



SAFETY & SECURITY COMMITTEE MINUTES

September 7, 2011

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, September 7, 2011, at 2:00 p.m.*, was held in RS-5. Kelley Hudson-MacIsaac called the meeting to order at 2:01 p.m.

Roll Call

Members Present: Brian Engleman, Jayne Conway, Tony Cruz, Michael Finton, Kelley Hudson-MacIsaac, Lisa Hornsby, Ken Jay, Carl Lofthouse, Marilee Nebelsick-Tagg, Donna Renner, and Shayla Sivert

Members Absent: Lisa Bertotti, Tom Medel, Jaime Moss, Pam Keinath and Dolores Silva

Ex-Officio Members Present:
John Emerson, Katherine Gannett and Lucy Nelson

Kelley and the committee welcomed new faculty representative Carl Lofthouse.

A. Minutes – May 4, 2011

MSC (Nebelsick-Tagg/Jay) to approve the May 4, 2011 meeting minutes as corrected.

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

B. Discussion/Information Items

1. Workers Comp

Lucy reported that for the months of May 2011 through August 2011, 12 (12) workers' comp claims were processed which included four first aids, three claims from Facilities, three slips/falls (uneven sidewalks), one CT (continuous trauma) and one non-industrial claim.

2. **Campus Police**

Tony Cruz reported that for the months of May 2011 through August 2011, the following incidents occurred:

Incident Count	Description	Incident Count	Description	Incident Count	Description
1	Arrest		Assault		Burglary
3	Drugs-marijuana	3	Vandalism		Forgery
	Fraud	34	Graffiti		Grand Theft
	Harassment		Hit-and-Run		Impounded Vehicle
	Indecent Exposure	9	Information Only		Lewd Conduct
4	Locker Burglary		Lost and Found	5	Lost District Keys
19	Medical Assists		No License		Non-Injury Accidents
6	Petty Theft		Sexual Battery		Stolen Property
	Suspicious Activity				
	Stolen Vehicles	9	Student Code Violations		Criminal Threat
1	Towed/Stored Vehicles		Traffic Accidents	2	Missing Property
5	Vehicle Burglaries	2	Vehicle Vandalisms	1	Domestic Violence
3	Weapons Violation		Water Leak	1	Recovered Stolen Vehicle
2	Accident Report	1	Battery		

Tony reported that Campus Police is “on-the-attack” with skateboard violators. In the last two weeks, several incidents were documented:

- ♦ Skateboarder ran into an instructor at the MD Building
- ♦ Skateboarders were found skateboarding inside the NS Building hallways
- ♦ Skateboarders were found skateboarding inside the MD Building compound

Tony reported the procedures:

College Students

- ♦ First Violation: A field interview shall be conducted and the student’s name(s) placed into a Master Name File.
- ♦ Second Violation: A student conduct violation shall be written and forwarded to the Office of Student Affairs.
- ♦ Third Violation: The student shall be cited pursuant to the San Marcos Municipal Code and the Escondido Municipal Code as appropriate.

Non-Students

- ♦ First Violation: A field interview shall be conducted and the individual’s name(s) placed into a Master Name File.
- ♦ Second Violation: The individual shall be cited pursuant to the San Marcos Municipal Code and the Escondido Municipal Code as appropriate.

The above is a guideline. If the severity of the situation is perceived as a serious threat to the safety of the campus community, a citation may be written at any time. A citation may also be written in conjunction with a referral to Student Affairs.

Kelley indicated that the student parking lot situation has appeared calm for the fall 2011 semester. Tony reported that students have found alternate places to obtain free parking: the closed gas station at the corner of Los Posas and Mission Roads, the North County Transit District’s Sprinter Station parking lot and nearby housing neighborhood on Avenida Azul.

Kelley shared that a final assessment should be taken this week to determine whether or not to close Parking Lot 9 Dirt Lot.

3. **Risk Management**

No report.

4. **Student Health Services**

Jayne stated that the Emergency Response Summary Report for both the San Marcos Campus and the Escondido Center were unavailable for reporting. Her staff will forward the report to Donna Renner for uploading to the Safety & Security Committee website.

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

Jayne announced that Student Health Services is sponsoring a Blood Drive at the San Marcos Campus the week of September 12th through 16th.

Sign up information: Call Health Services at 760/744-1150, extension 2380 or stop by at Student Health Services. Potential donors may also sign up online at www.redcrossblood.org (code Palomar SM). A good breakfast or lunch prior to donation is highly recommended.

Jayne reported that the campus community was emailed the following smoking cessation handouts:

- ♦ Medi-Cal Does it Again: Quitting Smoking Just got Easier
- ♦ Quit Smoking Help & Resources

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

A total of \$6000 was provided to design and create the new Tobacco-Free/Smoke Free banners posted at the Escondido Center and the San Marcos Campus.

Jayne reported that Student Health Services is relocating to Building "NO" on October 1st; however they may not be open during the transition. Campus Police will be the "first responder" during this time.

5. **ASG**

An ASG representative has not yet been assigned to our Committee.

6. **Environmental Health & Safety**

John reported that for the months of May 2011 through August 2011, the following activities occurred:

- Processed one lab pack on 8/19/2011
- Maintains District's strict storm water control with the seven (7) active construction projects.
- Processed 28 ergo evaluations
- Installed 21 keyboard trays
- Received 15 safety items of which 13 have been corrected
- Attended OSHA training
- Conducted forklift training
- Conducted fall-safety training (ladders) for Print Services personnel

- Served as Incident Commander for two separate incidents:
 - ♦ A truck driver for a diesel company drove over an embankment in Parking Lot 2. Two tow trucks were required to pull truck out and the Hazmat truck responded just in case there was a spill.
 - ♦ Power outage (caused by squirrel) on July 27, 2011

It was noted that communications has improved greatly and that the Instruction Office responded quickly.

- Keenan & Associates recently provided an in-house review (John: need more information, please)

Since several members of the Safety & Security Committee regularly have to leave our meeting to attend the Benefits Committee leaving our committee without a quorum, Kelley proposed changing the start time from 2:00 p.m. to 1:00 p.m. Paperwork will be submitted to the Strategic Planning Council.

C. Action Item/Second Reading

There were no second reading action items.

D. First Reading

There were no first reading items

E. Discussion/Other Items

1. Overview of Role of Safety & Security Committee

Kelley distributed a handout of the role of the Safety & Security Committee which involves the following: safety manuals, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

Our committee spent far too much time last year on smoking issues which has nothing to do with safety and security.

Kelley directed committee member to peruse the handout especially the role and products listed. Email her a list of items you feel may need to be added, modified or deleted. We will tackle this assignment as part of our goals for FY2012.

2. Emergency Training & Drills for Campus Employees

It was the consensus of the Safety & Security Committee to create a Preparedness Working Group to meet and discuss implementing emergency training for campus employees. This group consists of the following employees: Kelley Hudson-MacIsaac, John Emerson, Tony Cruz, Carl Lofthouse, Michael Finton, Shayla Sivert, Don Sullins and Laura Gropen.

3. Construction Updates

Kelley gave an update on the construction projects on campus, which include: the closure of Parking Lot 11, MD Building Crosswalk, the IT and Planetarium Construction Sites, Parking Lots 3 and 5 and the purchase of land behind the closed gas station on the corner of Los Posas and Mission Roads. This land will be used for the construction workers.

F. Safety Concerns**1. Library Disaster Class**

Katherine reported that tonight, Wednesday, September 7, 2011, the Library was hosting their annual disaster class at 6:00 p.m.

2. NS Building/Comet Circle Intersection

Brian reported that there is still a problem with students illegally crossing at the intersection near the NS Building to which Kelley replied that it is really a landscaping issue.

3. HS Building Women's Restrooms

Marilee reported that water tends to gather on the shelving units directly under the towel dispenser in the women's restrooms.

G. Adjournment

The meeting adjourned at 3:41 p.m.

Reminder: Next meeting is scheduled for
Wednesday, October 5, 2011, 2 p.m., Room RS-5