



SAFETY & SECURITY COMMITTEE MINUTES

March 3, 2010

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

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:01 p.m.

Roll Call

Members Present Lisa Bertotti, Tony Cruz, Mike Ellis, Michael Finton, Kelley Hudson-MacIsaac, Pam Keinath, Brady Lawrence, Sue Mayfield (designated representative for Jayne Conway), Tom Medel, Jaime Moss, Marilee Nebelsick-Tagg, Lucy Nelson, Donna Renner, Dolores Silva and Brenda Wright

Members Absent: Jayne Conway, Lisa Hornsby and Ken Jay

Ex-Officio Members Present: John Emerson and Katherine Gannett

- A. **Minutes – February 3, 2010**
MSC Nebelsick-Tagg/Silva none opposed

The minutes of the meeting of February 3, 2010 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees/safety>.

B. **Discussion/Information Items**

1. **Workers Comp**
 Lucy reported that in February 2010, four workers' comp claims were processed; none were First Aid or Facilities employees.
2. **Campus Police**
 Tony reported that in February 2010, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
0	Arrests	1	Assault	2	Drugs-marijuana
0	Felony vandalism	0	Fraud	0	Grand theft
14	Graffiti's	1	Harassments	0	Hit-and-Run
0	Indecent exposure	3	Information Only	1	Lewd conduct
3	Locker burglary	0	Lost and Found	0	Lost District Keys
8	Medical assists	1	Petty theft	0	Sexual battery
1 theft/1 recovered	Stolen vehicles	1	Student code violations	1	Threat
0	Towed/Stored Vehicles	2	Non-injury accidents	1	Vandalism

Incident Count	Description	Incident Count	Description	Incident Count	Description
2	Vehicle burglary	2	Vehicle Vandalism	0	Warrant (arrest)
0	Weapons violation	1	Attempted Burglary	1	Impounded Vehicle
1	Stolen Property				

3. **Risk Management**

There was no report.

4. **Health Services**

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

The Emergency Response and Advanced First Aid Summary Report for February 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 February 2010:

- Processed eight ergonomic requests
- Oversaw one indoor air quality project
- Coordinated SWACC Inspection at various campus locations
- There was one illegal dump on the San Marcos Campus:
 - ♦ Seven gallons of paint

Kelley reported that the Facilities Department's Skilled Maintenance Technicians for the Parking Lots painted double yellow lines and arrows on the perimeter road between the Child Development Center and the T-Building to alleviate vehicles traveling on the same side of the road.

C. **Action Item/Second Reading**

1. **Palomar College Working Hours/Safety Perspective (Hudson-MacIsaac)**

Kelley commented that this action item (reference the Safety & Security Committee meeting minutes of [February 3, 2010, D1](#)) did not required a motion; however she 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, April 7, 2010.

Committee members discussed the various hours employees come to campus and work. Kelley and Mike reiterated that employees should contact Campus Police Dispatch to notify them of their whereabouts on campus when they arrive and leave the campus during off-hours.

2. Natural Science Building Security

Kelley reported that Candi Francis and Karen Boguta are developing plans to obtain a security system for the Natural Science Building.

It was noted that Cal State University San Marcos have security cameras all over their campus which they use as one method for deterring theft of university property, while protecting individuals rights to privacy.

The primary intent of their video cameras is to discourage theft and criminal activity and to enhance the likelihood of apprehending offenders.

Kelley 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, April 7, 2010.

Donna reported that she had already taken this item to CAST (Confidential & Supervisory Group) and that the majority of the employees were overwhelming in favorite of the installation of a surveillance or deterrent system in the Natural Science Building.

D. First Reading

None

E. Discussion/Other Items

1. Construction Update (Hudson-MacIsaac)

a. Industrial Technology Building

The groundbreaking ceremony will be held on Friday, April 9, 2010.

Jaynes Corporation, who was awarded the bid for the Industrial Technology Building, recently held a safety course for selected Facilities employees in order for them to be allowed to go on-site.

b. Planetarium

The bid opening for the Planetarium Project will be held on Thursday, April 1, 2010, at the Governing Board Room.

c. Escondido Center North Wing Structural Upgrade Project

The bid opening for the Escondido Center North Wing Structural Upgrade Project will be held on Monday, April 5, 2010, at the Escondido Center.

d. Golden Gate Partnership Program from Cal/OSHA

Kelley reported that C.W. Driver recently received the Golden Gate recognition award for the Palomar College Multidisciplinary Building (MIB).

This award recognizes management and labors efforts in implementing and maintaining an effective injury and illness prevention program on the date that a Cal/OSHA representative conducted a site visit.

F. Safety Concerns**1. Library**

Katherine reported that a lewd act occurred on Friday, March 2nd, in the Library. Incident was reported to Campus Police.

2. Student Union Building Breezeway Slip Hazard

Kelley reported that her office received a report of a female student on crutches that slipped in standing water (rainwater) at the breezeway between the Student Union Building and the Cafeteria.

Sweeping rainwater away from this area will be added to the Custodial Services PM schedule.

3. F-Building Men's Restroom

John reported that a student walked into a door being opened at the F-Building Men's Restroom and received a cut on his finger. It was noted that the student wasn't paying attention to his surroundings as he was listening to music on his headphones and texting on his cell phone.

4. Skateboards, Roller Blades, and Similar Roller Devices

Tony reported that the new policy (AP 3501) for Skateboards, Roller Blades and Similar Roller Devices has been approved and Campus Police can now enforce these violations. This procedure does not address bicycles as they are covered under the California Vehicle Code.

Reference:

<http://www.palomar.edu/GB/Board%20Procedures%20-%20Final/Chapter%203%20AP/AP%203501%20Skateboards%20Roller%20Blades%20%20Similar%20Roller%20Devices.pdf>

Signage will need to be fixed in all Parking Lots. It was suggested that the word "bicycle" be blacked out on all signage to save costs.

Tony also reported that his office has received a lot of complaints from skateboarding students that the current "Skateboarding" signage is too high and needs to be lowered.

Mike indicated that the minimum height is 71 inches.

5. Financial Aid Worries

Tony reported that Mary San Agustin, Director, Financial Aid, reported that her office has had to deal with outraged students not getting their financial aid or not getting approved for financial aid.

Tony indicated that his office is working with Mary to develop scenario training for her staff in dealing with this issue.

Brenda recommended that all campus customer services areas should receive a similar-like training. Kelley indicated that Campus Police should work with Human Resources on this matter. Kelley and Tony will go to Human Resources together to discuss this situation.

6. Night Classes Exiting

Brady reported that students exiting classes and the Library between 9-10 p.m. have expressed concern with how quiet the campus is and that no one appears to be around.

Kelley reminded everyone that Campus Police provides escort services to all faculty, staff and students.

G. Adjournment

There being no further business, the meeting was adjourned at 3:10 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, April 7, 2010, 2 p.m., Room RS-5