



SAFETY & SECURITY COMMITTEE MINUTES

April 2, 2003

A meeting of the Safety & Security Committee was held on *Wednesday, April 2, 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 Norma Bean, Eileen Bundoc (ex-officio), Jayne Conway, Max Cregar (ex-officio), Mike Ellis, Michael Finton, Donna Greene, Toni Griffith, Ed Groschwitz, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Amador Soto. Jim Stoney, Don Thompson and Pam Webb (ex-officio)

Members Absent: Donna Baughn, Eric Duvall, Brian Engleman, Katherine Gannett, Carol Gidner, Steve Kirby, Pat Larmer (ex-officio) and Mike Rourke (ex-officio)

Guests Present: Steve Keith, Diane Rabe and Michael Schaeffer (student)

Recorder: Donna Renner

C. Minutes

The proceedings of the meeting of March 5, 2003 (Jay/Soto) – none opposed.

D. Unfinished Business

1. Closing Borden Road & Avenida Azul

Kelley forgot to send out an email regarding the proposed closing of the fire gates at Borden Road and Avenida Azul from 11:30 p.m. until 5:30 a.m. to discourage the drag racing that is occurring in LOTS 9 and 12. The committee has extended the time needed to take this request to their respective employee groups for their comments and/or concerns. Pam asked if the fire trucks could gain access if there was an emergency and Kelley responded yes. Mike Ellis suggested placing a medical lock box on each gate with a key for emergency situations. ***Please send your comments to Kelley no later than April 17, 2003.***

Motion to recommend this proposal to Administrative Services Planning Council – Griffith/Jay – none opposed.

2. Smoking Issue

Kelley shared that Jayne Conway has graciously accepted the lead for the task force that will recommend additional designated smoking areas on the San Marcos campus and the Escondido campus. Jayne introduced student, Michael Schaeffer who was instrumental in implementing the non-smoking area at the Gazebo next to Health Services. Amador stated that the ASG polled 100 students regarding this issue and 85% responded that they would like to see more non-smoking areas on campus while 15% responded that they were satisfied with the current setup. Kelley stated that Brian Engleman had expressed an interest in serving on this task force and Toni stated that she will serve as the Escondido liaison on the committee. ASG President, Leo Melena, will work with the Task Force to obtain student input.

E. Reports

1. Campus Police – Jim Stoney

Jim briefly shared that a stolen car was dumped at the Escondido Center by a known gang member that lives in the nearby apartment units. Car was cited and impounded.

2. Risk Management

There was none to report.

3. Workers Comp – Eileen Bundoc

There was none to report.

4. Health Services

Jayne reported that in February Health Services, on the San Marcos campus, received 17 accident calls and of those calls 2 were reported to 911. Jayne reported that in March Health Services, on the San Marcos campus, received 12 accident calls and of those calls 1 was reported to 911. The Escondido Center Health Services received 4 accident calls. Jayne also stated that they are seeing more students from the Escondido Center campus since the fees were modified. Jayne stated that they will be re-evaluating the fee policy in the near future.

The highly successful Breakaway – a smoking cessation program was offered in March but it was cancelled due to low enrollment. Nicotine patches are available free through North County Health Services.

Jayne reported that Health Services is offering a two-part physical that includes blood analysis, urine test, vision and hearing screening, blood-pressure screening and skin screening. Cost is \$50 for students and \$75 for staff.

Donna Greene shared that her office has received many positive comments about the new Fast Aid Stations located in the Student Services Center. Stations are stocked with aspirin, ibuprofen, condoms, antacid, cold kits and first aid kits. Cost is 25 cents.

5. ASG

Amador reported that the ASG had a course on lobbying in Washington D.C. while attending the American Student Association of Community Colleges Lobbying Conference.

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

Kelley reported that her office is currently working on UST (underground storage tanks) issues.

April is Emergency Awareness Month. Kelley distributed a handout that she will be distributing to campus staff through the general information email system. Kelley asked for additional suggestions to be included in the handout. The committee recommended the following:

- Security – locking doors to prevent theft

Donna asked why the college never participated in the mock disaster drill that was supposed to occur last summer with the City of San Marcos. The purpose of this drill is to practice different disaster scenarios that would involve all the participants if an emergency situation should ever occur. Kelley reported that the City of San Marcos did not conduct their own city-wide disaster drill. These types of disaster drills are expensive and the college hopes to conduct a table-top disaster drill in the very near future.

Don reported that he has completed uploading 1,125 MSDS sheets for the Chemistry department on the Environmental Health & Safety webpage {<http://www.palomar.edu/ehs/>}. Don simplified the process by enabling users while conducting a search to just type in the product name to locate a MSDS sheet.

F. New Business

1. Equipment Security

Ken reported that the college had two (2) data projectors (worth approximately \$7000) stolen from a classroom where the thieves just walked into an unlocked room and removed the equipment. The theft occurred in the late afternoon. The committee discussed the lack of security for classrooms on campus. It was noted that restricted rooms, especially, should be locked after each use.

Jim reported that his staff starts the lockdown process at 11:00 p.m. and they check all restricted rooms to make sure that they are secure. On occasion, his staff will find custodians and instructors in the rooms.

The committee made the following recommendations:

- Install tamper-proof screws on all equipment in classrooms.
- Loop cable around handle and lock in place
- Install cage around equipment

Ken will follow-up with Lee Hoffmann on the committee's recommendations.

G. Other Items

1. Comet Circle Change to Two-Way Street

The committee was asked to submit any comments/concerns they have to Mike Ellis by Friday, April 11, 2003 regarding the proposal to change Comet Circle to a two-way street.

H. Adjournment

There being no further business, the meeting was adjourned at 3:43 p.m.

The next scheduled meeting is May 7, 2003