



SAFETY & SECURITY COMMITTEE MINUTES

September 16, 2009

A meeting of the Safety & Security Committee was held on *Wednesday, September 16, 2009, at 2:00 p.m.*, in RS-5.

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:00 p.m.

Roll Call

Members Present Monique Alegre, Tony Cruz, Mike Ellis, Kelley Hudson-MacIsaac, Ken Jay, Brady Lawrence, Sue Mayfield (designated representative for Jayne Conway), Marilee Nebelsick-Tagg, Donna Renner, Dolores Silva and Brenda Wright

Members Absent: Debbie Allen, Jayne Conway, Michael Finton, Pam Keinath, Tom Medel, Jaime Moss

Ex-Officio Members Present: John Emerson and Katherine Gannett

Guests: Carol Gidner (for Pam Keinath)

A. Minutes – May 6, 2009

MSC Jay/Ellis none opposed

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

Kelley welcomed Brady Lawrence, Marilee Nebelsick-Tagg and Brenda Wright. Members introduced themselves.

B. Discussion/Information Items

1. Workers Comp

Monique reported that from May 2009 through August 2009, thirteen claims were processed; six of which were First Aid, three of which were Facilities employees.

2. Campus Police

Tony reported that from May 2009 through September 16, 2009 the following incidents occurred:

16	Graffiti's	1	Stolen Vehicles (Lot 9)
3	Locker Burglary	6	Towed Vehicles
0	Harassments	19	Medical Assists
11	Student Code Violations	2 drugs 2 alcohol	Arrests (drug/alcohol)
2	Information Only	15	Lost District Keys
0	Threat	0	Fraud
1	Vandalism	1	Vehicle Vandalism
1	Student w/Weapon	1	Grand Theft

1	Sexual Battery	3	Assaults (parking lot spaces)
10	Petty Thefts	9	Vehicle Burglaries (four specifically related to GMC Sierra Trucks)
1	Hit & Run (Lot 1)		

3. **Risk Management**

Ken reported that CW Driver, Construction Management firm for the Multi-Disciplinary Building, recently received the CAL/OSHA Golden Gate award¹ which is awarded for small high-hazard employers and is site specific. Employers must have an established, minimally effective injury and illness prevention program in order to receive recognition.

4. **Health Services**

Sue read the annual Emergency Response and Advanced First Aid Summary Report for 2008-2009.

The Emergency Response and Advanced First Aid Summary Report for August 2009 has been uploaded to the Safety & Security Committee webpage.

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

5. **ASG**

Brady reported that a lot of students had complained to the Associated Student Government about the closing of the LOT 9 dirt lot. Brady was informed that the overflow parking in this lot is only open for the first two weeks of school and then it is closed permanently until the next semester begins.

Brady was also informed that this area will be the location of the new Baseball Fields.

6. **Environmental Health & Safety**

John reported on the following activities that occurred during the month of August 2009:

- Installed four (4) ergonomics
- Received two (2) indoor air quality reports – both cases are currently pending
- Escondido Center Teacher's Learning Center
- Processed lab packs
- Clarifiers were pumped and emptied at the C-Building, Facilities Department Shops and the T-Building.

¹ The following is what is required to be considered for Golden Gate:

- Requests and receives a full-service on-site visit by the CAL/OSHA Consultation Service at the worksite to be evaluated.
- Employs at least one employee at the worksite evaluated
- Company meets the definition of CAL/OSHA Consultation Services high hazard employer.
- Company has had no final order willful, repeat, or willful-repeat citations at the worksite within twenty-four (24) months from the date of the opening conference, and no serious citations related to a serious injury or exposure at the worksite within twelve (12) months prior to the date of the opening conference.

C. Action Item/Second Reading

There were no second reading action items.

D. First Reading**1. 2009-2010 Flu Season**

Kelley stated that this item should have been placed under "Section E - Discussion/Other Items"

Kelley reported that the District is following the [Center for Disease Control's](#) guidelines for this year's flu season and that the Pandemic Flu Working Group consisting of members, Jayne Conway, Tony Cruz, John Emerson, Laura Gropen and Kelley, have been meeting regularly over the summer to keep the District's Administrators up-to-speed on the CDC's recommendations.

Environmental Health & Safety Office had Center for Disease Control Flu Posters placed in all Districts' classrooms, on both the Escondido Center and the San Marcos Campus, by our Facilities/Custodial staff.

John reported that alcohol-based disposable hand wipes have been placed in all classroom labs.

Kelley reported that the "Working Group" will be meeting with Bonnie Dowd and Mark Vernoy next week to solidify recommendations as every institution has instituted a plan. Kelley also reported that her office is co-sharing information with CSU – San Marcos.

Committee members also discussed the H1N1 and Flu vaccines. Recommendations were given to take the Flu vaccine first, wait approximately three-to-four weeks and then take the H1N1 vaccine. Neither vaccine is yet available in Health Services.

Brenda asked if the District can keep employees, and students, update-to-date on the latest pandemic flu information and that everyone be made aware that if you are sick – stay home. An easy way to prevent infection is to simply wash-your-hands.

Kelley asked committee members to email her if they have any other questions or concerns.

E. Discussion/Other Items**1. Construction Update****a. Multi-disciplinary Building (MIB)/Building S (Health Sciences)**

Kelley reported that the Health Sciences Building is on schedule to be opened for classes in fall of 2010 (project will actually be completed in April 2010; however it will take months of coordination to relocate the disciplines into the new building).

Kelley reported that the Multi-Disciplinary Building is on schedule to be opened for classes in spring 2011 (project will actually be completed in fall of 2010; however it will take months of coordination to relocate the disciplines into the new building).

b. **High Voltage Upgrade Project**

SDG&E will be on campus on Thursday, September 17, 2009, installing new electrical poles on Comet Circle from LOT 12 to Mission Road in preparation for the High Voltage Upgrade taking place during the Holiday/Semester Break.

Kelley recommended that everyone read Donna's general information emails about Construction Updates.

c. **IT Building**

Project is currently in DSA (Division of the State Architect) Plan Check; however it should be ready next week. Construction scheduled to begin in December 2009/January 2010.

d. **Theatre Expansion**

Project is currently in DSA (Division of the State Architect) Plan Check and it should be finished in October 2009. Construction scheduled to begin in December 2009/January 2010.

e. **Soccer Field Safety Apron**

Project has been approved by DSA (Division of the State Architect) and the work is scheduled during the Holiday/Semester Break.

f. **Natural Science Building Crosswalk**

Project has been approved by DSA (Division of the State Architect) and the work is scheduled during the Holiday/Semester Break.

2. **Dogs on Campus**

No report.

3. **Escondido Center Child Development Center Lack of Parking Spaces**

Carol Gidner (representing Pam Keinath) asked if the upcoming upgrade to the Escondido Center will include more parking spaces for the Child Development Center. Mike/Kelley replied no.

Carol reported that they have 41 parents dropping off students between the hours of 8:00 a.m. to 8:30 a.m., with pickup between 11:30 a.m. to 12:00 p.m. and they only have two designed parking spaces.

Mike recommended that Carol inform Pam to submit a proposal to the Facilities Review Committee.

4. **Lack of Recycling at Escondido Center**

Katherine expressed concern about the lack of recycling service available at the Escondido Center. Mike explained that the campus recycling program is self-supportive and that we only have enough funding to support one part-time student on the San Marcos Campus.

F. Safety Concerns**1. Excessive Skateboarding**

Brenda expressed concern about the increased popularity of skateboarding on the San Marcos Campus.

Tony responded that an Administrative Procedure (number to be assigned) is currently going through the Governance Process and will allow the Campus Police to enforce the following:

College Students

- First Violation: A field interview will be conducted and the parties name placed into a Master Name File.
- Second Violation: Student Conduct Violation will be written and forwarded to the Office of Student Affairs
- Third Violation: Student will be cited pursuant to San Marcos Municipal Code 12.24.020 SMMC

Non-Students

- First Violation: A field interview will be conducted and the parties name placed into a Master Name File.
- Second Violation: Student will be cited pursuant to San Marcos Municipal Code 12.24.020 SMMC

2. Skateboarders Maneuvering Unseen between Vehicles in Parking LOTS 1 & 2

Ken reported on several occasions he has witnessed students skateboarding between vehicles in LOTS 1 and 2. His concern specifically stated that the students pop down on their skateboards to avoid hitting the vehicle mirrors and then they pop back up – drivers cannot see them until they are right on top of them. So far, no students have been hit while doing this maneuver; however Ken wants the campus to be aware.

3. IPOD Wearing Students Walking in front of Campus Maintenance Vehicles

Donna reported that on several occasions at the perimeter road between “Redwood City” and the Natural Science Building, students wearing IPODS have stepped out between the buildings directly in front of campus maintenance vehicles – so far no one has been hurt; however she is worried that a student may be hurt as vehicles travel up this road on occasion to utilize the 20-minute unloading zone.

4. Staff Building 4 Stairwell Smoking Issue

Dolores reported that a lot of people are smoking in the stairwell at Staff Building 4 and she would like signage installed informing them of the District's no smoking policy.

Dolores was directed to contact Jayne Conway, Health Services, for a sign.

5. Sharps Container for Life Sciences

Brady requested assistance on the proper way to dispose of items into a Sharps Container. John will provide training.

G. Adjournment

There being no further business, the meeting was adjourned at 3:10 p.m.

Reminder: Next meeting is scheduled for
Wednesday, October 7, 2009, 2 p.m., Room RS-5