



May 3, 2006

A meeting of the Safety & Security Committee was held on Wednesday, May 3, 2006, at 2:00 p.m., in RS-5.

Call to Order

Kelley Hudson-MacIsaac, chairperson, called the meeting to order at 2:10 p.m.

Roll Call

Members Present Mary Cassoni, M. Jayne Conway, Mike Ellis, Katherine Gannett, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Mifflin, Dolores Silva and Donna Greene for Donna Renner

Members Absent: Norma Bean, Tony Cruz Melissa Bohl, Eric Duvall, Michael Finton and Nancy Horio

Ex-Officio Members Present: Don Thompson

Ex-Officio Members Absent: Lucy Nelson and Pam Webb

A. Minutes – April 5, 2006

MSC Ellis/Jay All approved.

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

B. Discussion/Information Items

1. Workers Comp – Kelley Hudson-MacIsaac for Lucy Nelson

Four incidents were reported during the month of April 2006. Two were first aid and one was from Facilities. One was a slip/fall on a wet floor. The Governing Board Room was scheduled for an event in the evening and the custodian mopped/waxed the floor while the event was happening.

2. Campus Police – Kelley Hudson MacIsaac for Tony Cruz

The request to change the Yield signs to Stop signs on Avenida Azul has been brought to the San Marcos Traffic Commission and they recommend Stop signs be put in place. The recommendation will now have to go to the City Council. If the City Council approves the recommendation, then it will go to Public Works for scheduling and installation.

Kelley reported the following activities that have occurred since our last meeting:

One Hit and Run

Two Grand Theft – Lap Top Computer & Cafeteria Cart

One Petty Theft – Removed light cover from Toyota Truck

Four vandalisms (one vehicle, one graffiti, one storage container/utility box, side mirror broken off '97 Toyota truck)

Two Traffic Collisions (non-injury)

One Battery on Campus grounds (Verbal & Physical)

Three Student Conduct (Inappropriate behavior towards Childcare employee, Unruly behavior towards Instructor and Web-surfing pornographic material)

One Information Only (Library employee received an insulting note)

One Missing Persons (PCPD assisted SDC Sheriff with missing person; possible suicide)

One Sex Registrant (Sex offender attending classes)

3. Risk Management

There was no one present to provide a report.

SAFETY & SECURITY COMMITTEE

MINUTES

4. Health Services – Jayne Conway

Jayne reported that Cough and Cold season was here. Jayne distributed a copy of the Advanced First Aid Report with eight visits and the Emergency Response Report with three 911 calls and one referral to the hospital in April 2006. In total, there were 13 Emergencies, with one at the Escondido Center. Health Services has been seeing more crisis cases. The average case is approximately a half hour to forty-five minutes per visit. The physical screenings in March were very successful. May is cancer screening month. The blood drive was very successful and was extended an extra day. The number one reason for people being turned away from donating is due to low blood iron or anemia in female donors. Jayne said they try to follow up with these people and discuss healthy eating and diet practices. She said she is also very thankful to Facilities for patching the cement and adding the flowers in front of the office. Health Services will also be cutting back on their office hours and will be closing at 7:00 p.m. instead of 8:00 p.m.

5. ASG

There was no one present to provide a report.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac

Kelley reported on the following activities:

- Hazardous Materials pick-up is scheduled for May 12, 2006
- There was an inspection in April from the Department of Environmental Health and Safety (County) the college did very well. One of the issues was labeling and a required carcinogen list was not available, however Kelley sent it to the inspector the next day. In the past, the inspections took three days to complete, so the improvements to the process are being seen.
- The shade structure has been completed so there is now an area where surplus items can be stored out of the elements
- A general email should be sent out to all the departments that generate hazardous waste to inform them of the pickup schedule. Batteries are collected by Don and can be sent to the Facilities office, or buckets can be provided to departments that generate enough battery waste to keep it on-site and then be picked up at a later or pre-determined date.
- The Childcare Center collects toner cartridges and returns them for money. This is a way for the Center to raise funds. Anyone wanting to get rid of old cartridges is encouraged to send them to the Childcare Center.

C. Action Items/Second Reading

No action items.

D. First Reading

1. SWACC Report

Kelley reported on the SWACC report from the inspection that occurred in December. Departments that are responsible for items that need to be corrected will be contacted. Facilities has a copy and work requests are being issued for repairs. Mike reported the biggest issues he has seen, which are electrical panels being covered, people violating fire code by placing items in hallways, which also violates ADA. File cabinets and bookcases will have to be removed from hallways. The campus needs to be educated on rules and regulations. Departments must know that they cannot paint go to the store and buy paint and paint their walls, they need to know that items like that have to be approved because of the safety requirements and Facility regulations. Education must also be extended to the public and students. There were past incidents where

students were leaving their children in the library all day while attending classes. The reasoning was there were no signs stating you could not leave your children, so it must have been OK. There was further discussion about Facilities procedures for requesting an office to be painted, and whether it would be requested on a work request or not.

2. **Asbestos Flooring**

A request has been received from the Earth Sciences Department to have the tile removed from the planetarium and carpet installed. The tile can be left in place with the carpet installed on top. If the carpet is installed over the tile, notices will need to be posted in the area identifying the presence of asbestos tile under the carpet.

The Department does not want to pay for the removal of the tile, however, due to the building demolition in 3 to 4 years, this is not an issue that requires immediate attention. The matter is more for aesthetics than necessity. There is not enough money in the Facilities budget to do the work. If Earth Sciences Department will pay for all the necessary costs, the committee will approve the removal of the tile and the installation of the carpet. The following recommendation was made; the planetarium will remain as is until a funding source has been identified to remove the tile and then the carpet can be installed.

A motion to proceed with the above recommendation was made.

MSC Jay/Ellis none opposed

E. **Discussion/Other Items**

1. **Construction Updates**

A. **High Technology Laboratory Classroom Building**

Mike reported that the walls are starting to go up on the 1st floor. There were a few structural issues with some of the welding being out of code, but those have been taken care of. There are still some minor concrete issues that need to be fixed.

B. **Athletics/PE Fields Project**

The field should be completed in August. The City gave money to build it and they will have control of the field from 4:00 p.m. to 11:00 p.m. as well as Saturday and Sunday. Palomar College will have control of the field from 7:00 a.m. to 4:00 p.m. Monday through Friday. The disabled parking will be right next to the field. With minor grading there may be room for another 50-60 parking spaces. Once the field is completed, Parking Lot 9 will have a stripe that says NO PERMIT REQUIRED FOR CITY USE BEYOND THIS POINT.

E. **Escondido Center**

There is a plan to make the Escondido Center and full service campus, but one of the problems is that there are no full time faculty there and the lack of lab space. May 20th, a storage and custodial room will be converted into a lab prep area for Life and Earth Sciences. There are plans for creating 10 new faculty offices. Arrangements will be made for the future requirements of hazardous material pick up.

F. **Library Building**

Katherine announced that the new 4-story Library will be located in Parking Lot 11. In November, she should know if this project will be funded by the State. The new library will be 87,000 square feet over 4 floors, whereas the old library was 45,000 square feet over 3 floors.

2. **Prevention of Communicable Disease (i.e. Flu)**

Jayne reported that there is a better way to prevent the spread of communicable disease, especially colds, and this is by coughing or sneezing into the inside of the elbow rather than into the hand.

F. **Safety Concerns**

1. **Library/Media Center**

Katherine reported that there is a chunk missing in the steps to the President's office that needs to be repaired. Facilities will be responding to this issue.

2. **Math Department**

The carpet in Classroom E-8 is ripped and coming up from the ground and needs to be taped down to prevent anyone from tripping. The Committee was notified by the Recorder that the item had been called in that day for repair.

3. **Campus Carts**

It was suggested by the Recorder that lights should be installed on the campus carts to aid in visibility. Several carts go unnoticed while driving in the parking areas and the Recorder reported that she had nearly been hit several times because students do not pay attention to the small size of the cart and it seems to be of low visibility without any lights.

4. **Student Services Women's Rest Room**

Donna stated that the inner door to the rest room has hit several people because there is no visibility. It was suggested that some sort of window be added to the door so those who are exiting can see if there are people on the other side of the door and not hit them as they enter/exit. He also stated the way the rest room is situated the doors are very difficult for wheel chair bound users to negotiate into and out of the rest room.

5. **Vending Machine at the S Building**

Kelley received a complaint about the vending machine at the corner of the S Building, creating a blind spot. Mike pointed out that that is a blind intersection regardless of the vending machine. All carts should stop at that intersection. Kelley will request to have the vending machine moved.

G. **Adjournment**

There being no further business, the meeting was adjourned at 3:25 p.m.

Reminder: Next meeting is **scheduled** for Wednesday, September 6, 2006, 2 p.m., Room RS-5