



SAFETY & SECURITY COMMITTEE MINUTES

December 4, 2013

A regular meeting of the Palomar College Safety & Security Committee scheduled for *Wednesday, December 4, 2013*, at 1:00 p.m., was held in RS-5. Derrick Johnson called the meeting to order at 1:07 p.m.

Roll Call

Members Present: Jayne Conway, Tony Cruz, Michael Finton, Derrick Johnson, Pam Keinath, Carl Lofthouse, Chris Miller, Marilee Nebelsick-Tagg, Eileen Poole, Donna Renner and Dolores Silva

Members Absent: Anne Delgado, Lisa Hornsby, Wendy Kinsinger, Tom Medel, Jaime Moss, and Salvador Orozco

Recorder: Donna Renner

Ex-Officio Members Absent: Ana Maria Wright

Ex-Officio Members Present: Lucy Nelson

A. Minutes – November 6, 2013

MSC Nebelsick-Tagg/Lofthouse approved the November 6, 2013 meeting minutes with minor modifications; none opposed.

Minutes are posted on the Palomar College webpage as follows: <http://www.palomar.edu/committees/safety>

B. Discussion/Information Items

I. Workers Comp

Lucy Nelson reported on the following for the month of November 2013:

- Two (2) workers' comp claims were processed which included
 - One (1) slip, trip or fall
 - One (1) lifting/back strain
 - None were from Facilities

2. **Campus Police**

Tony Cruz reported on the following incidents for the month of November 2013:

Incident Count	Description	Incident Count	Description	Incident Count	Description
	Accident Report		Arrest	1	Assault
	Battery	1	Burglary		Criminal Threat
	Attempted/Threatening Suicide		Disturbing the Peace	2	Disturbance
	Domestic Violence		Drugs-marijuana		Drunk in Public
	Forgery	5	Graffiti	1	Grand Theft
	Fraud		Hit-and-Run		Impounded/Stored Vehicles
	Harassment	2	Information Only		Indecent Exposure
	Lewd Conduct		Lost and Found	1	Lost District Keys
	Locker Burglary	4	Medical Assists		No License
	Non-Injury Accidents	1	Petty Theft		Other: Foot Pursuit
	Other: Found Narcotics		Other: Smoking Calls		Parole Hold
	Possession of Knife on Campus		Skateboarders		Resisting Arrest
	Robbery		Sexual Assault		Stolen Property/Plates
30	Skateboarding	32	Smoking		
	Stalking	7	Student Conduct Violations		Suspicious Activity
	Stolen/Recovered Vehicles		Traffic Accidents		Vandalisms
	Towed/Stored Vehicles		Vehicle Burglaries		Vehicle Vandalisms
	Water Leak	1	Weapons Violation		

3. **Risk Management**

Eileen Poole reported on the following for the month of November 2013:

a) On-going Claims

The items reported at the October 2013 meeting are still ongoing.

b) Cheerleading Squad Member Claim

A new claim has been received from a participant on the Palomar College Cheerleading Squad and our office is looking into the claim.

4. **Health Services**

Jayne Conway reported on the following for the month of November 2013:

a) Urgent Care Reports

Health Services staff are compiling these reports and they were not available to distribute in time for this month's meeting.

b) Flu Shots/TB Serum

Health Services has provided over 600 flu shots and has seen an increase in the TB serum batches. Palomar College employees still cannot obtain their TB tests at Health Services. Health Services priority is ensuring that the students that require TB tests for their physicals are processed.

c) Counseling Department/Program Help

Jayne shared that the Counseling Department has a new program entitled "Help." Health Services is funding two licensed counselors (one is a doctorate assignee and one is a licensed social worker). The program is handled through Lisa Filice, Counseling Services Supervisor.

Jayne will be working with Dean Stockert, Counseling Division Office, on the criteria. The program has not been advertised much.

d) Student-in-Crisis

Jayne reported that the "Student-in-Crisis program has been renamed "Behavioral Health and Campus Wellness Committee" which is promoting a safe and healthy learning environment for all Palomar College students and employees through collaborative, preventive and supportive resources and activities that facilitate behavioral health and campus wellness.

The committee's information has been brought to the Strategic Planning Council (SPC) for first reading. It will be brought back to SPC in February for second reading/approval.

There will be numerous members on this committee and Jayne indicated to the Safety & Security Committee that they may want to see who the members are on this new committee.

e) Behavioral Intervention Team

Jayne reported the Behavioral Intervention Team has certain individuals serving on it including Dean Brian Stockert, Tony Cruz, Sherry Titus and herself.

The Behavioral Intervention Team takes a look at persons-of-interest and that means there may be a student we suspect there is something going on with and we will meet regularly to discuss their health and wellness in the safety of the campus -- not necessarily their getting behind in their class work.

This committee has been approved for Professional Growth.

f) Active Minds Club

Jayne reported that an Active Minds Club has been started on campus. Its purpose is to empower students to speak openly about mental health in order to educate others and encourage help-seeking.

One of the Club's recent event's consisted of placing 1,100 backpacks on campus which represented the number of college students that commit suicide each year.

5. **ASG**

No report.

6. Environmental Health & Safety Office-Derrick Johnson

Derrick reported on the following for the month of November 2013:

a) D-Building Sexual Assault

Derrick provided follow-up on this incident where the Performing Arts department requested new carpeting, lighting, painting and locksets. There are a few tasks that have been completed; however there are still some requests left on-the-table.

Chris shared that he and Don Sullins discussed the requests with Ron Perez and the Facilities Office is processing purchasing requisitions and establishing a timeline for completing this project.

b) Parking Lot Incident

Derrick reported that Lucy Nelson emailed him a few days ago about a student that tripped and fell on some stairs in one of our parking lots at approximately 3:30 p.m. Derrick went and viewed the area today and could not find anything wrong. Assumption was made that the student was probably texting and walking and not paying attention to their environment.

c) Theatre Slip, Trip & Fall Incident

Yesterday, we received a telephone call from Sgt. So'oto, Campus Police, in regards to a student who tripped on the last three stairs at the Theatre and injured herself. She went to the Hospital. Derrick has not heard if the student had any injuries. Derrick hopes that a medical injury report was completed (yes, according to Jayne). Derrick went today and assessed the area where the incident occurred and found that the lights were turned off by the employees because during a performance the lights must be off. The corner is very dark as the walls are painted dark blue. Derrick will be discussing this with Chris later and Chris recommended that some type of lighting adjustment be made like ambient lighting similar to what is installed at the Planetarium <Update: a Facilities Work Request was issued and the lighting problem has been resolved>.

d) Theatre – Other Lighting Issues

Derrick received a separate email from Theatre employees in regards to lighting in the catwalk area. The employees must climb ladders to reach this area and there is no light switch at the bottom to turn the light on so when they get to the top, the rafters are dark and they can't see where they are placing their feet. Derrick will be discussing this request with Chris later. <Update: a Facilities Work Request was issued and the lighting problem has been resolved>.

C. Action Item/Second Reading**I. Fire Alarm Advisory/PCCD Notification Requirements.**

Derrick discussed the "Fire Alarm Advisory/PCCD Notification Requirements document with the committee. He received only two comments from the membership. Derrick will go over some of the concerns that Carl and Tony had brought forth.

One of the concerns mentioned involved clarification on the roles between Campus Police and the Facilities Department in areas of initial response and creating multiple layers of response, automatic fire department notifications for what incidents, evacuations, closure of incident, after accident reporting.

Derrick's response to some of those questions was to create two separate Fire Panel Advisories – one for the Facilities Department and one for Campus Police so these two departments are clear on what each department is doing. Campus Police has their protocols and the Facilities Department has theirs.

Red portion on the paperwork describes an "alarm" and the black portion indicates a "false alarm;" however and everyone must follow the appropriate Campus Police or Facilities Department protocols.

On the “note” section the membership recommended that we change the contact information. Instead of using employee’s names (for example, Laura Gropen), we will use department names.

Derrick asked the membership to email him any other comments they may have about the protocols and he will make the appropriate changes.

Chris asked that the building evacuation section be made clearer as the Facilities Department looks to Campus Police for evacuation as the problem with the alarm system is too technical. The Facilities Department’s primary task is to find the source ASAP.

Tony wanted to know if we could include the Instructional Deans in this process because they usually help in the evacuation process (MD & NS Buildings). Chris indicated that this is a great point.

Derrick will make the necessary changes and bring it back to us at a later date.

D. First Reading

1. San Marcos Campus Emergency Procedures Guide

a) San Marcos Campus Emergency Phone Locations/Extensions

Derrick distributed a copy of the San Marcos Campus Emergency Phone Locations to the membership where the key indicates the following:

- Circle=emergency phone locations
- Diamond=pay phone locations
- Star=blue phone locations (this phone automatically connects individuals to Campus Police).

This information will replace the lime green map that is located in the current San Marcos Campus Emergency Procedures Guide.

Tony recommended that we add the designated campus evacuation areas to this map.

Membership would prefer that the new map be printed in white instead of lime green.

Email Derrick any additional comments you have may have on this map and Derrick will incorporate the information onto this map.

2. Escondido Center Emergency Procedures Guide

This item is tabled until next Safety & Security Committee meeting on February 5, 2014

E. Discussion/Other Items

1. it’s Up To Us/Conway

Jayne distributed a handout on “It’s Up To Us” which covers mental health topics for San Diego residents.

F. Safety Concerns

1. Theatre Orchestra Pit

Tony indicated that there is an unsafe stairwell area in the Theatre Orchestra Pit similar to the AA/ST Building stairwell where the area was corroded off several years ago because of a sexual assault.

G. Adjournment

The meeting adjourned at 2:15 p.m.

Reminder: Next meeting is **scheduled** for
Wednesday, February 5, 2014, 1 p.m., Room RS-5