



SAFETY & SECURITY COMMITTEE MINUTES

April 1, 2009

A meeting of the Safety & Security Committee was held on *Wednesday, April 1, 2009, at 2:00 p.m.*, in RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:02 p.m., turned over the meeting to Kelley Hudson-MacIsaac at 2:15 p.m.

Roll Call

Members Present Monique Alegre, Debbie Allen, Theo Brockett, Mike Ellis, Michael Finton, Bruce Fried, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Sue Mayfield (designated representative for Jayne Conway), Tom Medel, Martha Ruiz-Alvarez, Donna Renner, Dolores Silva and Cynthia Torgison

Members Absent: Jayne Conway and Pam Keinath

Ex-Officio Members Present: John Emerson and Katherine Gannett

A. Minutes – March 4, 2009

MSC Jay/Cruz none opposed

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

B. Discussion/Information Items

1. Workers Comp

Debbie introduced Monique Alegre who will now be our Workers Compensation contact in Human Resource Services. She has been Lucy Nelson's backup for some time, and we've now shifted these responsibilities permanently to Monique to try and ease some of the workload issues faced by having just one Benefits Specialist to serve the entire district.

Monique reported that in March 2009, five (5) claims were processed; four of which were First Aid (none were Facilities employees).

2. Campus Police

Tony reported that during the month of March 2009, the following incidents occurred:

17	Graffiti's	1	Stolen Vehicle
5	Stored Vehicles	5	Petty Thefts
1	Grand Theft	1	Assault
2	Student Code Violations	6	Medical Assists
1	Arrest Warrant	1	Use of Force (Traffic Stop)
3	Information Only		

3. **Risk Management**

No report.

Ken inquired as to how Instructional classes and/or seminars are formulated specifically classes that utilizes hazardous materials/equipment.

Ken indicated that Risk Management only hears about these types of classes after someone is injured or property is damaged. Ken reported that there doesn't seem to be any mechanism in place for approval purposes and these types of classes are quite costly to the District.

Several members stated that it is the Curriculum Committee's responsibility to approve college courses¹. New courses which are added to an A.A. Degree or Certificate of Achievement can receive final approval by the Palomar College Governing Board.

Mike shared that the Art Department utilizes a lot of hazardous materials such as lead, arsenic, sharp objects and heavy metals; however the Art Department is very proactive and provide the Environmental Health & Safety Department with copies of all the MSDS (Material Safety Data Sheets) paperwork.

Kelley reported that there are some students who bring in their own materials from home to work on and no MSDS paperwork is provided which is obviously a concern.

Other high hazard areas on campus are Cabinet & Furniture Technology, Chemistry and Emergency Medical Education; however they all have safety programs in place.

Ken indicated that he worries the least above these areas because they are aware of the hazards.

Kelley asked Ken to give the committee an example of the class that he is concerned about. Ken reported that during a Workforce & Community Education Motorcycle Class, a non-injury accident recently occurred that caused property damage.

Kelley stated that she will have John Emerson contact Leto at Keenan & Associates while she discusses Ken's concerns with Berta Cuaron.

4. **Health Services**

Sue read the Emergency Response and Advanced First Aid Summary Report for March 2009. Once Jayne approves the report, a copy will be sent to Donna for posting on the Safety & Security Committee website.

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

5. **ASG**

No report.

¹ <http://www.palomar.edu/instruction/Curriculum/Curriculum%20Committee%20Gov%20Structure%20final.pdf>

6. **Environmental Health & Safety**

John reported on the following activity that occurred during the month of March 2009:

- Installed nine (9) ergonomics
- Provided four (4) new chairs
- Processed two (2) IAQs (Indoor Air Quality) reports

John also met with the San Marcos Fire Department Inspector on three campus fire hydrants not having the proper clearance for use in the event of an emergency. All three areas are located on Comet Circle in the general area of the Art/Performing Arts Complex.

C. **Action Item/Second Reading**

1. NONE

D. **First Reading**

1. **LOT 11 – Permanent Removal of Hedges @ Comet Circle**

Professor Chantal Maher, Foreign Languages, emailed the Facilities Office on March 10th, expressing her concern with the high bushes growing along the sidewalk at LOT 11. Pedestrians on the sidewalk are hidden until they are “right there” and they don’t always pay attention to vehicles exiting from the parking lot.

Professor Maher would like for the high bushes to be permanently removed as she doesn’t want to hit a pedestrian or a vehicle coming down on Comet Circle.

Both Mike Ellis and Kelley Hudson-MacIsaac directed each member to take this request back to their constituents for their feedback/comments and bring back to our next meeting on Wednesday, May 6, 2009.

2. **Comet Circle @ LOT 11 – Speeding Vehicles**

Professor Chantal Maher, Foreign Languages, emailed the Facilities Office on March 10th, expressing her concern with vehicles exceeding the speed limit on Comet Circle between LOTS 11 and 12.

Professor Maher would like Campus Police to access the situation at a peak hour when cars are exiting and students are present on the sidewalk <request was forwarded to Campus Police on March 10th>.

E. **Discussion/Other Items**

1. **Construction Update**

a. **Multi-disciplinary Building (MIB)/Building S (Health Sciences)**

Kelley reported that the underground utilities are currently being installed and the steel is set to arrive at the end of May 2009.

The Health Sciences/S-Building Replacement Project will begin mobilizing the contractors on Wednesday, April 15th.

b. **Minkoff Field Repair Project**

Kelley reported that the repair of the synthetic turf is out for bid.

c. **Dome Floor Resurfacing**

Mike reported that the Dome flooring resurfacing project is out for bid.

d. **Escondido Center Teachers Learning Center**

Kelley reported that the Teachers Learning Center will open in June 2009.

e. **North Education Center**

Kelley reported that the County is currently reviewing the road plans into the site. Committee members inquired about the status of the cattle and the ostriches – no worries at present; however when construction begins, fencing will separate the animals from the site.

F. **Safety Concerns**

1. **Skateboarding**

Cindy expressed concern about the increased popularity of skateboarding on the San Marcos Campus.

2. **Wheelchair “flying” through Staff LOT 11**

Sue, once again, expressed her concerns with wheelchair users traveling through Staff Parking Lot 11 at a high rate of speed. Vehicles cannot see the wheelchairs and she is concerned there will be a serious accident <[reference Safety & Security 11/5/08 meeting minutes](#)>. Kelley will contact Ron Haines/DRC.

3. **Dirt Bike Pilot Program**

Mike commented that because of Ken's concerns above that the Dirt Bike Pilot Program approved at the March 10th Governing Board meeting be placed on hold until all insurance issues have been resolved.

Program will be utilizing the dirt lot on the north side of Parking Lot 9 each Saturday and Sunday and is offered through the Workforce & Community Development Department.

4. **Escondido Center /Lack of Campus Police Coverage**

Theo, once again, expressed her concerns that the Escondido Center employees continuously feel unsafe due to the lack of a full-time Campus Police Officer at their location <[reference Safety & Security 3/4/09 meeting minutes](#)>.

Kelley directed Donna to add this request to the Safety & Security Committee May 6th agenda.

5. **D-10 Sidewalk**

There is an uneven sidewalk near the vending machines between D-10 & the Theatre.

Donna stated that she would create a work ticket to have the sidewalk repaired <[repair completed by Facilities/Grounds Services employees on 4/2/09](#)>.

6. **Unauthorized Flower Trimming**

Tony reported that on several occasions he has observed staff cutting flowers from our campus grounds.

Mike replied that there are no procedures regarding this issue although Donna did respond that on occasion staff members will call the Facilities Office for permission to cut bouquets.

G. **Adjournment**

There being no further business, the meeting was adjourned at 2:48 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, May 6, 2009, 2 p.m., Room RS-5