



SAFETY & SECURITY COMMITTEE MINUTES

April 6, 2005

A meeting of the Safety & Security Committee was held on *Wednesday, April 6, 2005, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:01 p.m.

Roll Call

Members Present Norma Bean, Jayne Conway, Tony Cruz, Eric Duvall, Mike Ellis, Michael Finton, Kelley Hudson-MacIsaac, Ken Jay, Karen Mifflin, Donna Renner, Dolores Silva and Don Thompson

Members Absent: Paul Charas, Brian Engleman, Katherine Gannett, Nancy Horio, Pam Keinath and Karen Mifflin

Ex-Officio Members Present: Lucy Nelson and Pam Webb

Guest: Mr. Robert Deegan

A. Minutes – March 2, 2005

MSC Jay/Cruz None opposed.

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

B. Introduction – President Deegan

Kelley welcomed Robert Deegan to our monthly meeting. A few minutes were spent making introductions.

President Deegan expressed his thanks to all the students, faculty and staff who have welcomed him to our campus.

President Deegan briefly discussed the recent *Immediate Action Rapid Deployment Critical Incidents for Schools* training that our Campus Police Officers took part in with deputies from the San Diego County Sheriff's Department SWAT Team. The training session held on the San Marcos Campus during spring break was designed to teach our Officers how to deal with shooters on campus based on the Columbine and Santana High School shootings. He indicated that he was thrilled that our Officers participated in this training. He briefly spoke about the recent shooting that took place in Minnesota where a high school student killed seven people including an unarmed security guard posted at the high school. Mr. Deegan stated that as tragic as these events are, they could happen here at Palomar.

President Deegan expressed his appreciation to the committee members for their great job in identifying safety projects for the one-time funding requests. President Deegan informed the committee that he will be covering the expense of purchasing the Automatic External Defibrillators from his own budget.

President Deegan also shared with committee members that he has no doubt that he can bring additional students to Palomar College as he has been successful at doing this at past institutions.

The College will be mailing out 250,000 class schedules to homes within our district's boundaries. The cost of doing this equates to 25 FTE students which in turn generates revenue for departments.

C. Action Items/Second Reading

1. **LOT 12 Stop Sign Proposal**

The committee re-discussed Campus Police's concerns regarding drivers turning left/right at the same time, in Parking Lot 12, thus causing near-collisions. It was the recommendation of the committee that a stop bar be painted on the pavement in lieu of a stop sign.

MSC Ellis/Jay None Opposed

A Facilities Work Request will be generated to process this request.

2. **Fire Alarm Testing**

Kelley reported that last April, the fire alarm system was tested on both the San Marcos Campus and the Escondido Center and Kelley is suggesting that we conduct this testing on an annual basis. It was the committee's recommendation that testing be held on different days and times and should also include our evening classes:

San Marcos Campus

A Tuesday, at 9:35 a.m.

A Wednesday, at 10:05 a.m.

Escondido Center

Different day than San Marcos Campus

In order to better prepare the campus community for emergency response, it is recommended that the fire alarm testing be conducted at the end of April 2005. Kelley will take our recommendation to Joe Newmyer who will bring it to Cabinet.

MSC Ellis/Jay None Opposed

D. Reports

1. **Campus Police – Tony Cruz**

Tony reported on the following that occurred during the month of March:

- Two petty thefts: one involving a stolen license plate and the other involved undisclosed items from the Foundation's Connex Box (investigation is still on-going).
- Two grand thefts: one involved a Dell PC/Hard drive taken from Room ES-19 and the other involved a keyboard taken from Room D-2A. Both incidents occurred sometime between Friday and Monday morning. It has been determined that too many people have access to these areas.
- Three vandalisms occurred recently on different days: one involved slashed tires on a vehicle in Lot 12; another involved a passenger window in a vehicle being smashed and the third incident involved the attempted destruction of the Transit Center payphone.

- Campus reported that there have been several incidents of graffiti recently at the San Marcos Campus; all of which were found in the Men's Restrooms located in the Library and the "S" Building.
- One vehicle was stolen and was recovered by the San Diego Sheriff's Department.
- Campus Police responded to one medical assist.
- Two vehicle burglaries: one involved a 1984 GMC in which a Sony CD Player was taken from Lot 15 and the second involved a smashed driver's vehicle window in Lot 12.
- A suspect was charged with possession of marijuana in a vehicle; individual was cited and released. Case was given to the District Attorney for action.
- An incident of "Parking Lot Rage" recently occurred in Lot 1 whereas a male student threatened to kill a pregnant female student over a parking space. A citizen's arrest was made.
- There was one Hit-and-Run in Lot 12 involving a 1989 Toyota whose front left fender was dented-in.
- There have been four violations of the Student Code of Conduct; three of which involved altered parking permits. Individuals were reported to the Student Affairs Office (Bruce Bishop).
- There was a fight involving two young students.
- There was one incident of drunknesses in public on the San Marcos Campus ("A" Building); student was found asleep in a golf cart. Campus Police discovered individual had a felony warrant – he was arrested and transported to jail.

2. **Risk Management – Ken Jay**

Ken reported that the District has recently received a new claim, for \$250,000, from an Art student who altered his hand utilizing a bandsaw in October 2004. Ken expects our insurance to spike as a result of this claim. Ken also shared that in addition to this claim, the District has three other active claims ongoing. These claims are the most the District has had since he started his employment here.

Committee members discussed the possibility of drug testing individuals filing claims. Michael reported that UCSD requires that employees injured on the job be mandatory tested for drugs. Norma indicated that it would be worth investigating. Kelley will call Keenan & Associates regarding this request.

3. **Workers Compensation – Lucy Nelson**

Lucy reported three claims were received in March 2005; one claim involved a Paramedic student being possibility exposed to a potential virus; another claim involved a sprain and the third claim involved a strain.

4. **Health Services**

Jayne gave a brief update, to the committee, on the Health Services/Emergency/First Aid Summary Report which was distributed to committee members:

Health Services responded to the following number of emergencies, medical injuries and advanced first aid during the month of February 2005:

Emergency Response and Medical Injury/Advanced First Aid

	San Marcos Campus			Escondido Center			Total
	Students	Employees	Others	Students	Employees	Others	
Emergency Response	13		2	1			16
Med. Injury/Adv First Aid	9	3		1			13
Mental Health Crises	4						4
911 Calls	3		1				4

Office Visits

	San Marcos Campus			Escondido Center			Total
	Students	Employees	Others	Students	Employees	Others	
Registered Nurses (RN)	349	73	9	48	19		498
Medical Reception (MR)	445	93	11	149	58		756
Doctor/Nurse Practitioner	150						150
Total Off. Visit Contacts	944	166	20	197	77		1,404

Other Contacts

	San Marcos Campus	Escondido Center	Total
RN Telephone Consults	50	3	53
Med. Reception Telephone	728	56	784
Health & Wellness Promotions	698	287	985
Web Site visits	447		447
Vending Machine	130	73	203
Total Other Contacts			2,472

The next Blood Drive is scheduled for May 3, 4 and 5, 2005, from 9:00 a.m. to 2:30 p.m. in the Parking Lot 11 next to Health Services and the "E" Building.

Jayne reported that the Physical Exams for Students have proven to be very successful.

Health Services is offering a Skin Screening Exam for Students (Free) and Employees (\$15), April 18-May 13, 2005.

Pam reported that an information booth will be available with brochures on various health topics and information on the type of services offered on Wednesday, April 20th, from 9:00 a.m. to 2:00 p.m. on Campus Wide Day. The Vista Community Clinic will be providing coupons for a free slice of pizza to those who can state the campus smoking policy.

Norma asked if this type of event could be held at the Escondido Center. Jayne replied that it is possible if enough staff is available.

The Smoking Education Work Group is in the process of obtaining stand-up, vinyl signage to post the "no smoking" policy.

Jayne also reported that several individuals (Bruce Bishop, Tony Cruz and JoAnne Lesser and Health Services employees) are working together to implement a District-wide Student Crisis Suicidal Intervention Policy.

5. **ASG**

There was none to report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley gave a brief update, to the committee, on the Environmental Health & Safety report for March 2005:

- The Facilities Office received 16 safety calls
- Three workstation modification requests were completed or in progress
- Kelley presented a "Disaster Preparedness" workshop at Classified Staff Development Day.
- Kelley met, again, with representatives from the San Marcos Sheriff's Department to discuss the District's emergency plan.
- Don was dispatched to retrieve, and dispose of, two abandoned catheter bags both of which were found on rainy days in Lots 11 and 12.

E. **New Business – First Reading**

There was no report.

F. **DISCUSSION/OTHER ITEMS**

1. **Vehicle Safety Program**

No new discussion – will keep this item on agenda until research is completed.

2. **Parking Lots Updates**

Mike gave a brief update, to the committee, on the potholes/sinkholes in our parking lots:

- Lot 3 sinkhole has dried up
- Lot 12 sinkhole still has water emitting from underground artesian well

Most large contractor's schedules are too busy to take on these repair jobs. The Facilities Department is obtaining bids from small contractor's to repair said holes.

G. **Safety Concerns**

1. **San Marcos Campus – Student Union Stairwell**

Dolores reported that she has noticed a number of steps are lifting when one climbs the stairwell (loose screws).

2. **Escondido Center – Parking Lots/Sidewalks**

Michael reported that he has seen an increase in the number of small children being left in vehicles, or running around, while their parents attend classes. Norma informed Michael that the Administration, and/or Campus Police, should be contacted immediately.

Michael also reported that he has noticed an increase of students riding skateboards through the campuses parking lots. Campus Police will monitor the situation.

Michael also reported that he observed an unsteady, disabled student almost slip on a wet pavement

3. **San Marcos Campus – Shop Bays**

Eric reported an increase of students smoking near the Shop Bays. Eric was directed to contact Bruce Bishop/Student Affairs Office.

4. **San Marcos Campus – Art Department/Vending Machines**

Don reported that he observed a circle of rocks that have been placed at the top of the stairs near the vending machines at the "C" Building patio area. Circle of rocks are 5 to 6 feet in diameter and the area is definitely considered a trip hazard. Kelley will walk down and check out this area tomorrow (Thursday, April 7th).

5. **San Marcos Campus – IT Building/Welding Shop**

Mike reported a problem with the doors at the Welding Shop at the IT Building. Doors were swollen so badly that the panic hardware would not open the doors. Mike reiterated that employees must contact Facilities when items don't work properly.

6. **San Marcos Campus – A Building/ESL Classroom**

Mike reported that an ESL instructor, in Room A-11, was constantly re-arranging chairs (by stacking them) preventing ADA access and blocking the fire exits.

H. **Adjournment**

There being no further business, the meeting was adjourned at 3:05 p.m.

Reminder: Next meeting scheduled for
Wednesday, September 7, 2005, 2 p.m., Room RS-5