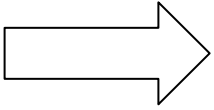


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LOS ANGELES HARBOR COLLEGE

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

MEETING AGENDA

FEBRUARY 20, 2007 3:00 PM

**MEETING MINUTES**

**1. OPEN MEETING AND INTRODUCTIONS**

<b>Faculty</b>	<b>Admin</b>	<b>Classified</b>	<b>L.A. Sheriff</b>	
B. Young	N. Carson	B. Englert	M. McCarty	
B. Loiterman	B. McNeel	K. Pucher		
W. Hernandez	L. Rosas	C. Mussa-Muldoon		
Kathleen Hitt	N. Malone	Y. Parra		
<b>Students:</b> Daphne Brooks, Chante Cook, Roberto Ramirez, Marlene Trujillo				

- 2. FUTURE MEETING DATES:** *THE WEC WILL MEET ON THE SECOND TUESDAY OF EACH MONTH AT 3:00 PM IN BUNGALOW 11.*
- 3. REVIEWED AUGUST 2006 PARKING MEETING MINUTES:** *THE COMMITTEE REVIEWED THE MINUTES AND THEY WERE ACCEPTED AS PRESENTED. PARKING LOT 2 IS STILL IN NEED OF SIGNAGE AND STRIPING TO CLEARLY INDICATE STAFF PARKING AS REQUESTED BY THE COUNSELING STAFF. FIVE (5) STALLS WERE AGREED TO BE STRIPPED AND CLEARLY MARKED AS SHERIFF PARKING ONLY, AND ARE TO OCCUPY THE STALLS LOCATED ADJACENT TO THE NORTH FENCE OF THE LOT. FOUR (4) STALLS SHALL BE CLEARLY MARKED AND STRIPPED <IN WHITE> FOR "STAFF ONLY-30 MINUTES" AND SHALL OCCUPY THE PARKING STALLS IN THE CENTER ISLAND AND CLOSEST STALLS ADJACENT TO THE P.E. BUILDING. TWO (2) STALLS SHALL BE MARKED FOR CAR POOL ONLY AT THE ENTRANCE OF LOT 2.*
- 4. STAFF PARKING ADJACENT TO THEATRE BUILDING LOT "8":** *STAFF FROM HUMANITIES REQUESTED THE COMMITTEE TO RE-ADDRESS THE STAFF PARKING ASSIGNMENTS. PRESIDENT SPINK AGREED. THE COMMITTEE*

*FULLY DISCUSSED THE ORIGINAL JUSTIFICATION FOR INITIATING THE STAFF PARKING IN LOT 8, AND DISCUSSED THE CURRENT AND FUTURE USAGE. THE COMMITTEE UNANIMOUSLY AGREED TO LEAVE THE STAFF PARKING AS IS.*

5. **SAFETY INSPECTIONS:** *DR. TOMLINSON AND MR. ENGLERT WILL CO-CHAIR THIS EFFORT. USING THE EXISTING FORM AND PROCEDURE, A SMALL COMMITTEE WILL VISIT ALL ROOMS, OFFICE SPACE, AND STORAGE AREAS TO ENSURE PROPER SAFETY MEASURES ARE MET. ONCE APPROVED BY THE PRESIDENT, THE FORMS AND SCHEDULES WILL BE PRESENTED AT CPC AND SENATE.*
6. **CAMPUS EXIT DRILLS:** *CAMPUS SAFETY AND EXIT DRILLS WILL BE SCHEDULED DURING THE SPRING SEMESTER. COORDINATION WITH LA CITY FIRE DEPARTMENT AND LAHC SCHEDULES WILL DETERMINE THE DATES AND TIMES. THE SCHEDULE WILL BE PRESENTED AT CPC AND SENATE ONCE APPROVED BY THE PRESIDENT.*
7. **COMPLIANCE ISSUES SUBCOMMITTEE:** *MR. HERNANDEZ STATED THAT LAHC IS IN FULL COMPLIANCE WITH ALL EXISTING LACCD POLICIES REGARDING THE ISSUE OF SEXUAL HARASSMENT. A WRITTEN REPORT WAS PROVIDED AND FORWARDED TO THE PRESIDENT.*
8. **CAMPUS EVACUATION PLAN:** *VP'S ROSAS AND MCNEEL ARE REVIEWING THE EVAC PLAN. A SUBCOMMITTEE WILL BE APPOINTED AS VOLUNTEERS STEP FORWARD. YOUNG WILL COMPLETE EDITING AND RE-WRITE OF THE PLAN.*
9. **ITEMS TO FLATTEN TIRES AROUND CAMPUS:** *MR. ENGLERT STATED THAT WE NOW HAVE A STREET SWEEPER THAT CLEANS THE PARKING LOTS ONCE A WEEK. HE HAS NOTIFIED THE CONSTRUCTION CREW AND THEY AGREE WITH THE CONCERNS REGARDING NAILS & ETC. BEING LEFT ON THE PAVEMENT. IT WAS BROUGHT TO THE COMMITTEE'S ATTENTION THAT PARKING SPIKES IN PARKING LOT 8, FACULTY EXIT SPIKED ROW, ARE BROKEN (STUCK UP) WHICH ARE CAUSING FLAT TIRES. MR ENGLERT WILL EXAMINE THE SPIKE ISSUE.*
10. **CAMPUS SAFETY WHILE UNDER CONSTRUCTION:** *ONE OF THE STUDENT SENATORS MENTIONED THE CONCERN FOR SAFETY DURING CONSTRUCTION. MS. TOMLINSON STATED FOR THOSE STUDENTS WHO NEED SPECIAL ASSISTANCE ON CAMPUS, THEY CAN RESERVE A GOLF CART WITH THE SHERIFF AND THEY WILL TAKE YOU TO YOUR DESIGNATED CLASS.*
11. **OPEN FLOOR:** *THE COMMITTEE DISCUSSED THE SPEED LIMIT ON THE ROAD BEHIND THE FOOTBALL STADIUM AND PARKING AREAS. ALL AGREED THAT THRU TRAFFIC HAS BEEN DRIVING OVER THE SPEED LIMIT. DEPUTY MCCARTY SAID HE WILL BE GIVING CITATIONS FOR SPEEDING. THE OFFICIAL SPEED SURVEY FOR EACH ROADWAY AND PARKING LOTS WILL BE RESEARCHED WITH LA CITY DOT. LRC BUILDING KEYS DO NOT WORK; MR. ENGLERT WILL ADVISE THE LOCKSMITH.*