



SAFETY & SECURITY COMMITTEE MINUTES

November 4, 2009

A meeting of the Safety & Security Committee was held on *Wednesday, November 4, 2009, at 2:00 p.m.*, in RS-5.

Call to Order

Mike Ellis called the meeting to order at 2:01 p.m.

Roll Call

Members Present Monique Alegre, Mike Ellis, Michael Finton, Pam Keinath, Brady Lawrence, Sue Mayfield (designated representative for Jayne Conway), Marilee Nebelsick-Tagg, Donna Renner, Dolores Silva and Brenda Wright

Guests: Vic So'oto for Tony Cruz

Members Absent: Debbie Allen, Jayne Conway, Tony Cruz, Kelley Hudson-MacIsaac, Ken Jay, Tom Medel, and Jaime Moss

Ex-Officio Members Present: John Emerson

Ex-Officio Members Absent: Katherine Gannett

A. Minutes – October 7, 2009
MSC Nebelsick-Tagg/Silva none opposed

The minutes of the meeting of October 7, 2009 were approved with the following corrections:
Item B4, page 3, paragraph nine, sentence two: "health" changed to "healthy."
Item B4, page 3, paragraph nine, sentence three: "populations" changed to "population."
Item B4, page 3, paragraph eleven, sentence one: "vaccines" changed to "vaccine."

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

B. Discussion/Information Items

1. Workers Comp

Monique reported that in October 2009, five workers' comp claims were processed; three of which were First Aid and one was a Facilities employee.

2. Campus Police

Vic reported that in October 2009, the following incidents occurred:

12	Graffiti's	0	Stolen Vehicles
0	Locker Burglary	2	Towed/Stored Vehicles
0	Harassments	6	Medical Assists
0	Student Code Violations	1	Arrest (drug)
0	Information Only	5	Lost District Keys
0	Threat	0	Fraud
0	Vandalism	0	Vehicle Vandalism

0	Student w/Weapon	1	Grand Theft
0	Sexual Battery	0	Assaults (parking lot spaces)
2	Petty Thefts	1	Vehicle Burglary
0	Hit & Run (parking lots)	1	Indecent Exposure

3. **Risk Management**

No report.

4. **Health Services**

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

The Emergency Response and Advanced First Aid Summary Report for October 2009 will be 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>

Health Services is keeping the campus community informed with all the latest information on the pandemic flu on their website:
<http://www.palomar.edu/healthservices/>.

5. **ASG**

No report.

6. **Environmental Health & Safety**

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

- Responded to 41 maintenance and service requests
- Identified 7 safety items of which 5 were repaired
- Oversaw hazardous waste pickup
- Oversaw Sharps pickup

C. **Action Item/Second Reading**

There were no second reading action items.

D. **First Reading**

1. **Lost District Keys Accountability (Renner)**

Donna explained that she oversees the key system for the District. Over the last few years, the Facilities Office and Campus Police have seen an increase in the number of employees who have lost their District keys and yet the District doesn't hold the employee accountable while other College and University Districts do. For example, Mira Costa College holds their regular employees and associate faculty members financially responsible for the cost to the District for replacement of lost or stolen keys/access cards and lock cores for any one loss of keys regardless of the number of lost keys. The employee's department(s) shall also be held financially responsible for the remaining cost for the replacement of lost or stolen keys and the loss of property from District spaces left unsecured as a result of any unreported lost or missing keys and/or access cards.

Donna expressed concern about the loss of these keys as the loss of a key compromises the security of every door it accesses. Donna shared that several employees expressed surprise that they were not charged to replace their lost keys as they are charged at other colleges and universities that they teach for.

Mike concurred with Donna. The District has incurred a rash of thefts in recent years of equipment and entry was not gained through a break-in. In each case, it was determined that whoever stole the equipment had to have key-access to the facility. Costs for lock replacement are \$75/lock plus \$3/rekey.

Mike directed each representative to take this item to their respective employee groups for feedback/comments and bring back their findings to the next Safety & Security Committee meeting on Wednesday, December 2nd.

Donna informed the committee members that she would email them lost key policies from other colleges/universities for their perusal/comments.

E. Discussion/Other Items

1. 2009-2010 Flu Season

Committee members asked for an update on the H1N1 vaccine. John provided a tentative report on behalf of the Pandemic Flu Working Group:

The system is overloaded and the availability of the H1N1 vaccine is limited at clinics around the county.

John reported that the Center for Disease Control's Priority Group changes on a hourly basis and due to the limited supply of the vaccine, County Clinics will be prioritizing the vaccine on a first-come, first-served basis.

The San Diego County Health & Human Resources Agency is working with some local and private schools to provide H1N1 flu vaccines. There is a possibility that these school-located vaccination clinics will be held at Palomar College and will be available only for the CDC's Priority Group.

Committee members discussed the repercussions that could occur by hosting a clinic at Palomar College:

- ♦ How would the District handle the parking permits?
- ♦ How would Health Services handle the public?
- ♦ How would the District handle the long lines?

Student Health Services is not setup for pediatrics so families would have to take their children to another clinic in the country.

John reported that no other schools in the country have received the H1N1 vaccine and there are currently 5000 doses on order.

2. Construction Update

a. Health Sciences Project

Mike reported that the insulation and walls are up at the Health Sciences building.

b. **Pre-work Industrial Technology Building Awarded**

The bid for the pre-work at the Industrial Technology Building has been closed and awarded.

c. **Planetarium**

The Planetarium project is currently being review by DSA.

d. **Theatre**

The plans for the Theatre have almost been completed.

e. **North Education Center**

The County of San Diego has approved the North Education Center roadway and permits for grading is expected to be received in early spring 2010 with the opening scheduled for fall of 2012.

F. **Safety Concerns**

1. **Purell Dispensers**

Marilee asked why Purell dispensers were not provided around more campus buildings especially the Student Union complex. John shared that all campus computer labs have been provided with hand wipes.

John replied that it is a budgetary issue. The general public should follow the guidelines of the Center for Disease Control.

2. **Toilet paper thefts**

Mike reported that a rash of toilet papers thefts have been occurring in the San Marcos Campus Men's Restrooms specifically in Buildings F and P.

G. **Adjournment**

There being no further business, the meeting was adjourned at 2:33 p.m.

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