



SAFETY & SECURITY COMMITTEE MINUTES

December 1, 2004

A meeting of the Safety & Security Committee was held on *Wednesday, December 1, 2004, at 2:00 p.m.*, in RS-5.

Call to Order

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

Roll Call

Members Present Norma Bean, Tony Cruz, Eric Duvall, Katherine Gannett, Kelley Hudson-MacIsaac, Ken Jay, Pam Keinath, Nimoli Khurana, Karen Mifflin, Donna Renner (for Greene), Dolores Silva and Don Thompson

Members Absent: Paul Charas, Jayne Conway, Mike Ellis, Brian Engleman, Michael Finton, Donna Greene and Nancy Horio

Ex-Officio Members Present: Pam Webb

Ex-Officio Members Absent: Lucy Nelson

A. Minutes

MSC Jay/Cruz None opposed.

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

B. Unfinished Business – Second Reading

1. Goals 2004-2005

a. Updated Emergency Procedures

Kelley expressed her appreciation to the committee for their assistance in obtaining solicitation from their constituents on the Emergency Procedures Guide. It was the consensus of most campus employees that the maps remain in the Emergency Procedures Flipchart. Kelley informed the committee that a separate evacuation map would be printed and installed next to each doorway campus-wide.

It was the consensus of the committee that the emergency procedures for the Escondido Center be separated from the San Marcos campus into their own guide. Each flipchart will be colored-coordinated for their respective campuses.

Kelley briefly shared that an employee had suggested that we add a “flooding section” to the Emergency Procedures Guide. Ken replied that is was not warranted and the committee concurred.

Kelley distributed a copy of the revised Proposed Palomar College Emergency Procedures Guide and commended on Donna's suggestions which were incorporated into the guide. New sections include: Behavioral Concerns and Suspicious Mail. Other suggestions received from the campus community were minor wording changes and they, too, have been incorporated into the revision.

Committee members recommended that the campus conduct a yearly fire alarm testing similar to the test conducted earlier this year.

Committee members also recommended that fire extinguisher training be conducted every spring.

It was the consensus of the committee to move this item to action.

MSC Jay/Gannett None opposed.

b. ID Projects

Kelley reported that she and Mike Ellis have compiled a large list of safety related projects. Highest on the priority list are the following projects:

- Replacing the black curb near the stairs leading up to the DOME. Area is not visible at night. Curb will be replaced with concrete.
- Installation of safety netting along the Baseball/Softball Fields parallel to Mission Road.
- Installation of security cameras at the Escondido Center

Kelley also reported that Jack Miyamoto was able to establish forklift training through our old source.

The committee briefly discussed vehicle driving training sessions for campus employees. Donna reported that the Facilities Office monitors over 250 employees that are approved to drive for the District. Donna has information for training sessions and will provide that source to Kelley.

Norma briefly shared that employees that drive their own personal car on business for the District should also attend this training. The committee concurred.

Brian Wong, Keenan & Associates, will be meeting with Kelley next week to audit our progress on the safety items identified during the SWAAC Inspection last year.

C. Reports

1. Campus Police – Tony Cruz

Tony reported on the following:

- Campus Police reported that everyone should keep in mind that as you do your holiday shopping, criminals also do their shopping this time of the year. Once you make your purchases, it's a good plan to secure them in your vehicle's trunk or cover them with a sheet or blanket – never leave them in open view. Don't create a powerful temptation for lawbreakers.
- A white male was found sleeping in a vehicle with a bag of Marijuana and other drug paraphernalia. Individual was not a student at the college. Individual was arrested and cited.

- Campus Police reported that a student, on the San Marcos Campus, reported his license plate missing on his vehicle. Student is unaware if the license plate was missing prior to his arrival at school.
- Campus Police reported that on Wednesday, November 24, 2004, on the San Marcos Campus while a female was unlocking the truck of her vehicle, she was assaulted by a white male, 170 lbs, 24-26 years of age, wearing a black baseball cap and blue jeans, who walked behind the female and grabbed her buttocks
- Campus Police reported that on Wednesday, November 24, 2004, on the San Marcos Campus, a 1990 Red Honda CRV with Black Top was stolen from Parking Lot 12. Tony indicated that the young student was devastated. A Stolen Vehicle Alert was issued throughout North County

2. **Risk Management – Ken Jay**

Ken reported that the District has one claim remaining. The bleachers in the Dome have been thoroughly investigated and it has been determined that they were properly designed.

3. **Workers Compensation**

There was none to report.

4. **Health Services**

Pam reminded everyone that there will be a Blood Drive, on the San Marcos Campus, December 7th through the 9th.

Health Services will be starting a smoking cessation support group in the spring of 2005.

5. **ASG**

There was none to report.

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

Kelley gave a brief update, to the committee, on the Environmental Health & Safety report for November:

- Four ergonomic requests were completed or in progress
- 14 student incidents were received
- 1 staff incident was received
- The Facilities Office received over thirty-three safety calls

Kelley reported that she, Tony Cruz, Mike Ellis and Carlos Vargas recently attended a Homeland Security Seminar. It was very informative although it was geared mostly to police agencies.

Kelley also reported that she, Bruce Bishop, Tony Cruz, Mike Ellis and Sara Thompson will be meeting shortly on emergency response issues. The group will be responsible for establishing emergency response training for Administrators in January 2005.

Kelley briefly shared that the Instructional Deans will be providing her office with a listing of building coordinators by the end of this week. The District hopes to provide training to all interested employees by teaching them the basics of emergency preparedness. We hope to establish this training in January 2005.

Kelley reported that she has been approached regarding a new Ad Hoc Committee that will be perusing the Police Department versus a Campus Patrol (security only). Composition of the committee has yet been determined.

D. New Business – First Reading

There were none.

E. Safety Concerns

1. Comet Circle at Baseball Field

Karen reported that the first speed bump that vehicles encounter while driving on Comet Circle seems a bit too high.

Karen also reported that twice in the last week she witnessed an armored vehicle driving the wrong-way on Comet Circle (vehicle was exiting from the perimeter road by Staff Parking Lot 4). Kelley directed Tony Cruz to verify that the appropriate signage is posted.

2. Comet Circle at Mission Road

Dolores reported that on several occasions while exiting Comet Circle at Mission Road her vehicle has almost been struck by another vehicle on Mission Road. Dolores was wondering if the District can do anything about this issue. Kelley replied, no that it is the City's (San Marcos) responsibility not the District's.

3. HTLC Project

Eric asked if the construction workers for the High Technology Classroom Building are confined to the jobsite. Kelley replied, yes. The constructions workers have to abide by a list of restrictions that were provided by the District.

Tony also reported that the dividing line on the east side of Comet Circle by Staff Parking Lot 4 is diminishing in color. Kelley will bring this item forward to the Facilities Supervisor's Staff Meeting on Thursday, December 2, 2004, for resolution.

Tony reported that the Parking Lot 6 is closed off where in reality it should be shut down at Aramark. Kelley will bring this item forward to the next Construction meeting.

It was also reported that a large number of vehicles are coming in on the perimeter road behind the SU Building to drop-off/pick-up students. It was recommended that these vehicles drop-off-/pick-up students at the Bern near Aramark/Food Services. Don briefly shared that he has a Facilities Work Request to remove said Bern.

4. Superintendent/President's Parking Space

Tony reported that on several occasions Campus Police has been called by Dr. Jones regarding a vehicle parking in his designated space. Dr. Jones has asked that the vehicle only be given a warning but wants this issue resolved. Kelley will bring this issue forward to the Facilities Supervisor's Staff Meeting on Thursday, December 2, 2004, for resolution.

H. Adjournment

Kelley welcomed Nimoli Khurana as the newest faculty representative on our committee. There being no further business, the meeting was adjourned at 3:05 p.m.

The next scheduled meeting is Wednesday, February 2, 2005, Facilities Conference Room (RS-5), at 2PM