



SAFETY & SECURITY COMMITTEE MINUTES

November 14, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, November 14, 2007, at 3:00 p.m.*, in RS-5.

Call to Order

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

Roll Call

Members Present Paul Barboa (ASG), Jayne Conway, Tony Cruz, Mike Ellis, Kelley Hudson-MacIsaac, Pam Keinath, Pete Ordille, Donna Renner and Cindy Torgison

Members Absent: Michael Finton, Ken Jay, Tom Medel, Lucy Nelson, and Dolores Silva

Ex-Officio Members Present: John Emerson

Ex-Officio Member Absent: Katherine Gannett

Guests: Tom Plotts

A. Minutes – October 3, 2007

MSC Ellis/Torgison none opposed

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

Kelley welcomed our new faculty representative – Pete Ordille. Members introduced themselves.

B. Discussion/Information Items

1. Workers Comp – Kelley Hudson-MacIsaac on behalf of Lucy Nelson

Kelley reported that during the month of October 2007 four claims were processed; one of which was a Facilities employee and two claims were first aid.

2. Campus Police – Tony Cruz

Tony reported that during the month of October 2007, the following incidents occurred:

- ♦ One (1) bomb threat
- ♦ Nine (9) reports of graffiti – San Marcos Campus (library) and the Escondido Center.
- ♦ Seven (7) vehicle burglaries'
- ♦ Two (2) locker thefts
- ♦ Two (2) petty thefts
- ♦ One (1) 647F/drunken in public
- ♦ Four (4) stolen vehicles, none of which have been recovered
- ♦ One (1) battery – Escondido Center
- ♦ One (1) arrest/drug possession
- ♦ One (1) 415/verbal
- ♦ Three (3) student code violations
- ♦ Eleven (11) medical assists
- ♦ Four lost keys; reports are forwarded to the Facilities Office
- ♦ Two (2) information reports.

Tony also reported that the Campus Police worked twenty-four hours/seven days a week during the fire storms (24/7).

3. **Risk Management**

No Report

4. **Health Services – Jayne Conway**

Jayne distributed handouts outlying the Designated Smoking Areas on the San Marcos Campus and the Escondido Center (refer to attachments B.4).

This proposal has gone through the Facilities Resource Committee, Student Services Planning Council, Administrative Services Planning Council and now needs to be taken to the constituents' groups for their comments/concerns. After all the feedback has been received the proposal (and funding) will be brought forward to the Strategic Planning Council.

Kelley reported that the Five Star Market, located at the Escondido Center, will be torn down in the near future but that the designated smoking area at that location will be saved.

Jayne reported that flu shots are still available in Health Services. Cost is \$15 for students and \$20 for staff. Jayne also reported that the Health Fair conducted in October was deemed a success.

5. **ASG**

Paul expressed thanks to all the employees/departments that contributed to the fire relief fund event – over \$18,000 was raised.

6. **Environmental Health & Safety**

Kelley reported on the following activities:

- ♦ Kelley and John provided five (5) work station evaluations.
- ♦ Provided first aid kits for the Natural Science Building.
- ♦ Fire inspections were conducted at the Library and the Natural Science Buildings.
- ♦ Coordinated core samplings taken at the CH/ES/LS Buildings
- ♦ Coordinated lab pack pickup

Kelley briefly discussed two upcoming training seminars for college employees. The first seminar, Emergency Response and Crisis Management Training for School Staff, is being held on Thursday, December 6, 2007, at the North County Regional Educational Center in San Marcos. The second seminar, Safe Schools Planning Seminar, is being held on Wednesday, December 12, 2007, at the North County Regional Educational Center in San Marcos.

Kelley directed Donna to forward the flyers to the committee representatives via email.

D. **First Reading**

1. **Deadbolts for Child Care Center – Pam Keinath**

Pam briefly shared that she would like to have deadbolts installed on the front door to Child Care Center Building 1 in case a lock-down situation were to occur. Pam is also worried about working after hours and weekends.

Mike reported that deadbolts are not allowed in an educational environment. A possible suggestion was to install panic door hardware instead. Other suggestions encompassed installing key pads but they must be programmed. The upcoming new buildings may be computer controlled but no decision has been made

Kelley indicated that this committee needs to look at classroom doors specifically the unrestricted areas. Restricted classrooms have locked leversets.

Cindy expressed concerns regarding current classroom exits – there is only one door. Perhaps for future buildings, a door could be installed internally to go from one classroom to another.

Kelley directed Pam to submit a Facilities Work Request form to have panic hardware installed at Child Care Center Building 1 (approximate cost is \$800/each).

2. **Update Elevator Malfunction Procedures**

Tony indicated that President Deegan wants Campus Police to contact the San Marcos Fire Department each time an elevator on campus breaks down.

Campus Police will change elevator procedures to reflect above request.

E. **Discussions/Other Items**

1. **Construction Updates – Mike Ellis**

a. **Comet Circle Changes/Reconfiguration**

Mike Ellis discussed the proposal to change a portion of Comet Circle to two-way traffic and to modify the traffic flow to avoid the new construction zones. A map of the proposed changes is available in the Facilities Conference Room.

b. **Parking Lot 12**

Mike discussed how the renovation of Parking Lot 12 would create 125 new parking spaces.

c. **Summer 2008 Projects**

Upcoming projects for summer are:

- MIB
- S-Building
- Humanities
- LL Building Remodel Project
- Combining Parking Lots 3/5
- Installing 16 single modular buildings which would encompass the whole portion of Parking Lot 2 or 8 double modular buildings which would encompass the east end of Parking Lot 2
- Create new parking lot by Minkoff Field which would provide 60-90 new parking spaces.

d. **New IT Building Location Change**

Mike discussed that the architect is reviewing the feasibility to move the new IT Building location closer to the center of campus (Facilities upper parking lot) to avoid losing parking spaces in LOT 12 and to minimize the impact to the housing development on the northwest side of the campus.

2. **Emergency Response Plan Working Group – Tom Plotts**

Due to a conflict recently with Kelley's schedule, Tom oversaw the recent meeting of the Emergency Response Plan Working Group. Tom gave a brief overview of their progress.

- The working group is looking at the CISCO Emergency Responder system which enables emergency agencies to identify the location of 911 callers and eliminates the need for any administration when phones or people move from one location to another. The responder's real-time location-tracking database and improved routing capabilities direct emergency calls to the appropriate Public Safety Answering Point (PSAP) based on the caller's location.
 - o Highlights include:
 - Automatically locates phones and users
 - Routes emergency calls and provides real-time location information.
 - Provides real-time alerts
 - Provides auditing and reporting
 - Tom indicated that he and Kelley met on Friday, November 9th to discuss the following:
 - Palomar College's current emergency response plan
 - Employee training
 - o CERT (aka Community Emergency Response Team) Classes
 - o Professional Development
 - o Class Schedule – once a semester
 - Evaluation of current equipment
 - Emergency Plan Working Group will be looking at staff shortages (faculty, CCE/Aft and ASG).
 - Mass communications
 - o Low tech now
 - o Potential use of bonds funds for system
 - o Campus Blue Phones are connected directly to Campus Police dispatch.
 - Door Hardware
 - o Tom and Mike Ellis to discuss

Kelley reported that Tom and she will be attending a debriefing meeting on the Virginia Tech massacre, in Austin, Texas on November 16th.

Kelley reported that Tom and she will be attending a meeting at CSU – San Marcos and UCSD in La Jolla on November 29th.

F. **Safety Concerns**

No reports.

G. **Adjournment**

There being no further business, the meeting was adjourned at 4:01 p.m.

Reminder: Next meeting is scheduled for
Wednesday, December 5, 2007, 2 p.m., Room RS-5