



**SAFETY & SECURITY COMMITTEE MINUTES**  
**March 1, 2017**

A regular meeting of the Palomar College Safety & Security Committee scheduled for Wednesday, March 1, 2017 was held in RS-5. Derrick Johnson called the meeting to order at 1:05 p.m.

**ROLL CALL**

Members Present: Badel, DiMaggio, Finton, Harris, Heath, Hebert, Johnson, MacNeil, Miller, Sterling, Studinka, Wick  
Members Absent: Ashour, Dimmick, Medel  
Ex-Officios: De la Torre  
Ex-Officios Absent: None  
Guests: Michael Maines  
Recorder: Sadie Gropen

**A. MINUTES**

**1. Approval of Minutes of February 1, 2017**

The minutes were approved as presented. Minutes are posted on the Palomar College website as follows:

<https://www2.palomar.edu/pages/safetyandsecurity/minutes-and-agendas/current/>

**B. INFORMATION ITEMS**

**1. Workers' Comp (Exhibit B1)**

De La Torre reviewed a Workers' Comp report for the month of February 2017.

**2. Campus Police**

DiMaggio asked Miller about the status of the signage for the ingress and egress of the San Marcos campus. Miller responded that a committee has been formed and that the project is in the works. DiMaggio added that they have to have information posted when making certain arrests. Miller informed DiMaggio that they can make a temporary sign.

**3. Risk Management (Exhibit B3):**

Wick reviewed the following Risk Management report for the months of January and February 2017:

Fourteen (14) total incidents:

- Two (2) cuts
- Two (2) dizziness
- Two (2) rolled ankles
- Two (2) collision with equipment
- One (1) collision with a wall
- One (1) chemical irritant in the eye
- One (1) nosebleed
- One (1) slip and fall
- One (1) injured arm doing cartwheels
- One (1) plant sting

**4. Health Services (Exhibit B4):**

Harris reviewed the urgent care reports for February 2017.

**5. ASG**

Badel had nothing to report. The ASG Representative position moving forward is vacant until filled.

**6. Environmental Health & Safety Office (Exhibit B6):**

Johnson reported on the Environmental Health & Safety Office Monthly Progress Report for February 2017.

**C. ACTION ITEM/SECOND READING**

No report.

**D. ACTION ITEM/FIRST READING**

No report.

**E. DISCUSSION ITEMS**

**1. Company Nurse Presentation - Shahla Khalilpour and Sarah MacTaggart, Keenan & Associates (Exhibit E1)**

De La Torre introduced Khalilpour and MacTaggart as representative from Keenan & Associates who then presented on how to use the new Company Nurse report system and answered questions. Khalilpour explained the basic directions for how to use company nurse and De La Torre and then received questions:

Sterling asked if the supervisor should be contacted first or if they should be directed to Company Nurse first. De La Torre responded that because of a 9-1-1 incident that occurred, only in an emergency situation is Human Resources (HR) directing the employee to take care of the medical aspect and then contact the supervisor. DiMaggio added that if there were an incident to occur when there is no direct supervision, then the next day the employee meets with the supervisor is when Company Nurse should be notified. Khalilpour explained that even if it is reported to Company Nurse the supervisor still needs to complete the Report of Injury in order to get more detailed information. Khalilpour continued reviewing the remainder of the presentation – she discussed the process to report injuries with the triage nurse. She then opened the floor for questions.

Studinka asked whether faculty and deans have been notified about the new Company Nurse process. De La Torre responded that the entire campus has been notified via email and that HR is in the process of sending hard copies to deans, directors and VP's to post the process. Studinka also asked if HR will be attending the chairs and director's meeting. De La Torre responded that it has been suggested, but there is currently no VP in the HR department. Harris mentioned that she is going to the meeting and can hand out fliers regarding the Company Nurse program. Johnson asked about placing this information on the Keenan SafeColleges website. De La Torre agreed and continued that the information is posted on the website, as well.

Harris asked whether student volunteers are covered under worker's compensation. De La Torre confirmed that student volunteers are covered under worker's compensation. Badel asked if Office of Student Affairs would be covered under

worker's compensation, and Khalilpour answered that they would as long as they are workers. He also clarified with Harris that care for students wouldn't change with Health Services, and she confirmed.

2. Theatre security cameras – Miller

Due to an incident where a homeless man flooded a stairwell in the Theatre, Facilities has decided to place cameras nearby – one that covers the outdoor/quad area and one that covers Lot 15 (the Theatre parking lot.) Miller informed the Committee that all feeds from campus security cameras go directly to Campus Police, so if there is an incident, they can view footage for up to 30 days after it was recorded.

3. Art Department C-bldg. - Acid etching/pickling assessment results and recommendations – Johnson (Exhibit B6)

Johnson reviewed the results and recommendations from the acid etching/pickling assessment.

Miller responded that his focus is on designing spaces around a changing curriculum and ensuring that the facilities are appropriate for the classes being taught in the spaces. Johnson said they will schedule a meeting with the dean, Miller and Johnson regarding proper room usage.

Heath asked why they are not currently using the original acid etching room. Johnson responded that they are now using that room for storage – the instructors said that they are unable to supervise a class where students are in two different rooms, and did not want them to carry the acid between classrooms.

**F. SAFETY CONCERNS**

1. Harris had met with Johnson and Jeff Bennett regarding the storage of records in the Student Services CONEX box. Johnson and Bennett went to the CONEX box with Randy Gallagher. Johnson did not see any mold in the box, but it did smell like mildew. One of the spin vents was broken, so rain was entering the box causing the scent. Johnson will have a company inspect the area and see if there is mold. The critical records have to be filed for three years – Johnson recommended storing the records elsewhere. Johnson continued to say that if there is mold present, the box will be locked and people will not be allowed to enter, and he will notify the individuals who hold records in the box to remove the items they need. Additionally, wooden boards are becoming distorted and there is a narrow walk space, making it susceptible to causing injuries.

Heath added that the CONEX boxes are having issues with condensation even when the leak is being fixed.

2. Heath said that there is handicap parking in Lot 1 where there is a blue stripe painted over yellow stripes on the curb right in front of the A-building. He continued that he sees people stumbling there.

Miller said that it will be inspected and they will paint it differently. Miller continued that it they currently can't do anything because it hasn't passed final inspection and painted in a manner as requested by the State of California. But as soon as the project is done, they can adjust it.

Johnson received a call from A-building claiming a student tripped over the area. He and Jeff Bennett checked the area and it was determined that they couldn't make any changes at the time.

Sterling asked if a sign could be posted there. Johnson and Miller responded that they would not read the sign and that it could possibly cause another tripping hazard.

Johnson tangentially added that the spheres outside of the Planetarium were painted white reflective paint.

3. Finton asked Miller if a student is texting and walks into a wall on campus and gets hurt, is Palomar still primarily responsible. Wick responded that they look at it case-by-case basis to determine how it gets handled – whether it becomes a lawsuit or gets settled without going to court.
4. Sterling had a concern regarding the intersection on campus as you are exiting campus going toward Borden Road and the people who J-walk and don't use the crosswalks. She said that the traffic backs up due to people crossing. Miller responded that the architects have designed it to meet standards. Sterling suggested that adding a light or some sort of traffic control would help. DiMaggio suggested rechanneling people by adding fencing. Finton added that the Life Sciences faculty complain about the stream of students in that intersection, as well, and that the number of cars has affected the air quality locally. Miller added that a permanent solution for the intersection could be the addition of a push-to-walk button.

Miller suggested that he go out with Campus Police and Jeff Bennett to discuss further.

5. Johnson commented that an officer from Campus Police came to the Facilities Department regarding cameras in the Student Union. Johnson confirmed that Facilities did not place cameras in there, and the Student Ambassadors placed dummy cameras in the Student Union and that they have been there for about five years.

DiMaggio clarified that they were not dummy cameras and that they were originally being monitored internally within the Student Union, but have since become inoperable. DiMaggio added that there was an incident that occurred in the Student Union, and the court wants footage from the day, but there is no footage available.

Johnson asked whether or not Facilities would be required to remove the cameras since they're located on District property, even though they do not own the cameras. Miller responded that they will meet with Sherry Titus and have them removed.

**G. ADJOURNMENT**

The meeting was adjourned at 2:07 p.m.

**Reminder: Next meeting is scheduled for April Wednesday 5, 2017, 1 p.m., Room RS-5**