



SAFETY & SECURITY COMMITTEE MINUTES

April 7, 2010

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, April 7, 2010, at 2:00 p.m.*, was held in RS-5. Kelley Hudson-MacIsaac called the meeting to order at 2:05 p.m.

Roll Call

Members Present Lisa Bertotti, Jayne Conway, Mike Ellis, Michael Finton, Kelley Hudson-MacIsaac, Pam Keinath, Brady Lawrence, Sue Mayfield (designated representative for Jayne Conway), Jaime Moss, Marilee Nebelsick-Tagg, Lucy Nelson, Donna Renner and Dolores Silva

Members Absent: Tony Cruz, Lisa Hornsby, Ken Jay, Tom Medel and Brenda Wright

Ex-Officio Members Present: John Emerson and Katherine Gannett

Ex-Officio Member Absent: Lucy Nelson

Guest: Claudia Duran, Vic So'oto (for Tony Cruz)

- A. **Minutes – March 3, 2010**
MSC Nebelsick-Tagg/Silva none opposed

The minutes of the meeting of March 3, 2010 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees/safety>.

B. **Discussion/Information Items**

1. **Workers Comp**

Kelley reported on behalf of Lucy that in March 2010, six workers' comp claims were processed; three were First Aid, two were from Facilities and two were slips/falls (one could not have been prevented, one might require a check).

Mike reported that the uneven sidewalk outside of Classroom A-19 has been ground down six times and in order to repair it the sidewalk must be removed and replaced with new concrete.

2. **Campus Police**

Vic So'oto reported that in March 2010, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
0	Arrests	0	Assault	0	Drugs-marijuana
0	Felony Vandalism	0	Fraud	1	Grand theft: F-Building (\$500 bicycle)
0	Graffiti's	0	Harassments	0	Hit-and-Run
0	Indecent exposure	0	Information Only	0	Lewd conduct
1	Locker burglary	0	Lost and Found	4	Lost District Keys
5	Medical assists	1	Petty theft	0	Sexual battery
0	Stolen vehicles	3	Student code violations	0	Threat
0	Towed/Stored Vehicles	2	Non-injury accidents	6	Vandalism: Lot 9 slashed tires CP are running extra patrols in this area
2	Vehicle burglary	0	Vehicle Vandalism	0	Warrant (arrest)
0	Weapons violation	0	Attempted Burglary	0	Impounded Vehicle
1	Stolen Property	2	Traffic Accidents		

Vic also reported that he recently issued a ticket to an individual who threw a cigarette out their vehicle window. The individual took Vic to court and lost. Fine was \$550 and 8 hours of community service.

3. **Risk Management**

There was no report.

4. **Health Services**

Sue read the annual Emergency Response and Advanced First Aid Summary Report for March 2010.

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

Sue reported that Health Services is providing TB testing for the San Marcos Fire Department.

Jayne spoke about the good job Claudia has done with the "Mission 2B Clean & Green" campus-wide. This project involves the campus community in the recycling and greening of our areas.

Claudia reported that she is currently storing bags totaling 50,000 used cigarette butts gathered from the campus at her home and it is causing a health hazard to her family.

Claudia and Jayne both spoke about a "case" that was made by the Engineering Club and is 5' high, 1 foot deep, and 3 feet across to was built to hold all the cigarette butts picked up by the students on our campus. They would like to have a place on campus to store the case with the used cigarette butts in it. Case will be placed on display at various times throughout the school year at the Student Union Building Complex.

Committee members discussed the ramifications and asked why the campus would want to store these cigarette butts anyplace on campus and specifically at someone's home especially if we know the cigarette butts constitute a health and safety hazard. Why not measure how many are collected and then take a picture of them instead of storing them on campus. If the students plan to have the "case" displayed on campus, they will have to bring a picture of the "case" and the location where they want it mounted to the [Facilities Review Committee](#) for approval.

Jayne spoke about working with the student groups on the tobacco issue on campus. As you know there has been an issue about trying to enforce students smoking in the designated areas¹

Students are currently exploring the option of having a Tobacco/Smoking area only in the parking lots or Tobacco/Smoke Free zone.

Claudia reported that [Grossmont College](#), [San Diego City College](#) and [San Diego Mesa College](#) are smoke-free campuses. In fact, at Mesa College smokers must do so only outside the campus perimeter.

MiraCosta College's smoking policy is permitted only in outdoor, designated smoking areas.

If the students receive approval to make Palomar College a "Tobacco Free Campus," Marilee inquired as to how this policy would be enforced.

Claudia replied that students for a first penalty would receive a "verbal warning"; for a second penalty they would receive a "student conduct code violation."

Jayne said that Health Services has observed an increase in the Asthma cases here at the college.

Kelley reminded everyone that Palomar College's smoking policy is not intended to affect the working conditions of any Palomar employee and that any questions or concerns related to this policy or enforcement should be directed to the Director of Student Affairs.

Claudia reiterated that the smoking policy designates specific areas where smoking is allowed. Claudia shared that on occasion, she has handed out copies of the "Designated Smoking Areas" to students so they are aware of the campus policy.

Committee members recommended that the high schools within our District be notified that our campus is a designated smoking campus only so that new students are aware of our policy even before they start attending classes.

There was a recommendation that more "No Smoking" signs be installed around campus. Mike replied that the ones in place now don't work – people, in general, just ignore them.

5. **ASG**

There was no report.

¹ <http://www.palomar.edu/studentactivities/html/SanMarcosDesigSmoking01-2008.pdf>

6. **Environmental Health & Safety**

John reported on the following activities that occurred during the month of March 2010:

- Received and processed 33 service calls
- The Student Union Building Breezeway Slip Hazard has been resolved permanently (piping was re-routed)
- Oversaw one indoor air quality project: Athletic Training Facility, Room O-5
 - ♦ Carpeting was pulled and replaced
- Work-In-Progress: One indoor air quality project: FASH-1

C. **Action Item/Second Reading**

1. **Lost District Keys Accountability (Renner)**

Donna distributed a handout of costs comparisons she compiled, with Tom Medel's assistance, of Other Colleges "Lost District Keys Accountability." It was noted that the majority of colleges charge \$25 per lost key (other charges ranged from \$50-\$200 per lost key).

Katherine recommended that the Facilities Department not establish a refund policy for those employees that find their keys within a short period of time. She speaks from experience as the Library staff spends a lot of valuable time refunding money for lost books

Motion 1: MSC (Ellis/Nebelsick-Tagg) to move to action implementing a \$25 fee for every District key that is reported lost (none opposed).

Kelley will forward our recommendations to the Finance & Administrative Services Planning Council.

Mike recommended that the membership inform their constituencies groups. Donna shared that she had already informed CAST (Confidential & Supervisory Group) and the majority of the membership responded favorably.

D. **First Reading**

None

E. **Discussion/Other Items**

1. **Construction Update (Hudson-MacIsaac)**

a. **Industrial Technology Building**

The groundbreaking ceremony will be held on Friday, April 9, 2010, at 1:00 p.m.

b. **Planetarium**

The bid opening for the Planetarium Project was held on Thursday, April 1, 2010, at the Governing Board Room and has not been awarded due to protesting about a technical issue by several of the general contractors.

c. **Escondido Center North Wing Structural Upgrade Project**

The bid opening for the Escondido Center North Wing Structural Upgrade Project was held on Monday, April 5, 2010, at the Escondido Center and the bids came in under budget.

d. **Football Field Renovation Project**

Mike reported that Executive Landscape, Inc was awarded the bid to renovate the Football Field. Work began Monday, April 12th, with completion anticipated by Saturday, May 1st.

- e. **PC North Education Center**
Kelley reported that the environmental permits should be issued in May 2010 with grading beginning August 2010.
 - f. **Health Sciences Building**
Kelley reported that the Health Sciences Building will be completed within a few weeks and the FF&E's (Furniture, Furnishings and Equipment) are currently out to bid.
 - g. **Multidisciplinary Building (MIB)**
Kelley reported that the MIB will be completed in September 2010.
 - h. **Library**
Katherine inquired as to the status of the new Library/LRC Building. Kelley replied that the project has been delayed due to the state's current economic situation.
 - i. **Baseball Fields**
Mike reported that the Baseball Fields are currently in DSA.
 - j. **Parking Lots 3 & 5**
Mike reported that the parking lots are currently in the design phase.
 - k. **Theatre**
Mike reported that the Theatre is currently in the design phase.
2. **Natural Science Building Security**
Kelley recommended that we remove this action item from the agenda until further information is brought forward by Candi Francis.
3. **Placement of Skateboarding Signs**
Mike reported that the language for the signs has been provided by Campus Police. There will be two kinds of signage and they will be placed at all the following areas:
- Campus entrances
 - o Borden Road
 - o Comet Circle
 - o Los Posas Road
 - Parking Lots
 - A-Building
 - B-Building
 - C-Building
 - DOME
 - Library
 - Natural Science Building
- F. **Safety Concerns**
1. **Lot 11**
Sue expressed concern about skateboarding students cutting through Parking Lot 11.
- G. **Adjournment**
There being no further business, the meeting was adjourned at 3:04 p.m.

Reminder: Next meeting is scheduled for
Wednesday, May 5, 2010, 2 p.m., Room RS-5