



SAFETY & SECURITY COMMITTEE MINUTES

April 4, 2012

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, April 4, 2012, at 1:00 p.m.*, was held in RS-5. John Emerson called the meeting to order at 1:00 p.m.

Roll Call

Members Present: Jayne Conway, Tony Cruz, Anne Delgado, John Emerson, Michael Finton, Lisa Hornsby, Kelley Hudson-MacIsaac, Pam Keinath, Carl Lofthouse, Tom Medel, Jaime Moss, Marilee Nebelsick-Tagg and Donna Renner

Members Absent:

Ken Jay, Dolores Silva and Gregory Torres

Ex-Officio Members Present:

Lucy Nelson

A. Minutes – February 1, 2012

MSC Nebelsick-Tagg/Moss to approve the February 1, 2012 meeting minutes.

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

B. Discussion/Information Items

1. Workers Comp

Lucy reported that for the months of February and March 2012, seven (7) workers' comp claims were processed which included two (2) first-aid and three claims from Facilities.

2. Campus Police

Tony Cruz reported that for the month of February 2012, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
0	Accident Report	0	Arrest	0	Assault
0	Battery	0	Burglary	0	Criminal Threat
0	Domestic Violence	0	Drugs-marijuana	0	Forgery
0	Fraud	8	Graffiti	2	Grand Theft
0	Harassment	1	Hit-and-Run	0	Impounded Vehicle
0	Indecent Exposure	6	Information Only	0	Lewd Conduct
0	Locker Burglary	0	Lost and Found	4	Lost District Keys
11	Medical Assists	0	Missing/Lost Property	0	No License

0	Non-Injury Accidents	3	Petty Theft	0	Other: Foot Pursuit
0	Other: Found Narcotics	0	Other: Smoking Calls	0	Skateboarders
0	Recovered Stolen Vehicles	0	Sexual Assault	0	Stolen Property
0	Stolen Vehicles	3	Student Code Violations	0	Suspicious Activity
0	Towed/Stored Vehicles	0	Traffic Accidents	0	Vandalisms
1	Vehicle Burglaries	1	Vehicle Vandalisms	0	Water Leak
0	Weapons Violation	0	Attempted/Threatening Suicide	0	Parole Hold
0	Drunk in Public				

Tony Cruz reported that for the month of March 2012, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
0	Accident Report	0	Arrest	0	Assault
0	Battery	0	Burglary	0	Criminal Threat
0	Domestic Violence	1	Drugs-marijuana	0	Forgery
0	Fraud	13	Graffiti	1	Grand Theft
0	Harassment	0	Hit-and-Run	0	Impounded Vehicle
0	Indecent Exposure	0	Information Only	0	Lewd Conduct
0	Locker Burglary	0	Lost and Found	2	Lost District Keys
16	Medical Assists	0	Missing/Lost Property	0	No License
0	Non-Injury Accidents	1	Petty Theft	0	Other: Foot Pursuit
0	Other: Found Narcotics	0	Other: Smoking Calls	0	Skateboarders
0	Recovered Stolen Vehicles	0	Sexual Assault	1	Stolen Property/License Plate
0	Stolen Vehicles	3	Student Code Violations	0	Suspicious Activity
0	Towed/Stored Vehicles	0	Traffic Accidents	1	Vandalisms/Lots 3, 9 ticket machines
0	Vehicle Burglaries	0	Vehicle Vandalisms	0	Water Leak
0	Weapons Violation	0	Attempted/Threatening Suicide	0	Parole Hold
1	Drunk in Public				

3. **Risk Management**

John reported on Ken Jay's behalf that there has been a spike (four or five) in the number of baseball strikes (baseballs hitting vehicles) lately on Mission Road.

4. **Health Services**

Jayne distributed the following handouts to the committee:

- Palomar College Health for Success listing the services provided by their department here on the San Marcos Campus and the Escondido Center
- Health Services March 2012 Emergency Response Summary Report

Jayne briefly shared that her department is developing a plan with Information Services for technology needs to meet national standards for Electronic Medical Records for the Palomar College Health Services centers.

Jayne also reported that the Health Services staff has been seeing a lot of individuals with flu and sinus infections.

Jayne reported that the Student in Crisis Workgroup has been meeting to go over their current procedures and looking at bringing in a behavioral assessment team to campus.

Jayne reported that Health Services is offering "A Skin Screening Exam for Students" free for the months of April and May 2012.

Jayne reported that with the smoking policy they are moving from the implementation phase just from education to implementing the following (which has been printed as a pamphlet to handout):

Student smoking on campus is a violation of the Palomar College Student Code of Conduct.

Disciplinary actions may include:

- *Warning*
- *Reprimand*
- *Short-Term Suspension*
- *Long-Term Suspension*

For information regarding the Student Code of Conduct and potential disciplinary action, please contact the Student Affairs Office at 760/744-1150, extension 2594 or www.palomar.edu/studentactivities.

For information on smoking cessation programs, please contact Health Services at 760/744-1150, extension 2380 or www.palomar.edu/healthservices

No Smoking in accordance with Governing Board policy BP 3570.

5. **ASG**

An ASG representative has been assigned; however they haven't attended any of our meetings as of this date.

6. **Environmental Health & Safety**

John reported that for the months' of February and March 2012, the following activities occurred:

- 12 ergo installations
- 1 safety violation (NS-255)
- 2 IAQs were addressed

The big focus last month was the demolition of the T-Building (there are a lot of hazardous materials to dispose of).

Just this past week EHS disposed of a years' worth of universal waste (which can consist of batteries, computers and computer monitors, electronic devices, fluorescent lamps, aerosol cans).

Storm water planters have worked their way down to Comet Circle and we have put in a work ticket to mulch all those areas and discharge the sediment

We put out an educational notice on the new ITC Building how storm water drains, clarifiers works for the new building.

John reported that he and Kelley went to Sacramento, in February 2012, and participated in a Small MS-4 Stormwater Permit meeting for Community Colleges to collectively make a case to the State Water Resources Control Board's to modify the proposed new permit to minimize the fiscal and other impacts on our operations.

Other EHS News

John reported that we also conducted our annual SWACC Review which involved all District sites.

Kim Aufhauser, Director of Emergency Planning, Preparedness and Response for the California State Chancellor's Office came to Palomar College and assisted us in our emergency planning and preparedness efforts.

C. **Action Item/Second Reading**

There were no second reading action items.

D. **First Reading**

There were no first reading items

E. **Discussion/Other Items**

I. **Construction Updates/Kelley Hudson-Maclsaac**

a. **Humanities, TLC (Teaching Learning Center) and the Theatre**

All these projects are progressing very well although their schedules have slipped a bit due to the recent rain.

The Theatre Construction site has experienced several thefts recently of construction materials (copper wiring). Balfour-Beatty Construction is looking into hiring a security guard for this site.

b. **Escondido Center Reimaging Project**

Construction documents are currently in DSA (Division of the State Architect) for plan review. Construction is expected to begin in fall of 2012. It will impact everyone on that campus.

c. **T-Building Renovation**

We are currently evaluating bids for the T-Building Renovation Project (Cabinet & Furniture Technology, Welding and Wastewater Services) and the project is over-budget.

d. **South Education Center**

We are finishing up the program level for the South Education Center and once that is completed we will proceed with conceptual design.

e. **Child Development Center**

We will meet with the Architect and the Child Development department personnel again on this project beginning in the next several weeks.

f. **Baseball Field**

We are still waiting on the conservation easement and once that is approved by the environmental folks Kelley is hoping to bring this project to the Governing Board in May 2012 so we can start this summer.

g. **Humanities Building**

Kelley stated that the Humanities Building's first floor is smaller than the rest of the building's other two floors and it overhangs the current path of travel. In order to get fire trucks and other types of equipment across and also not to create that enclosed feeling we are extending the main pedestrian walk – we are putting in another 25 feet of concrete.

Agenda Item Out-of-Order

5. **Oakland Shooting**

Kelley shared that she was in a meeting this week and the issue came up about locking classrooms and Kelley realizes that we have talked about it several times in terms of Virginia Tech and other shootings. What they want is something like we have on the Facilities Conference Room door that a classroom door could be closed and a faculty member could lock it. The problem is that means anyone could lock it so the perpetrator could come in and lock it. This was brought to Kelley's attention by Shayla Sivert, Interim Instructional Dean for Languages & Literature. She wants Safety & Security to revisit this issue so perhaps next month we could do a little bit of research and come back to her and as Kelley recalls after Virginia Tech and all the seminars we went to it is a Catch-22 with a push-button like that.

John indicated that while Kelley was on vacation, the Facilities Department received a complaint about those types of doors and the lock style down in Building P and here's why as students go in and out from the classroom throughout the day and they bump the lock and it closes and the instructors and everyone else is locked out. The department requested that the lock (just like the lockset in the Facilities Conference Room) removed from the classroom. Kelley indicated that that particular type of lockset is not common in campus classrooms.

Kelley stated that Campus offices have different locksets than classroom facilities. The whole idea is to eventually go to an automated control system utilizing a fob (wireless device used for remote keyless entry) or a card or Campus Police. Facilities will have the ability to lock down a building.

2. **Keenan & Associates Review**

John reported that Keenan & Associates is based on workers compensation. Some of the programs are a little bit different – we do have a POST (Post Officers Standards & Training) unit on campus, there is a possibility to work in some cameras.

The next program review was emergency preparedness (yellow means in-progress). The three types of programs are “in-progress”, effective (green) and in-effective (red)

The next program review was fire prevention and this is one the District received in in-effective which involves keeping up to speed on certifying fire sprinklers which is hard with all our new construction in different phases.

The next program review was playground safety and we received an “in-progress.”

The next program review was chemistry safety and we received an “in-progress.” As part of this review we will have to do a massive campus wide chemical review.

Forklift, utility cart we are great shape and we receive an “effective.”

Asbestos Management and Operations – we need to document it better.

Self-Inspection – we received an “in-progress.”

John reported that Keenan & Associates will follow-up in one year. Kelley reported that Keenan is our liability insurance carrier so there is no regulatory enforcement. Kelley feels that Keenan has decided to take a step-up in their program reviews and they are looking at if District’s aren’t in-progress or “effective” then our rates may go up.

3. **Overview of MOUs and MOAs with Neighboring Agencies/Communities/Tony Cruz**

Tony reported that MOUs (Memorandum of Understanding) and MOAs (Memorandum of Agreement) are very common in police work and when Kim came from the Chancellor’s Office one of the questions he asked was if the Police Department had MOUs and MOAs and the answer is yes, they do.

Currently they have an MOU with the Sheriff’s Department, with the Escondido Police Department, the District Attorney’s Office in San Diego and the San Diego County Universities and Colleges Campus Police Arena. The purpose of the MOU is to outreach resources. For example, our MOU with the Sheriff’s Department we partner on Part I Crimes (homicides, willful homicides, forcible rape, aggravated assault, arson, kidnapping, domestic violence, substance control crimes) which we turn over to the Sherriff’s Department as Palomar College is a small police department and we don’t have an investigative bureau – we don’t have the assets to work these types of issues. The MOU cures that support for us. What Palomar College gives back is what we have – mutual aid (if they have an event, and checkpoints). Tony looks at his staff and if he can afford letting one or two officers to assist we do that.

Tony reported that when the universities' in San Diego contact us for huge events and concerts – we will send officers down to assist.

Several years ago when we had the bomb threats, without hesitation the bomb-sniffing dogs were provided for our usage.

4. **EOP Work Group Update/John Emerson**

John reported that Kim Aufhauser came down from the Chancellor's Office to assist in a hazardous assessment of campus. Tony and Vic So'oto and John took Kim around the main campus, the Escondido Center and the South Education Center. After that Carl came over and met with us and we did some brain-storming in the Facilities Conference Room. Basically, Kim did a good job and we met with President Deegan and then had a debriefing.

Our marching orders in terms of the EOP Working Group is to write our procedures which includes a hazardous assessment, update the plan and then train to fit that plan.

John indicated that he would like to get the hazardous assessment completed. As far as the working group goes John feels we should rotate members on this group so that other people can get involved with the process.

F. **Safety Concerns**

I. **Comet Circle @ Humanities Construction Site/Tom Medel**

Tom reported that students are walking on Comet Circle among the vehicles to/from the MD Building complex. John will check the signage.

G. **Adjournment**

Reminder: Next meeting is **scheduled** for
Wednesday, May 2, 2012, 1 p.m., Room RS-5