



SAFETY & SECURITY COMMITTEE MINUTES

March 5, 2003

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

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:03 p.m.

B. Roll Call

Members Present Donna Baughn, Eileen Bundoc, Max Cregar (ex-officio), Eric Duvall, Mike Ellis, Brian Engleman, Michael Finton, Katherine Gannett, Ed Groschwitz, Kelley Hudson-MacIsaac, Pam Keinath, Amador Soto. Jim Stoney and Don Thompson

Members Absent: Norma Bean, Jayne Conway, Max Cregar (ex-officio), Carol Gidner, Donna Greene, Toni Griffith, Ken Jay, Steve Kirby, Pat Larmer (ex-officio), Mike Rourke (ex-officio) and Pam Webb (ex-officio)

Guests Present: Gilbert Rodriquez (Accreditation Visitation Team) and Carlos Vargas

Recorder: Donna Renner

C. Minutes

The proceedings of the meeting of February 5, 2003 were approved with minor modifications (Soto/Ellis – none opposed). Page 3, item G.1 replace “pending” with “suspended.” Kelley directed Donna to forward the corrected minutes to Chris Norcross, in the Academic Technology Group, to upload to the Palomar College website under the section Committee Agendas and Minutes.

D. Unfinished Business

There was none to report.

E. Reports

1. Campus Police – Jim Stoney

Jim briefly shared two major incidents have been occurring recently on our campus. We are seeing an increase in graffiti which is attributed to two documented gangs operating out of Escondido and San Marcos. The Sheriff's Department and the Escondido Police Department are working on this problem. Drag racing is taking place, again, in LOTS 9 and 12. The Police Advisory Board is suggesting that we close all exterior roads, with steel gates, to the campus after 11:30 p.m. at night (specifically Borden Road and Avenida Azul) until 5:30 a.m. It is recommended that we recommend this proposal to the Governing Board. Closed areas would be controlled by Campus Police Officers and Community Services Officers.

Jim reported that the Campus Police has applied for \$5000 from the Foundation Office to provide twelve (12) hours of training and obtain the equipment necessary to implement the RAD System (Rape Aggressor Defense) on campus. It will be available to males and females and Campus Police hope to have this training available to the campus community three times per year.

2. Risk Management

There was none to report.

3. Workers Comp – Eileen Bundoc

Eileen reported the following:

- An employee driving an electric maintenance cart broke his left fibular when his leg was caught between the cart and a railing.
- An hourly employee was injured today when an electric cart ran over his foot.

Kelly reiterated the need for employees to follow safety rules in driving any type of campus vehicle. To obtain a cart license, employees should contact Don Thompson. The cart safety test is available through the Environmental Health & Safety website <http://www.palomar.edu/ehs/>

The committee briefly discussed the possibility of implementing a yearly refresher course to all employees certified to drive maintenance carts on campus. It would be setup like the refresher course conducted for employees certified to drive a forklift. Kelley and Don suggested that we start by working with the high-usage departments: Campus Police, Comet Copy, DSPS and Facilities. Don pointed out that our campus is the only organization around that offers cart licensing/training.

4. Health Services

There was none to report.

5. ASG

Amador briefly shared that the Associated Students have discussed the possibility of implementing designated smoking areas on campus. Environmental Health & Safety has received numerous calls regarding people smoking near the Art and Performing Arts Offices. Another suggestion of the Associated Students was to create large posters reminding the campus community that smoking must occur 7.5 feet from each building. It was the decision of the Safety and Security Committee to designate a task force to look into resolving this issue. Kelley will ask Jayne Conway to take the lead along with Amador and Brian.

6. EH&S – Kelley Hudson-MacIsaac/Don Thompson

Don briefly shared that he will be conducting a refresher cart safety training course this week for the Facilities crews.

Don stated that the San Diego Environmental Health Services Inspection was completed on February 6th. Kelley commended the Science division and the Art department for a job well done. We were only cited for four minor corrections (improper signage).

F. New Business1. Student Complaint – Parking LOT 4

Kelley briefly shared that we had received a complaint from a student regarding a potential trip hazard in parking lot 4. The student was not specific regarding his complaint but we believe the area in question concerns the curbs near the motorcycle parking across from the Library. Kelley will process a Facilities Work Request to have this problem resolved by this weekend. Carlos indicated that this area is very dark at night (there is no lighting) and it is very hard to see the curbs while walking from this lot to the Racquetball Courts. Kelley will contact the student to inform him of our decision.

2. 3DI – Facilities Condition Index

Mike gave a brief description of the Facility Condition Assessment Report completed by 3DI Corporation. This report is to help document the need for funding the necessary replacement and upgrading of facilities within California's community college districts and to assist districts in preparing for bond issues. 3DI conducted a visual inspection of fifty-nine (59) of the existing PCCD facilities to identify the condition and to estimate the cost to perform the necessary repairs and renovations.

The generally accepted range of Facility Condition Index (FCI) for establishing a buildings condition is show below. This standard has been adopted by the Building Owners and Managers Association, the Council on Education Facilities and the American University Planners Association, and a number of other national facilities groups.

Condition	FCI
Good	0 to 5%
Fair	6 to 10%
Poor	10% and above

The results of 3DI's assessment: the estimated initial cost to repair these fifty-nine facilities totals \$43,406,047. The overall FCI rating of 27.03% for the fifty-nine buildings assessed means that, in general, the facilities are in poor condition. This is to be expected due to the age of the buildings, nineteen of which were built prior to 1970. Only nine of the fifty-nine buildings have an FCI less than 10%, the range for good or fair condition. Thirteen buildings have FCI ratings in excess of 50%. When the FCI is greater than 70% the building should be considered for replacement, as opposed to investing the substantial costs to repair a 30 to 40 year old building with systems well beyond their useful lives.

The overall FCI of the facilities in the Palomar College is 27.03%, typical of what 3DI finds for facilities of similar age and function across the nation. While this is a "poor" FCI (as defined by the APPA) the facilities are generally well maintained.

The comprehensive facilities assessment performed for PCCD is a detailed visual, non-destructive, inspection of each building. The survey assessment is a comprehensive room by room inventory of defined key elements and characteristics. The result of the inspection is a populated database that catalogs every deficiency costing over a certain value. Running parallel with this agreement is an information technology project referred to as FUSHION (Facility Utilization, Space Inventory Options Net) which will design and deliver a centralized database and software in which the facility condition assessment data will reside and be used and managed by the districts to better manage their real asset portfolio. Every improvement made on campus must be updated in this document

3. Emergency Preparedness

Katherine shared that a colleague had asked about what type of emergency preparedness the college has in place in case of a disaster or other large-scale emergency in lieu of the Homeland Security request to be ready, make a kit, make a plan and be informed. The campaign seeks to reduce fears and provide information by providing individuals specific actions they can take to protect themselves, their families and their communities in the wake of an attack, or another emergency situation.

Kelley and Don shared that the San Diego branch of the Red Cross is bringing together representatives from local colleges and universities in coordinating an emergency response plan for all the campuses. A meeting has been scheduled for March 11, 2003 and Kelley will give an overview of this meeting at our next Safety and Security Committee meeting.

Kelley mentioned that she and Don will be attending C.C.E.S.H.A. (California Campus Environment Health & Safety Organization) one-day workshop on Emergency Preparedness, April 11, 2003 in Ontario. Cost is \$35 for non-members which is essentially the membership fee to join this organization. Kelley will forward any information obtain to the committee membership.

Kelley also recommended that employees peruse the Red Cross or the Homeland Security websites for information on civil defense:

<http://www.dhs.gov/dhspublic/>

<http://www.sdarc.org/>

Kelley said that she and Don are open for any suggestions in reference to earthquake preparedness. In the past, Safety and Security has hosted *Disaster Theatre* which was very successful. This type of event is geared primarily to contact staff and faculty but information can be generated through ASG for the student population.

Donna suggested that employees contact Human Resources to make sure that their personnel information (address, phone number, emergency contact) is complete and up-to-date in the Peoplesoft system.

Kelley will work with Jim Stoney and Pam Keinath on establishing an evacuation plan for the child care center.

4. UST (Underground Storage Tanks)

The Environmental Protection Agency's federal underground storage tank regulations require that contaminated UST sites must be cleaned up to restore and protect groundwater resources and create a safe environment for those work live or work around these sites. Petroleum release can contain contaminants like MTBE and other contaminants of concern that can make water unsafe or unpleasant to drink.

Regulations are being tightened up more and more each year and a decision has been made to permanently close our underground gas tank. The secondary piping to the system has failed and it will cost approximately \$26,000 to repair it on top of \$50,000 that has already been spent on this system.

G. Other Items1. Closing Borden Road and Avenida Azul

A proposal has been brought to the Safety and Security Committee by Campus Police to install steel gates to close off Borden Road and Avenida Azul from 11:30 p.m. until 5:30 p.m. to discourage drag racing that is occurring in LOTS 9 and 12. It was the decision of this committee to take this proposal back to their employee groups to obtain feedback.

Please send your concerns/comments to Kelley no later than March 19, 2003.

2. Safety & Security Governance Structure

Kelley briefly shared the new Safety & Security Committee governance structure, approved by SPC on 2/18/03.

Chair: Manager, Environmental Health & Safety

Members:

- Director, Business Services
- Director, Escondido Center – Extended Studies
- Child Development representative
- Manager, Human Resources
- Three Faculty Members, representing different divisions, appointed by the Faculty Senate
- Director, Facilities
- Two Classified Unit Employees
- Director, Health Services
- Student Services representative
- One Administrative Association member
- Chief of Police
- One Student appointed by ASG
- One Faculty Member appointed by PFF
- One Confidential Supervisory Team member

H. Adjournment

There being no further business, the meeting was adjourned at 4:05 p.m.

The next scheduled meeting is April 2, 2003