



## SAFETY & SECURITY COMMITTEE MINUTES

March 7, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, March 7, 2007, at 2:00 p.m.*, in RS-5.

### Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:04 p.m.

### Roll Call

**Members Present** Tony Cruz, Jayne Conway, Mike Ellis, Michael Finton, Nancy Horio, Kelley Hudson-MacIsaac, Tom Medel, Karen Mifflin, Donna Renner and Dolores Silva

**Members Absent:** Tanisha De La Torre, Ken Jay and Pam Keinath

**Ex-Officio Members Present:** Lucy Nelson and Don Thompson

**Ex-Officio Members Absent:** Katherine Gannett

### A. Minutes – February 7, 2007

**MSC Silva/Mifflin none opposed**

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

### B. Discussion/Information Items

#### 1. Workers Comp – Lucy Nelson

Lucy reported that during the month of February 2007, there were eight claims two of which were Facilities employees, two of which were slips and falls (uneven concrete sidewalks), three of which were lower back pain, three of which were blood-borne pathogens.

Lucy also reported a recurring issue in regards to the Dance Floor of which Human Resources has three on-going expensive claims. Mike informed everyone that the flooring has already been replaced and to replace it again would cost upwards to \$100,000. The Performing Arts Dance Department takes responsibility for the cleaning of the "Marley floor covering"<sup>1</sup>. Mike stated that he and Kelley would discuss this issue and respond back with Lucy with their findings.

#### 2. Campus Police – Tony Cruz

Tony reported that the following activities occurred during the month of February 2007:

- Eleven (11) graffiti incidents
- Five (5) petty thefts
- One (1) grand theft
- One (1) harassment
- One (1) assault: Transit Center – passenger attacked bus driver
- Five (5) vehicle burglaries

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<sup>1</sup> "Marley" floor covering is a vinyl composite which is accepted worldwide as the best surface for recreational to professional dance. This flooring allows dancers to slide, with a degree of "controlled slip", but is not slippery so there is less risk of slips and falls.

- Three (3) building burglaries
- Four (4) medical assists
- One (1) drug possession cited
- One (1) hit and run
- Three (3) non-injury accidents
- Three (3) student code violations
- One (1) incident involving a BB-gun. Penal code applies only to K-12 so there is no enforcement for college campuses. District Attorney would not prosecute.

3. **Risk Management**

There was no one present to provide a report.

4. **Health Services – Jayne Conway**

Jayne discussed the February 2007 Emergency Response and Advanced First Aid Summary Reports:



**HEALTH SERVICES**

**March 6, 2007**

**TO:** Joseph Madrigal, Assistant Superintendent, Vice President, Student Services

**FROM:** M. Jayne Conway, R.N., M.S.N., Director, Health Services

**SUBJECT:** Emergency Response and Advanced First Aid Summary Report

Health Services responded to the following number of emergencies, and advanced first aid for **February 2007**.

**Emergency Response and Advanced First Aid**

|                                    | San Marcos Campus |          |       |  | Escondido Center |          |       |       |
|------------------------------------|-------------------|----------|-------|--|------------------|----------|-------|-------|
|                                    | Student           | Employee | Other |  | Student          | Employee | Other | TOTAL |
| Emergency Response on Campus       | 3                 | 1        | 0     |  | 1                | 0        | 0     | 5     |
| Emergency Response Health Services | 4                 | 0        | 0     |  | 1                | 0        | 0     | 5     |
| Advanced First Aid Health Services | 5                 | 1        | 0     |  | 0                | 0        | 0     | 6     |
| Medical Injury Reports             | 2                 | 5        | 0     |  | 0                | 0        | 0     | 7     |
| Psychological Health Crises        | 0                 | 0        | 0     |  | 0                | 0        | 0     | 0     |
| Referred Directly to MD            | 6                 | 2        | 8     |  | 1                | 0        | 0     | 9     |
| 911 to Hospital                    | 1                 | 0        | 0     |  | 0                | 0        | 0     | 0     |
| <b>TOTALS</b>                      | 21                | 9        | 30    |  | 3                | 0        | 0     | 33    |

Please see the attached copy of the 2006 – 2007 Emergency Response and Advanced First Aid Monthly Reports for the month of **February 2007**

cc: John Tortarolo  
Bonnie Dowd

Jayne reported that the "Healthy Heart Month Cholesterol Screening", in February 2007, was very successful.

Upcoming health events include "World TB Awareness Event." TB skin testing is done throughout the year.

Jayne also reported on the Pandemic Flu. Helpful hints include the following:

- Cover your mouth and nose with a tissue when coughing or sneezing. This may prevent those around you from getting sick.
- Wash your hands often with soap and warm water or use an alcohol-based hand cleanser (Purell)
- Avoid close contact with people who are ill.
- Avoid touching your eyes, nose or mouth because germs are often spread this way.
- If you are ill with flu-like symptoms, stay home so you don't pass it to others.

Although there are free Purell dispensers available to the campus community, departments would have to pay \$6.75 for replacement bags. Guidelines are needed on installation requirements. Committee members were asked to take this request back to their constituents for their comments/concerns and report back to the Safety & Security Committee meeting of Wednesday, April 4, 2007. Committee members recommended the following areas for installation:

- Campus Elevators
- Campus Police vehicles
- Computer Labs
- Health Services
- Library
- Student Union Building Complex
- Student Services
- Time Clocks

Jayne reported that Health Services staff is seeing a rare type of upper respiratory infection among students/staff and that this virus not only strikes once but twice.

5. **ASG**

There was no one present to provide a report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley reported on the following activities:

- Four work stations evaluations were processed.
- Lift certificate for SWACC pending
- Kelley and Don are working with the Natural Sciences Building staff on ergonomic furniture for the 70 offices.

D. **First Reading**

1. **Ergonomics**

Kelley reported that her office is seeing more and more ergonomic issues especially among with the aging staff population. Most of these employees develop bad habits and are workaholics

We need to be more proactive with campus employees. Kelley indicated that her department would be happy to come to campus department meetings to discuss ergonomic issues.

**E. Discussions/Other Items****1. Construction Updates – Mike Ellis****a. Natural Sciences Building**

The Natural Science Building is scheduled for completion by June 2007 with the first classes to be held in August 2007.

**b. Bond Project**

Kelley reported that the Multi-Disciplinary Building will start construction in September of 2008.

Kelley also reported on the RFQ (Request for Qualifications) for the Architects/Design Teams. First-level interviews were conducted and several firms were forwarded to Bonnie Dowd/Bob Deegan for second-level interviews.

**2. SWACC Inspection**

Kelley reported that the December 2007 recommendations were received by Brian Wong of Keenan & Associates. One of the recommendations involved enforcing blocked fire lanes around campus.

Kelley reported that on Thursday, March 8<sup>th</sup>, she would be attending an EOC meeting with the City of San Marcos and that on Monday, March 12<sup>th</sup>, she would be attending a SDCOE Disaster Prep Course with JoAnn Ellis of Information Services.

SERT/San Marcos Fire Department is pursuing a grant that would train F.S.S. to become emergency responders. It would include, Palomar College, San Marcos Unified School District and CSUSM.

**F. Safety Concerns****1. Skateboarders**

Tony reported that the Campus Police continues to enforce the ban of skateboards on campus although a lot of young adults have been reported skateboarding on Sunday's when they have no officers on duty.

**2. Escondido Center**

Michael reported that two classrooms (ESC-604 and ESC-607) have loose carpeting and need to be repaired or replaced. His supervisor, Debbi Moffat would like the carpet to be replaced with tile. Mike directed Michael to have his supervisor submit a Facilities Work Request form.

**G. Adjournment**

There being no further business, the meeting was adjourned at 3:31 p.m.

Reminder: Next meeting is **scheduled** for  
Wednesday, May 2, 2007, 2 p.m., Room RS-5