



## SAFETY & SECURITY COMMITTEE MINUTES

December 3, 2003

A meeting of the Safety & Security Committee was held on *Wednesday, December 3, 2003, at 3:00 p.m.*, in RS-5.

A. Call to Order

Kelley Hudson-MacIsaac called the meeting to order at 3:04 p.m.

B. Roll Call

**Members Present** Norma Bean, Jayne Conway, Mike Ellis, Michael Finton, Kelley Hudson-MacIsaac, Renee Hugo, Karen Mifflin, and Don Thompson

**Members Absent:** Eric Duvall, Brian Engleman, Katherine Gannett, Donna Greene, Nancy Horio, Ken Jay, Pam Keinath, Dolores Silva, Jon Stone and Jim Stoney

**Ex-Officio Members Present:** Eileen Bundoc, and Pam Webb

**Ex-Officio Members Absent:** Max Cregar

**Guests:** Rex Bagley, Robin Hett and Mary Tuttle

C. Minutes

MSC Ellis/Webb. None opposed.

The proceedings of the meeting of November 5, 2003 were approved. Minutes are posted on the Palomar College web page as follows: <http://www.palomar.edu/committees.htm>.

D. Unfinished Business – Second Reading

1. Smoking Education Task Force

Jayne reported that the Task Force recently met with Kelley and they have designated four smoking areas on campus. Signage will be placed on the San Marcos and Escondido Center campuses advising people of the new law. Grant monies will pay for the signage.

Kelley will bring forward the new proposed board policy change to the Administrative Services Planning Council on Thursday, December 11, 2003 (reference Safety & Security Committee minutes of November 5, 2003). Kelley stated that the new California state law takes effect January 1, 2004.

Jayne shared that surveys were distributed to the students and are in the process of being tabulated. Surveys will be distributed to district staff shortly.

Pam shared that North County Health Services has a grant for Smoking Cessation – they will be providing the program at the college from January 22, 2004 through March 1, 2004 (the grant concludes the end of February). They will be offering a support group as well as one-on-one counseling sessions – nicotine patches will be provided only to those participating in the support group.

Michael asked how the new policy will be enforced. He shared that recently, at the Escondido Campus, he approached two students smoking under the "no smoking" signs in the 600 wing. The students told Michael to mind his own business so he promptly reported the incident to Campus Police. Don indicated that it could be enforced by issuing the abuser a ticket.

Karen shared that on the San Marcos campus alongside the N Building where the concrete patio sets are located, there are several ashtrays set right up to the building violating the current policy of 7.5 feet. Jayne replied that incidents involving students, on San Marcos campus, can be reported directly to Bruce Bishop, Director of Student Affairs.

E. Reports

1. Campus Police

There was none to report.

2. Risk Management

Kelley reported that the District has received two lawsuits (one from the student that was injured by the rebar in Redwood City; and one from the student who jumped off the wall located by the Bookstore).

3. Workers Compensation – Eileen Bundoc

There was none to report.

4. Health Services – Jayne Conway

Jayne gave a summary of potentially **life-threatening emergencies** provided by Health Services for November 2003:

- 8 students/1 employee on the San Marcos campus
- 1 student on the Escondido campus

In addition, Health Services provided **non-life-threatening** first aid to 23 individuals at the San Marcos campus and 3 individuals at the Escondido Center.

During this time period Health Services had a total of 1,307 office visits at the San Marcos Campus and the Escondido Center.

Jayne also reported that Health Services has given over 600 flu shots. According to Public Health this strain of flu is the worst. Health Services is seeing a lot more visits relating to the flu and colds.

Pam shared that the recent Health Faire was a great success. Over thirty vendors/exhibitors participated.

The Blood Drive ends today. Palomar College has a blood reserve available for students, staff and their families.

Upcoming events:

- February 2004 – Healthy Heart Month
- March 2004 – March on TB

5. ASG – Renee Hugo

There was none to report.

6. Environmental Health & Safety – Kelley Hudson-MacIsaac/Don Thompson

Kelley reported that Don has been re-assigned temporarily to build the new Campus Police KIOSK. EH&S conducted six (6) work station evaluations.

Mike shared that sidewalk repairs have been completed by the ES and P-South Buildings. The Grounds Services crews will be grinding down the sidewalks by the Q Building and replacing sidewalks at the Theatre. It costs approximately \$600-\$800 to fix these areas and takes the Facilities staff approximately two-to-three days to complete.

F. New Business – First Reading

1. Carts on Sidewalks – Mary Tuttle

The Disability Resource Center (DRC) expressed their concerns about been prohibited from utilizing the main sidewalk during the hours of 7:30 a.m. to 1:30 p.m. which greatly impedes their department from providing transportation service to DRC students. Mary also expressed concern about their department's inability to access blind corners around the following buildings: BE, ES, F, LS Q, RC and W.

The Disability Resource Center makes approximately twenty trips a day transporting students to and from their classes and to and from the Transit Center. They would like access to all areas of campus. Mary indicated that the DRC licensed drivers transport students on sidewalks on the perimeter of the campus which simply scares several of their students.

Mike expressed concern regarding DRC usage of the perimeter sidewalks. DRC drivers should not be driving carts on the 6 foot sidewalks with a 5 foot cart. Carts should be driven on the perimeter roads only. He also expressed concern regarding DRC's request to access all areas of campus. Restricted areas are off-limits to all carts and are clearly outlined on the campus vehicle video. Mike also stated that on several occasions he has stopped one of DRC's drivers for excessive speed on the main sidewalk.

Kelley proposed that the Safety & Security Committee temporarily approve that DRC be granted an exception, starting in the spring 2004 semester, to the current policy. The committee will re-evaluate this policy in March 2004. Carts will only be allowed to drive on the main sidewalk when transporting students. If carts are empty, they must utilize the perimeter roads.

Kelley shared that Don will be updating the campus vehicle video which will include a map of all the restricted areas. Notification will be sent to all campus departments indicating that only DRC will be granted an exception to drive on the main sidewalk.

There were no objectives from the committee.

G. Other Items

1. Emergency Procedures – Kelley Hudson-MacIsaac

Kelley shared that after last Thursday's bomb scare in the Library, an administrator approached her and asked if the district had any emergency procedures. Kelley replied yes and gave the administrator a copy of our emergency procedures (flipchart). Kelley directed the committee members to peruse the current flipchart to see if we should make any changes to the document. Please bring any comments/concerns to our next meeting on February 4, 2004.

2. SWACC Inspection – Kelley Hudson-MacIsaac

Kelley shared that the District will be evaluated by SWACC next Wednesday and Thursday (December 10<sup>th</sup> and 11<sup>th</sup>). They will be concentrating on the following items:

- District procedures
- Classroom Labs
- Health Services – blood borne pathogens
- EH&S programs
- PCEC

3. T Building Safety Issue (Roadway Repairs)

Trade & Industry Staff/Faculty have requested the repairs to the T-Shop asphalt be postponed due to a Timber Framing class scheduled over semester break. Spring break is the next available period (March 15-19, 2004).

4. PCEC: Student Seizure

Michael shared that on November 12<sup>th</sup> while he was teaching a class, he was approached by another instructor, in an adjoining classroom, who indicated that one of his students was having a seizure in his class. Michael immediately responded and asked one of his students to contact Campus Police. The student went to the EME Office and asked the employee to contact Campus Police. Student reported back to Michael that they could not be found. Michael said that several of his students are City of Escondido paramedics and they assisted him with the student until the Escondido Fire Department responded. Norma expressed concern about the response given by the employee regarding Campus Police. Norma stated that in all emergencies, extension 2289 should be dialed which connects your call immediately to Campus Police dispatch which is manned 24/7. Norma stated that she has tested this system several times and Campus Police have always responded within two minutes or less.

Michael asked if instructors can be notified of any health problems in regards to their students. Jayne replied no, that due to privacy issues this information cannot be shared with instructors or staff but that students are urged to let their instructors know if they have any health issues.

H. Adjournment

There being no further business, the meeting was adjourned at 3:54 p.m.

The next scheduled meeting is Wednesday, February 4, 2004

Facilities Conference Room (RS-5)

3:00-4:30 p.m.