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# LOS ANGELES HARBOR COLLEGE

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## **WORK ENVIRONMENT & FACILITIES \*\*\*COMMITTEE\*\*\***

January 15, 2008, Tuesday 1:00 PM

B-11

### **MEETING MINUTES**

#### **1. OPEN MEETING AND INTRODUCTIONS**

<b>Faculty</b>	<b>Admin</b>	<b>Classified</b>	<b>Students</b>	<b>L.A. Sheriff</b>
B. Young, Chair	L. Rosas	M. Pursey*		Dep Young*
W. Hernandez*	B. McNeel	C. Muldoon		
M. Kinrade*	A. Tomlinson	Y. Parra		
B. Loiterman	A. Patterson	B. Englert		
H. Witt*	N. Malone			
L. Glover*				
L. McKenzie*				
<b>Guests:</b>				

\* Member absent

- 2. MEETING MINUTES:** *THE NOVEMBER MEETING MINUTES WERE REVIEWED AND ACCEPTED.*
- 3. ANIMAL FEEDING FOLLOW UP:** *THE COMMITTEE AGREED THEY WOULD DISCONTINUE FOLLOW-UP TO PREVENT THE SITUATION FROM ESCALATING.*
- 4. WORK REQUESTS:** *MR. ENGLERT IS WORKING ON IMPLEMENTING THE WEB BASED ELECTRONIC WORK REQUEST SYSTEM. THIS WILL WORK SIMILAR TO THE INFORMATION TECHNOLOGY WORK REQUEST SYSTEM AND SHOULD HELP SPEED THINGS ALONG.*
- 5. ADJUNCT FACULTY OFFICE SPACE AND EQUIPMENT:** *COMPLAINTS CAME FROM FACULTY THROUGH AN AFT SURVEY REGARDING OFFICE SPACE AND COMPUTERS NEEDED. IT WAS MENTIONED THAT THE DIGITAL ART ROOM IS AVAILABLE FOR ADJUNCT OFFICES.*
- 6. GOLF BALL SAFETY:** *THERE IS A SAFETY CONCERN FOR GOLF BALLS FLYING OVER THE NET FROM THE DRIVING RANGE AND POSSIBLY STRIKING STAFF, STUDENTS AND CARS. MR. ENGLERT HAS ALREADY SPOKEN WITH PEOPLE FROM THE DRIVING RANGE AND THEY HAVE RECONSTRUCTED THE NET SINCE THEN.*

*THERE ARE ALSO GOLF BALLS COMING FROM HOLE FOUR OF THE GOLF COURSE, MR. ENGLERT WILL CONTACT THE CITY FOR THAT PROBLEM.*

- 7. TECH 2 MOVES TO TEMPORARY TRAILER:** *DUE TO THE DEMOLITION OF THE TECH 2 BUILDING COMING SOON, THERE WILL BE TEMPORARY TRAILERS PLACED IN-BETWEEN THE BUNGALOWS AND THE OLD RECEIVING AREA. THE MATH, ENGLISH AND JOB PLACEMENT DEPARTMENTS WILL TEMPORARILY MOVE INTO THE NEW OFFICE VILLAGES (TEMP TRAILERS).*
- 8. DRAFTING MOVE FROM TECH 2 TO TECH 1:** *THE DRAFTING DEPARTMENT MADE A SMOOTH TRANSITION FROM TECH 2 TO TECH 1.*
- 9. NEW KEY SYSTEM:** *IT WAS ANNOUNCED THAT THE NEW BUILDINGS WILL UTILIZE CARD READERS TO OPEN DOORS TO HIGH TECH EQUIPMENT ROOMS AND THE INTER OFFICES WILL CONTINUE WITH UTILIZING HARD KEYS.*
- 10. PARKING:** *MR. ROSAS DISCUSSED THE POOR CONDITION OF THE PARKING LOTS. MOST OF THE DAMAGE IS FROM THE CONSTRUCTION TRUCKS. THE TICKET MACHINES ARE WORKING AND BRINGING IN A SMALL AMOUNT OF REVENUE BUT NOT ENOUGH TO RE-PAVE THE LOTS. MS. MALONE SUGGESTED INCREASING THE PARKING FEES.*
- 11. TELEPHONE ANSWERING SERVICE:** *DUE TO THE RECENT POWER OUTAGE EVERYONE'S VOICEMAIL MESSAGES WERE DELETED.*
- 12. END OF MEETING -** Meeting adjourned at 2:40pm