



SAFETY & SECURITY COMMITTEE MINUTES

September 3, 2003

A meeting of the Safety & Security Committee was held on *Wednesday, September 03, 2003, at 3:00 p.m.*, in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:00 p.m.

B. Roll Call

Members Present Theo Brockett for Norma Bean, Eileen Bundoc (ex-officio), Jayne Conway, Max Cregar (ex-officio), Mike Ellis, Brian Engleman, Katherine Gannett, Donna Greene, Nancy Horio, Kelley Hudson-MacIsaac, Renee Hugo, Ken Jay, Jim Stoney, Don Thompson and Pam Webb (ex-officio)

Members Absent: Norma Bean, Eric Duvall, Michael Finton, Toni Griffith and Pam Keinath

Guests Present: Steve Keith, Joe Schaeffer and Jon Stone

C. Minutes

The proceedings of the meeting of May 7, 2003 were approved with the following modifications under New Business, sections F-1/2 (Jay/Stoney, Ellis Abstained)

This option would pose additional problems (Engleman):

1. Committee felt that creating an entire 50-60 foot crosswalk was NOT a conceivable option; as it would disrupt traffic even further than we are currently experiencing. Additionally, it would place a crosswalk across the main ingress/egress of LOT 12, creating (rather than mitigating) a safety hazard and a traffic "bottleneck."
2. In addition to signage indicating this correct crossing, a recommendation was made to paint a "pathway" from the parking lot to the indicated crosswalk in order to direct foot traffic more safely than is now the case.

D. Unfinished Business

1. Smoking Task Force Update – Jayne Conway

Jayne reported that the Smoking Task Force has met twice and received a \$70,000 two-year grant from the Vista Community Clinic. The money will enable the task force to evaluate our current smoking policy (which states that smokers must be 7.5 feet from the building) and conduct surveys of the staff and the students. Pam Webb will do the surveys at the San Marcos campus, Toni Griffith will do the surveys at the Escondido Center and Marilyn Lunde will do the surveys of the students. Jayne stated that other colleges offer incentives such as:

- o Designated smoking areas
- o Coffee mugs
- o CD holders

Phi Theta Kappa has embraced the smoking policy as their health project. The gazebo located next to Health Services is the only non-smoking area on the San Marcos campus. The Smoking Task Force will apprise the Safety & Security Committee of their progress. Nancy Horio offered her support as a liaison to those persons trying to quit the smoking

habit. Jayne indicated that the North County Health Services is available for that purpose.

E. Reports

1. Campus Police – Jim Stoney

Jim reported that Campus Police logged 700 calls from crime to escort services. On July 4th three individuals were arrested at the Transit Center with spray paint cans (the District Attorney has filed charges against these individuals).

Over the summer, two individuals were arrested for failing to report to Campus Police that they are sex offenders per the new Sex Offender Law 290¹. One of the individuals arrested had applied to become a Community Service Officer.

On August 26th, a low-speed vehicle impact took place between a Saturn and a Nissan in LOT 9 causing one vehicle to flip and land on its hood. The student escaped with a minor scratch.

Jim reported that no major problems have occurred in the last eight days.

2. Risk Management – Ken Jay

Ken spoke about the escalating costs for insurance required by the District. Our general liability insurance has increased by 50%. We are also seeing double digits in workers compensation. All these increases have to come from the budget thus impeding other areas.

This fall the district is expecting a \$250,000 lawsuit filed on behalf of a student who was injured in a fall seven months ago. Ken said that we need to be proactive in preventing "trips and falls" on campus.

3. Workers Compensation – Eileen Bundoc

There was none to report.

4. Health Services – Jayne Conway and Pam Webb

Jayne reported that Health Services oriented the Faculty on how to report medical injuries². Any injury must be reported within 72 hours to Health Services.

HEPA (High Efficiency Particle Arresting) and tighter confidentiality requirements are protected by law as well as by Health Services policy. Medical information cannot be

¹ Under a new state law, effective October 28th, 2002, convicted sex offenders must register with the campus police at the university and college at which they are enrolled, employed, volunteer, or perform vocational or contract work. If the campus has no police department, offenders must register with the law enforcement agency having jurisdiction over that campus. This law applies to all institutions of higher learning. States have a monetary as well as legal incentive to comply with the federal law. According to S. Daniel Carter, VP for Security on Campus, all states must enact their own laws to comply with the federal law by 2003, or they will lose 10% of the funds they receive each year under a federal criminal-justice grant. In California, about \$5.2 million per year would have been lost without the changes the new law makes. (HECNews, Oct 11 2001).

²Medical Injury Report Forms are available through the following link:
http://www.palomar.edu/ehs/MEDICAL_INJURY_REPORT.pdf

released over the telephone and can only be released by written consent. Blinders have been installed on Health Services personal computers so that items on the monitor screens are blocked from viewing.

Pam reported that Phi Theta Kappa and Health Services will be working together to provide Palomar College Blood Drives. There will be a blood drive on the San Marcos Campus on September 16 and 17, from 9:00 a.m. until 2:30 p.m. All donors will receive a T-shirt and refreshments.

Health Services and North County Health Services are co-sponsoring FREE HIV Testing for students and staff every Monday from 2:30 p.m. until 4:00 p.m.

Jayne reported that the Health & Safety Expo will be held on October 22, 2003 at the San Marcos Campus. Twenty-one (21) exhibitors have signed up thus far.

5. ASG – Renee Hugo

Renee reported that Amador Soto, ASG President, is working closely with the Smoking Task Force.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac and Don Thompson

Don reported that the UST (Underground Storage Tank) bid came in too high. Eileen Poole, Contracts Office, and Don are working together on other bids.

EH&S is working on the following:

- Updating the Palomar College Safety Manual – it has been difficult paraphrasing the OSHA standards into the manual.
- Improving E-services
- Kelley and Don reported that the waste hauler, IWU, the college has utilized for the last seven years has been investigated by the federal and state authorities over allegations that some of their employees were caught selling drug paraphernalia. Don will be meeting with a representative of the company next week. The college's contract with the waste hauler expires at the end of June 2004 and it is most likely that we will not be renewing our contract with them.

F. New Business

1. Review Role of the Safety & Security Committee – Kelley Hudson-MacIsaac

Kelley read the following statement:

The Safety & Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are:

- *Safety manual*
- *Periodic safety inspections*
- *General security of facilities*
- *Inspection of hazardous materials and equipment*
- *Designation of dangerous areas*
- *General laboratory safety*
- *All manners concerning risk management*

2. Annual Implementation Plan 2003-2004 – Kelley Hudson-MacIsaac

Kelley read the following statement:

"Evaluate and improve district-wide facilities related safety and security throughout the District"

Kelley stated that this committee must be more pro-active (prevent accidents on campus) and conduct regular safety inspections. Ken indicated we need to identify ways to prevent injuries.

Committee representatives suggested the following:

- Acknowledge employees with a monetary reward for best safety recommendation
- Email weekly – monthly handouts on strong issues
- Establish monthly newsletter for campus community
- Establish new Safety position
- Provide JPA safety training for employees (trips and falls, repetitive stress, respiratory, workers comp problems).
- Review Governing Board Policy on Risk Management
- Conduct workers comp analysis (Eileen Bundoc, Nancy Horio and Kelley Hudson-MacIsaac)

3. Fire Gates/Fire Lane between Tennis Courts and "O" Building – Mike Ellis

Mike reported that a number of cars have been using the fire lane between the Tennis Courts and the O Building as a short-cut to Comet Circle. On several occasions, Campus Police has found the gate open. Committee members also expressed concern about the number of vehicles parked alongside the Tennis Courts. Donna will discuss our concerns with Mr. Madrigal and inform him that the gates are to remain locked at all times. Kelley will bring forth the committee concerns to the Administrative Services Planning Council, the Athletics Department and Mr. Madrigal/Student Services.

4. Parking Lot One Pedestrian Access from Transit Center – Kelley Hudson-MacIsaac

Kelley reported that her office had received a complaint from an individual regarding the Transit Center Pedestrian Crossing. The individual reported that the foliage hangs down preventing vehicles from seeing pedestrians in the crosswalk. The committee expressed concern with vehicles that regularly do not stop at the stop sign and with a vehicle parked in the last parking space blocking visibility in that lane. The committee feels that this area is unsafe. Mike Ellis and Jim Stoney will research the above concerns and report their findings at the next Safety & Security Committee meeting on October 1st. It was noted that once the KIOSK is installed these problems should be eliminated. It was the consensus of the committee to have Campus Police enforce issuing tickets for failure to stop at the stop sign.

Kelley will bring forth the committee's request to the Administrative Services Planning Council and the Strategic Planning Council

5. T-Shop Fire Lane – Mike Ellis, Joe Schaeffer, Jon Stone

Mike reported that the City Fire Marshall met with Mike Ellis, Kelley Hudson-MacIsaac, Joe Schaeffer recently and made several suggestions regarding the T-Shop Fire Lane. Suggestions are as follows:

- o If the college identifies the traffic as one-way, the Fire Marshall will allow reducing the clearance to 16' (currently clearance is 25')
- o Turn radius must be wide enough for 24' fire truck
- o Fire lane will encompass building and must be clear at all times
- o Vehicles will not be allowed to stop in the fire lane to load/unload vehicles nor will they be allowed to park on the pedestrian sidewalk

The committee recommended that we consider parking be established in the back for parallel parking if it meets the required codes.

G. Other Items

1. T Building Paint Booth – Brian Engleman

Brian distributed digital photos of the T Building Paint Booth which shows the access blocked by Woodworking materials. The photos detail the following:

- Tarp-covered wood pile blocks only exit from the Auto Body Paint Booth
- Trip and Fall Hazards throughout existing area
- Only access door blocked by wood
- Forklift damage to gas lines

Brian reported that his department has been trying to resolve these issues at the lowest level.

2. S Building Women's Restrooms – Donna Greene

Donna reported that on several occasions she has encountered large pools of water in the S Building Women's Restroom causing the floor to be as slick as ice. Donna shared that she cleans up the pools of water each time she encounters them. Mike Ellis recommended moving the paper towel dispenser directly over the sink.

3. Vending Machines – Mike Ellis

Mike expressed concern regarding the campus vending machines not being bolted down. Ken asked Mike to send him an email regarding this issue. Joe Schaeffer reported that the vending machine located at the T Building is disruptive to classes and asked that it be removed. Joe will email Ken regarding this issue.

H. Adjournment

There being no further business, the meeting was adjourned at 4:41 p.m.

The next scheduled meeting is October 1, 2003