



SAFETY & SECURITY COMMITTEE MINUTES

December 5, 2007

A meeting of the Safety & Security Committee was held on *Wednesday, December 5, 2007, 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 Tony Cruz, Kelley Hudson-MacIsaac, Pam Keinath, Michael Finton, Ken Jay, Tom Medel, Donna Renner and Cindy Torgison

Members Absent: Paul Barboa, Jayne Conway, Mike Ellis, Lucy Nelson, Pete Ordille, and Dolores Silva

Ex-Officio Members Present: John Emerson and Katherine Gannett

Guests: Theo Brockett

A. Minutes – November 14, 2007

MSC Jay/Torgison none opposed

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

B. Discussion/Information Items

1. Workers Comp

No report

2. Campus Police – Tony Cruz

Tony reported that during the month of November 2007, the following incidents occurred:

- ♦ Four (4) graffiti reports
- ♦ One (1) vandalism
- ♦ One (1) vehicle burglary
- ♦ Two (2) grand thefts; one of which was a laptop
- ♦ One (1) attempted rape; deferred to San Marcos Sheriff's Department
- ♦ One (1) fire alarm sounding at the Natural Science Building
 - o Instructor left plastic on hot plate
 - o Campus Police contacted San Marcos Fire Department
- ♦ Five (5) medical assists
- ♦ One (1) lost key; reports are forwarded to the Facilities Office
- ♦ One (1) traffic accident; assisted San Marcos Sheriff's Department
- ♦ One (1) arrest warrant
- ♦ One (1) drug arrest; marijuana
- ♦ One (1) information report; student brought knife to class

3. Risk Management

No Report

4. **Health Services – Jayne Conway**

No report

5. **ASG**

No report

6. **Environmental Health & Safety**

Kelley reported on the following activity:

- ♦ Kelley and John provided a few work station evaluations.

Kelley reported that she, Tom Plotts and Don Sullins attended Emergency Response meetings at Cal State San Marcos and UCSD on November 29th. Unlike Palomar, both campuses have full-time personnel that oversee their Emergency Management Programs.

Both CSUSM and UCSD have surveillance cameras throughout their campuses for security purposes plus UCSD has "Talk-A-Phones"¹ (emergency/information phones) strategically placed throughout their campus. These phones can be utilized during an emergency situation to broadcast throughout the campus.

Palomar College hosted a demonstration of this system this morning at 7:00 a.m. in Parking Lot 1.

C. **Action Items/Second Reading**

There were no second readings.

D. **First Reading**

1. **Carts on Sidewalks – Kelley Hudson-MacIsaac**

Kelley reported that during the construction of the Natural Science Building, the ban on driving carts on the main sidewalk was lifted. Now that the Natural Science Building has been completed (August 2007), carts will be banned, once again, from driving on the main sidewalk, during the hours of 7:30 a.m. to 1:30 p.m.

Committee members discussed their concerns regarding cart drivers driving too fast and the sidewalks always being filled with students.

It was the consensus of the committee to extend the banned hours from 7:30 a.m. to 3:00 p.m., Monday through Friday.

MSC Jay/Medel none opposed

2. **Classroom Locks**

Kelley reported that many unrestricted classrooms on campus cannot lock their doors from the inside of the classroom. Cost to replace existing locksets with keyed locksets will be \$150 per lockset.

Kelley directed each committee member to take this item (ability to lock unrestricted classrooms from inside the classroom) back to their constituencies for their comments/concerns and report back to this committee at our next meeting on Wednesday, February 6, 2008.

¹ <http://www.talkaphone.com/index.cfm>

3. Natural Science Building Stairs

Kelley reported that during the recent rainstorms, the stairs at the Natural Science Building became quite slippery. This is an architecture design flaw and has been forwarded to the building's architecture for resolution.

Kelley would like this item addressed in the design of all future campus buildings.

4. Security Cameras (interior and exterior)

Kelley reported that Palomar College has no policy/procedures regarding the installation of security cameras.

The installation of security cameras at the Escondido Center were approved by the Safety & Security Committee at their meeting of December 9, 2004 for security purposes (gang activity). The system is monitored by Campus Police.

Cindy reported that the Math Lab has installed security cameras in their testing room. It was also reported that the Student Union Building has security cameras installed in every room and the system is monitored by Marilyn Lunde in the Student Affairs Office.

Kelley reported that Mike Ellis had received a Facilities Work Request to have security cameras installed inside the Wellness Fitness Center.

Committee members recommended that this item be brought forth to the Facilities Review Committee:

- ♦ Establish Policy/Procedures
- ♦ Is there a need to have cameras in classrooms; if so, what location?
- ♦ Who and what are the department's monitoring?
- ♦ Parking Lots cameras are posed to catch car thefts, burglary, etc.

Katherine asked if the campus gates could be locked to reduce activities and crimes during emergencies. She indicated that all K-12 campuses are secured while classes are in session.

Kelley reported that she and John Emerson will contact the San Marcos Fire Department regarding the committee's inquires/concerns.

Kelley asked the committee to think about possible security camera locations during the Holiday Break.

E. Discussions/Other Items**1. Emergency Response Plan Working Group**

Kelly reported that the working group will be meeting next week.

2. Construction Updates

No report.

F. Safety Concerns**1. North County Transit District/Sprinter**

Committee members expressed concern about the lack of a sidewalk crossing from the Sprinter light rail station across Mission Road to the campus.

Kelley will contact Neill Kovrig about our best approach.

2. Cafeteria Theft

Ken reported that Aramark is experiencing food and drink thefts within the Cafeteria. Donna inquired about the security cameras that used to be in place – Ken replied that they had been removed quite some time ago. It was recommended that Aramark install security cameras to deter thieves.

3. Skateboarders

Tony reported that on weekends, specifically Sundays, the campus is inundated with skateboarders despite signage banning this type of activity. It was recommended that Campus Police start issuing citations.

4. Natural Science Building Fence Jumpers

Donna reported and that she and her student assistant have witnessed a number of students jumping over the fence at the Natural Science Building to cross Comet Circle and then jumping over the fence to Parking Lot 8 for access to Parking Lot 9.

5. Natural Science Building Solid Steel Doors

Cindy expressed concern regarding the lack of visibility with the solid steel doors at the Natural Science building

6. Escondido Center/Emergency Medical Education Classroom Theft/Vehicle Burglary

Michael reported that while EME students were away from their classroom, unknown persons entered the classroom and stole valuables.

In another incident, an EME student's vehicle was burglarized while he was in class. Once he reported the incident to Campus Police, it was an hour before they responded.

7. Blind Student knocked down in Library by Disabled Student in Wheelchair

Katherine reported that approximately a week ago, a student in a mobile wheelchair backed into the round KIOSK, located on the first floor of the Library, which in turn hit a blind student standing behind the KIOSK knocking that student to the ground.

Katherine indicated that there is the second incident involving the same student in the mobile wheelchair.

Kelley will contact Ron Haines, Director of the Disabled Resource Center, to recommend mobile wheelchair training.

G. Adjournment

There being no further business, the meeting was adjourned at 3:30 p.m.

Reminder: Next meeting is scheduled for
Wednesday, February 6, 2008, 2 p.m., Room RS-5