



SAFETY & SECURITY COMMITTEE MINUTES

April 4, 2018

A meeting of the Safety & Security Committee was held April 4, 2018. The meeting was called to order at 1:02 p.m. by Supervisor, Environmental Health & Safety, Derrick Johnson.

Roll Call

Members Present: Ruth Barnaba, Luz Carrillo, Michael Finton, Sean Heath, Tamara Holthaus, Derrick Johnson, Casey Koss, Dan MacNeil, Chris Miller, Chris Moore, Dayna Schwab, Connie Sterling, Chris Wick

Members Absent: Judy Harris, Tom Medel, Nayeli Vasquez, Christine Winterle

Ex-Officios: Wendy Corbin

Ex-Officios Absent: Wendy Corbin

Guests: None

Recorder(s): Dayna Schwab/ Aurora Moreno Valdez

A. Approval of Minutes:

The minutes of December 6, 2017 were approved unanimously. Minutes are posted on the Palomar College website as follows:

<https://www2.palomar.edu/pages/safetyandsecurity/minutes-and-agendas/current/>

B. Discussion/Information Items

1. Workers Comp

Wendy Corbin was absent and there was no report.

2. Campus Police

Complementing the B2 discussion item from the December 6, 2016 minutes, Chief Moore spoke about the positives of the current Knight Security System in place noting that there is no reason to change the contract. Chief Moore also mentioned the work being done toward technology improvements for the safety and security of Palomar College, specifically the addition of cameras and a more comprehensive emergency notification system.

3. Risk Management

Chris Wick reviewed the following Risk Management report for December 2017 through March 2018 (**Exhibit B3**). Wick also brought to attention California Supreme Court's

imposing duty to protect students from foreseeable violence during curricular activities on colleges and universities.

4. Health Services

Judy Harris was absent, but the Urgent Care Reports for the month of December 2017 through March 2018 were reported **(Exhibit B4)**.

5. ASG

Nayeli Vasquez was absent and there was no report.

6. Environmental Health & Safety

Derrick Johnson reported on the Environmental Health & Safety Office's Monthly Progress Report for November 2017 **(Exhibit B6)**.

C. ACTION ITEMS/SECOND READING

1. Security Cameras for PAC/Theatre: Request to add security cameras on the exterior of PAC/Theater to decrease vandalism. A motion to approve the request was made by Chief Moore, seconded by Michael Finton, and it was carried out by unanimous vote.

D. ACTION ITEMS/FIRST READING

1. Request to Modify Governance Structure of Safety & Security Committee. A motion to move the request to Second Reading was made by Michael Finton, seconded by Connie Sterling. **(Exhibit D1)**.

E. OTHER ITEMS

1. December 6, 2017 Safety and Security Safety Concerns/Action Items Recap (Johnson)
Derrick Johnson reviewed the safety concerns from the Safety and Security Committee meeting on December 6, 2017. He addressed the different action items completed, currently being addressed and pending. The full recap can be viewed as **(Exhibit E1)**.
2. Safety and Security Window Film Application for Select Buildings
Chris Miller said that the new Library/Learning Resource Center has the potential of being one of the select building to have security film. No official decisions on which buildings will have the window film have been approved.
3. Installation of railing at the front of the existing Campus Police Building by the Transit Center
Chris Miller and Chief Moore explained the future railing will be accompanied by strategically placed plants in order to reduce foot traffic near the roadway. Mention of future pedestrian bridge over Mission Road **(Exhibit E3)**.
4. Safe Handling and Management of Sharps
Due to short-staff, Facilities do not have a sharps container in every bathroom on campus, so the custodial department will be provided with a sharps container for every building that will be stored in the custodial supply closet for custodial use during

cleaning. The custodial department will also be provided with additional training on the safe handling and disposal of sharps. To aid in awareness, Health Services will send out information about sharps to the student community at Palomar College.

F. SAFETY CONCERNS

1. Casey Koss:
Dim lighting near courts in Visitor/ Staff Lot #4 has been a concern with library staff. Light coming from courts is obstructed by trees, so a new light may need to be put in place or trees may need to be trimmed.
2. Ruth Barnaba:
Since January, there have been more reports of marijuana smell around campus especially in the library's stair well. Derrick Johnson reiterated that Palomar College is a "No Smoking Campus," and Chief Moore clarified that it is not legal to smoke marijuana in public. Both Johnson and Chief Moore advised to contact Campus Police when dealing with marijuana smells on campus.
3. Dan MacNeil:
MacNeil asked about students using sharps containers in classrooms that are intended for classroom work as a public sharps container. Johnson mentioned that, in its sharps safety information to students, Health Services will include that students should be disposing of their personal sharps in their own personal containers or in a future sharps container located near Health Services. Education and training will be the first tools in solving sharps safety issues.
4. Tamara Holthaus:
Holthaus shared concern about people hanging around the access road next to The San Marcos Early Childhood Education Lab School. The advice given was to follow "See Something, Say Something" and contact Campus Police when witnessing people loitering on the access road.
5. Chief Moore:
Chief Moore requested the installation of about 5 cameras for outside main student courtyard as a first reading. Having cameras allows for greater security.
6. Chris Miller:
Miller complimented Chief Moore on his involvement in the April 3rd, 2018 town hall meeting.
Lot 12 parking structure cameras are being worked on by Information Systems. Plans for new monument signs near Transit Center, Borden Road, and Las Posas Road may have possibility for license plate readers. Elevators in the Natural Sciences (NS) building do not currently have a timer, and students are able to access parts of the building when they should not be accessible. A timer will be set for the NS elevators. There was a request to install special locks on faculty office suites in The Multi-Disciplinary (MD) building. The request is being taken to VPs and President Blake. Chief Moore brought up a concern from the April 3rd town hall meeting. The concern was of people gaining access to building roofs. Facilities has gone around and locked access to roofs. New safety features include card readers in the newly built buildings on campus.

7. Derrick Johnson:

Future sidewalk near parking structure where Comet Circle used to go through was discussed since students are walking through street. Plan has already been established.

G. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:09 p.m.

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