



SAFETY & SECURITY COMMITTEE MINUTES

February 4, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, February 4, 2003, at 3:00 p.m.*, in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:00 p.m.

B. Roll Call

Members Present Jayne Conway, Eric Duvall, Mike Ellis, Brian Engleman, Michael Finton, Katherine Gannett, Donna Greene, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Karen Mifflin, Dolores Silva, Jon Stone and Don Thompson

Members Absent: ASG Representative, Norma Bean, Pam Keinath, and Jim Stoney

Ex-Officio Members Present: Pam Webb

Ex-Officio Members Absent: Eileen Bundoc and Max Cregar

Guests: Connie Rodriguez and Margaret Reyzer

C. Minutes

MSC Jay/Conway. None opposed.

The proceedings of the meeting of December 3, 2003 were approved with minor modifications brought forth by Brian Engleman. He questioned the usage of "committee" versus "task force". Item D.1, "Smoking Education Committee" was changed to "Smoking Education Task Force." Brian also asked for removal of "District will not be able to enforce it" sentence (regarding new state law). Minutes are posted on the Palomar College web page as follows:
<http://www.palomar.edu/committees.htm>.

D. Unfinished Business – Second Reading

1. Smoking Education Task Force

Kelley reported that the new state law has been implemented.

- All ash cans have been moved away from the buildings and placed on the sidewalks
- The Facilities Office has purchased three (3) trash containers with ash cans
- The proposed board policy change was taken to the Administrative Services Planning Council and approved at its meeting of December 11, 2003. It will be brought forward to Strategic Planning Council this month. Once SPC has approved the policy change it will be placed on the agenda for the Governing Board meeting.
- Cal/EPA is studying the effects of second-hand smoke and its toxic relationships. Additional regulations (public hearings)
- Signage (new proposed board policy) will be posted on all trash containers

Jayne reported that the Smoking Education Task Force has designated four smoking areas on campus. Kelley stated that the Task Force will need to look at these areas.

Pam reported the following:

- The Tobacco Coalition which is made up of both staff and students will begin meeting on a regular basis. They will be involved in handing out information on Second Hand Smoke during events such as Club Rush and other events where they can have a booth.
- Instructors can hand out surveys to students in their classrooms and incentives will be given to both the students who fill them out and to the instructors who give them. Staff surveys will also be needed, but not sure how they will be given. Some have been handed out when booths have been set up.
- Windows signs were provided by Vista Community Clinic – Health Services has some but Kelley has the majority. We are waiting for Board Approval of the new policy before having permanent signage made.
- Designated smoking and non-smoking areas were brought up and will be discussed further at the next Smoking Education Task Force meeting.

Brian questioned the reliability of the surveys and Kelley explained that it was a requirement of Vista Community Clinic for their grant. We will not be using the results of those surveys in any of our decision making processes.

Michael shared that all the windows in the 600 wing at the Escondido Campus have installed the new non-smoking signs.

Jayne shared that surveys were distributed to the students and are in the process of being tabulated. Surveys will be distributed to district staff shortly.

Health Services is offering our beginning of the year smoking cessation program. It is open to students, staff and family members. Individual and group sessions are available on campus.

Breakaway¹
Is a Smoking Cessation Program
Developed by North County Health Services

The Smoking Cessation Counselor will be available
Thursdays, January 29 to February 26, 2004
10:00/11:20 a.m.

Health Services – San Marcos Campus
To schedule an appointment, call Health Services, San Marcos Campus
760/744-1150, x2380

2. Carts on Sidewalks – Disability Resource Center

Kelley reported that her office has not received any complaints regarding the Disability Resource Center Department's utilization of transporting students to and from their classes and to and from the Transit Center, on the main sidewalk, during the hours of 7:30 a.m. to 1:30 p.m. We will re-visit this ruling at the end of the semester (May 2004).

E. Reports

1. Campus Police

¹ Breakaway is a creative program developed to help you quit smoking with attention to your habit and your addiction. You will choose to stop smoking at your own time using the best method for you. Referrals are offered as needed. This program is sponsored by Palomar College Health Services, Phi Theta Kappa, and the Wellness Team

There was none to report.

2. Risk Management

Ken reported that the District has received four claims (trips, slips and falls) against the District of which two are active:

- one from the student that was injured by the rebar in Redwood City;
- one from the student who jumped off the wall located by the Bookstore;
- one from the student who tripped on the walkway between the T Building and LOT 12
- one from a elderly woman who tripped on the bleachers in the Dome

Ken proposed that the District hire a full-time classified Safety Inspector (justification: lower litigation costs). Insurance costs are skyrocketing – money comes from general fund. The position would entail identifying safety hazards on campus. Position would report to Kelley. A large number of safety items have been identified but resources and funding have not been identified.

Mike recommended that the position not only identify safety hazards but repair them. The committee concurred. Mike, Brian, Kelley, Ken and Don will meet to define the job description. Nancy recommended that the District's consultant conduct a salary placement and determine any costs associated with this position.

Ken also reported that the reconditioned seating in the Howard Brubeck Theatre will not retract. The District is bringing in an independent contractor to re-evaluate this issue.

3. Workers Compensation – Eileen Bundoc

There was none to report.

4. Health Services – Jayne Conway

Jayne introduced Margaret Reyzer, a member of the Health Services staff, who is largely responsible for compiling the Health Services Emergency/First Aid Summary Report distributed each month to the Executive Administration. A copy was distributed to Safety and Security Committee members for this meeting.

The potentially **life-threatening emergencies** summary, for dates 11/1/03 to 1/31/04, is as follows:

- 21 students/2 employees on the San Marcos campus
- 1 student/0 employees on the Escondido campus

In addition, Health Services provided **non-life-threatening first aid** to 36 individuals at the San Marcos Campus and 8 individuals at the Escondido campus.

During this time period Health Services had a total of **3,255** total office visits with 2,178 visits at the San Marcos Campus and 1,077 visits at the Escondido Campus.

Jayne reported that Health Services is working with the Student Services Planning Council and with Berta Cuaron, Instruction, on ways to distribute these summary reports.

Pam briefly shared that Health Services, Phi Theta Kappa and the Wellness Team are sponsoring our college blood drive with the American Red Cross. All students and staff are encouraged to participate. The American Red Cross Mobile Unit will be located on the San Marcos Campus in Parking Lot 11 – next to Health Services and the “E” Building.

February 24 & 25, 2004
9:00 a.m. to 2:30 p.m.
Please sign up in Health Services
(San Marcos Campus)

To celebrate February as healthy heart month, Health Services and the Wellness Team are sponsoring discount cholesterol testing, free blood pressure testing and health eating counseling. This program is open to all students and staff. We encourage everyone to take the time from your busy day and take care of your health. All services are provided here on campus with our RNs. For more information, call Health services at extension 2380.

February 2 – 27, 2004
Cholesterol Screening

Special Reduced Fee

Students - \$10.00 (normally \$15.00)
Employees - \$15.00 (normally \$20.00)
(LDL, HDL, Triglycerides, Cholesterol, and Risk Factor)
Must be fasting: No food after midnight, water only

Free Blood Pressure Screening

Free Dietary Information

5. ASG
There was none to report.
6. Environmental Health & Safety – Kelley Hudson-MacIsaac/Don Thompson
Don reported that the County Environmental Health has provided the District with a permit to close the Underground Storage Tank (UST).

Don reported that there will be a County Hazardous Materials Inspection next Thursday, February 12, 2004. It is imperative that all areas are ready. Kelley stated that the inspector will be looking for the following:

- Labeling (specifically on secondary containers)
- Good Housekeeping
- Training: Hazardous Materials/Waste (videos)
- Storage

Kelley reported that the SWACC Inspector evaluated the San Marcos and Escondido campuses in mid-December and her office is waiting for the report. Critical items that were identified by the inspector have been resolved.

Don reported that EH&S conducted three (3) workstation evaluations.

F. New Business – First Reading

1. Emergency Procedures/Response

Kelley reported that her office did not receive any input regarding changes to the District's Emergency Procedures (flipchart).

Kelley briefly shared that the Fire Alarm sounded in the "A" Building recently and very few employees evacuated. Kelley would like to test the fire alarm and have employees report to their evacuation areas. The fire alarm sounds off on campus indicator panels located in Campus Police and Facilities.

Brian asked if a drill was absolutely necessary or can we have mandatory training? Kelley feels the drill is an advantage even though it may be disruptive. Jon felt that the disruption is necessary. We could warn campus community about the fire drill (provide date/time, instructors could discuss bell ringing with students once a semester). Kelley reported that the District does have an emergency plan and that those employees involved in the organization have had training. She would love to conduct a full-on disaster drill for the campus.

Brian feels that we should:

- ➡ Test sound
- ➡ Conduct drill with no students
- ➡ Conduct drill with staff

Jayne recommended that if a natural disaster struck, the District should use the fire drill as a means to evacuate. Karen shared that the "E" Building evacuation area is LOT 12.

Kelley will work on a proposal ([reference: disaster response plan – website](#)) to ring the bell in April. Kelley requested input from committee members on this plan. We will assemble a Task Force in May 2004.

2. Posted "No Smoking" Signage near Generators – Connie Rodriguez

Connie reported that since the new smoking law has gone into effect and the ash cans have been removed from the buildings, students have been congregating by the gas generator and smoking. Connie shared that recently their department encountered a gas leak and she is extremely worried that something could happen. Connie is requesting that signage be placed on the front of P-31 and on the east side access road.

It was the consensus of the committee that signage is placed, as requested, stating: "Flammable – No Smoking within 50 Feet." Signage will be installed in approximately one week.

3. Injury Response Protocol

This item will be tabled until the meeting of Wednesday, March 3, 2004. The committee requires input from Ken Jay/Risk Management.

Mike reported that Facilities had a contractor install a fence where the student jumped off the wall. Do we need to install iron-wrought railings on every wall on campus? Students are constantly running and jumping off walls at the Q, P and SU Buildings.

Brian reported that students are regularly jaywalking on Comet Circle and Mission Road.

G. Other Items

There were none.

H. Adjournment

There being no further business, the meeting was adjourned at 4:09 p.m.

The next scheduled meeting is Wednesday, March 3, 2004
Facilities Conference Room (RS-5)
3:00-4:30 p.m.