



SAFETY & SECURITY COMMITTEE MINUTES

November 13, 2002

A meeting of the Safety & Security Committee was held on *Wednesday, November 13, 2002*, at 3 p.m., in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:00 p.m.

B. Roll Call

Members Present Jayne Conway, Max Cregar (ex-officio) Mike Ellis, Michael Finton, Katherine Gannett, Jo Anne Giese, Toni Griffith, Donna Greene (ex-officio), Ed Groschwitz, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Steve Kirby, Amador Soto, Jim Stoney, Don Thompson and Pam Webb (ex-officio)

Members Absent: Donna Baughn (ex-officio), Eileen Bundoc, Barbara Clay, Carol Gidner, Pat Larmer (ex-officio) and Mike Rourke (ex-officio)

Guests Present: Bruce Bishop, Theo Brockett, Steve Keith

C. Minutes

The proceedings of the meeting of October 2, 2002 were approved with minor modifications (Griffith/Giese/Cregar). Griffith: Item D1, replace "the" vendor with "a" vendor. Stoney: Item G2, replace "this" person with "a" person.

D. Unfinished Business

1. Automated External Defibrillators (AEDs) – Kelley Hudson-MacIsaac
There was no report.

2. Safety Inspections – Kelley Hudson-MacIsaac
Kelley briefly informed the committee that the Campus Police Officers have developed a checklist and are working with Don on its incorporation. Campus Police will partner with our safety inspectors. Don has finished the draft for forms distribution and Kelley will email the inspection dates shortly.

E. Reports

1. Campus Police – Jim Stoney
Jim briefly shared that there were 5-6 vehicle accidents and 38 crime incidents reported (19 of which occurred at the Escondido Center) for the month of October 2002.

2. Risk Management – Ken Jay
Ken reported that on November 12, 2002, the District received a letter informing them that the student who tripped, breaking her arm, near NA-3 is suing the college for damages. Ken indicated that the District has no recourse but to pay the amount requested. Donna Greene suggested that a general information email be sent campus-wide asking all staff to report any potential hazard items to Facilities.

3. Workers Comp – Eileen Bundoc

There was no report.

4. Health Services – Jayne Conway

Jayne reported that because the HVAC Technician worked on Health Services' air conditioning system the airflow has significantly improved in their location.

ASG is in the process of starting up a new club: Partners in Prevention – Substance Abuse and Alcohol.

Health Services is co-sponsoring, with Phi Theta Kappa, Campus Police, and Vista Community Clinic, the following upcoming event:

The Great American Smoke-Out

November 18, 2002

9:00 a.m. to 12:00 p.m.

On the Walkway in front of Health Services/San Marcos Campus

Pam Webb reported that she has received very positive feedback regarding the Health Fair, co-sponsored by Phi Theta Kappa that occurred on October 23, 2002.

The "Breakaway" Free Stop Smoking Program is going very well. The next session will begin in January 2003.

Health Services is also sponsoring a blood drive at the San Marcos Campus. Dates and times are as follows:

Wednesday, December 10, 2002, 9:00 a.m. to 2:00 p.m.

Thursday, December 11, 2002, 9:00 a.m. to 2:30 p.m.

Katherine Gannett briefly shared that the Library will be displaying the AIDS quilt panels to acknowledge World AIDS Day. The panels will be on display from the end of November through mid-December.

Toni Griffith briefly shared that the Tree of Remembrance was well received at the Escondido Center during the last month.

Jayne reminded everyone that Health Services no longer accepts workers' comp injuries unless it is life threatening. All injured persons are to be sent to Human Resources during normal business hours and to Urgent Care after normal business hours and on weekends. There was brief discussion regarding this issue as some Palomar employees were upset because they were unaware of this new policy. The Safety and Security Committee is concerned about this new policy and they directed Kelley to contact Human Resources to recommend that they notify employees what tasks to follow in case of an injury (Griffith/Giese). Kelley said that if there is any question about the seriousness of an injury, 9-911 should be called.

5. ASG

The new ASG representative, Amador Soto, introduced himself to the committee.

6. EH&S – Don Thompson

There was no report.

F. New Business

1. Workplace Violence – Policy & Procedures – Hudson-MacIsaac/Stoney/Bishop

In lieu of the recent shootings at the University of Arizona Nursing School where a nursing student killed three professors before taking his own life, the District Task Force recently looked at the Workplace Violence – Policy and Procedures draft document. Kelley distributed the draft to the committee. She informed everyone that the document has been taken to PAC (President's Advisory Council) but will not be published campus-wide until the Faculty negotiations have been completed. Campus Police (Jim Stoney) and the Student Affairs Office (Bruce Bishop) are doing what they can to make campus employees feel safe.

Jim Stoney reiterated that the Campus Police Officers are in the process of implementing a campus watch program. The Campus Police Officers have dealt with several situations recently including one incident at Dean Rourke's Office. Jim stated that the campus community as a whole needs onsite training which can be provided by the San Diego County Sheriff's Department working alongside our Campus Police. We need to educate the campus community.

Bruce Bishop stated that the Office of Student Affairs and the Campus Police can collectively address concerns about threats and make presentations to campus groups/organizations. Bruce stated that all threats by students, staff, etc. will be taken seriously. Committee members' proposed installing signage indicating that message and that it is posted throughout the campus.

Bruce briefly covered the "Student Code of Conduct" procedures that are in place. Kidding is not tolerated.

2. Safety & Security Committee Governance Structure

Kelley distributed a copy of the proposed Governance Structure for the Safety & Security Committee. After brief discussion, the committee tabled this item until December's meeting.

3. Palomar College Emergency Procedures

Kelley distributed a copy of the updated Palomar College Emergency Procedures brochure to the committee members. These procedures are also available on the Palomar College/Environmental Health & Safety website <http://www.palomar.edu/ehs/>

Kelley informed everyone that the Custodial Services department was directed to post their procedures in every classroom and office on campus. The following departments indicated that they did not receive these procedures: Administrative Services, Library and the Palomar College Escondido Center.

G. OTHER ITEMS

There were none.

H. Adjournment

There being no further business, the meeting was adjourned at 4:25 p.m.