



SAFETY & SECURITY COMMITTEE MINUTES

February 6, 2008

A meeting of the Safety & Security Committee was held on *Wednesday, February 6, 2008, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:10 p.m.

Roll Call

Members Present Paul Barboa, Tony Cruz, Mike Ellis, Kelley Hudson-MacIsaac, Pam Keinath, Tom Medel, Lucy Nelson, Donna Renner, Dolores Silva, and Cindy Torgison

Members Absent: Jayne Conway, Michael Finton, Ken Jay and Pete Ordille

Ex-Officio Members Present: John Emerson and Katherine Gannett

Guests: Theo Brockett, Sherry Titus

Kelley moved to suspend the agenda and approve the meeting minutes at a later time due to the absence of a quorum.

B. Discussion/Information Items

1. **Workers Comp**

Lucy reported that during the month of December 2007, four claims were processed; two were Facilities employees, one first aid and one slip and fall. During the month of January 2008, eight claims were processed; two were Facilities employees, one was first aid and several were cumulative traumas none of which were ergonomic.

Kelley reported that Brian Wong, Keenan & Associates, indicated that workers comp expenses are going up. These monies come out of Palomar's general fund.

Campus Supervisors have to be aware of their employees work habits. Kelley recommended that the District should conduct an evaluation of an employee's work area upon their return to work from a workers' comp injury.

Cindy reported that she was unaware that the Office of Environmental Health & Safety conducts workstation evaluations. Kelley shared that she offered this service once through Professional Development and only one employee came to the session.

Lucy stated that the more training employees are given the less workers comp claims will be processed. Kelley will send out a "General Information" email informing employees of training on workers compensation forms and ergonomics.

Katherine recommended that we insert a flyer about ergonomic evaluations in every orientation packet so that new employees are aware of these services.

2. **Campus Police – Tony Cruz**

Tony reported that during the month of January 2008, the following incidents occurred:

12	Graffiti's
1	Vandalism
1	Vehicle burglary
1	Grand theft
4	Petty thefts
9	Medical assists
4	Lost keys
1	Drug Arrest; Marijuana
4	Information reports
2	Disturbing the peace
2	Towed vehicles (no license drivers)
2	Stolen vehicles (one had low jack, inactivated; both cars crossed into Mexico within hours of being stolen)
1	Battery (two males yelling at each other in parking lot).
1	False alarm
1	Lost property

Resume agenda; 2:36 p.m., quorum present.

A. **Minutes – December 5, 2007**

MSC Ellis/Medel none opposed

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

B. **Discussion/Information Items (continuation)**3. **Risk Management**

No Report

4. **Health Services – Jayne Conway**

No report

5. **ASG**

No report

6. **Environmental Health & Safety**

John reported on the following activity:

- ♦ Kelley and John provided twelve work station evaluations.
- ♦ John installed three HEPA filters
- ♦ Keenan & Associates SWACC Inspection was conducted by Brian Wong, Linda and Lido
- ♦ Safety nets were installed at the Tennis Courts
- ♦ John oversaw bringing the ROP Paint Booth up-to-code
- ♦ Provided Tom Medel with an emergency kit
- ♦ John oversaw the pumping of all campus clarifiers and drains.

C. Action Items/Second Reading**1. Classroom Locks**

The committee representatives discussed the campuses unrestricted classrooms which cannot lock their doors, from inside their classrooms, because there are no pushbuttons on the locks. In order to lock these facilities, employees must have a key. One of the big issues with the Virginia Tech massacre was that classrooms could not be locked to bar the shooter from gaining access.

Kelley indicated that the District is looking at constructing new buildings with an automatic locking system that either Campus Police or Facilities could control and shutdown a building during an emergency situation.

Dolores reported that most instructors in her departments like the pushbutton locksets. Mike reminded everyone that the cost to replace existing locksets with keyed locksets will be \$150 per lockset.

Katherine recommended that there should be consideration about classroom design – is there another way to get out of a facility safely. Kelley indicated the number of doors in a classroom depends on the size of the room.

In order to purchase keyed locksets for each unrestricted classroom, constituent groups and governance committees would have to give approval and the District would have to identify a funding source.

Mike recommended we table this item until our committee's representatives contact their constituent groups for comments/concerns.

2. Security Cameras

The committee discussed at length security camera installation on campus. It was recommended that a working group be assembled to establish policy and procedures and, campus locations (example: cashiers, bursar's office, parking lots), monitoring stations. Kelley asked for volunteers: Cindy and Dolores volunteered.

D. First Reading**1. Mental Health Services for Students**

Sherry Titus, Interim Director for Student Affairs, reported that the college is having problems with a small group of students who have mental health challenges. These individuals may be unstable and can be threatening to others around them.

Palomar does not have the resources to assist these students. It is not evident to the campus community that we have a clear policy and procedures on dealing with these types of individuals.

Several campus instructors have felt threatened by these students and as a result have cancelled their classes. These students have not only disrupted classes but also have caused disturbances in the Library and in Health Services.

Kelley stated that she will contact Debbie Allen, Director for Human Resources, and discuss our concerns about violence in the workplace and setup a meeting with herself, John Tortarolo, Sherry Titus and Lynda Halttunen.

Tony indicated that these students could be held on a 5150 Hold where any person, as a result of mental disorder, is a danger to others, or to himself/herself, or gravely disabled, a peace officer, member of the attending staff, as defined by regulation, of a evaluation facility designated by the county, designated members of a mobile crisis team provided by Section 5651.7, or other professional person as designated by the county may, upon probable cause, take, or cause to be taken, the person into custody and place him/her in a facility designated by the county and approved by the State Department of Mental Health as a facility for 72-hour treatment and evaluation.

2. **Natural Science Building Pedestrian Crosswalk – Tony Cruz**

Tony distributed handouts (Narrative of unsafe/traffic hazard area and San Marcos Campus Map. [Reference Attachment Item D.2.](#)

Tony reported that the lack of a crosswalk at the Natural Science Building has surfaced again. A lot of complaints have been fielded by Campus Police.

Mike indicated that he is already working with an Engineer on this issue and unfortunately there is not an easy solution to resolve this issue.

It was the consensus of the committee to have the Director of Facilities continue to work with the engineers on a solution.

MSC Barboa/Torgison none opposed

E. **Discussions/Other Items**

1. **SWAAC Inspection**

No report due to time constraints.

2. **Emergency Response Plan Working Group**

Report tabled under next meeting.

3. **Construction Updates**

Report tabled under next meeting.

4. **CERT Training**

The Safety & Security Committee and the Office of Environmental Health & Safety and in conjunction with the Occupational & Noncredit Programs Department is sponsoring a CERT Training for the campuses building coordinators. Training starts Friday, February 22, 2008, and concludes on Friday, May 2, 2008.

F. **Safety Concerns**1. Natural Science Building Stairs

Cindy reported that during the rain storms, the stairs at the Natural Science Building become quite slippery.

G. Adjournment

There being no further business, the meeting was adjourned at 3:30 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, March 5, 2008, **2 p.m.**, Room RS-5