CONTRA COSTA COLLEGE
Safety Committee
Meeting Minutes

Date: May 5, 2026 (every 1st Tuesday of the Month)
Time: 8:00 am – 9:00 am
Location: SAB 211 **Zoom:** https://4cd.zoom.us/j/5638713171
Meeting ID: 563 871 3171 **Passcode:** FMPWEB

Voting Members

Chairperson: Victoria Menzies
Managers: Nick Dimitri, Robert Bagany
Faculty: Natasha Lockett, *1 Vacant*
Classified: Nikolai Hansen, *1 Vacant*
Students: Oscar Villalobos, Adam Daoud
Representatives: Michael Griffith (CCCSIG Rep), Dan Cueva (CCCCD Risk Manager)

Non-Voting Members

Managers: Lt. Charles Hankins

Present: Robert Bagany, Nick Dimitri, Ofc. Manuel Valentin, Allen Obiniana, Noel Nickelson-Shanks, Noel Munoz, Natasha Lockett

Zoom: Dan Cueva, Jackie Ore', Maya Jenkins

Called to order at 8:07 a.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions		
II. Review Current Agenda	Motioned: Nick Dimitri A vote was taken by attendees with a unanimous vote of Yay, however, committee did not meet quorum.	No action required.
III. Approve March 3, 2026 Minutes	**Motioned:** Nick Dimitri A vote was taken by attendees with a unanimous vote of Yay, however, committee did not meet quorum.	No action required.
IV. Public Comment/Announcements (2 minutes each)	No announcements.	Informational/Discussion
Discussion/Information Item		
V. Safety Protocol: A. Safety Awareness	Robert Bagany (acting Chairperson) led a discussion regarding several observed safety concerns on campus, including: • Students running while wearing headphones • Unsafe bicycling • Cell phone use while crossing campus crosswalks • Vehicles speeding on campus Jackie Ore' raised concerns regarding middle college high school drop-off and pick-up activity, particularly in Parking Lot 9. Concerns included parents speeding and blocking walkways. **Campus Safety Walk** Dan Cueva and Robert Bagany discussed conducting a new safety walk of the college campus. Dan explained that the inspection would include buildings and grounds and would be similar to the inspection Robert conducted in 2025.	Robert: Send email to Lieutenant Hankins requesting increased enforcement of traffic and parking lot safety during middle college high school drop-off and pick-up times. Dan: Send safety walk inspection form/template to Robert for use in conducting this year's safety walk. Robert: (and team, including Noel, Angela, and others): Conduct a new safety walk/inspection of campus buildings and grounds, document hazards, and provide summary to Dan; may be done in segments over coming weeks.

	Robert's team will conduct the inspection, potentially with assistance from Noel, Angela, and other staff members. The inspection will cover both indoor and outdoor areas and will focus on potential hazards such as lighting, tripping hazards, and PPE requirements. The inspection may be completed in segments over the coming weeks. The team will document identified hazards and provide a summary to Dan. **Administrator on Duty Phone System** Jackie Ore' raised concerns about the Administrator on Duty phone system, which is no longer functional following changes to phone numbers. Robert noted that IT would need to be involved in resolving the issue. Robert explained that the previous system operated as a multicast line, allowing one call to reach all managers. IT will need to determine whether to assign a new phone number or reactivate the existing number.	IT: (to be coordinated by Robert/Jackie): Investigate reactivating or assigning a new phone number for the Administrator on Duty multicast line and confirm its functionality for after-hours manager notifications.
VI. Standing Items A. Accident/Injury and Incident Reports – Lt. Hankins B. Evacuation Reports – Lt. Hankins C. Custodial Report – Noel Muniz D. Facilities and Construction – Robert Bagany E. Risk Management Report – Dan Cueva F. CCSIG Report – Michael Griffith	**A. Accident/Injury and Incident Reports — Lt. Hankins** No injuries were reported. **B. Evacuation Reports — Lt. Hankins** A regular ELC evacuation took place. Robert also reported on recent emergency drills conducted in multiple buildings. The drills were conducted without advance notice and generally went smoothly, with evacuation times ranging from approximately 5 to 12 minutes. **C. Custodial Report — Noel Muniz** No custodial report was provided.	Moises: Continue checking and distributing updated emergency bags to requested locations (e.g., bookstore, Art department) and follow up on outstanding requests. Robert: Create and submit a work order or contact the City of Richmond Public Works regarding street light outages and other public works issues as needed.

	D. Facilities and Construction — Robert Bagany Robert reported on recent emergency drills and related facilities concerns. **E. Risk Management Report — Dan Cueva** Dan discussed the status of emergency bags, which have been on order since last year. **F. CCSIG Report — Michael Griffith** No additional report was documented.	
VII. Adjournment:	Meeting adjourned at 8:39 a.m. Next meeting scheduled for September 1, 2026 at 8:00 a.m.	No action required.