll debrief at the February Meeting meeting and see what opportunities there might be to do training in the spring. Perry / Liz will be attending the February meeting to talk about Psych Services. It was noted that the next CPR/AED/First Aid Training is on January 9<sup>th</sup>.
- Happy Holidays! The next scheduled meeting set for Thursday, February 6, 2025.

**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
February 6, 2025  
12:45 PM – 2:05 PM  
ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item  | Lead (s)  | Time    | Action                    |
|--------|---|---|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms   | Joe Morello   | 2 Min.  | Information               |
| 2.     | <b>Consent Agenda</b> <ul style="list-style-type: none"> <li>Meeting Minutes for November 7, 2024</li> <li><b>Note that 12/5 notes are unofficial</b></li> </ul>  | Joe Morello   | 2 Min.  | Action                    |
| 3.     | <b>Committee Follow-Up and Updates:</b> <ul style="list-style-type: none"> <li>Meeting notes 12/5/24</li> <li>Health Center (5)</li> <li>Facilities (3)</li> <li>Public Safety (3)</li> <li>Emergency Preparedness-Continuity Planning (7)</li> </ul>   | Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin<br>V. Garcia | 20 Min. | Information<br>Discussion |
| 4.     | <b>Constituent Group Updates:</b> <ul style="list-style-type: none"> <li>Health Center / Psych Services Presentation</li> <li>Zoom Bombing - Discussion</li> <li>Animals on Campus Update</li> <li>Vehicles / Bikes on Campus Roadways and Parking Lots</li> <li>Training ideas / updates</li> <li>Round Table</li> </ul>               | Constituent<br>Groups   | 40 Min. | Information<br>Discussion |
| 5.     | <b>Updates:</b> <ul style="list-style-type: none"> <li>First Aid, CPR and AED Training (4/17)</li> <li><a href="https://forms.gle/ka9SPdhrsPSuKKKo7">https://forms.gle/ka9SPdhrsPSuKKKo7</a></li> <li>Skyline Health Fair 3/12/25; B6 Student Center 10A-2P</li> <li>Lockdown / Barricade, March 4, 2025 at 11:15A and 6:15P</li> </ul> | Committee<br>Chairperson  | 5 Min.  | Information<br>Discussion |
| 6.     | <b>Adjournment</b>  | Committee<br>Chairperson  | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>
- Anonymous Health/Safety/Incident Reporting Form: <https://smccd.edu/publicsafety/anonymouscrimereporting.php>
- Employee Assistance Program: <https://downloads.smccd.edu/browse/hr?fo=%2Fsites%2Fdownloads%2FHRR%2FShared%20Documents%2FBenefits%20and%20Wellness%2FEmployee%20Assistance%20Program&n=Employee%20Assistance%20Program>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows.  
Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |

## **Skyline College HSEPC Meeting Notes**

**Thursday, February 6, 2025 @ 12:45PM via Zoom**

Attending: Max Warne, Michele Rudovsky (Resource), Mousa Ghanma, John Chew, Jose Milan, Christine Herndon, Kevin Chak, Dino Nomicos, Gabe Saucedo, Ben'Zara Minkin (Resource), Andrea Fuentes (2), Golda Margate, Chad Thompson, Will Minnich, Kwame Thomas, Christian Reyes, Paul Cassidy (Resource), Jim Vangele, Nadia Tariq (2), Walter Manuofetoa, Theresa Tentles, Judith Martinez, Lein Cordero, and Joe Morello.

This meeting started with a quorum, members with (2) next to name represent two constituencies and have two votes. Meeting notes from November 7<sup>th</sup> 2024, were approved. Meeting notes from December 5<sup>th</sup> were also made available.

### **Items covered in the meeting:**

- Judith Martinez updated the Committee regarding the availability of fentanyl test strips in compliance with a new law. They are free, unlimited, and can be acquired anonymously. Posters alert students to availability.
- Max Warne from Facilities updated the Committee regarding storm effects including the repair of damaged doors and one downed tree. Sports field replacement is underway. Also additional signage regarding keeping dogs on leash will also be installed. Emergency lighting tests and other emergency preparedness activities continue.
- Jim Vangele from Public Safety updated the Committee that public safety was patrolling during storm to monitor possible damage and any other safety or emergency situations that might arise. Public Safety worked alongside Facilities to steer student and faculty traffic away from flooded areas. Also, students are cooperating with parking rules with very few repeat violations. As we get through winter weather, please be vigilant about letting public safety know of any potential hazards that you observe.
- Ben'Zara Minkin updated Committee regarding barricade lockdown drill scheduled for March 4<sup>th</sup> at 11:15am and 6:15pm. He reviewed the expected notification platforms that will be used during the practice drill. He also discussed modifications to the building captain training program including reducing to 2 days (from 3), and streamlined refresh training for those who have already attended.
- Mousa Ghanma raised a concern about readiness of eye-wash stations in laboratory areas; Max Warne offered to examine the situation more closely with him after the meeting. Also, some of the emergency phone numbers and guidance posted in his area need updating.
- Committee Chairperson Joe Morello reviewed several items including refreshed guidance from District Services regarding Zoom "bombing", pertaining to animals on campus signage and how and when to interact with public, and bicycles on roadways and parking lots.

- Perry Chen provided an overview of personal counseling available to students on campus. He described how and when student can receive personal counseling (i.e., emotional support) as well as the personal counseling team (e.g. FTE, qualifications). Counseling can be for emergency or shorter term needs (5-10 sessions). When appropriate, they will also connect a student with wider resources available in community. They also offer consultations to faculty and staff with respect to situations or interactions that might occur. Perry Chen also discussed the comprehensive availability of TimelyCare (also including staff consultations). He also highlighted the Crisis line 9-8-8 (related to National Suicide Hotline Designation Act of 2020) and availability of resources in San Mateo. For Staff who may be in need, EAP Claremont is available for staff.
- Committee Chairperson Joe Morello reviewed upcoming Health and Safety events and activities including: First Aid, CPR, and AED training, the Health Fair, and the Lockdown / Barricade drill. Additionally, he invited Committee comment regarding vehicular safety on campus and how to proceed with identifying possibly unsafe situations. He also encouraged Committee members to inquire about training if they encounter situation or environment where specialized training might help.

Meeting adjourned with the next schedule meeting set for Thursday, March 6, 2025.

**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
 March 6, 2025  
 12:45 PM – 2:05 PM  
 ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item  | Lead (s)  | Time    | Action                    |
|--------|---|---|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms   | Joe Morello   | 2 Min.  | Information               |
| 2.     | <b>Consent Agenda</b><br>▪ Meeting Notes for February 6, 2025   | Joe Morello   | 2 Min.  | Action                    |
| 3.     | <b>Committee Follow-Up and Updates:</b><br>▪ Health Center (4)<br>▪ Facilities (3)<br>▪ Public Safety (3)<br>▪ Emergency Preparedness-Continuity Planning (10)  | Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin<br>V. Garcia | 20 Min. | Information<br>Discussion |
| 4.     | <b>Constituent Group Updates:</b><br>▪ Debrief Lockdown / Barricade 3/4/25<br>▪ Leash signage<br>▪ Student Parking in Staff Lots<br>▪ Round Table   | Constituent<br>Groups   | 40 Min. | Information<br>Discussion |
| 5.     | <b>Updates:</b><br>▪ First Aid, CPR and AED Training (4/17)<br>▪ <a href="https://forms.gle/ka9SPdhrsPSuKKKo7">https://forms.gle/ka9SPdhrsPSuKKKo7</a><br>▪ Skyline Health Fair 3/12/25; B6 Student Center 10A-2P<br>▪ Reminder next meeting on 4/10/25 due to SB | Committee<br>Chairperson  | 5 Min.  | Information<br>Discussion |
| 6.     | <b>Adjournment</b>  | Committee<br>Chairperson  | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>
- Anonymous Health/Safety/Incident Reporting Form: <https://smccd.edu/publicsafety/anonymouscrimereporting.php>
- Employee Assistance Program: <https://downloads.smccd.edu/browse/hr?fo=%2Fsites%2Fdownloads%2FHR%2FShared%20Documents%2FBenefits%20and%20Wellness%2FEmployee%20Assistance%20Program&n=Employee%20Assistance%20Program>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows. Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |



## Skyline College HSEPC Meeting Notes

Thursday, March 6, 2025 @ 12:45PM via Zoom

Attending: Max Warne, Michele Rudovsky (Resource), Mousa Ghanma, Gary Cheang, Jose Milan, Christine Herndon, Kevin Chak, Dino Nomicos, Gabe Saucedo, Ben'Zara Minkin (Resource), Andrea Fuentes (2), Golda Margate, Chad Thompson, Will Minnich, Kwame Thomas, Christian Reyes, Paul Cassidy (Resource), Jim Vangele, Nadia Tariq, Lori Slicton, Cherie Colin, Theresa Tentes, Judith Martinez, Lein Cordero, and Joe Morello.

This meeting started with a quorum, members with (2) next to name represent two constituencies and have two votes. Gary Cheang is added to committee membership as Nadia Tariq moved to different role. Meeting notes February 6<sup>th</sup> are not yet available.

### Items covered in the meeting:

- Committee Chair Joe Morello gave a brief Health Center update by noting that the Health Fair scheduled for March 12<sup>th</sup> will take place next week from 10:00AM to 2:00PM.
- Max Warne from Facilities noted that all of the signage received asking dog to keep their pets on a leash have been posted and appear to be effective with good compliance. More signage will be posted in higher traffic areas. LED lighting installation continues around Buildings 5 and 6. Additionally, the push plates with codes to enter buildings will be replaced. With more bad weather coming next week, the Facilities is prepared with sandbags and similar measures staged and ready. In response to an item raised last meeting, the eye-wash stations in Buildings 7 and 8 were inspected; one was out of order and currently awaiting parts.
- Jim Vangele from Public Safety described the impact and coordinated response of a partial power outage in the early evening on February 26<sup>th</sup>. Power was out for less than ten minutes and affected only the western periphery of campus, Buildings 14, 19, and 20. The refrigeration and food in B19 was checked and remained cold. Good compliance with parking guidelines continues. If anyone observes potentially unsafe developments on campus as a result of storm or high winds, please do notify public safety. The Grounds-keeping team can save a tree of its leaning or needs support.
- Ben'Zara Minkin reviewed the *Violent Intruder* drill from two days earlier. Note new name to emphasis the *Run-Hide-Fight* response (in other words, do not lockdown / barricade if can run or fight). Communication and notifications systems like RAVE worked better. However, his team continues to examine surveys for speaker-system gaps where notification is not audible. Additionally, District approach to window-coverings is also under review and consideration.
- Judith Martinez reminded the committee that there is a Health Fair next week in Fireside Dining from 10am – 2pm.
- Committee Chairperson Joe Morello invited comment from Committee with respect to *Violent Intruder* drill and dogs-on-leash signage. In response to a question, he emphasized that dogs

should not be in campus buildings—unless the dog is a service animal—and Public Safety should be notified if the owner is non-cooperative. Similarly, unleashed dogs cannot and should not be able to interfere with the work of a service dog.

- One Committee member observed that students continue to use the staff parking lot near the tennis courts – mostly because they don't know—and asks if signage will be reestablished there. Jim Vangele reported that discreet "Staff parking only" signage is being planned for that area. Joe Morello noted that student employees are now able to use staff lots.
- Chad Thompson announced a program that issues free SamTrans bus passes are available to any enrolled student.
- One Committee member asked that shrubs and greenery be trimmed back west of B6 traffic circle and crosswalk to improve visibility.

Meeting adjourned with the next schedule meeting set for Thursday, April 10, 2025.

**Skyline College**  
**Health, Safety, & Emergency Preparedness Committee**  
<https://www.skylinecollege.edu/healthsafetycommittee/>

Agenda  
April 10, 2025  
12:45 PM – 2:05 PM  
ZOOM Meeting link:

<https://smccd.zoom.us/j/82918665270>

| Item # | Item  | Lead (s)  | Time    | Action                    |
|--------|---|---|---------|---------------------------|
| 1.     | <b>Call to Order:</b><br>Review CGC Gathering Space Norms   | Joe Morello   | 2 Min.  | Information               |
| 2.     | <b>Consent Agenda</b><br>▪ Meeting Notes March 6, 2025  | Joe Morello   | 2 Min.  | Action                    |
| 3.     | <b>Committee Follow-Up and Updates:</b><br>▪ Health Center (4)<br>▪ Facilities (3)<br>▪ Public Safety (3)<br>▪ Emergency Preparedness-Continuity Planning (10)  | Judith Martinez<br>Max Warne<br>Jim Vangele<br>Ben Zara Minkin<br>V. Garcia | 25 Min. | Information<br>Discussion |
| 4.     | <b>Constituent Group Updates:</b><br>▪ Leash signage<br>▪ CGC Report for 24-25 Academic Year<br>▪ Round Table   | Constituent<br>Groups   | 40 Min. | Information<br>Discussion |
| 5.     | <b>Updates:</b><br>▪ First Aid, CPR and AED Training (4/17)<br>▪ <a href="https://forms.gle/ka9SPdhrsPSuKKKo7">https://forms.gle/ka9SPdhrsPSuKKKo7</a><br>▪ Reminder next meeting on 5/1/25 due to SB | Committee<br>Chairperson  | 5 Min.  | Information<br>Discussion |
| 6.     | <b>Adjournment</b>  | Committee<br>Chairperson  | 1 Min.  |                           |

- Reporting a positive COVID 19 test result and COVID information: <https://smccd.edu/return-to-campus/covid-positive-result.php>
- Anonymous Health/Safety/Incident Reporting Form: <https://smccd.edu/publicsafety/anonymouscrimereporting.php>
- Employee Assistance Program: <https://downloads.smccd.edu/browse/hr?fo=%2Fsites%2Fdownloads%2FHR%2FShared%20Documents%2FBenefits%20and%20Wellness%2FEmployee%20Assistance%20Program&n=Employee%20Assistance%20Program>

The proposed Health, Safety, and Emergency Preparedness Committee meeting schedule for FY 2024-25 is as follows.  
Meetings are from 12:45P – 2:05P.

| 2024 (R)              | 2024 (R)             |
|-----------------------|----------------------|
| Thursday, September 5 | Thursday, February 6 |
| Thursday, October 3   | Thursday, March 6    |
| Thursday, November 7  | Thursday, April 10   |
| Thursday, December 5  | Thursday, May 1      |
|                       |                      |

## **Skyline College HSEPC Meeting Notes**

**Thursday, April 10, 2025 @ 12:45PM via Zoom**

Attending: Mousa Ghanma, Gary Cheang, Christine Herndon, Kevin Chak, John Chew, Dino Nomicos, Ben'Zara Minkin (Resource), Fernando Estrada, Chad Thompson, Will Minnich, Kwame Thomas, Michele Rudovsky (Resource), Christian Reyes, Paul Cassidy (Resource), Vince Garcia (Resource), Jim Vangele, Nadia Tariq, Theresa Tentes, Judith Martinez, and Joe Morello.

Meeting notes March 6<sup>th</sup> are not yet available. During May 1<sup>st</sup> meeting, approval of meeting notes for February 6, March 6, and April 10, will be available and considered for adoption.

### **Items covered in the meeting:**

- Judith Martinez gave a brief Health Center update by reminding the Committee that the Stanford Blood Drive is planned for April 23 held in Building 12 Farallon Room.
- Committee Chairperson Joe Morello read an update provided by Max Warne from Facilities who was unable to be present. The Building 6 elevator was out of service prior to Spring Break and has now been repaired. Additional dogs-on-leash signage has arrived and will be installed in higher-traffic areas. Work was performed on water supply for Building 2 during Spring Break. Power washing of buildings on weekends continues to help keep the campus looking beautiful and inviting.
- Jim Vangele from Public Safety in his update agreed with an earlier comment that the compliance with keeping dogs on leashes has improved noticeably. Also, Public Safety officers have also been present at campus events providing useful information, such as where to park.
- Ben'Zara Minkin provided an update on how power outages are handled. It was observed that power grid on this campus has two distinct blocks wherein power could be out in one but not the other which can complicate messaging for affected buildings.
- Committee Chairperson Joe Morello encouraged committee members to let him or Max Warne know if they observe areas where signage might be needed.
- Joe Morello will bring a draft to May meeting of Committee summary of topics discussed during the year to be prepared and submitted to College Governance Council at year end. He also noted that there are openings in First Aid CPR and AED training.

Meeting adjourned with the next scheduled meeting set for Thursday, May 1, 2025.



## GATHERING NORMS

### COLLEGE GOVERNANCE COUNCIL ADOPTED A BASELINE OF GATHERING SPACES NORMS REQUIRED IN EVERY GATHERING OR MEETING SPACE ACROSS CAMPUS.

*The College Governance Council recommended to the President and the President affirmed that Skyline College adopt a baseline of gathering spaces norms to align with the campus wide work of Intergroup Dialogue and the People's College Initiative so that every person can expect that these norms will be honored when entering a meeting or gathering space on campus. Every group can add/customize to the needs of the particular committee or organization.*

- (a) Students First
- (b) Interpersonal Level of Equity – Peer to Peer, no hierarchy in the room
- (c) Challenge ideas, not people
- (d) Use concrete examples
- (e) Stories Stay, Lessons Leave
- (f) Make Space vs. Take Space
- (g) Self-care
- (h) Trust the process
- (i) Give credit where it is due
- (j) Safe Space vs. Brave Space
- (k) Respect/Multi-partiality - experience & communicate respect in ways that are informed by our culture, tradition & language; no tone policing
- (l) Listen for understanding
- (m) Honesty/transparency
- (n) Calling in is preferred to calling out
- (o) Speak for yourself - not for others, reframe in the positive
- (p) Be careful of speaking in generalities - frame comments in your own experience
- (q) Giving grace, even when grace isn't given
- (r) Assume positive intentions and take responsibility for impact

## Morello, Joseph Jr.

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**From:** Singh, Jasmeet  
**Sent:** Wednesday, October 30, 2024 12:36 PM  
**To:** All District Employees  
**Subject:** Required Workplace Violence Awareness & Prevention Training

Dear Colleagues,

In alignment with our commitment to safety and compliance, the District utilizes the Keenan SafeColleges learning management platform to offer compliance and safety training for District employees. To meet a new CalOSHA compliance requirement, **all employees must complete the Workplace Violence: Awareness and Prevention training**. You will soon receive an automated email with your SafeColleges login and training plan. Please complete this training within 30 days.

The District has created a comprehensive **Workplace Violence Prevention Program (WVPP)**, based primarily on existing policies and procedures, to enhance the cultural of safety first. Key elements of our WVPP include:

- Effective **communication** protocols regarding workplace violence
- Clear **reporting procedures** that protect against retaliation
- **Training** on recognizing and responding to workplace violence
- **Identifying and correcting** hazards that may lead to workplace violence
- **Post-incident response** for proper follow-up and investigation

### What is Workplace Violence?

Workplace violence encompasses any acts of violence or threats of violence within the workplace that can lead to injury, trauma, or stress, including physical threats and the use of weapons. Lawful acts of self-defense or defense of others are excluded.

### How to Report Workplace Violence:

If you witness or feel threatened by any violent act, please report it immediately using one of the following options:

- Dial **911** in case of emergency
- **Public Safety** at 650-738-7000 (when safe)
- **Online report** via the [Health/Safety/Incident Reporting Form](#)
- **Contact a supervisor** or email [wvpreport@smccd.edu](mailto:wvpreport@smccd.edu)

### Identifying and Reporting Workplace Hazards:

Employees can report any potential safety hazards via the online form or by contacting Facilities, Public Safety, Human Resources, or their supervisor. The Workplace Violence Prevention Team reviews all reports and conducts annual safety assessments.

**Additional Resources:**

- Employee Assistance Program
- Public Safety Department
- Discrimination and Workplace Complaints
- Cal-OSHA Workplace Violence

For further information, please review the [District's Workplace Violence Prevention Plan](#). We also welcome any feedback on the WVPP, which can be provided by emailing [wvpreport@smccd.edu](mailto:wvpreport@smccd.edu) or through the feedback survey linked [here](#).

Your commitment and participation are essential to maintaining a safe, supportive environment for everyone.

***Jasmeet Singh***

Human Resources Representative

San Mateo County Community College District

3401 CSM Drive, San Mateo, CA 94402

Google Voice Phone Number: (650)458-7472

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# Labor Law Update: Development of Workplace Violence Prevention Program

California's new workplace violence prevention program requirements

*Regular Meeting of the SMCCCD Board of Trustees*  
July 24, 2024



## SB 553: Occupational safety: workplace violence



### OFFICE OF THE GOVERNOR

SEP 30 2023

To the Members of the California State Senate:

I am pleased to sign SB 553 aimed at increasing worker safety in workplaces across the state. Over the past months, my office has worked with the author, sponsors, and business leaders to ensure this bill did not prevent businesses from responding to retail theft and violence, but instead empowers their employees with the tools and knowledge necessary to be prepared.

Over the past years, we have taken unprecedented action to tackle retail theft and workplace violence through our Real Public Safety Plan and historic \$800 million in funding to support multiple programs improving public safety and cracking down on retail crime.

Senate Bill 553 builds upon these efforts by protecting our workforce, and requires employers to establish, implement and maintain an effective workplace violence prevention plan, among other provisions. Employers are already required to take steps to protect workers from workplace hazards, and this bill strengthens those protections by providing specific guidelines for what employers must do to protect workers from acts or threats of violence at work.

This important policy will ensure there is a plan in place at workplaces across our state, in order to help protect California workers from workplace violence. Everyone deserves to be and feel safe everywhere they are, especially at work.

Sincerely,

A handwritten signature in black ink, appearing to read "Gavin Newsom".

Gavin Newsom

GOVERNOR GAVIN NEWSOM • SACRAMENTO, CA 95814 • (916) 445-2841

# What is Workplace Violence

Threat or Use of Physical Force: a threat or actual use of physical force against another person

Threat or Use of a Weapon: a threat or use of a weapon, such as a firearm or other dangerous object.

## Categories of Violence

1. Criminal intent - act committed by a person unaffiliated with the workplace
2. Customer/Client - person known to or conducting business with the workplace
3. Employee-on-Employee - includes former employees
4. Personal relationship - act committed by someone with a personal relationship to an employee

A “threat” is defined as conduct that conveys an intent or that is reasonably perceived to convey an intent to cause physical harm or to place someone in fear of physical harm and that serves no legitimate purpose.

## Prevalence of Workplace Violence

- 525 Lives Lost
  - Nationally, 525 lives were lost due to workplace violence in 2022
- 2 Million Incidents
  - There are over 2 million incidents of threats or incidents of workplace violence annually
- 7 Killed in Half Moon Bay
  - San Mateo was directly impacted by workplace violence when 7 community members were killed in Half Moon Bay

## Workplace Violence - Institutions of Higher Education

Compared to private industry, IHEs have significantly lower reports of workplace violence. (U.S. Bureau of Labor Statistics, 2022 Injury and Illness Statistics)

The DOE, Office of Postsecondary Education, reports rate of crimes reported on campuses down 28% since 2010

- 15.0 per 10,000 FTE student enrollment in 2020
- 18.8 in 2019
- 20.9 in 2010
- Arrests down 72% since 2005

## Existing Laws and Regulations Enforced by Regulatory Agencies

Occupational Health and Safety Act  
Title IX  
Violence Against Women Act  
Clery Campus Security Act  
CA Labor Code and Title 8  
CA Ed Code and Title 5  
CA Equity in Education Act  
CA Educational Employment Relations Act  
Collective Bargaining Agreements



# Program Fundamentals

## Workplace Violence Prevention Plan & Team

- Employers must establish a comprehensive workplace violence prevention plan and identify employees responsible for compliance

## Incident Reporting and Response

- Must include clear procedures for reporting and responding to workplace violence incidents

## Investigation and Corrective Action

- Employers must investigate all workplace violence incidents and take appropriate corrective action

# Program Components

## **Active Employee Involvement**

- Employers must involve employees and union representatives in developing and implementing the prevention plan.

## **Hazard Assessments**

- Employers must identify and evaluate workplace violence hazards through periodic inspections.

## **Corrective Action**

- Employers must have procedures to correct workplace violence hazards in a timely manner.

## **Annual Review**

- Employers must review the plan annually and after any incidents.

# Communication and Training

## Communication

- Employers must have a communication plan to inform employees about workplace violence matters: emergency notifications, RAVE, etc.

## Violence Incident Logs

- The District must create and maintain a log of all violent incidents that occur on District sites.

## Training

- All employees and third-party employees who work at District sites must be trained on how to recognize and respond to workplace violence concerns at least annually.



# Recordingkeeping

## **Written Plan**

The prevention plan must be in writing and easily accessible to employees and authorities.

## **Hazard Records, Investigation Records, and Violent Incident Logs**

All records are subject to a Public Records Act request (with appropriate redactions as to the identity of specific employees or students) and must be maintained for at least 5 years.

Thank You

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Discussion

# AFTER ACTION REPORT

## FALL 2024 SKYLINE COLLEGE VIOLENT INTRUDER LOCKDOWN/BARRICADE DRILL

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
SEPTEMBER 30, 2024



Office of  
**EMERGENCY MANAGEMENT**

# **AFTER ACTION REPORT (AAR): FALL 2024 SKYLINE COLLEGE**

## **VIOLENT INTRUDER LOCKDOWN/BARRICADE DRILL**

**Date of Drill:** 9/30/2024

**Morning Drill:** 11:50 AM – 11:55 AM

**Evening Drill:** 6:15 PM – 6:20 PM

**Location:** San Mateo County Community College District (SMCCCD): Skyline College

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### **Executive Summary**

Skyline College conducted its **Violent Intruder Lockdown/Barricade Drill** on **September 30, 2024**. The drill aimed to test the effectiveness of the college's lockdown procedures and the communication systems used to inform participants of the drill's start and end. The exercise also tested the response of staff, faculty, and students to lockdown/barricade protocols and emergency notification systems. This report summarizes the drill's strengths, weaknesses, and provides recommendations for future drills.

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### **Incident Overview**

**Incident Title:** Violent Intruder Lockdown/Barricade Drill

On **September 30, 2024**, Skyline College conducted a **Violent Intruder Lockdown/Barricade Drill** to evaluate and practice the college's emergency lockdown procedures in response to a violent intruder. This drill was part of a district-wide initiative to train students, staff, and faculty in the **"Hide"** tactic from the **Run, Hide, Fight** strategy, which is designed to prepare individuals for real-world violent intruder situations.

The drill simulated an active shooter or violent intruder event and aimed to test how quickly campus community members could secure rooms, barricade doors, and ensure personal safety. The **Hide strategy** was emphasized, which involves securing doors, locking or barricading entry

points, and remaining silent and out of sight until law enforcement or emergency personnel give the all-clear.

The drill consisted of two sessions: a **morning drill at 11:50 AM** and an **evening drill at 6:15 PM**. Both drills involved activating the **RAVE notification system** and the **PA system** to alert the campus community of the drill. Public Safety was responsible for triggering the **ACAMS system** to lock designated campus doors, while participants followed lockdown and barricade instructions.

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## **Drill Objectives**

- **Test and reinforce the "Hide" tactic** from the "Run, Hide, Fight" paradigm during a violent intruder event.
  - **Evaluate the effectiveness of communication systems** (RAVE alerts, PA system, ACAMS).
  - **Assess participants' ability to lock down and barricade rooms** efficiently and stay secure until instructed otherwise.
  - **Ensure readiness for a real emergency scenario**, particularly involving the "Hide" strategy, which focuses on securing rooms and barricading entry points.
- 

## **Key Actions and Events**

- **Pre-Drill Activities:**
  - OEM coordinated with campus departments (Public Safety, Facilities, ITS) to ensure readiness.
  - The RAVE system was tested, and the PA system was prepped for notifications.
  - The PA system volume was tested, and emergency communication systems were verified.
- **Drill Execution:**
  - Participants received the initial drill notification via **RAVE** text and email alerts.
  - Public Safety activated the **ACAMS** system to automatically lock doors.

- Staff and students responded by securing classrooms, barricading entry points, and following lockdown instructions.
  - The **morning drill** was initiated at **11:50 AM** and concluded at **11:55 AM**. The **evening drill** was conducted at **6:15 PM** with a conclusion at **6:20 PM**.
  - At the end of the drill, the “**All Clear**” signal was issued via RAVE and PA announcements.
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## Strengths

- **Widespread Participation:**

Both the **morning** and **evening drills** had excellent participation from students, faculty, and staff across the campus.

- **Clear RAVE Notifications:**

The **RAVE alerts** were sent promptly and were clearly understood by participants. These notifications effectively communicated the start of the drill and the necessary actions.

- **Improved PA System Announcement:**

Following feedback from the **morning drill**, the PA system announcement for the **evening drill** was significantly louder and clearer, ensuring better communication.

- **Effective Use of the Dial-In Feature for PA System:**

The **Universal Telephone Interface (UTI)** failure was identified prior to the drill, but the use of the **dial-in feature** for the PA system provided valuable training to staff unfamiliar with this process. The remote access allowed **administrators** to broadcast messages over the PA system successfully.

- **Timely Door Unlocks:**

The **timely unlocking of doors** after the drill ensured that participants could exit promptly once the drill was concluded.

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## Weaknesses

- **Low Volume for PA Announcement (Morning Drill):**

During the **morning drill**, the **PA system volume** was initially too low, making it difficult for some participants to hear the drill announcement clearly. This was corrected for the evening drill, but it highlighted the need for further volume checks and system readiness prior to the drill.

- **Non-Functioning UTI Interface Between RAVE and PA System:**

The **interface failure** between the **RAVE system** and the PA system was identified the day before the drill, due to a lack of regular system testing. This issue caused the announcement to be read live over the PA system, which was less efficient than a direct system integration.

- **Cellular Dead Spots on Campus:**

Some areas of the campus still experience **cellular dead spots**, resulting in delays in receiving **RAVE alerts** and **text messages**. The **installation of Digital Antennae Systems (DAS)** and an **AT&T cell tower** is underway to address these gaps.

- **Lack of Standardization in Window Coverings:**

Although some buildings have installed window coverings for barricading, there is no **district-wide standard** for these coverings. The inconsistency of coverings across the campus raises concerns about liability and the effectiveness of these measures in emergency situations.

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## Recommendations

1. **Regular Testing of RAVE and PA System Integration:**

Ensure that regular tests are conducted between the **RAVE system** and the **PA system** to avoid interface failures and ensure smooth communication during drills. These tests should be documented for future reference.

2. **Increased Volume Testing for PA Announcements:**

Continue testing the **PA system volume** regularly, particularly in larger campus areas, to

avoid issues like the one encountered during the **morning drill**. Volume adjustments should be made in advance of drills.

3. **Complete the Installation of DAS and Cell Tower:**

Expedite the installation of the **DAS** and **AT&T cell tower** to ensure better cellular coverage on campus. This will help ensure **timely notifications** for all students, faculty, and staff.

4. **Establish a District-Wide Standard for Window Coverings:**

Develop and implement a district-wide standard for window coverings to ensure consistency and functionality across campus buildings. This will improve the effectiveness of barricading procedures during a lockdown event.

5. **Cross-Training for PA System Remote Access:**

Continue cross-training **staff and faculty** on how to remotely access the PA system when the **UTI interface is unavailable**. This training should be incorporated into regular drills to enhance system reliability.

6. **Document All Testing and Drills:**

Establish a procedure to **document and record** all tests and drills involving emergency communication systems, including the PA system, RAVE alerts, and other technologies, to maintain a log of system performance and improvements.

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## **Conclusion**

The **Skyline College Violent Intruder Lockdown/Barricade Drill** successfully tested the **“Hide”** tactic, lockdown procedures, and communication systems, with a majority of participants responding effectively. While there were some challenges, such as issues with the PA system and cellular communication, these have been identified and addressed for future drills. By implementing the recommendations above, Skyline College will continue to enhance its preparedness for real-world violent intruder events and ensure that staff and students are well-equipped to respond appropriately.





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## EAP Benefit Summary

### For Employees and Covered Dependents of: San Mateo Community College District

Claremont Employee Assistance Program (EAP) offers a range of behavioral health tools to help resolve personal issues and enhance your well-being. You and your eligible family members can receive confidential, mental health support at no cost. Claremont also provides access to a range of digital and in-person resources to help you address virtually any personal concern or question.

#### **Who provides the EAP?**

Claremont is a comprehensive behavioral health benefits solution committed to your wellness. We offer a range of clinical options for individuals, couples and groups in order for you to get help when, where and how you need it.

#### **Who will know?**

The EAP is a confidential service. Claremont understands the importance of maintaining your privacy. Your involvement with Claremont is afforded the maximum confidentiality permitted under the law.

#### **At what cost?**

There is no cost to you or your covered dependents for EAP services; however, all services must be pre-authorized by Claremont.

#### **What's the first step?**

Call 800-834-3773 to discuss your issue or situation with an experienced counselor who will refer you to the resources most appropriate for your needs.



Call toll-free, 24/7  
800-834-3773  
[claremonteap.com](https://claremonteap.com)



## Claremont provides multiple behavioral health solutions to enhance your well-being.

### Mental Health Benefit

Claremont offers a range of clinical options including in-person short-term counseling, text-based support, video and phone, and online peer support groups. Claremont clinical services address issues such as marital/relationship, depression, grief and loss, anxiety, stress, substance abuse and work stress.

#### Short-Term Counseling

Claremont offers you:

3 free, short-term counseling visits per incident, per rolling year for almost any personal issue.

Our staff will work with you to find the most appropriate counselor to meet your needs.

#### Online Peer Support Groups

Virtual support and recovery groups lead by certified specialists address a range of issues such as addiction, depression and anxiety. (10 free sessions per 12 months)

#### Tess AI Chatbot

You have 24/7 access to Tess, an AI chatbot for emotional support and check-ins to boost wellness. Text "Hi" to 650-825-9634 to get started. When prompted, text "Claremont" as your employer. (unlimited)

### Legal Consultations

Attorneys are available to answer your legal questions, either in-person or over the phone. We provide up to 30 minutes of free consultation per issue. On-going services, if required, are offered at a 25% discount. The EAP can assist with legal issues such as:

- Divorce
- Child custody
- Real estate
- Personal injury
- Criminal law
- Free Simple Will Kits

### Work/Life Referrals\*

Our Work/Life consultants provide you with referrals and information for services such as:

- Child care
- Elder care
- Pet care
- Adoption assistance
- School/College assistance
- Health and wellness
- Convenience referrals

\*The EAP cannot offer recommendations for Work/Life Referrals. Individuals have the responsibility to evaluate and choose the most appropriate services to meet their needs.

### Financial Consultations

Financial professionals will provide telephonic coaching on a range of concerns. We provide up to 30 minutes of free consultation per issue. The EAP can help with financial issues such as:

- Budgeting
- Debt management
- Tax planning
- Retirement
- Home buying strategies
- College planning
- Credit report coaching

### Online Resources

The Claremont website ([claremonteap.com](http://claremonteap.com)) offers a wide range of behavioral health and positive psychology resources such as articles, webinars and videos.

- Personal Advantage Website
- Positivity Center
- EAP Benefits Center
- COVID-19 Resource Center
- Anti-Racism Resource Center
- First Responder Resource Center



Call toll-free, 24/7 **800-834-3773**  
[claremonteap.com](http://claremonteap.com)

**CLAREMONT**  
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*Helping you be your best.*





# Personal Counseling

- Confidential, Free, Brief Counseling & Referrals (Virtual & in person)
  - 650-738-4270
  - skyhealth@smccd.edu
  - <http://www.skylinecollege.edu/healthandwellness/personalcounseling.php>
- Building 19, Room 110 (Health & Wellness Center) and 2.5 satellite offices in 400 wing
  - M-Th: 8:30-4:30pm
  - F: 8:30-12:30
  - Drop in: M-Th: 12pm-1pm

# Personal Counseling

- 10 personal counselors (2 full time, 6 adjuncts, and 2 trainees)
  - 4 fully licensed
  - 4 Associate (received Master's, working towards licensing)
  - 2 in graduate program
  - Spanish, Mandarin, Cantonese
- Generally at least 2 personal counselors on-site at any given time during business hours



# Personal Counseling

- Consultations
  - Student situations
  - Classroom situations
- Workshops/Presentations
  - Intro to PCS
  - Self-Care/Stress management
  - Intimate Partner Violence (Escalation training)
  - Healthy Relationships
  - Topical (eg suicide, depression, etc.)
  - Mindfulness
  - How to help someone in emotional distress (VAR)
  - Open to other topics

# Personal Counseling

- TimelyCare – [www.timelycare.com/smccd](http://www.timelycare.com/smccd)
  - App-based 24/7 free access to trained mental health professionals, short sessions.
  - Staff consultations: 1-833-4-TIMELY
- Crisis?
  - **Crisis Line: 988 (SMS, phone)**
  - **SMC Mobile Crisis, have therapists to triage situation, and empowered to enact 5150**



# Top 'Presenting Issues'

- Depression
- Anxiety
- Communication problems (family)
- Interpersonal problems (family)
- Self-Esteem
- Stress



A blue brushstroke graphic, resembling a paintbrush stroke, is positioned behind the word "Questions?".

# Questions?

[chenp@smccd.edu](mailto:chenp@smccd.edu)

650-738-4375

AFTER ACTION REPORT  
SPRING 2025 SKYLINE COLLEGE VIOLENT  
INTRUDER DRILL  
SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
MARCH 4, 2025



Office of  
**EMERGENCY MANAGEMENT**

# **AFTER ACTION REPORT (AAR): SPRING 2025 SKYLINE COLLEGE VIOLENT INTRUDER DRILL**

**Date of Drill:** 03/04/2025

**Morning Drill:** 11:15 AM – 11:20 AM

**Evening Drill:** 6:15 PM – 6:20 PM

**Location:** San Mateo County Community College District (SMCCCD): Skyline College

## **Executive Summary**

Skyline College conducted a Violent Intruder Drill on March 4, 2025, as part of the District's ongoing emergency preparedness initiatives. This drill evaluated the effectiveness of lockdown and barricade procedures, emergency communication systems, and the Run, Hide, Fight strategy with a focus on the Hide tactic. The drill was executed extremely well, with effective communication, a high level of participation, and seamless coordination between departments. This report outlines strengths, areas for improvement, and recommendations for future enhancements.

## **Incident Overview**

**Incident Title:** Violent Intruder Drill

On March 4, 2025, Skyline College conducted a Violent Intruder Lockdown/Barricade Drill to evaluate and practice the college's emergency lockdown procedures in response to a violent intruder. This drill was part of a district-wide initiative to train students, staff, and faculty in the "Hide" tactic from the Run, Hide, Fight strategy, which is designed to prepare individuals for real-world violent intruder situations.

The drill simulated an active shooter or violent intruder event and aimed to test how quickly the campus community could secure rooms, barricade doors, and ensure personal safety. The Hide

strategy was emphasized, which involves securing doors, locking or barricading entry points, and remaining silent and out of sight until law enforcement or emergency personnel give the all-clear. The drill consisted of two sessions: a morning drill at 11:50 AM and an evening drill at 6:15 PM. Both drills involved activating the RAVE emergency notification system and the campus PA system to alert the college community that the drill was in progress. Public Safety was responsible for triggering the ACAMS system to lock designated campus doors, while participants followed lockdown and barricade instructions throughout the drill.

### **Drill Objectives**

- Test and reinforce the "Hide" tactic from the "Run, Hide, Fight" paradigm during a violent intruder event.
- Evaluate the effectiveness of communication systems (RAVE alerts, PA system, ACAMS).
- Instruct campus communities on situational awareness, and selecting the appropriate tactic in the Run, Hide, Fight strategy.
- Assess participants' ability to lock down and barricade rooms efficiently and stay secure until instructed otherwise.
- Ensure readiness for a real emergency scenario, particularly involving the "Hide" strategy, which focuses on securing rooms and barricading entry points.

### **Key Actions and Events**

#### **Pre-Drill Activities:**

- Pre-planning conducted with DPS to ensure all personnel understood their roles and responsibilities.
  - Drill handouts were provided to DPS Captain Jim Vangele at Skyline College.
  - Captain Vangele distributed the handouts to Skyline assigned DPS officers, and staged at the Child Development Center (CDC)
  - DPS Officers shadowed OEM personnel in B6 and the Library.

- The instructional portion served as training for officers as well, ensuring DPS staff were familiar with best practices for communicating *Run, Hide, Fight* strategies during emergencies.
- The RAVE system was tested, and the PA system was prepped for notifications.
- The PA system volume was tested, and emergency communication systems were verified.

#### **Drill Execution:**

- Participants received the initial drill notification via RAVE text and email alerts.
- Public Safety activated the ACAMS system to automatically lock doors.
- Staff and students responded by securing classrooms, barricading entry points, and following lockdown instructions.
- Drill instruction was provided at the CDC, B6 Cafeteria, and the Library.
  - Handouts were provided to community members
  - SMCCCD notification strategies were presented to community members
  - Run, hide, fight selection processes detailed
  - Child Development Center was supervised and focused on hiding strategies
- The morning drill was initiated at 11:50 AM and concluded at 11:55 AM. The evening drill was conducted at 6:15 PM with a conclusion at 6:20 PM.
- At the end of the drill, the “All Clear” signal was issued via RAVE and PA announcements.
- All Doors were unlocked through a card swipe at Dispatch center.

#### **Strengths**

- **Widespread Participation:** Both the morning and evening drills had excellent participation from students, faculty, and staff across the campus.
- **Clear RAVE Notifications:** The RAVE alerts were sent promptly and were clearly understood by participants. These notifications effectively communicated the start of the drill and the necessary actions.
- **Effective PA System Announcement:** The PA system announcements were timely, at good volume, and easily discernible.

- **Successful Use of ACAMS:** Lockdown measures were activated efficiently.
- **DPS and OEM Collaboration:** DPS assisted OEM in instructing participants on Run, Hide, Fight in the Child Development Center, Building 6, and Library.
- **Timely Door Unlocks:** The timely unlocking of doors after the drill ensured that participants could exit promptly once the drill was concluded.

## **Weaknesses**

- **Barricading Inconsistencies:** Some classrooms lacked adequate barricading options.
- **Window Covering Standards:** No uniform standard for emergency window coverings across campus.

## **Recommendations**

1. **Complete the Installation of DAS and Cell Tower:** Expedite the installation of the DAS and AT&T cell tower to ensure better cellular coverage on campus. This will help ensure timely notifications for all students, faculty, and staff.
2. **Establish a District-Wide Standard for Window Coverings:** Develop and implement a district-wide standard for window coverings to ensure consistency and functionality across campus buildings. This will improve the effectiveness of barricading procedures during a lockdown event.
3. **Cross-Training for PA System Remote Access:** Continue cross-training staff and faculty on how to remotely access the PA system when the UTI interface is unavailable. This training should be incorporated into regular drills to enhance system reliability.

## **Conclusion**

The Skyline College Violent Intruder Lockdown/Barricade Drill on March 4, 2025, was the most successful violent intruder drill conducted at Skyline College to date. The drill demonstrated exceptional coordination, communication, and participation from students, faculty, and staff. The PA system functioned effectively, delivering clear and timely messages, and is currently being updated to enhance compliance with NFPA 72 standards. Additionally, the vast majority of participants received the RAVE alerts, ensuring rapid awareness of the drill.

A major success of this drill was the increased engagement and leadership from DPS, which not only facilitated the event but also provided hands-on training for others, reinforcing their ownership of campus safety. This collaborative approach strengthened overall preparedness and confidence in emergency response procedures.

By continuing these efforts and implementing further refinements, Skyline College will maintain its momentum in improving safety protocols and ensuring a well-prepared campus community.