



SAFETY & SECURITY COMMITTEE MINUTES

April 2, 2014

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, April 2, 2014* was held in RS-5. Derrick Johnson called the meeting to order at 1:05 p.m.

ROLL CALL

Present: Conway, Finton, Johnson, Keinath, Lofthouse, Miller, Nebelsick-Tagg, Renner, Silva, Wick
Absent: Delgado, Hogquist, Hornsby, Kinsinger, Medel, Moss, Orozco
Guest: Barnaba
Ex-Officious Absent: Nelson, Wright
Recorder: Donna Renner

A. MINUTES

I. Approve Minutes of March 5, 2014

MSC (Nebelsick-Tagg/Lofthouse) to approve the Minutes of March 5, 2014 as written. Nebelsick-Tagg sent her comments to Donna via email.

MSC: To suspend the agenda to discuss "Action Items/First Reading, Item D3 Security Camera Tutoring Services."

Ruth briefly shared that in the Tutoring area of the Library there is a room where they proctor exams for instructors on campus. They have had many requests from instructors to install a camera in this room to help with the whole progress. Tutoring Services' desk faces forward and the Proctoring Room is behind them. We have two windows with two-way glass. On some occasions when a second person is available for this process they stand up and look through the windows to view the students. With a camera installed, the Proctoring Room could be viewed via employees' computer monitors. The system records and saves information for two days in case there is an issue that needs to be reviewed; after that the information will be erased.

Derrick stated that as far as cameras go there has been talk about adding cameras around campus; however Derrick indicated that in the past there have been faculty concerns.

Ruth stated that the cameras records what is occurring in the Proctoring Room. The camera will be placed in the middle of the room and it is supposed to have good resolution. Ruth indicated that Information Services would be provided with a password to the system.

Derrick inquired as to the use of this camera - is it simply for security issues orRuth replied that it is for cheating purposes only (there is a similar system in the Math Lab). Everyone agreed that this request would not be a safety and security request.

Chris indicated that the classified staff might have something to say about it but the Safety & Security Committee is looking at the overall safety of the campus. We have talked about things like emergency phones and cameras in the parking lots that are wired to Campus Police so we can assist law enforcement. Filming and capturing images inside a building aren't normally security type issues. Marilee indicated that Ruth should bring this request to the Faculty Senate as she knows she would object to the camera for many reasons (who had access, who was proctoring). Ruth was told to contact Suzanne Lee, Faculty Senate Secretary.

Resume agenda

B. DISCUSSION/INFORMATION ITEMS**1. Workers Comp**

Donna Renner, reporting on Lucy Nelson's behalf, provided the following information for the month of February 2014:

- February 2014: 4 claims

Of the four (4) claims processed, none were first aid, one (1) was from Facilities and one (1) was a STP (slip, trip or fall).

2. Campus Police

No report

Incident Count	Description	Incident Count	Description	Incident Count	Description
	Accident Report		Alcohol Offenses		Arrest
	Arson		Assault		
	Battery		Burglary		Criminal Threat
	Attempted/Threatening Suicide		Disturbing the Peace		Disturbance
	Domestic Violence		Drugs-marijuana		Drunk in Public
	Embezzlement				
	Forgery		Graffiti		Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
	Harassment		Information Only		Indecent Exposure
	Lewd Conduct		Lost and Found		Lost District Keys
	Locker Burglary		Medical Assists		Missing Property
	No License				
	Non-Injury Accidents		Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics		Other: Smoking Calls		Parole Hold
	Possession of Knife on Campus		Skateboarders		Resisting Arrest
	Robbery		Sexual Assault		Stolen Property/Plates
Not provided	Skateboarding	Not provided	Smoking		
	Stalking		Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents		Vandalisms
	Stolen License Plate				
	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms
	Water Leak		Weapons Violation		

3. **Risk Management**

Chris Wick reported on the following information:

a) **CCE/AFT Role**

Chris indicated that in her role in the Union, not enough employees are aware of safety procedures that are in place. Various attempts have been made to disseminate the information to all employees. Because of Union and administrative issues, the process has been halted. Risk Management continues to work on finding ways to get the information out to staff. In addition, the request forms are being reviewed to see if they can be simplified.

Derrick volunteered to go and discuss Chris' concerns with the District.

4. **Health Services**

Jayne reported on the following for the month of March 2014:

a) **Urgent Care Reports**

Health Services had 229 basic first aids on campus, 14 urgent cares, 11 walk-ins to Health Services, 2 mental health crisis, 5 medical injury reports were processed, 3 9-1-1 calls. A variety of calls were related to chest pain.

b) **TB Serum**

Health Services was able to obtain more of the TB Serum for TB skin tests.

c) **Active Minds**

Health Services is continuing to work with the Active Minds Club on mental health issues and promoting mental health.

5. **ASG**

No report.

6. **Environmental Health & Safety Office-Derrick Johnson**

Derrick reported on the following information:

a) **Air Monitoring**

Derrick mentioned last month that we were going to do some air monitoring in the Art Building and the T-Building and the Welding Shop within the T-Building. Environmental Health & Safety received the results and in all areas we are not above any permissible exposure limits. We are good in all of the areas so Derrick will take all of the recommendations and will speak with the Deans of those Departments and discuss the results. At this time, Palomar College is not required to have any respiratory detection in any of these areas.

We still have the nuisance smell of paint odor in the T-Building. Chris and I have created an MRT (Maintenance Request Ticket) to have the vent stack on top of the roof elevated so the fumes can be disbursed a little further away from the building. Measurements are being made to help with the Welding Shop air monitoring nuisance within the T-Building.

b) Respirators

Derrick stated that inside the Paint Booth, respiratory protection is required. Wilma Owens sent Derrick an email to see Ron and Chris on that concern with the instructors and go over with their students. The students do currently wear respirators as required and faculty review the proper use of the equipment each semester.

As far as students go, the District is not required to pay for medical evaluations for students with respirators. The District could make it part of their curriculum for these classes as a pre-requisite but with the current process we are not required to at this time.

At this time, the T-Building students are bringing in their own respirators. The District is not liable because the respirators are not purchased by the Department.

Derrick is working on establishing the required procedures for use of medical respirators by students on campus.

C. Action Item/Second Reading

- I. No action item.

D. First Reading

- I. San Marcos Campus Emergency Procedures Guide

Derrick reported that all of the changes had been added to this guide with the exception of the third page from the rear where it talks about building and evacuation procedures. The map that is displayed on the bottom right-hand corner is still the old campus map so they are supposed to be updating that to match the second page of this attachment with the new map.

The changes were reviewed by Campus Police and based on that information the telephone numbers were changed as needed.

It was the consensus of the committee to hold a special meeting on Wednesday, April 16, 2014, at 1:00 p.m. in the Facilities Conference Room to go over the San Marcos Campus Emergency Procedures Guide.

2. Escondido Center Emergency Procedures Guide

This item is pended until the next Safety & Security Committee meeting on May 7, 2014.

E. Discussion/Other Items

- I. Blue Phones/Talkaphones

No report.

2. Security Cameras

No report.

3. SWAAC Property & Liability Inspection Exit Report

Derrick wanted to know if he needed to send committee members a PDF copy of the report. Derrick must notify the campus community about the information that was cited in this report. Donna shared that we plan on compiling the information. The report will be sent to Ron Perez to obtain his approval before disseminating the information to the campus community as a general information email.

Keenan & Associates went to all District campuses as part of their inspection process: Camp Pendleton Education Center, 3C Media, Escondido Center, Fallbrook Center, the Main Campus, Pauma Center, the Public Safety Training Center (Santar Place) and we also went to San Marcos High School.

Derrick feels that identified reportable, problematic items should be disseminated out to everyone, campus-wide.

The last page in the report provides a summary of the program effectiveness for the District and it rated by colors: green (effective), yellow (in progress) and red (absent/ineffective). We had no "red." A yellow rating was for our emergency preparedness plan, which we are still working on, building evacuations and fire prevention which Derrick just took over. Fire extinguishers at all campus sites have not been going through the monthly fire extinguisher inspections. Chris Miller shared that an outside vendor does certify them every year; however Derrick found out recently that we are supposed to inspect them also on a monthly basis. Derrick is working with the vendor to improve the program. Playground Safety was awarded a green rating; Chemical Safety was issued a yellow rating.

F. Safety Concerns

1. Escondido Center Fire Drill

Derrick shared that a fire drill was held today at the Escondido Center Child Development Center.

2. Public Safety Center

Carl shared that as everyone knows Laura Gropen conducted a public broadcast testing recently; however they don't get those broadcasts at the Public Safety Center.

Laura informed Carl that there needs to be a router and software for their phones. The equipment for this is not funded by Information Services, instead it is funded by their department.

The Public Safety Department's phones communicate with the rest of the campus community and Campus Police with no issues.

Chris Miller recommended that their department discuss this issue with Wilma Owens and Don Sullins.

3. MD-Building "No Grass" Area

Dolores reported that in the area by the MD Building where there is no longer any grass, there is netting that is lying down which could be a potential tripping hazard. Chris Miller informed Dolores that this is an active project where our Grounds staff is replacing the area with synthetic turf. We will write up this incident as a tripping hazard and have our Grounds staff correct the problem.

4. MD-157

Dolores reported that there is a broken sprinkler by the exterior of Classroom MD-157. We will notify our Grounds Staff to correct the problem.

G. Adjournment

The meeting adjourned at 2:43 p.m.

Reminder: Next meeting is **scheduled** for Wednesday, **May 7, 2014, 1 p.m.**, Room RS-5