



SAFETY & SECURITY COMMITTEE MINUTES

February 3, 2010

A meeting of the Safety & Security Committee was held on *Wednesday, February 3, 2010, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:02 p.m.

Roll Call

Members Present Lisa Bertotti, Tony Cruz, Mike Ellis, Lisa Hornsby, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Sue Mayfield (designated representative for Jayne Conway), Tom Medel, Jaime Moss, Lucy Nelson, Donna Renner, Dolores Silva and Brenda Wright

Guests: Karen Boguta and Candi Francis

Members Absent: Jayne Conway, Michael Finton, Brady Lawrence and Marilee Nebelsick-Tagg

Ex-Officio Members Present: John Emerson and Katherine Gannett

A. Minutes – December 2, 2009 **MSC Renner / Mayfield none opposed**

The minutes of the meeting of December 2, 2009 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees/safety>.

Kelley welcomed Lisa Bertotti. Members introduced themselves.

B. Discussion / Information Items

1. Workers Comp

Lucy reported that in January 2010, two workers' comp claims were processed; one of which was First Aid and none were Facilities employees.

2. Campus Police

Tony reported that from December 1, 2009 through January 31, 2010, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
0	Arrests	0	Assaults	3	Drugs-marijuana
0	Felony vandalism	0	Fraud	2	Grand theft
22	Graffiti's	0	Harassments	0	Hit-and-Run
0	Indecent exposure	0	Information Only	1	Lewd conduct
0	Locker burglary	4	Lost and Found	5	Lost District Keys
9	Medical assists	1	Petty theft	0	Sexual battery
0	Stolen vehicles	6	Student code violations	0	Threats
0	Towed/Stored Vehicles	2	Traffic accidents Classroom BE-6 LOT 9	0	Vandalism

Incident Count	Description	Incident Count	Description	Incident Count	Description
4	Vehicle burglary	0	Vehicle Vandalism	0	Warrant (arrest)
1	Weapons violation				

Kelley asked Tony and Karen if Campus Police had received any complaints about the closure of the Lot 9 Dirt Lot. Karen replied that their department received numerous calls from students' mothers and fathers regarding the lack of available parking (there were available parking spaces in Lot 14). Other students that parked on Avenida Azul were issued parking tickets by the San Marcos Sheriff's Department.

Karen also replied that Campus Police didn't seem to receive any more calls than when the dirt lot was open. Calls were about the same with the dirt lot open or closed except when it was closed last semester.

3. **Risk Management**

Ken reported that the District is currently involved in litigation (\$40,000) with the female student that tripped and fell in the Lot 9 Dirt Lot in October 2009.

Kelley stated that the Lot 9 Dirt Lot has always been utilized as an overflow lot for the beginning of the spring and fall semesters.

4. **Health Services**

Sue read the annual Emergency Response and Advanced First Aid Summary Report for January 2010.

The Emergency Response and Advanced First Aid Summary Report for December 2009 and January 2010 will be uploaded to the Safety & Security Committee webpage.

Summary reports are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees/safety>

5. **ASG**

There was no report.

6. **Environmental Health & Safety**

John reported on the following activities that occurred during the month of December 2009:

- Oversaw one (1) bulk asbestos removal project
- Oversaw two (2) hazardous waste pickups
- Responded to 73 maintenance and service requests

John reported on the following activities that occurred during the month of January 2010:

- Clarifiers were pumped and emptied at the C-Building, Facilities Departments Shops and the T-Building
- Oversaw the removal of the IT-Building filters
- Oversaw two (2) hazardous waste pickups
- Processed lab packs
- Received four (4) IAQ (indoor air quality) reports; two (2) have been completed.
- There were two (2) illegal dumps on the San Marcos Campus; both incidents occurred over a weekend:
 - ♦ 10 gallons of racing fuel (Facilities Yard Compound)
 - ♦ 50 gallons of oil (N-Building)

C. Action Item/Second Reading (Renner)**1. Lost District Keys Accountability**

Kelley asked Donna to give a summary on this action item:

Donna explained that she oversees the key system for the District. Over the last few years, the Facilities Office and Campus Police have seen an increase in the number of employees who have lost their District keys and yet the District doesn't hold the employee accountable while other College and University Districts do. For example, Mira Costa College holds their regular employees and associate faculty members financially responsible for the cost to the District for replacement of lost or stolen keys/access cards and lock cores for any one loss of keys regardless of the number of lost keys. The employee's department(s) shall also be held financially responsible for the remaining cost for the replacement of lost or stolen keys and the loss of property from District spaces left unsecured as a result of any unreported lost or missing keys and/or access cards.

Donna expressed concern about the loss of these keys as the loss of a key compromises the security of every door it accesses. Donna shared that several employees expressed surprise that they were not charged to replace their lost keys as they are charged at other colleges and universities that they teach for.

Mike concurred with Donna. The District has incurred a rash of thefts in recent years of equipment and entry was not gained through a break-in. In each case, it was determined that whoever stole the equipment had to have key-access to the facility. Costs for lock replacement are \$75/lock plus \$3/rekey.

Donna reported that over the Holiday/Semester Break she had contacted several area community colleges to find out their lost key policies and as of today's meeting had not heard back from any of these institutions.

Tom volunteered to contact other colleges and universities on Donna's behalf to find out their policy on lost and stolen keys.

Until that information is provided, Kelley recommended that we remove this action item from the agenda. Donna concurred.

Kelley indicated that for new buildings, key cards will be issued.

D. First Reading**1. Palomar College Working Hours/Safety Perspective (Boguta)**

Karen reported that the Fiscal Year 2010 annual security report (The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) will have massive changes in the reporting process which is due by Friday, October 1, 2010.

Changes will encompass the following:

- ♦ Fire
- ♦ Evacuation routes
- ♦ Board Policy
- ♦ Policy and Procedures in place

This report requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data be collected, reported and disseminated to the campus community and submitted to the Department of Education.

The act is intended to provide students and their families, with accurate, complete and timely information about safety on campus.

Due to the fact that the San Marcos Campus is open seven-days-a-week/24 hours per day, Kelley recommended to committee members that if they come to work on off-hours that they contact Campus Police to notify them of their whereabouts on campus and notify Campus Police when they are leaving.

Pam inquired if she should notify Campus Police when she has vendors at the Child Development Center. Karen replied yes including notifying Facilities.

Several members of the committee discussed security issues with the Natural Science Building and Performing Arts Practice Rooms. Karen reported that instructors are letting students inside campus facilities without reserving rooms through the proper channels.

2. **Natural Science Building Security (Francis)**

Candi Francis brought to the committee concerns related to security in the Natural Science Building on behalf of faculty and staff in the building. Concerns identified were related to the size and remote location of the building.

There are four major entrances and six minor entrances throughout the Lecture halls and due to the design and curvature of the building it is very hard to see people coming/going making it difficult to fully secure.

Vandalism has also been a problem inside the elevators and inside the restrooms. Due to low staffing levels in Campus Police, Candi understands that there cannot be continuous surveillance of the building, therefore, the faculty and staff working in the building would like a surveillance or deterrent system installed on all three floors in both wings.

Candi reported that various faculty/instructors come in at odd times to feed animals and prep for their laboratories and that Donna Renner sends weekly emails informing Candi about building security issues.

In a meeting between Candi and Tony Cruz, Tony showed Candi the system that was installed at the Escondido Center. Tony mentioned that a vendor could easily be consulted to design a system for the Natural Science Building's major entrances.

Mike reported that installing a surveillance system at the Escondido Center was a hot issue as many employees felt that "Big Brother" was watching them and weren't comfortable with the initial installation of the system prior to its actual installation.

Mike asked each representative to take this item to their respective employee groups for feedback/comments and bring back their findings to the next Safety & Security Committee meeting on Wednesday, March 3, 2010.

3. **Child Development Center/T Building Perimeter Road (Renner for Torgison)**

Donna brought to the committee a concern from Math Professor Cindy Torgison who reported to the Facilities Office a safety issue pertaining to the perimeter road between the T-Building and the Child Development Center.

The week before the campus closed for the holiday/semester break, Cindy was driving onto campus through LOT 12/Avenida Azul and drove her car onto the perimeter road, as referenced above. While driving she encountered another vehicle (driven by a student) coming straight at her vehicle at a high rate of speed in the same lane Cindy

was driving – fortunately for both individuals they were able to avert a collision at the last minutes. As you can imagine the incident shook her up.

Cindy wants to know why “at the Comet Circle” entrance to the “Perimeter Road” there is no sign stating the roadway is “two-way traffic?”

Kelley replied that her office, Environmental Health & Safety, would check out Cindy's inquiry and have solid yellow lines painted on the roadway.

E. Discussion/Other Items

1. Natural Science Building Fire Lane (Hudson-MacIsaac)

Kelley brought to the committee that vehicle accident that occurred on Friday, January 22nd when a vendor's truck, delivering supplies to the GJ-Building, rolled down the Natural Science Building fire lane and struck Classroom BE-6. Luckily, for the District, the instructor teaching in that classroom had let her class go early and there were no injuries involved.

Kelley reported that the structural damages alone amounted to \$13,000. All classes were relocated to other facilities; however certain classes that had laboratory supplies (sheep brains and eyes) were initially impacted as they had to be shuttle these items back/forth to other classrooms.

Kelley reported that bollards were installed last year on the fire lane to deter students from driving on this lane cutting across to Comet Circle. Delivery trucks are able to maneuver through the bollards to make deliveries as needed.

Karen inquired as to how we can safely service departments in this area. Kelley reported that the Graphics Department will be moving into the Multi-disciplinary Building upon completed. Kelley asked the committee to think about long-term solutions.

2. Construction Update (Hudson-MacIsaac)

a. Health Sciences/Multi-Disciplinary Building Projects

The Health Science Building is 75% complete and completion is anticipated for April 2010 with move-in occurring during the summer of 2010.

b. Industrial Technology Building

The Industrial Technology Building project has mobilized. Construction Trailers are on-site, the fence has been installed and the grading has been completed. The groundbreaking ceremony will be held on Friday, April 9, 2010.

c. Planetarium

The Planetarium project has been reviewed by DSA and it will be going to the Governing Board for approval to go out to bid.

d. Escondido Center North Wing Structural

The Escondido Center North Wing Structural Project is going to bid on February 17th and is set for summer completion.

F. Safety Concerns**1. Escondido Center/Restroom Arsonist Stuck Again**

Tom reported that the Escondido Center restroom arsonist stuck again; however he was scared off by the smoke detectors that were recently installed.

2. Escondido Center/Slips and Falls

Jaime reported that several slips and falls occurred on Wednesday as individuals shook the water from their umbrellas (it was raining heavily) onto the flooring as they entered the building.

3. Comet Circle between Buildings LL/NS

Sue reported that there is no sidewalk for pedestrians along the fence behind the Library across from Student Parking Lot 5 and she is worried that someone will be hit by a vehicle.

Karen, Campus Police, inquired about being provided with updated campus maps. She would prefer that Facilities provide her with an electronic version (PDF) so her office can manipulate these maps to their needs. Kelley asked Karen to work with John Emerson on this request.

4. P-Building Trip & Fall Incident

Mike reported that a student tripped and fell on a corner of the sidewalk that was broken off on Monday, February 1st, evening <the sidewalk was repaired within two days>.

G. Adjournment

There being no further business, the meeting was adjourned at 3:58 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, March 3, 2010, 2 p.m., Room RS-5