



SAFETY & SECURITY COMMITTEE MINUTES

October 2, 2002

A meeting of the Safety & Security Committee was held on *Wednesday, October 02, 2002*, at 3 p.m., in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:05 p.m.

B. Roll Call

Members Present Donna Baughn (ex-officio), Eileen Bundoc, Max Cregar (ex-officio) Mike Ellis, Jo Anne Giese, Toni Griffith, Donna Greene (ex-officio), Ed Groschwitz, Kelley Hudson-MacIsaac, Ken Jay, Steve Kirby, Jim Stoney and Don Thompson

Members Absent: Cynthia Anfinson, Donna Baughn (ex-officio), Norma Bean (ex-officio), Eileen Bundoc, Barbara Clay, Jayne Conway, Michael Finton, Katherine Gannett, Carol Gidner, Pam Keinath, Pat Larmer (ex-officio), Jason Roach, Mike Rourke (ex-officio), and Pam Webb (ex-officio)

Guests Present: Glynda Knighten

C. Minutes

The proceedings of the meeting of September 11, 2002 were approved (Jay/Stoney)

D. Unfinished Business

1. Automated External Defibrillators (AEDs) – Kelley Hudson-MacIsaac

The meeting to discuss the AEDs has still not been scheduled. Kelley will follow-up with Pam Webb. It is imperative that we meet ASAP regarding these units. Jim Stoney shared that a vendor had proposed a discount of 40-45% if these units were ordered by the end of this month. Toni has also met with the vendor and has additional information and materials regarding these units if anyone is interested.

2. Safety Inspections – Kelley Hudson-MacIsaac

Kelley briefly informed the committee that we need to start doing safety inspections (required by Cal-OSHA) of the campus departments/buildings. Kelley distributed campus maps to those members present asking them to choose an area (each member was to indicate on the signage sheet which area they will be inspecting). Safety inspections sheets will be distributed next week to all members.

E. Reports

1. Campus Police – Jim Stoney

Jim stated that there is printout available at this time. There was a major arrest (narcotics) that occurred last week in the Arboretum. Initial call received at Campus Police Dispatch was that there was a party going on in the Arboretum. Upon arrival, the Campus Police discovered a Palomar College student distributing narcotics to individuals. This individual, and another individual detained, lives on Borden Road. According to the San Marcos Sheriff this individual is a major player in narcotics. Jim distributed pictures of the items taken from this individual at the time of his arrest. Besides narcotics this individual had several paint ball guns and grenades, which to the naked eye looked extremely realistic, and if this individual had not complied with the officers present there could have been a shooting. Toni asked for copies of these pictures to distribute to the EME students at the Escondido Campus.

Jim also shared that the Campus Police Officers are developing a campus watch system similar to the neighborhood watch system¹. These officers can be involved in the safety inspections of department/buildings on campus. Jim will have Mike V contact Kelley regarding this system.

2. Risk Management – Ken Jay

Last week a student tripped, breaking her arm and suffering several facial cuts, over a piece of rebar sticking up through the ground (planter area) near NA-3. While Ken was inspecting the area with Kelley and Don it was noted by several passing students that students are always falling over "that trippy thing." Kelley emphasized, and Ken agreed, that it is our responsibility to check for potential hazards on campus and to report these hazards immediately to her or Don.

While in the same area, Don found an abandoned, thick, electrical cable running along the planter area into the cement. Mike believes that it was probably an old computer cable.

3. Workers Comp – Eileen Bundoc

Eileen reported the following:

- One employee standing on a pile of dirt by the dumpsters fell on his back. He is responding well to physical therapy.
- One employee reported that a foreign object from an HVAC unit fell into their eye. Employee was checked out by their physician and was cleared to return to duty.
- One employee reported that they were demonstrating a dance movement and their ankle popped.
- One employee reported that when driving a electric cart with their foot hanging out of the cart, injured their ankle
- One employee brought their chair (purchased in 1987 by Workers Comp) into HR and asked for it to be repaired. Kelley informed Eileen that Facilities does not repair chairs. Eileen noted that the employee has not returned for the chair even though it has been in their office several weeks. Kelley stated that her office can give this employee an ergonomic evaluation but it is up to the employee to contact her office regarding an appointment.

¹ Neighborhood Watch is undoubtedly one of the oldest and most well-known ("extra eyes and ears") crime prevention concepts in history. Most neighborhood crime prevention groups are organized around a block or a neighborhood. Most of these programs are started with assistance from a law enforcement agency. Most programs make use of volunteers who donate time, and perhaps some resources; and many have no formal budget or source of funding.

4. Health Services – Jayne Conway
There was no report.

5. ASG
There was no report.

6. EH&S – Don Thompson

Don reported that the lab pack was taken off-campus and that 500 pounds of monitors were removed. Kelley and Ken stated that this is a big issue as old computers are considered hazardous waste. Ken shared that the Warehouse is full of old computers and they hope to have a public auction soon to remove these items from campus. Don is also updating our campus map system.

F. New Business

1. Yield Signs/Front Exit – Jim Stoney

Jim briefly shared that he has received a letter from the North County Transit District (NCTD) about replacing the yield signs at the front entrance with stop signs and to paint STOP in three-foot high letters across the roadway. Drivers do not seem to understand the meaning of the Yield Signs currently in place. The buses have the right-of-way when coming onto the campus and the signage is clearly marked indicating this. It was the consensus of the committee to have the yield signs replaced with stop signs. Mike recommended that a Facilities Work Request be processed so that this request can be scheduled.

Mike informed everyone that the engineer is coming back to re-evaluate the front entrance of the campus with emphasis on the crosswalk area. Campus Police will be moving by January 2003 and an information kiosk will be installed at the front entrance.

2. Parking Lots 1, 2 and 15 – Jo Anne Giese

Jo Anne shared that Bob Gilson, Performing Arts, had contacted her recently to complain about the parking procedures in effect at the college. His complaint resolved around a CSO who had turned away students after 6pm who were trying to park in LOTS 1 and 2. It was noted that there has been no change in the parking policy/procedures since the system was revised last year. All students are to park in student lots only. Bob's main concern revolved around patrons attending theatre events on the weekends and students (8 years to 18 years) participating in the youth orchestra on weeknights. Jim indicated that his staff does not turn away Patrons nor do they turn away the parents dropping off/picking up their students for youth orchestra. LOT 15 is used for students/visitors only. LOT 1 is used for staff and on the weekends for ASYO Soccer and Sporting and Theatre events. Jo Anne will report back to Bob.

3. Trip Hazards – Kelley Hudson-MacIsaac

Kelley emphasized that all hazards are to be reported immediately to her or Don. Jo Anne reported that every morning she notices the middle school students skateboarding down the ramp that leads to the pool and racquetball court. She is not sure what can be done about this but she wanted us to be aware of it. Kelley briefly shared that Katherine Gannett had some concern regarding the DSPS electric carts but Katherine had not given any detail on this matter. Donna reported that she often sees the DSPS cart drivers coming up the main sidewalk during the banned hours (7:30 a.m. to 1:30 p.m.). Kelley indicated that the DSPS cart drivers are the worst offenders of this policy and they drive too fast. All cart drivers should be driving at a speed consistent with a normal person's walking pace. Kelley will email Dean Telson regarding this matter.

G. OTHER ITEMS

1. Escondido Center Smoking Issue

Toni asked for status on obtaining non-smoking signage for the 600 wing at the Escondido Center. Don will provide "no smoking beyond this point" and tape these signs to the windows. Kelley commented that at this time we couldn't mount permanent signs on the building.

Donna briefly shared that a lot of staff members are not adhering to the policy that they stand at least 7-1/2 feet away from a building while smoking. Donna feels that a general information reminder should be sent out to the campus community through the IS Helpdesk notification system.

2. Non-Employee/Non-Student Issue

Max briefly shared that there is an individual who frequently hangs around the art complex using equipment even though a person is no longer employed (faculty) by the district nor is this person enrolled in classes. Max indicated that he has reported this individual several times to his immediate supervisor and his Dean with no response. Max feels that there is an accident waiting to happen. Max also indicated that this person has sued the district in the past (disability issue). Jim Stoney stated that this person has been arrested several times for loitering on district property. Max will draft a letter to Kelley and Ken regarding this issue.

3. Escondido Center Signage

Glynda briefly shared that Jimmy Diaz requested signage for the 600/700 wing at the Escondido Center and she asked what procedure should she follow to obtain the signage. Kelley informed her that she needs to bring this request forward to the Facilities Master Planning Committee.

H. Adjournment

There being no further business, the meeting was adjourned at 4:00 p.m.