



SAFETY & SECURITY COMMITTEE MINUTES

September 3, 2008

A meeting of the Safety & Security Committee was held on *Wednesday, September 3, 2008, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:05 p.m.

Roll Call

Members Present Theo Brockett, Mike Ellis, Michael Finton, Robert Frederick, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Tom Medel, Lucy Nelson, Donna Renner

Members Absent: Tony Cruz, Jayne Conway, and Dolores Silva; two faculty positions vacant

Ex-Officio Members Present: John Emerson and Katherine Gannett

Guests: Tom Plotts, Campus Police
Sue Mayfield, Health Services

Kelley requested that the agenda be suspended due to a lack of a quorum.

B. Discussion / Information Items

1. Workers Comp

Lucy reported on three months' worth of claims that transpired during the summer months, fifteen (15) claims were processed of which six (6) were Facilities employees, six (6) were first aid, two (2) were slips and falls, five (5) were strains and two (2) were cumulative traumas

Agenda resumed.

A. Minutes – May 7, 2008

MSC Ellis/Jay none opposed

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

2. **Campus Police**

Tom reported that during the months of May through the beginning of September 2008, the following incidents occurred:

35	Graffiti's
7	Vehicle Burglary
3	Locker Burglary
1	Burglary
1	Vehicle Vandalism
6	Petty Thefts
2	Grand Thefts
3	Stolen Vehicles
7	Towed or Stored Vehicles
14	Student Conduct Code Violations
28	Medical Assists
5	Towed vehicles
1	Lost Person
2	Information Only
2	Traffic Accidents
1	Sexual Battery
1	Student Conduct Violation
11	Lost District Keys
3	Information Only Reports
5	Traffic Accidents
1	Missing Property Report
7	Warrant Arrests
1	Found Property
1	Fire
1	Domestic Violence
2	Disturbing the Peace
4	Drug Arrests
1	Weapons Arrest

3. **Risk Management**

Ken briefly shared about an incident that occurred in March of this year where a student was injured while using unsafe equipment. Department knew that the equipment was unsafe; however they chose to do nothing to repair said item.

4. **Health Services**

Sue started to report on the April 2008 Emergency Response and Advanced First Aid Summary report on behalf of Jayne Conway; however the committee informed her Randy and Yvette had given that report at the May 7, 2008 meeting.

Sue asked why the AED's locations were not provided on the college's campus maps; however it was pointed out that these items are on several large campus maps located throughout the campus.

5. **ASG**

No report.

6. **Environmental Health & Safety**

John reported on the following activities that occurred over the summer months:

Began the process of scheduling RFQs for new vendor on lab packing services

- Steam-lining new website for Palomar Environment & Health Safety's page.
- Modified existing hazardous waste yard storage so emergency response gear and spill response gear is more readily accessible.
- Installed five (5) keyboard mouse platforms with arm
- Installed one (1) ergo keyboard
- Installed one (1) ergo mouse
- Installed one (1) foot rest
- Oversaw a pool inspection conducted by the County of San Diego on 7/11/08; two deficiencies were noted regarding the doors/gates. Both deficiencies were corrected prior to the follow-up inspection on 7/18/08.
- Met with Talkaphones representatives and tested various locations for WEBS (wide-area emergency broadcast systems) efficiency on the San Marcos Campus.

a. **Emergency Response Plan Working Group**

Kelley reported that the Working Group will meet in two weeks. In the meantime, Tom Plotts and Kelley will be meeting with the President and the Vice-Presidents.

C. **Action Item/Second Reading**

1. **Yellow Caution Marks around Doorways**

Mike indicated that the Natural Science Building has a big issue with wheelchairs and wanted to know if yellow caution markings are needed on interior doorways (this would not include carpeted areas).

Tom recommended that the Safety & Security Committee obtain input from the Disability Resource Center.

Mike reported that Palomar College is the only school in this area that uses yellow caution markings around doors.

Kelley will follow-up with Candi Francis, Dean for the Math, the Natural and the Health Sciences, which oversees the Natural Science Building. She will also follow-up with DRC and Keenan & Associates.

Pam expressed concerns regarding the Child Care Center gates. Should they post signage that warns individuals to watch their step when entering their facility (Lego's, chalk strewn around)? Kelley replied that even if a sign was posted and someone was injured that individual would still sue the College.

D. **First Reading**

1. **Dogs on Campus**

Tom reported that over the past few months he has noticed a lot of dogs on campus (primarily on leases) and he was wondering what policies the District has in place as he did not see any signs on campus that state "No Dogs on Campus."

He indicated that he didn't think much of it until during the month of July he observed a woman walking her pit bull on campus. Tom is concerned that somebody may be bitten by a dog or attacked, thereby putting the District at risk for a lawsuit.

Kelley reported that the District did, at one time, have a policy stating only trained dogs assisting persons with disabilities were allowed.

Donna indicated that the Communications Office (non-academic) found reference, in the fall 1994 class schedule, to “animals on campus” outlined below:

Animals on Campus

In keeping with the San Diego County Code, dogs or other pets are prohibited on the campus except as formally authorized for such activities as classes or shows. Notification should be given to Campus Patrol (now known as Campus Police) in writing at least three days prior to bringing a dog to class. Permission should be obtained from the administration before dogs can be included in other campus events. Seeing-eye dogs under the direct control of a legally blind person are exempt from this requirement.

Ken reported that certain animals are protected under the Americans with Disabilities Act. He referenced the law that protects individuals who bring a “companion animal” specifically a dog wherever they go – including classes because they may suffer from an anxiety-disorder. Instruction has expressed concern regarding a companion poodle that was recently brought into a classroom on campus. Ken reported that as long as the dog is quiet and not snapping at other individuals, the animal should be allowed to remain in the classroom and not be excluded.

- Motion 1 Establish policy and procedures regarding unauthorized animals on campus <forward to ASPC>.

Ellis/Plotts none opposed

2. **Talkaphones**

No report.

E. **Discussion/Other Items**

1. **Construction Update**

a. **Natural Science Building ADA Crosswalks**

Mike reported that the crosswalk at the NS Building is not a legal crosswalk as it is not ADA compliant. The District's Engineering firm has designed to comply with all ADA requirements. One is the near the north side of the NS building and the other is at the south end. The crosswalk near the NS Building was also mentioned in the District's San Marcos Environmental Impact Report (EIR) as being a major flooding issue. The berms currently that are there were not intended to be a protected crosswalk, but rather water diverters to avoid flooding. When the intersection and crosswalk are reconstructed, the District will install a major collection basin for the storm drain. Project will be put out to bid.

b. **Multi-disciplinary Building & S-Building Sites**

Mike reported that the District saved \$80,000 because we were able to recycle all the concrete, on site, during the demolition phase.

c. **Emergency Boxes**

Emergency box brick enclosures will be constructed along Comet Circle for easy access by Campus Police and the Facilities Department.

d. **Parking Lots 12 and 9F**

Mike reported a new parking lot (9-F) was constructed over the summer months and that parking lot 12 was re-configured to add additional spaces.

e. **Multi-disciplinary Building (MIB)**

Mike reported that the Multi-disciplinary Building is out for bid which closes on Tuesday, September 30, 2008.

f. **SDG&E Tentative Power Outage**

Mike reported that SDG&E has tentatively setup an electrical power outage, to install a new transformer, for Thursday, September 4th, starting at 11:00 p.m. and concluding prior to 7:00 a.m. classes.

g. **Design Process**

Kelley reported that the following projects are currently in design process:

- Performing Arts-Theatre
- T Building Remodel
- Planetarium
- North Education Center
- Escondido Center North Wing Retrofit
- Parking Lots 3 and 5 expansion
- Master Signage
- Fire Access Plan
- ADA Access Plan
- Escondido Center Facilities Master Plan
- North Education Center Facilities Master Plan

2. **Security Cameras Work Group**

No report. The committee has not met for the new school year.

Kelley welcomed Robert Frederick, the committee's new ASG representative. Members introduced themselves.

F. **Safety Concerns**

1. **Library Building @ Comet Circle**

Robert reported that he noticed that there was a vine growing across Comet Circle by the Library; however vine has already been removed.

2. **Vehicles driving between GJ/SC Buildings to access Comet Circle**

Donna reported that over the summer and prior to the fall semester starting she has observed several vehicles cutting through from the NS Building perimeter road driving between the GJ & SC Buildings on the sidewalk to access Comet Circle even though there is signage indicating that the road is not a thoroughfare.

3. **New Campus Police Scooters**

Tom reported that the new scooters have cut down on the Police's response for assistance.

4. **Transit Center Yield Sign/Stop Sign**

Tom recommended that we install a yield sign instead of a stop sign on the pavement instead of a stop sign as Campus Police has issued 340 citations to individuals for running the stop sign trying to make the green light.

Mike replied that this area has been brought forward to the Safety & Security Committee before and the committee representatives concluded that it was safer to have a stop sign installed versus a yield sign.

5. **Campus Police Building Generator Insufficient to Handle Power Outages**

Tom reported that the Campus Building generator is insufficient to handle the Dispatch Center during power outages. During the recent power outages, the Dispatch Center went down three times during a 35-minute period. Tom indicated that this issue puts the District at a catastrophic risk.

G. **Adjournment**

There being no further business, the meeting was adjourned at 3:12 p.m.

Reminder: Next meeting is scheduled for
Wednesday, October 1, 2008, 2 p.m., Room RS-5