



SAFETY & SECURITY COMMITTEE MINUTES

May 5, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, May 5, 2004, at 3:00 p.m.*, in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:04 p.m.

B. Roll Call

Members Present Norma Bean, Jayne Conway, Eric Duvall, Brian Engleman, Michael Finton, Katherine Gannett, Renee Hugo, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Karen Mifflin, Dolores Silva, and Don Thompson

Members Absent: Mike Ellis, Donna Greene, Nancy Horio, Dolores Silva, Jon Stone, Jim Stoney

Ex-Officio Members Present: Eileen Bundoc

Ex-Officio Members Absent: Max Cregar and Pam Webb

Guests: Anthony Cruz (for Jim Stoney)

C. Minutes

MSC Jay/Cruz None opposed.

The proceedings of the meeting of April 7, 2004 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>.

D. Unfinished Business – Second Reading

1. Trip Hazards in Classrooms

Kelley reported that her office, Environmental Health & Safety, has identified several classrooms that contain cables running from the walls to the computers hence causing a trip hazard. Facilities will temporarily lay carpet over the cables until an adequate solution has been established.

E. Reports

1. Campus Police – Tony Cruz

Tony reported the following incidents:

- There have been several vandalisms at the Escondido Center recently. Suspects have attempted to gain entry into automobiles by breaking the windows. Escondido Police Department has been working closely with Campus Police to setup surveillance in the area.
- There have been several thefts recently at the San Marcos Campus. The thieves are specifically targeting computers. Theft has been occurring during the period of Friday through early Monday morning. An alert will be sent to the campus community. Campus Police is working on several leads. Entries have not been forced.

- Campus Police is working with the Escondido Police Department Graffiti Task Force.
- Campus Police, with the assistance of the Sheriff's Department, was able to recover a stolen vehicle within four hours. Suspect was arrested by the Sheriff's Department.
- Carlos Vargas recently observed unusual activity occurring with two students. He made contact with the students and discovered they were carrying weapons (knives – more than 3" in length) which is a violation of *California Penal Code 626*.

Tony reported that Campus Police currently only has four Police Officers but three more Police Officers will be hired at the next Governing Board meeting. Campus Police hopes to be back on campus mid-July.

Tony also reported that the Campus Police Advisory Committee highly recommends that the entrance from LOT 12 to LOT 11 be permanently closed.

MSC Bean/Jay None Opposed

Recommendation will be forwarded to the Administrative Services Planning Council.

2. Risk Management – Ken Jay

Ken reported that the District has three claims in litigation. Evidence is being collected and we are moving to trial.

3. Workers Compensation – Eileen Bundoc

Effective July 1, 2004, the District will approve an agreement with the Joint Powers Authority (JPA) for membership in the protected insurance program for schools. Keenan & Associates will serve as our Workers Compensation Administrator. This item is on the May 11, 2004 Governing Board Agenda. Current carrier is Hazelrigg.

4. Health Services – Jayne Conway

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

The potentially **life-threatening emergencies** summary, for dates 4/01/04 through 4/30/04, is as follows:

- ◆ 5 students/4 employees on the San Marcos campus (911 responded twice, 1 student, 1 staff hospitalized)
- ◆ 0 students/0 employees on the Escondido campus

Jayne expressed appreciation to all employees who have participated in the "Health & Wellness Programs" provided by Health Services to increase awareness of the smoking policy. Health Services is currently working with the American Lung Association and the Asthma Initiative to ensure healthy breathing for all.

Health Services is working with Phi Theta Kappa and an employee group to help students and employees follow the policy and learn about the hazards of second-hand smoke. Jayne reported that they will be providing classroom presentations to interested groups on "Hazards of Second-Hand Smoke." If interested, please contact Pam Webb at extension 2717 to coordinate a presentation for students and staff. Jean Feeney is Health Services expert at Vista Community Clinic and may be contacted directly for more specific information <mailto: jean@fistacommunityclinic.org>. Health Services will continue providing resources for smoking cessation programs for those smokers looking to quit.

Health Services is providing decal signs with the current smoking policy made available through a cooperative grant with the Vista Community Clinic. Please stop by Health Services to pick up the signage to place in windows of your area. The task force is also working for more permanent signage but will have very limited funding for this project.

The person responsible for enforcing the smoking policy is Bruce Bishop, Director for Student Affairs. If you find individuals are in violation of the policy after a gentle reminder, please call Bruce for assistance.

Jayne briefly shared that Health Services is offering Skin Screening for students (free) and employees (\$15.00).

May is Skin Cancer Awareness Month

April 19, 2004 through May 14, 2004

To schedule an Appointment, Call Health Services

San Marcos Campus: 760/744-1150, x2380

Escondido Campus: 760/432-0624, x8105

Space is Limited!

Jayne also reported that a Blood Drive has been scheduled for Tuesday, May 4th, Wednesday, May 5th and Thursday, May 6th. It will be held in LOT 11 from 9:00 a.m. until 2:30 p.m.

5. ASG

There was none to report.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac

Kelley distributed a copy of the Environmental Health & Safety monthly report for April 2004.

The summary is as follows:

- 4 ergonomic requests were completed or in progress
- 3 indoor air quality requests were received; JPA was called in for air monitoring assistance
- 6 trip hazards were repaired or determined to be no fault
- 1 lighting request was repaired
- 1 parking/roadway request was repaired (speed bump too high)
- 2 unsafe behavior incidents were reported (car on main sidewalk, students sitting on second-story ledge at Student Union Building)
- 5 workers compensation requests were received by Health Services for employees which included 2 abrasions/cuts, 2 splinters and 1 puncture wound.
- 23 student incidents were received by Health Services (certain departments have higher incidents than others):
 - 1) Art Department: 2 abrasion/cut incidents
 - 2) Athletics: 1 shoulder incident and 1 hand incident
 - 3) Auto Body: 1 finger incident
 - 4) Chemistry: 1 abrasion/cut incident
 - 5) Child Care Center: 1 abrasion/cut incident
 - 6) Fashion: 1 finger incident
 - 7) Foreign Languages: 1 knee incident
 - 8) Parking Lots: 1 knee, 1 head and 1 cut incidents

- 9) PE: 3 knee incidents, 2 shoulder incidents, 1 bee sting, 1 facial incident, 1 finger incident
- 10) Performing Arts: 1 ankle incident
- 11) Running Track: 1 fall incident
- 12) Theatre: 1 finger incident

- Seventeen (17) work requests addressing trip hazards have been completed.

Kelley reported that Fire Extinguisher Training was successfully held on the San Marcos Campus and the Escondido Center. This was a hands-on training course offered by The Burn Institute.

Don reported that the Underground Storage Tank (UST) has been successfully closed.

Kelley reported that her office has received a report from the Design & Consumer Education Department stating that FASH-1 has an IAQ (indoor air quality) problem. The Facilities HVAC Technician has been dispatched to thoroughly check the air flow distribution within the building. A termite nest was discovered in the exterior of the building. Once spring classes end, an exterminator will tent the facility to destroy the bugs.

Don reported that we have tested eight (8) classrooms for asbestos.

Kelley reported that her office is investigating a complaint about the flooring in classroom D-6. The issue is that the classroom was designed for performance not for large instructional dance classes. Pat Schwerdtfeger and Michael Mufson are discussing the possibility of moving the Ethnic dance classes to the Dance Studio thus eliminating the complaints about the floor.

F. New Business – First Reading

1. Student Union Building Safety Issue

Kelley reported that her office has received several reports of students sitting with their legs dangling over the edge of the upper patio at the Student Union Building.

Ken proposed that the first step would be to place signage indicating that there is no sitting on the ledge. Proposed second step would be to place a plexi-glass barrier around the ledge.

Kelley requested additional input from Bruce Bishop, Student Affairs, Mike Ellis, Facilities, and Ken Jay, Business Services.

2. Safety & Security Annual Implementation Plan/Report

MSC Jay/Conway None opposed.

3. Blocking Student Pathways

Mike Ellis asked Kelley to bring this agenda item to the committee. The JPA identified trip hazards created by students creating pathways through the planters. We will need to establish procedures to prevent students from taking shortcuts. Think about alternatives (case-by-case). We could recapture these areas by re-establishing them as green areas.

4. Reporting Student Injuries

Kelley reported the following on behalf of Eileen Bundoc:

Recently, a student was sent to Eileen's Office by Pat Larmer to file a claim due to an injury (claim was not a workers' comp injury). The student broke her arm during a theatre performance. Pat Larmer and the student completed a form reporting the injury but the form was never sent to Health Services or Ken Jay's Office (Risk Management). The student never went to Health Services for treatment – she went straight to her doctor for help. Student is receiving bills from her doctor for the services and she's just now filling out the claim a month or so after the accident.

Eileen asked if there is a procedure in place for reporting student injuries that the staff must follow. If so, how often do we review the procedures? Environmental Health & Safety, Health Services and Human Resources will work together to develop procedural sheet to post in classrooms and place in convocation packets.

G. Safety Concerns

Kelley specified that everyone on this committee increase their awareness of safety and security issues. She requested that each member bring forth an item that can be easily fixed.

Safety/Security Items:

- **Kelley Hudson-MacIsaac** briefly shared that several employees have noticed pieces of carpeting in the public restrooms underneath the towel dispensers. The carpeting is a temporally being placed in the restrooms to prevent slip hazards until a permanent solution can be implemented.
- **Kelley Hudson-MacIsaac** briefly shared that several employees have reported that the floors mats in the "A" Building keep bunching-up thus causing a trip hazard.
- **Kelley Hudson-MacIsaac** reported that additional outlets have been installed in rooms EC-602 and EC-605 at the Escondido Center (reference Safety & Security minutes of April 7, 2004).
- **Kelley Hudson-MacIsaac** reported that the skateboarding issue is still a problem. We will need to provide a different solution (welding not feasible).
- **Kelley Hudson-MacIsaac** reported that the bushes need to be trimmed near LOT 7 near the "Q" and "U" buildings.
- **Eileen Bundoc** reported that Terri Villalobos' car was clipped by another vehicle in LOT 1
- **Ken Jay**: nothing to report
- **Norma Bean**: nothing to report
- **Pam Keinath**: nothing to report
- **Karen Mifflin**: nothing to report
- **Jayne Conway**: nothing to report
- **Katherine Gannett**: reported that an employee brought their bicycle into the Library and tooted the horn.
- **Anthony Cruz**: nothing to report
- **Don Thompson** reported that there is a trip hazard by the Tennis Courts whereas the pathway drops into a storm drain during access to the Softball Fields.

H. Adjournment

There being no further business, the meeting was adjourned at 2:56 p.m.

The next scheduled meeting is Wednesday, September 1, 2004
Facilities Conference Room (RS-5)
2:00-3:30 p.m.