



## **SAFETY & SECURITY COMMITTEE MINUTES**

October 4, 2006

A meeting of the Safety & Security Committee was held on *Wednesday, October 4, 2006, at 2:00 p.m.*, in RS-5.

### Call to Order

Kelley Hudson-MacIsaac, chairperson, called the meeting to order at 2:03 p.m.

### Roll Call

**Members Present** Jayne Conway, Tony Cruz, Mike Ellis, Nancy Horio, Kelley Hudson-MacIsaac, Ken Jay, Tom Medel, Karen Mifflin, Steve Perry, Donna Renner, Don Thompson (for Silva)

**Members Absent:** Norma Bean, Tanisha De La Torre (ASG Rep), Michael Finton, Pam Keinath, Dolores Silva

**Ex-Officio Members Present:** Lucy Nelson

**Ex-Officio Members Absent:** None

### A. Minutes – September 6, 2006

MSC Jay/Perry none opposed

Modify D.1. First Reading/Cell Phone Usage while Driving District Vehicles. Add sentence to say: Campus Police will address their area through their own "Standard Operating Procedures."

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

### B. Discussion/Information Items

#### 1. **Workers Comp – Lucy Nelson**

Lucy reported that during the month of September 2006, there were seven workers' comp claims – two were "First Aid" and one was a Facilities employee. There seems to be a run on Carpel Tunnel Syndrome.

#### 2. **Campus Police – Tony Cruz**

Tony reported the following activities that occurred during the month of September 2006:

- Six graffiti reports (five of which were for the Library and one for the LOT 12 banner)
- Two 594's (vandalism at the Escondido Center)
- Eight 488's (petty theft)
- One 487 (grand theft/P-Building: purse with credit cards)
- Three 459's (burglary/Men's Locker Room: \$17; Locker: books)
- One battery (Bookstore: student irate, threw book at employee)
- Traffic Collision/LOT 1: Student with learner's permit – Dad in passenger seat – backed up and hit Joe Madrigal's car which in turn hit another car – student was devastated.

- Vehicle hit Pedestrian/Comet Circle @ LOT 12: Male student driver hit female student in crosswalk
- Three Hit-and-Runs (LOTS 1, 8 and 12).
- One stolen vehicle (LOT 15)
- One arrest (marijuana)

Steve reported that in the City of San Luis Obispo as soon as a pedestrian enters a crosswalk, to cross the street, the crosswalks light up – this occurs during the day and night.

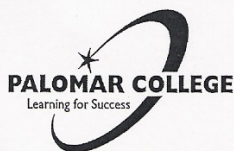
Kelley reported that at the University of Redlands, once a pedestrian enters the crosswalk, stoplights are immediately activated.

3. **Risk Management**

Ken had nothing to report.

4. **Health Services – Jayne Conway**

Jayne distributed copies of the Emergency Response and Advanced First Aid Summary Report for September 2006:



## HEALTH SERVICES

October 3, 2006

---

**TO:** Joseph Madrigal, Assistant Superintendent, Vice President, Student Services

**FROM:** M. Jayne Conway, R.N., M.S., Director, Health Services

**SUBJECT:** Emergency Response and Advanced First Aid Summary Report

---

Health Services responded to the following number of emergencies, and advanced first aid for September of 2006.

### Emergency Response and Advanced First Aid

|                                    | San Marcos Campus |          |       |  | Escondido Center |          |       |       |
|------------------------------------|-------------------|----------|-------|--|------------------|----------|-------|-------|
|                                    | Student           | Employee | Other |  | Student          | Employee | Other | TOTAL |
| Emergency Response on Campus       | 4                 | 2        | -0-   |  | -0-              | -0-      | -0-   | 6     |
| Emergency Response Health Services | 3                 | -0-      | -0-   |  | -0-              | -0-      | -0-   | 3     |
| Advanced First Aid Health Services | 8                 | 4        | -0-   |  | 2                | -0-      | -0-   | 14    |
| Medical Injury Reports             | 9                 | 3        | -0-   |  | 1                | -0-      | -0-   | 13    |
| Psychological Health Crises        | -0-               | -0-      | -0-   |  | -0-              | -0-      | -0-   | -0-   |
| Referred Directly to MD            | 4                 | -0-      | -0-   |  | -0-              | -0-      | -0-   | 4     |
| 911 to Hospital                    | 1                 | 1        | -0-   |  | -0-              | -0-      | -0-   | 2     |
| <b>TOTALS</b>                      | 29                | 10       | -0-   |  | 3                | -0-      | -0-   | 42    |

Please see the attached copies of the 2006 – 2007 Emergency Response and Advanced First Aid Monthly Reports for the month of September.

### Advanced First Aid Report September 2006

|                 |         |          |                          |                |                                                                                                                                  |                       |         |
|-----------------|---------|----------|--------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|
| 9/18/06<br>1815 | Walk-in | Employee | Abrasion LL<br>hand      | F-21           | Assessment<br>Control<br>bleeding,<br>wound care,<br>Band-<br>Aid/dressing,<br>patient<br>education,<br>Medical Injury<br>Report | Went back to<br>work  | 25 min. |
| 9/26/06<br>1130 | Walk-in | Student  | Laceration<br>Right-Hand | Parking Lot #9 | Assessment<br>Control<br>bleeding,<br>wound care,<br>Band-<br>Aid/dressing,<br>patient<br>education,<br>medical Injury<br>Report | Went back to<br>class | 15 min. |
| 9/27/06<br>1130 | Walk-in | Employee | Injured Left-<br>Hand    | P Building     | Assessment<br>Ice pack,<br>patient<br>education,<br>Medical Injury<br>Report<br>Workers Comp<br>telephone<br>consult             | Concentra             | 15 min. |

Health Services has flu shots available for students and employees beginning Monday, October 9, 2006. Jayne reported that Health Services will be having open appointments and/or Palomar College Nursing Student supervised clinics on select days. Health Services is currently seeing the light flu now and are encouraging everyone to use good hand washing habits and/or use Purell Hand Sanitizers. Costs are \$15 for students and \$20 for staff.

Jayne also reported on the Tree of Remembrance in recognition of Breast Cancer Awareness Month. On Tuesday, October 24, 2006, the tree, along with some information on Breast Cancer will be located on the second floor of the Library on the San Marcos Campus. Ribbons will be available next to the tree.

November is Lung Cancer Awareness Month. The Great American Smokeout occurs on Thursday, November 16, 2006. If you smoke, the American Cancer Society can help you kick the habit.

Free HIV Testing will occur sometime in November 2006.

5. **ASG**  
There was no one present to provide a report.

6. **Environmental Health & Safety – Kelley Hudson-MacIsaac**

Kelley reported on the following activities:

- Six work stations evaluations were processed.
- One ADA accommodation was processed.
- Forklift Training will be provided by Keenan & Associates on Thursday, October 12, 2006.
- Don purchased four emergency ladders for the AA/ST Buildings
- Fire Department determined that there was not an egress issue within the Art Department (whereas there is not an accessible environment where people cannot enter and use safely and independently and can reach a place of safety in the event of an emergency).

C. **Action Items/Second Reading**

1. **Cell Phone Usage while Driving District Vehicles**

Donna distributed the draft procedures for the proposed Cell Phone Usage while Driving District Vehicles. Each committee representative was directed to take these procedures back to their constituents for feedback. Please email Donna with any changes prior to our next meeting.

Several of the committee members asked about driving while text-messaging and talking to passengers. Donna will investigate these issues and bring back her findings to our next meeting.

Karen asked if Campus Police will follow the new law and Tony responded yes.

Don inquired about individuals using portable radios while driving maintenance carts. Donna gave an example on how she utilizes her radio while driving on campus. If someone contacts her while she is driving the cart, she immediately pulls over and stops the cart to respond. Once the radio transmission is over she starts the cart and continues on her way.

2. **ADA Access – Borden Entrance Sidewalk**

Kelley reported that all curb cuts have been made for ADA Access to the sidewalk at the Borden Entrance.

3. **Parking Lot 12/Pedestrian Safety**

Mike Ellis and Tony Cruz both expressed concerns about liability issues with this area/traffic safety risks. Tom reported that there are problems going and coming from this lot with students walking and talking on their cellular phones and not paying attention to the traffic.

Kelley indicated that this is an issue that is beyond the ability of the Safety & Security Committee to handle. It requires a Traffic Engineer. It should be submitted through the Annual Implementation Plan as a traffic safety issue.

D. **First Reading**

1. **Wrong Way Drivers/Comet Circle**

Kelley reported that her office has received complaints that during the weekend drivers are leaving Lots 3 and 5 by making a left-hand turn onto Comet Circle to access Mission Road. There are no Campus Police Officers on duty during these hours. Ken suggested that we coordinate with the City of San Marcos to provide camera enforcement at this intersection.

Donna indicated that she could place a “warning” on her approval letters to applicants for Use of College Facilities to not exit the campus going the wrong way toward Mission Road.

Kelley reported that the Facilities Review Committee originally approved converting Comet Circle to two-way traffic to Borden Road but the Facilities Review Committee did not see an advantage at this time so it was denied

2. **Emergency Response Plan**

Kelley referred to Strategic Plan 2009, Action Item#19: Emergency Response Plan. This plan is being updated and activities for the implementations will be brought forward.

3. **Child Care Center Safety Issues**

Kelley distributed a handout, provided by Pam Keinath/Child Care Center, of the Child Development Proposals to meet Safety needs as a result of the SWACC Inspection of December 2005:

|                                                                                             |          |
|---------------------------------------------------------------------------------------------|----------|
| • Replace Building-1 front structure and installation                                       | \$17,000 |
| o Grade and add safe fall zone                                                              | \$ 8,000 |
| • Replace Building-1 backyard climber                                                       | \$17,000 |
| o Purchase steps to replace crates                                                          | \$ 500   |
| • Remove Building-2 tires on fort; replace ladder                                           | \$ 1,600 |
| • Repair fiberglass on existing tunnel/parental labor                                       | \$ 100   |
| o Replace tunnel                                                                            | \$ 4,500 |
| • Remove Building-2 backyard shade structure and<br>Replace with engineered shade structure | \$16,000 |
| • Fall turf in swing part of Building-3                                                     | \$18,000 |
| o Redo tire swing                                                                           | \$ 1,000 |
| o Railing around sandbox at Building-3                                                      | \$ 5,000 |

Kelley reported that a lot of the existing equipment at the Child Care Center is homemade that makes it a liability issue for the District. We want to provide a safe environment for the children and less liability for the District.

Motion: Move request to the Administrative Services Planning Council for consideration of funding.

MSC Jay/Thompson None opposed

4. **Annual Implementation Plan (and One-Time Funds)**

Kelley directed committee representatives to think about potential projects and to email them to her.

5. **Ergonomic Chairs**

Kelley reported that she made a presentation to the Human Resources Planning Council on Tuesday, October 3, 2006, on ergonomic chairs. Kelley distributed a copy of a Proposal for Ergonomic Chairs as follows:

The Environmental Health & Safety department is responsible for workstation evaluations and making the necessary modifications for proper ergonomic workstations. We are funded to provide ergonomic keyboards, articulating keyboard trays, monitor arms and various pointing devices. We have not been funded to provide chairs. Many staff members are spending to up eight hours a day on a chair that does not properly support their body.

We would like to request \$20,000 in one-time funds to provide up to 50 chairs to staff needing proper chairs. A general announcement would be made outlining the program. Staff requesting a new chair would be required to have a workstation evaluation to determine if they really need a new chair. A priority list would be developed within a designated time period. Those in most need would receive a new chair.

Kelley would like the Safety & Security Committee to provide support for this request. Kelley will forward this proposal to the Administrative Services Planning Council.

**E. Discussion/Other Items****1. Construction Updates****A. High Technology Laboratory Classroom Building**

Kelley reported that the Contractor has been applying brick to the exterior of the building.

**B. Soccer Field**

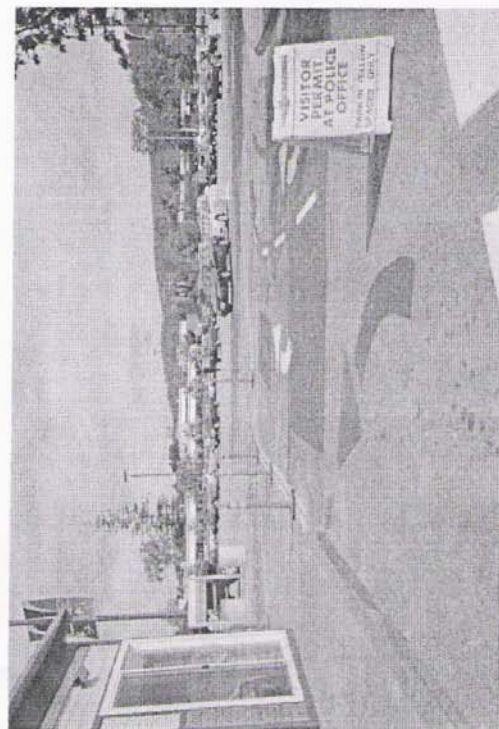
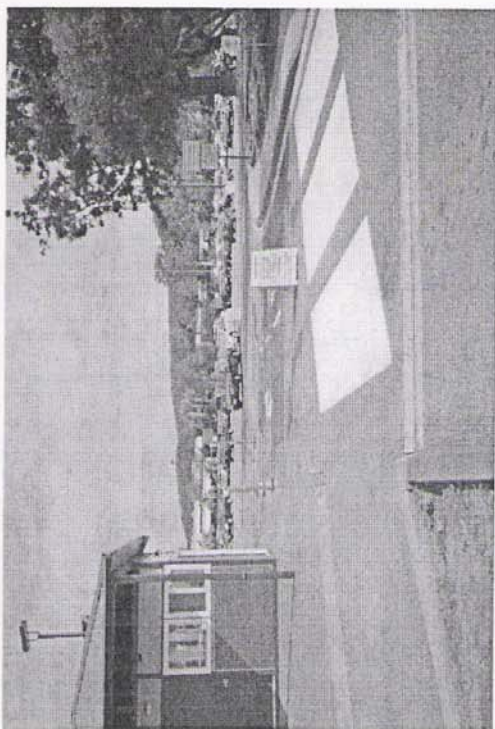
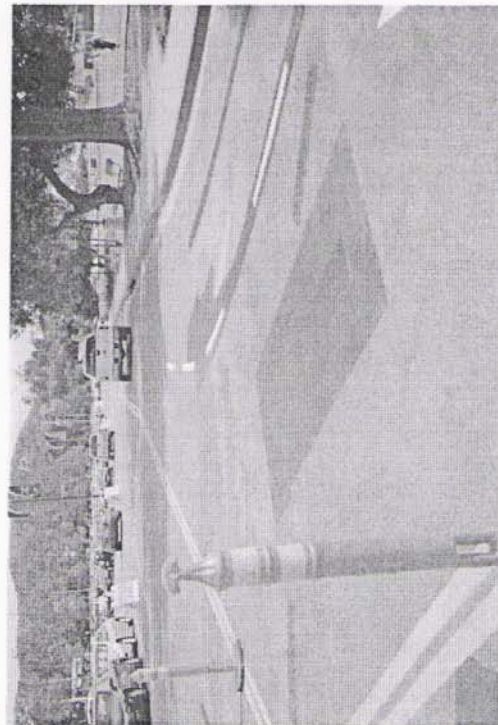
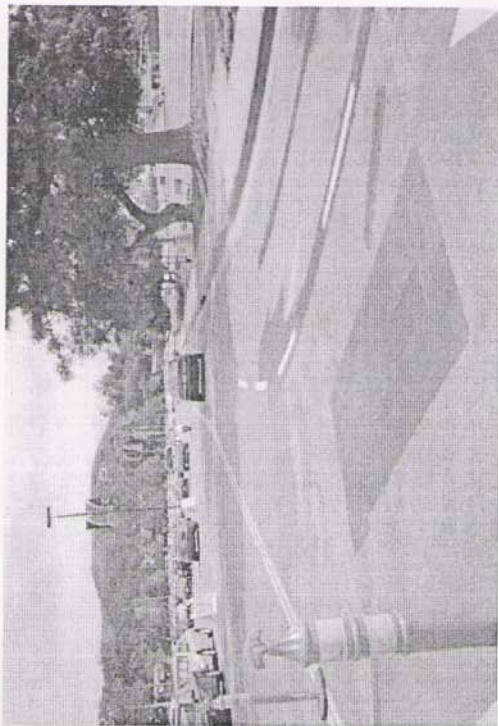
The new Soccer Field is almost ready for practice. The FRC Task Force consisting of Athletics, Campus Police and Facilities personnel have been to make recommendations on parking, restrooms and seeding. Kelley and Mike are working on a Scheduled Maintenance Plan which is due November 2006.

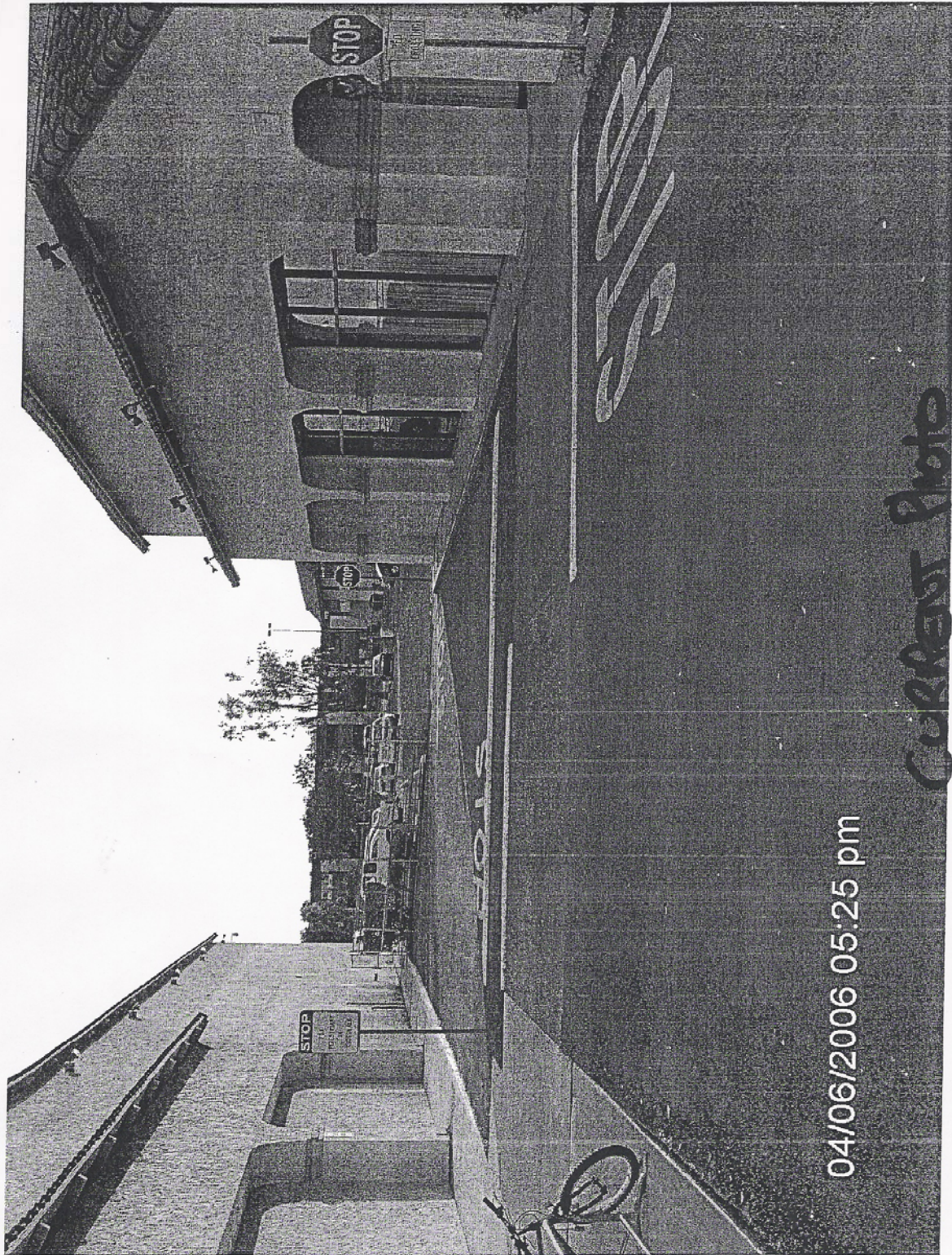
**2. Prevention of Communicable Disease (i.e. flu)**

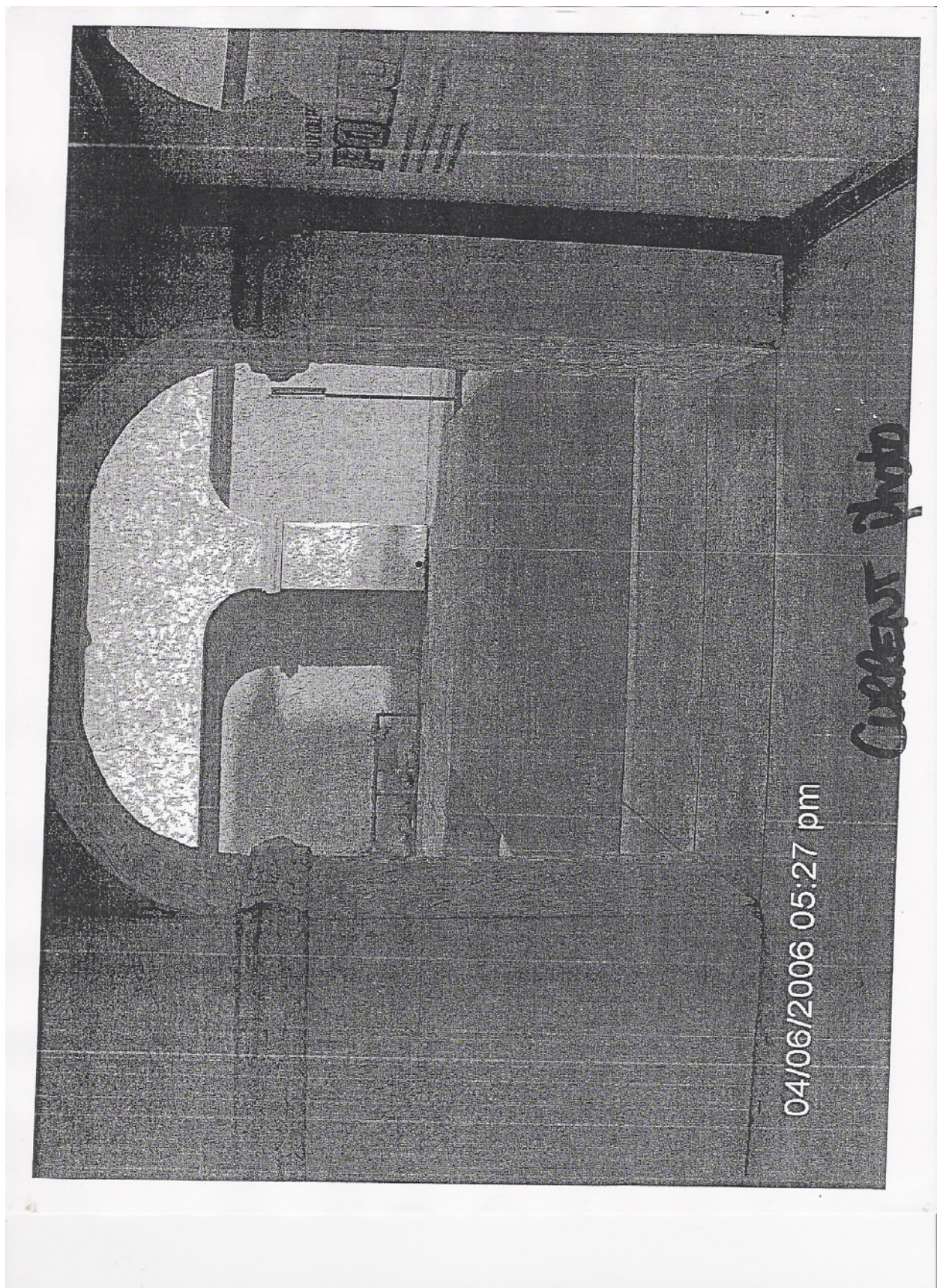
This item was tabled until our next meeting on Wednesday, November 1, 2006.

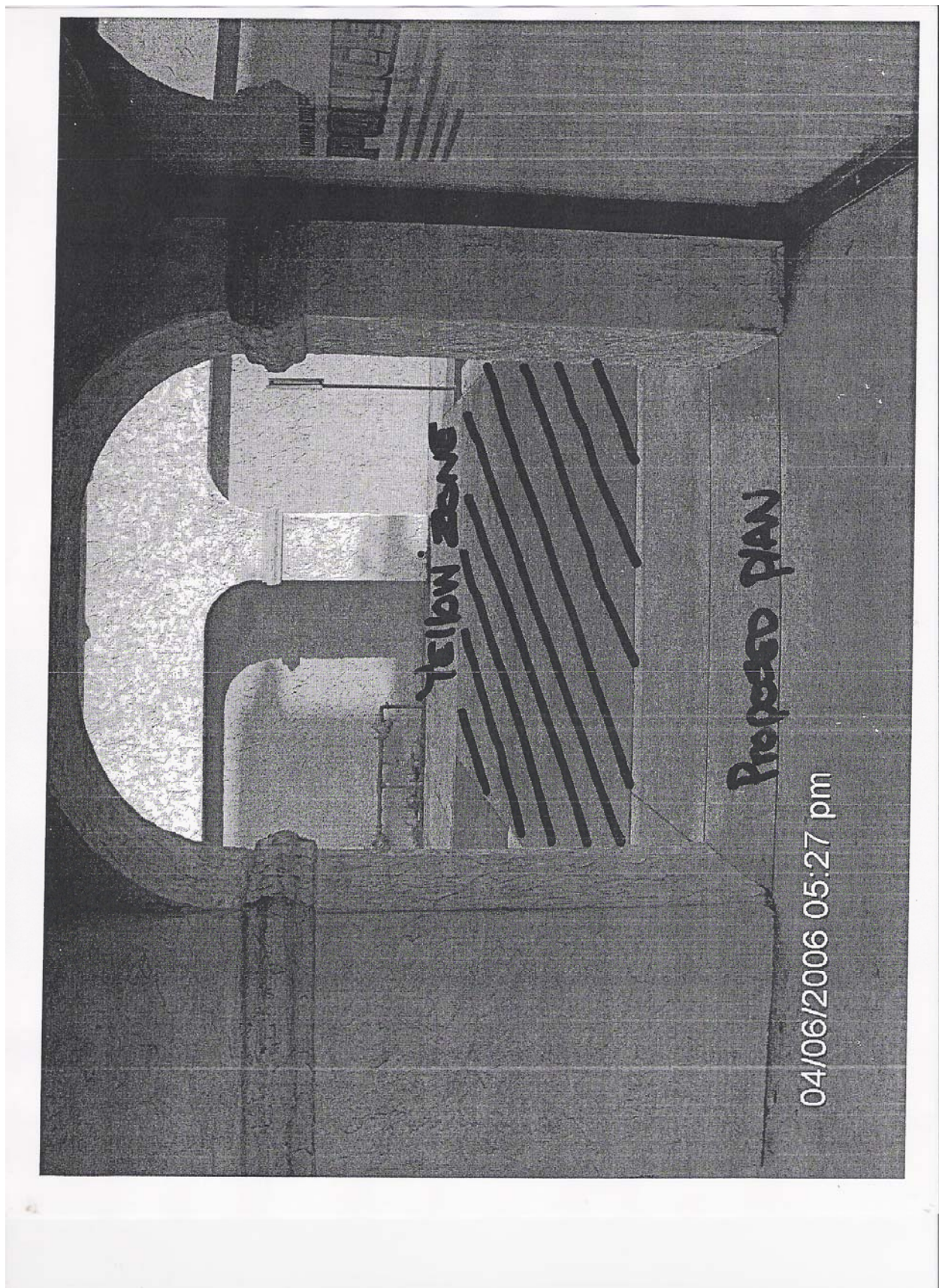
**3. Escondido Center Blind Corner**

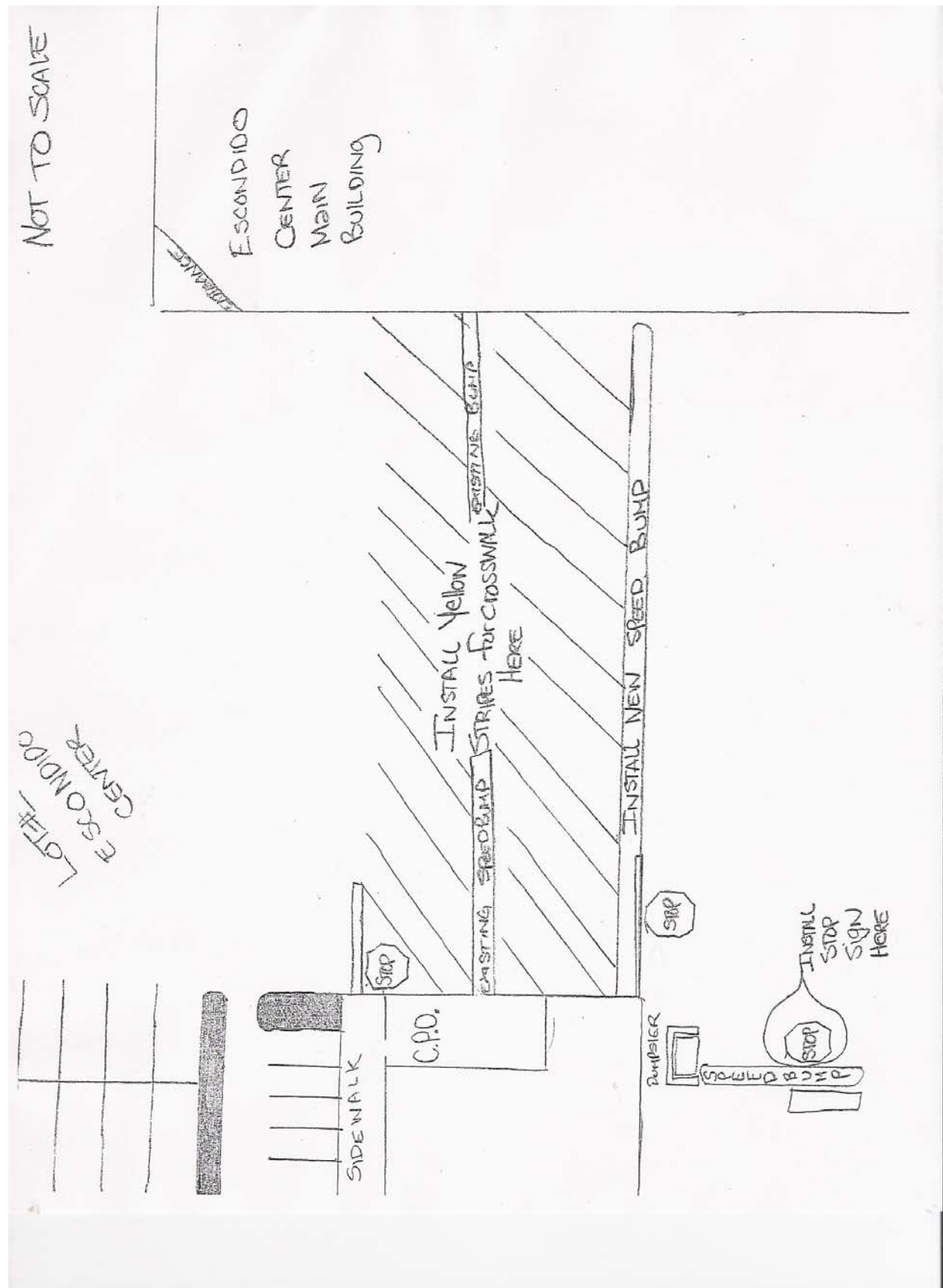
Tony distributed the following pictures in reference to the blind corner at the Escondido Center alleyway:

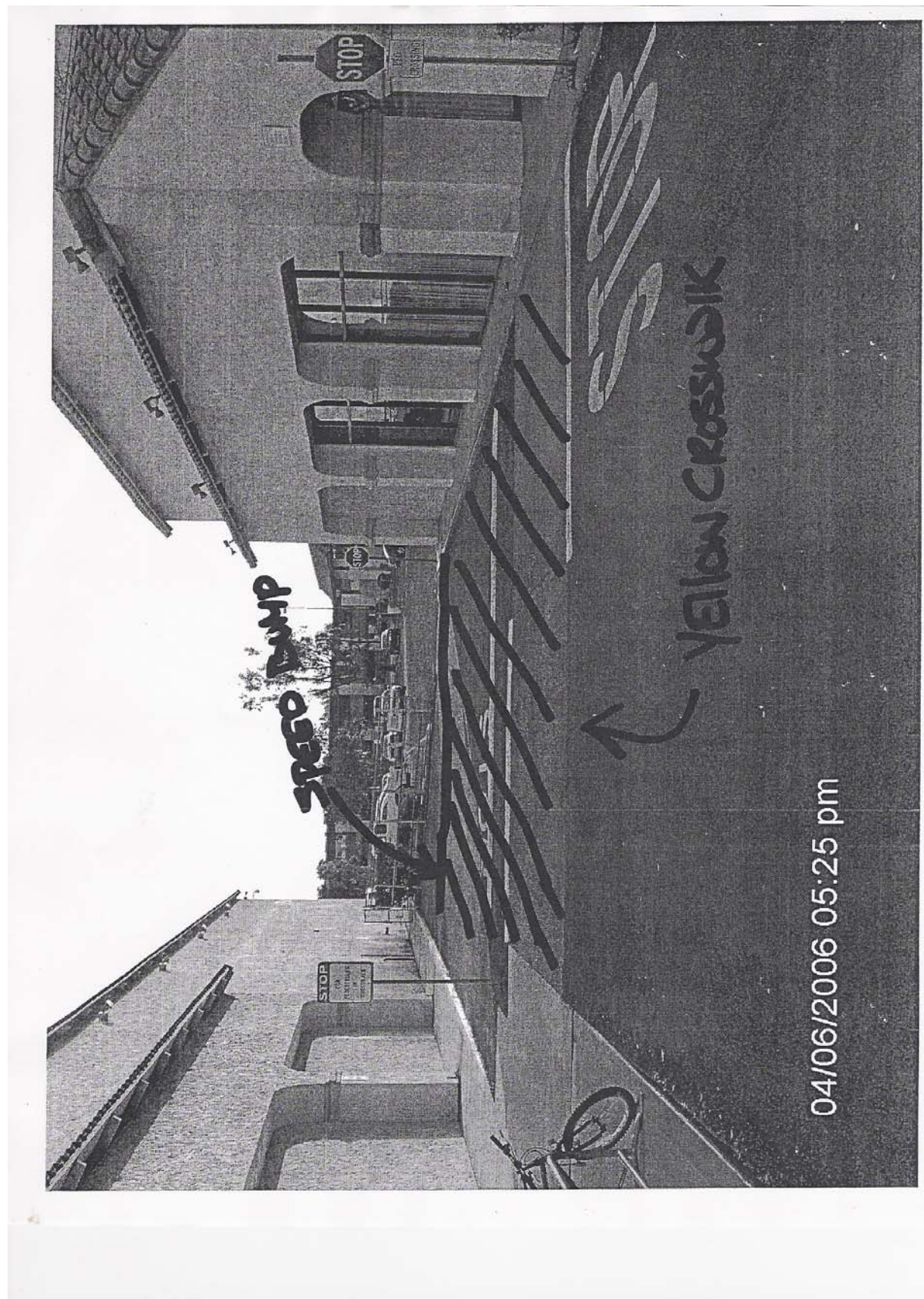


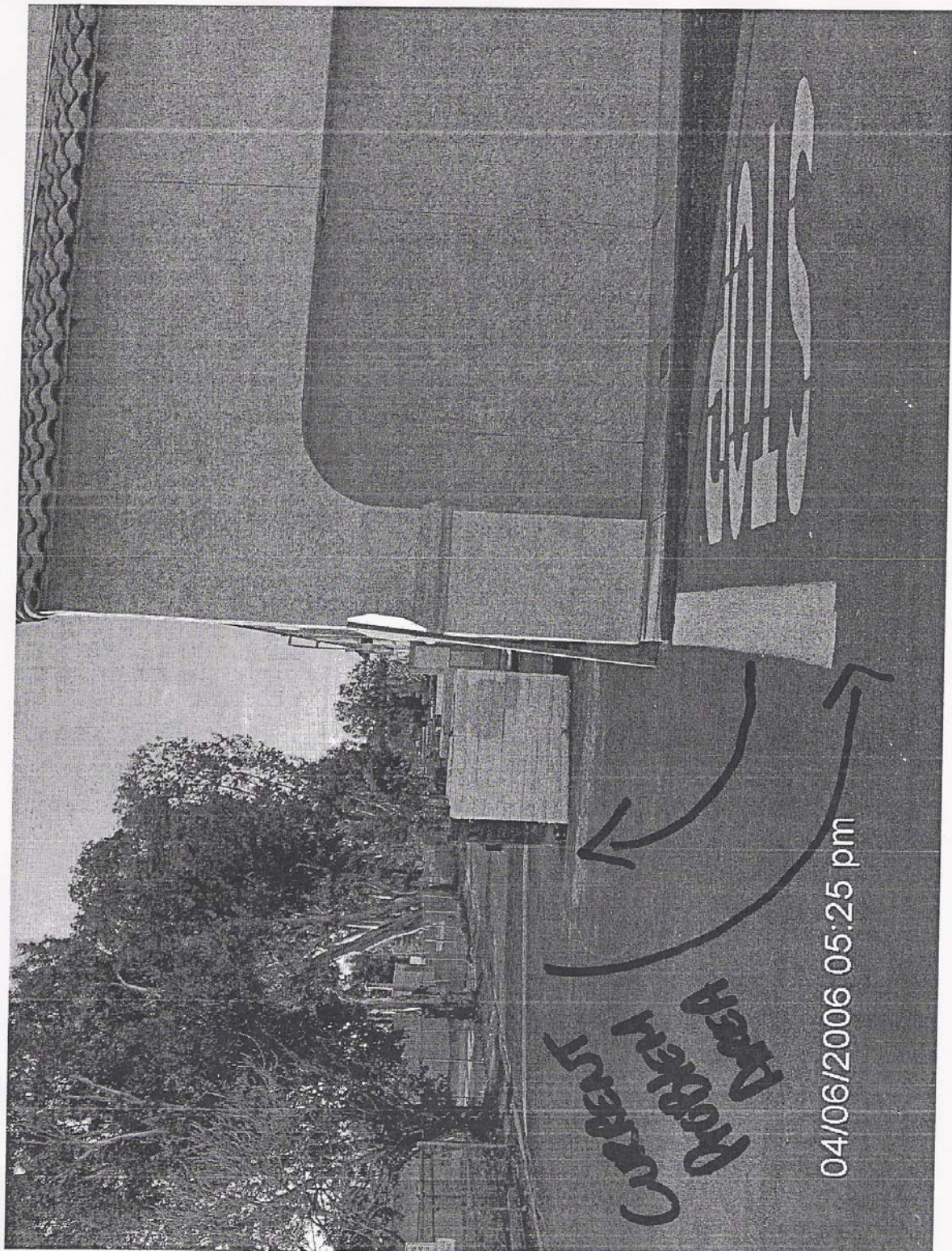


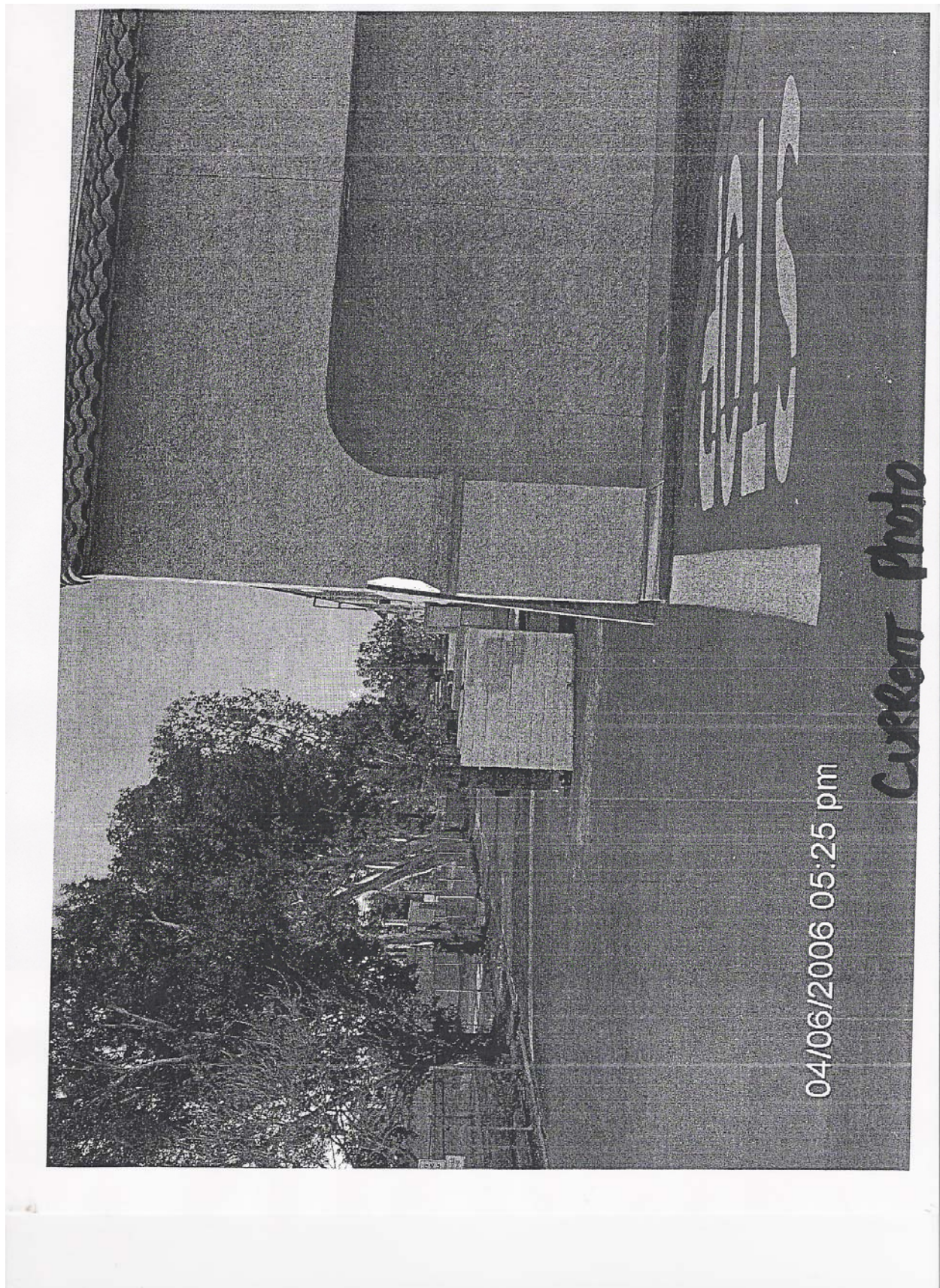


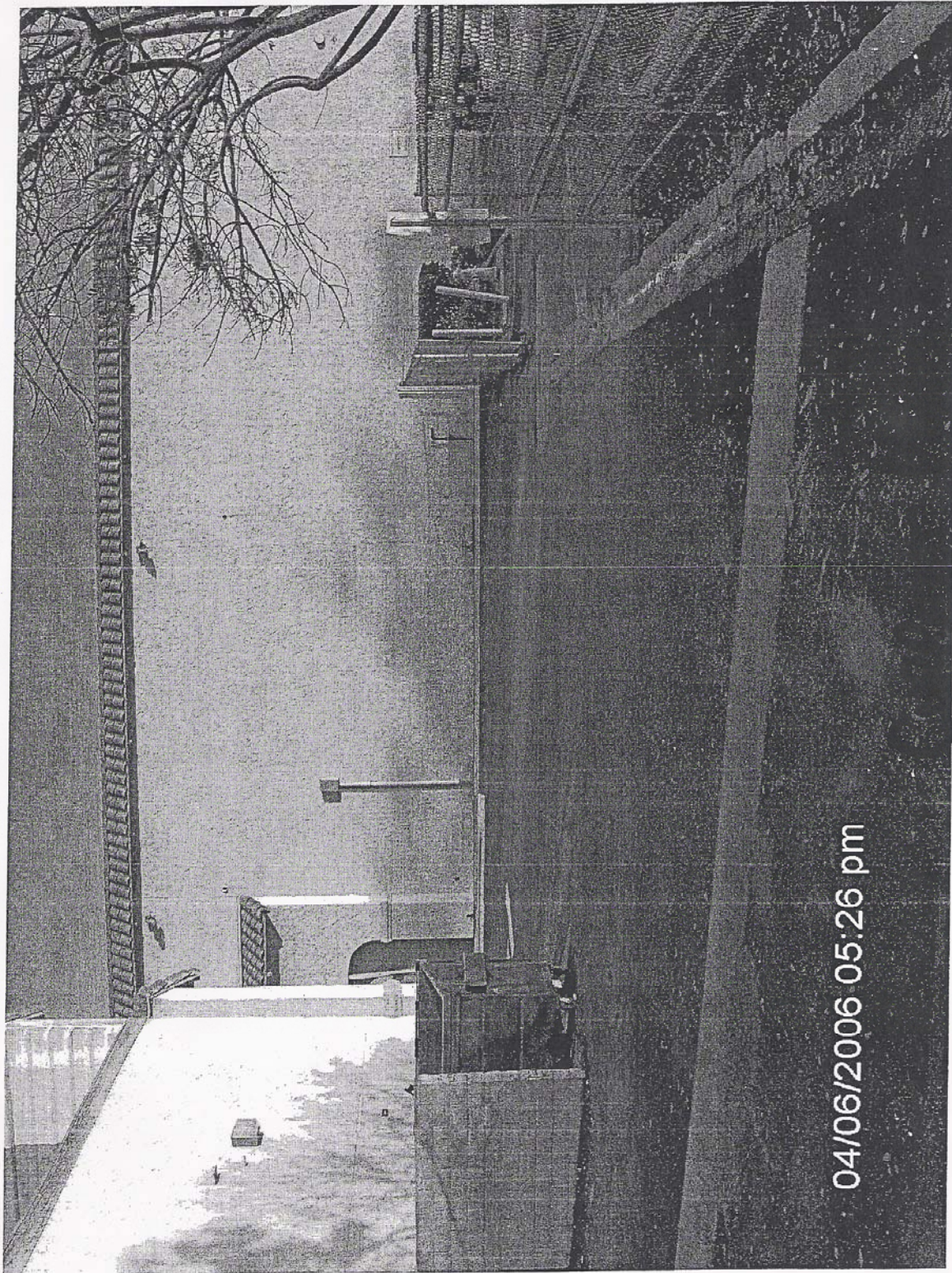


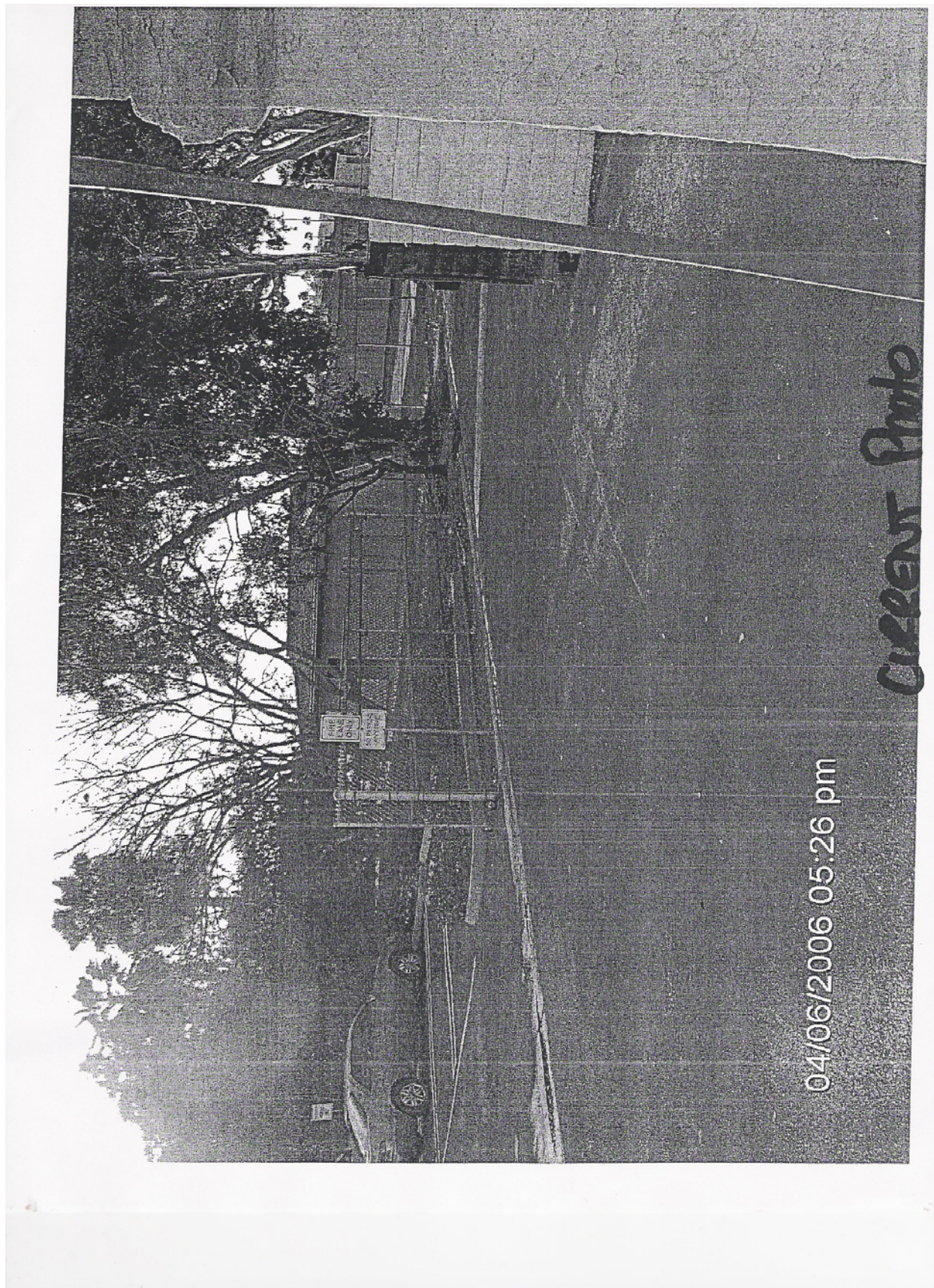


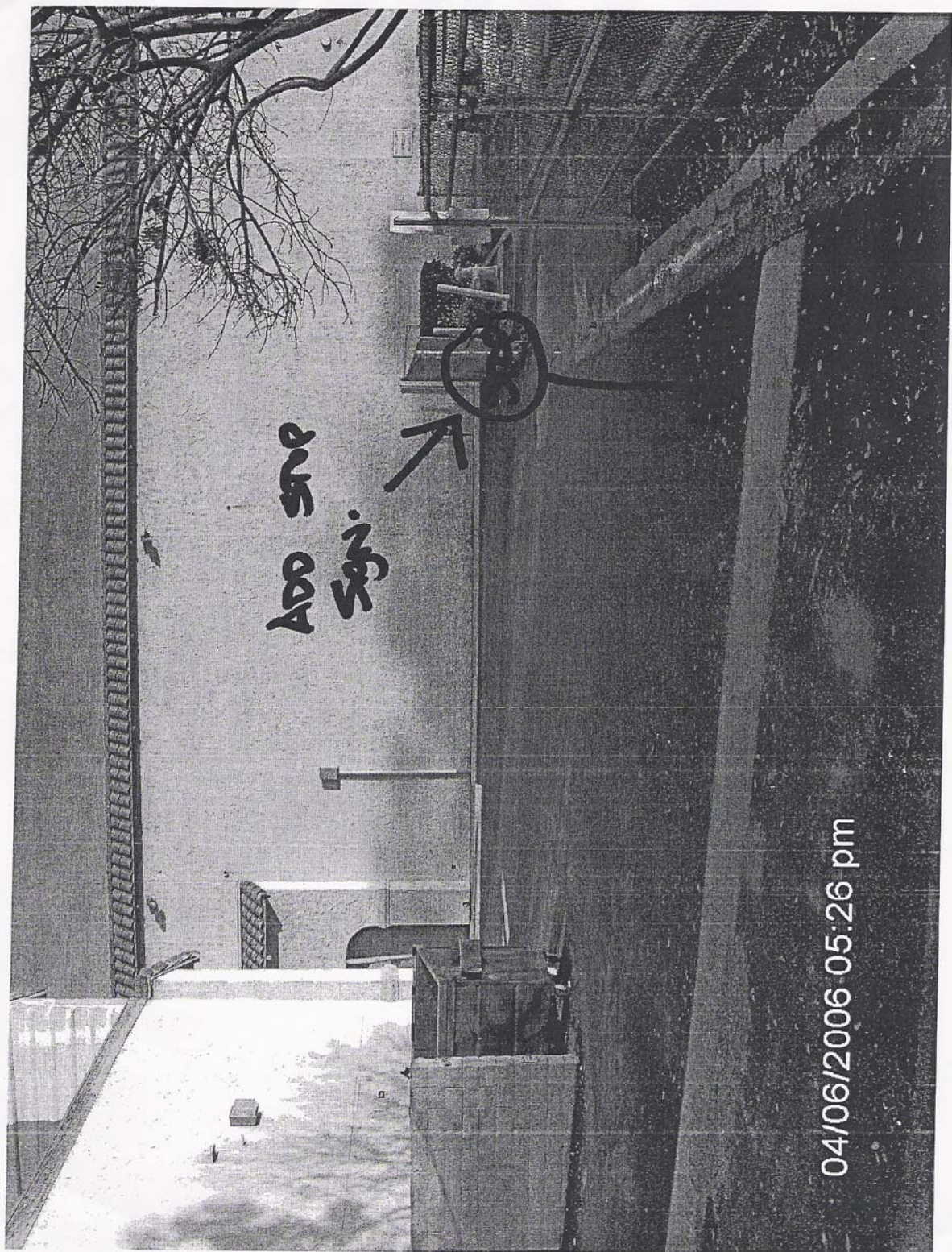












Tony requested approval to install a stop sign in the alleyway. Kelley recommended that the dumpster enclosure, which seems to emphasize the blind spot, be relocated because even if a stop sign was approved and installed there would still be a blind spot in that location.

It was recommended that a Traffic Engineer redesign the whole Escondido Center campus. We will recommend the dumpster enclosure will be removed.

F. **Safety Concerns**

1. **Running Track**

Tom reported that the Running Track has no lighting for walkers.

2. **Lot 1**

As vehicles enter the campus at the front entrance the two lanes merge into one lane just past the KIOSK. Tony recommended that a few spaces on the end cap be removed.

Kelley indicated that the Safety & Security Committee cannot solve this issue and she recommended to Tony that he bring forth this issue to the Facilities Review Committee at their next meeting on Thursday, October 19, 2006.

3. **Clock Tower Martial Arts Concern**

Don expressed concern regarding a large group of students (30-50) that have been gathering around the Clock Tower each and every Wednesday starting at 8 a.m. and going throughout the day clashing with large wooden sticks at each other.

It has been determined that this is not an approved ASG club. Donna expressed concern regarding the Use of College Facilities as the Clock Tower is one of our more heavily-used areas for events and she had no idea that this area was being utilized without permission.

Kelley indicated that she will discuss this issue with Bruce Bishop/Student Affairs Office.

G. **Adjournment**

There being no further business, the meeting was adjourned at 3:50 p.m.

Reminder: Next meeting is scheduled for  
Wednesday, November 1, 2006, 2 p.m., Room RS-5