



SAFETY & SECURITY COMMITTEE MINUTES

December 2, 2009

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

Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 2:02 p.m.

Roll Call

Members Present Monique Alegre, Michael Finton, Lisa Hornsby, Kelley Hudson-MacIsaac, Pam Keinath, Brady Lawrence, Sue Mayfield (designated representative for Jayne Conway), Jaime Moss, Marilee Nebelsick-Tagg, Donna Renner, Dolores Silva and Brenda Wright

Guests: Vic So'oto for Tony Cruz

Members Absent: Jayne Conway, Tony Cruz, Mike Ellis, Ken Jay, Tom Medel and Brenda Wright

Ex-Officio Members Present: John Emerson and Katherine Gannett

A. Minutes – November 4, 2009
MSC Nebelsick-Tagg/Silva none opposed

The minutes of the meeting of November 4, 2009 were approved.

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 November 2009, two workers' comp claims were processed; one of which was First Aid and both were Facilities employees.

2. Campus Police

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

9	Graffiti's	0	Stolen Vehicles
1	Locker Burglary	0	Towed/Stored Vehicles
0	Harassments	8	Medical Assists
5	Student Code Violations	0	Arrest (drug)
0	Information Only	1	Lost District Key
0	Threat	0	Fraud
0	Vandalism	4	Vehicle Vandalism
0	Student w/Weapon	0	Grand Theft
0	Sexual Battery	0	Assaults (parking lot spaces)
2	Petty Thefts	0	Vehicle Burglary

0	Hit & Run (parking lots)	0	Indecent Exposure
1	Warrant Arrest	4	Felony Vandalism

Vic reported on the vandalism that has been occurring at the Escondido Center and San Marcos men's restrooms whereas an unknown suspect has been setting toilet paper on fire which then, if not discovered immediately, destroys restroom equipment within the toilet stalls. An arson investigator has been assigned from the Fire Department.

Vic also reported on an individual that was speeding on Mission Road and took out the fence at Parking Lot 14. The Facilities Office is waiting on the Police Report so it can be forwarded to Risk Management.

3. **Risk Management**

There was no report.

4. **Health Services**

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

The Emergency Response and Advanced First Aid Summary Report for November 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>

5. **ASG**

Brady reported that students are concerned about the lack of security in our campus parking lots and wanted to know if anything was being done about this issue. Students also reported that several parking lots lights were out (locations not provided).

Kelley briefly shared that the Safety & Security Emergency Response Working Group met with President Deegan last year and made recommendations as to the needs of the campus emergency response plan which included a campus-wide emergency communication system.

Kelley also reported on the proposed plans for the expansion of Parking Lots 3 and 5. The new additional parking would provide sufficient lighting with walkways and stairways.

6. **Environmental Health & Safety**

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

- Responded to 34 maintenance and service requests
- Oversaw 2 asbestos removal projects
- Received and process 1 IAQ (indoor air quality) report
- Oversaw hazardous waste pickup

C. Action Item/Second Reading**1. Lost District Keys Accountability**

Donna briefly asked if the membership had received feedback/comments from their respective constituents groups about the increase in the number of employees who have lost District keys and yet the District doesn't hold the employee accountable while other local Colleges and Universities do.

No response was received from CCE/AFT, the Administrative Association or the Faculty. Donna reported that she had response from CAST where the majority of members responded positively about holding the employee financially responsible for the loss of their keys.

Donna reported that Mike Ellis recommended that Donna contact several other colleges to find out their lost key policies and she will report her findings at our next meeting on Wednesday, February 3, 2010.

D. First Reading**1. Palomar College Working Hours/Safety Perspective (Boguta)**

Kelley briefly shared that Karen will be discussing the "Clery Act¹" with us at our next meeting on Wednesday, February 3, 2010.

Katherine briefly shared that several years ago Southwestern College had a problem with unauthorized persons accessing their campus during non-business hours and the District's Safety Panel approved a plan to have safety gates installed. Once the gates were installed, the percentage of unauthorized visits and thefts decreased by 66%. It was interesting to note, Katherine shared that the Faculty initially opposed the installation of the gates.

E. Discussion/Other Items**1. 2009-2010 Flu Season**

Sue reported that Mira Costa College will be hosting H1N1 vaccine clinics for their staff and students. Mira Costa received 3,000 dosages.

Mesa College, within the San Diego Community College District, received about 1500 dosages which were made available to students only.

John reported that besides Palomar College, other colleges are asking for vaccine transfers through the San Diego County Health & Human Resources Agency.

Kelley inquired as to how many absences are flu-related. Jaime reported that several faculty members have been out ill at the Escondido Center Campus.

2. Construction Update**a. Health Sciences/Multi-Disciplinary Building Projects**

Kelly reported that both building projects are currently-on-schedule with the Health Sciences Building completion anticipated for April 2010 with move-in occurring during the summer of 2010.

b. Pre-work Industrial Technology Building Awarded

Kelley reported that the Industrial Technology Building project will begin in January 2010 and that the Child Development Center may be disturbed by the dust and noise.

¹ Reference website: <http://www.palomar.edu/police/clery.htm>

c. **Planetarium**

The Planetarium project is currently being reviewed by DSA and it is hoped that the project will go to the Governing Board in January 2010.

d. **Escondido Center North Wing Structural**

The Escondido Center North Wing Structural Project is scheduled to begin in May 2010.

Pam inquired as to the status of the High Voltage Shutdown as she is concerned about their animals in the Child Development Center.

Kelley reassured her that the campus community will be notified of the dates the college campus will be closed.

3. **Slips, Trips & Falls (Hudson-MacIsaac)**

Kelley briefly shared that a female student is suing the District for \$40,000 (reference Safety & Security Committee October 7, 2009 meeting minutes) for the injuries she suffered when she tripped and fell in the LOT 9 Dirt Lot.

John Emerson and Ken Jay visited the site recently and the lot consists mainly of gravel and ravines. There are three signs posted that clearly state "no parking."

John reminded the committee that he had conducted an analysis on the availability of parking spaces in the student lots (reference Safety & Security Committee October 7, 2009 meeting minutes) and found that there were a total of 969 student parking spaces available during peak periods while students continued to park in the LOT 9 Dirt Lot as it is closer to classroom buildings than Parking Lots 9, 12 and Minkoff Field.

It was the consensus of the committee members that we recommend to the Finance & Administrative Services Planning Council that the LOT 9 Dirt Lot be permanently closed as it is a liability issue to the District; however if we do close it ensure that the word gets out to the students by posting it on-line through E-Services and through the Public Affairs Office (Laura Gropen).

F. **Safety Concerns**

1. **Escondido Center/Lack of Campus Police Coverage**

Jaime reported that the Escondido Center employees continuously feel unsafe due to the lack of a full-time Campus Police Officer at their location.

2. **Animals on Campus**

Dolores reported that one of her instructors had informed her that a student had brought a small dog into a class and wanted to know if the District had a policy that forbid animals-on-campus.

Donna informed Dolores that she had a copy of the policy and would email it to her today.

3. **Slip Hazard/Main Sidewalk outside MIB Construction Site**

Lisa reported that Monique and she had witnessed a female student who had almost slipped due to some dirt on the main sidewalk near the construction site.

G. **Adjournment**

There being no further business, the meeting was adjourned at 3:05 p.m.

Reminder: Next meeting is scheduled for
Wednesday, February 3, 2010, 2 p.m., Room RS-5