
LOS ANGELES HARBOR COLLEGE



WORK ENVIRONMENT & FACILITIES *COMMITTEE*****

February 12, 2008, Tuesday 3:00 PM

B-11

MEETING MINUTES

1. OPEN MEETING AND INTRODUCTIONS

Faculty	Admin	Classified	Students	L.A. Sheriff
B. Young, Chair	L. Rosas	M. Pursey*	Rachael Richards	Dep Young*
W. Hernandez*	B. McNeel	C. Muldoon	Rubi Mendoza	
M. Kinrade*	A. Tomlinson	Y. Parra	Liz Ancenos	
B. Loiterman	A. Patterson	B. Englert	Kenneth Gukey	
H. Witt*	N. Malone		Philip Dragotto	
L. Glover*			Stephanie Alonzo	
L. McKenzie*			Dawn Castillo	
			Donte Green	
Guests:				

* Member absent

- 2. MEETING MINUTES:** *THE JANUARY MEETING MINUTES WERE REVIEWED AND ACCEPTED.*
- 3. EMERGENCY DISASTER:** *MR. YOUNG SHARED INFORMATION FROM THE EMERGENCY PLANNING AND PREPAREDNESS WORKSHOP HE ATTENDED. HE DISCUSSED WHAT IS REQUIRED BY THE STATE. HE DISTRIBUTED THE NIMS/SEMS TRAINING MATRIX WHICH INDICATES THE TRAINING AREAS AND HOURS REQUIRED FOR COLLEGE EMPLOYEES FROM THE STATE CHANCELLOR'S OFFICE. CERT TEAM TRAINING MIGHT BE OFFERED AT OUR CAMPUS AND WE WILL NEED TO SEND PEOPLE TO TRAIN-THE-TRAINER.*

MR. YOUNG FORMED THE NEW WEC SUB-COMMITTEE TO WORK ON DISASTER PREPAREDNESS PLANS. THE SUB-COMMITTEE WILL COMPILE A COMPREHENSIVE PROGRAM FOR THE COLLEGE. THEY WILL CREATE ASSIGNMENTS FOR THE EMERGENCY ORGANIZATION CHART; OUR CAMPUS IS ONE OF THE ONLY COLLEGES IN THE DISTRICT WITH THIS CHART. MR. YOUNG AND MR. ENGLERT TO CO-CHAIR, MR. ROSAS, MR. MCNEEL AND MR. HERNANDEZ TO ATTEND. THE SUB-COMMITTEE WILL MEET THE 1ST AND 3RD TUESDAY'S OF THE MONTH FROM 2:00-4:00PM.

4. **EXISTING PROJECTS UPDATE:** *THE TECHNOLOGY BUILDING WILL SOON BE DEMOLISHED.*
5. **OFFICE AND CLASSROOM ISSUES:** *MR. HERNANDEZ MENTIONED THAT THE ENGLISH DEPARTMENT HAS HAD PROBLEMS WITH THE ELECTRICITY OVERLOADING THE BREAKERS. HE ALSO MENTIONED PEOPLE HAVE COMPLAINED ABOUT THE RESTROOMS BEING TOO FAR.*
6. **REVIEW OF WORK REQUESTS:** *EVERYONE WAS ASKED TO PLEASE CALL PLANT FACILITIES REGARDING SAFETY AND GRAFFITI WORK REQUESTS PRIOR TO SENDING THE WORK REQUEST SO THAT FACILITIES CAN ATTEND TO THE INCIDENT QUICKLY.*
7. **END OF MEETING** - Meeting adjourned at 4:20pm