



SAFETY & SECURITY COMMITTEE MINUTES

December 4, 2002

A meeting of the Safety & Security Committee was held on *Wednesday, December 4, 2002*, 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 Donna Baughn (ex-officio), Norma Bean (ex-officio), Max Cregar (ex-officio) Mike Ellis, Michael Finton, Katherine Gannett, Donna Greene (ex-officio), Ed Groschwitz, Kelley Hudson-MacIsaac, Ken Jay, Amador Soto, Jim Stoney, Don Thompson and Pam Webb (ex-officio)

Members Absent: Jayne Conway, Eileen Bundoc, Barbara Clay, Mike Ellis, Carol Gidner, Jo Anne Giese, Toni Griffith, Pam Keinath, Steve Kirby, Pat Larmer (ex-officio) and Mike Rourke (ex-officio)

Guests Present: Theo Brockett, Steve Keith and Donna Renner (for Jo Anne Giese)

C. Minutes

The proceedings of the meeting of November 13, 2002 were approved with minor modifications (Jay/Finton). Gannett: Item E4, 7th paragraph: AIDS mis-spelled. Hudson-MacIsaac: Item E4, 3rd paragraph: Add Campus Police.

D. Unfinished Business

1. Automated External Defibrillators (AEDs) – Pam Webb

Pam briefly shared that there will be a meeting on Monday, December 9, 2002, from 2-4 p.m. in the Library Conference Room. Project Heartbeat will provide a demo of the AEDs from 2-3 p.m. A proposal will be brought back to the Safety & Security Committee in February 2003.

2. Safety Inspections – Kelley Hudson-MacIsaac

Kelley briefly shared that Don Thompson has completed the safety inspection form. Tony Cruz of Campus Police will begin coordinating the Campus Police training sessions with Don shortly.

3. Stop Signs/Front Entrance – Kelley Hudson-MacIsaac

Kelley briefly shared that the yield signs, at the front entrance, will be removed and replaced with stop signs this weekend. The Facilities crews will be moving the white line back and painting a large STOP on the asphalt.

E. Reports

1. Campus Police – Jim Stoney

Jim briefly shared that drag racing has been occurring in LOTS 9 and 12. The people doing the drag racing appear to be very organized (they carry portable radios and have spotters present). Jim has proposed to Jerry Patton that gates be installed near the housing project in LOT 12 and at Borden Road to prevent drag racers from using our property to conduct their races. Jerry will be bringing this proposal forward to the VPs.

Jim also reported that there have been several incidents of driving violations (students doing do-nuts with their cars) in the parking lots.

Jim also reported that a former student has failed to register as a sex-offender (felony) with the Campus Police (now required by State law) and the local Sheriff's Office. This student was arrested last year and spent thirty days in jail.

On a positive note, Jim reported that the Toy Drive has been a great success thus far. Over 160 toys have been collected. Toys will be distributed to the Polinsky Center for Abused Children, Palomar Hospital Children's Ward and the Palomar College EOPS Holiday Party for Students. Jim had high praise for Norma Bean and all the businesses that have donated toys.

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 difficulty defending such claims and may have no recourse but to pay the amount requested or a negotiated settlement. Donna Greene suggested that a general information email be sent campus-wide asking all staff to report any potential hazard items to Facilities.

Ken also reported that their office is in the early stages of looking into purchasing surveillance cameras for the Escondido Center and/or the San Marcos campus. These cameras can be mounted directly onto the building, are able to record surrounding noises and are digital thus eliminating the need for tapes. Possible locations, besides the parking lots, at the San Marcos Campus would be the Cashier's Office and Financial Aid.

3. Workers Comp – Eileen Bundoc

Donna, HR, reported that one major injury occurred last month where an employee fell while trimming a tree. Employee was not following safety procedures (did not use ladder). Employee has been off work for one month.

4. Health Services – Jayne Conway

Pam reminded everyone that Health Services is 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 reminded everyone that the Library is displaying the AIDS quilt panels to acknowledge World AIDS Day. The panels will be on display from the end of November through mid-December. Katherine indicated that this may be the last year that Palomar College will be able to host this display due to rising costs.

Pam briefly shared that effective December 1, 2002, Health Services is once, again, accepting workers' comp injuries (departments not covered: Follett College Stores, Aramark/Food Services).

5. ASG

Amador briefly shared that M.E.C.H.A will be hosting a holiday event on Friday, December 6, 2002, from 7-9 p.m. in room D-10. The event is free but the ASG Club is asking that everyone make a donation to their Christmas Convention as follows:

Unwrapped Toys
Wrapping Paper
Money Donations

There will be live musical entertainment and refreshments will be provided.

ASG is supporting the upcoming Blood Drive by donating \$50 to Health Services and they also supported the Library in bringing the AIDS Quilt to Palomar College.

6. EH&S – Don Thompson

Don briefly shared that EH&S has been evaluating workstations on the San Marcos campus and that he and Kelley have recently conducted a safety walk-through of the Child Care Center with Pam Keinath. They assessed that we need to make the gates more child-proof. The Child Care Center has requested that the back gates to their facility be locked at all times but the Fire Marshal has denied that request. There is a proposal to install a second gate at the front of the Child Care Center near LOT 12 which EH&S is evaluating. Don is also in the early stages of looking into purchasing alarms for the gates.

F. New Business1. SPC Governance Structure Group Request

Kelley distributed a copy of the proposed Governance Structure for the Safety & Security Committee. After a brief discussion, it was the recommendation of the committee that the following changes be brought forward to the Administrative Services Planning Council for approval:

Current Structure	Safety & Security Recommendation
Manager, Environmental Health & Safety	No change
Director, Facilities	No change
Director, Health Services	No change
Chief of Police	No change
One Community Member	Remove Community Member
Two Faculty Members	Propose Four Faculty Members (various areas)
Two Classified Unit Employees	No change
One Administrative Association Member	No change
One Confidential & Supervisory Team Member	No change
One Student	Change to One ASG Representative
Director, Business Services	No change
Director, Escondido Center – Extended Studies	No change
Student Services representative	No change
Child Development representative	No change
	Propose Manager, Human Resources

Once the Administrative Services Planning Council has approved the governance structure the proposal will be forwarded to the Strategic Planning Council for its perusal.

G. Other Items1. Earthquake Awareness

April 2003 is Earthquake Awareness Month and Katherine feels that the Safety & Security Committee ought to prompt and plan events regarding this subject to the campus community. Kelley reminded everyone that there is information available on earthquakes which can be accessed through the Environmental Health & Safety web page as follows:
<http://www.palomar.edu/ehs/EQ%20page.htm>

H. Adjournment

There being no further business, the meeting was adjourned at 3:47 p.m.