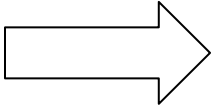

LOS ANGELES HARBOR COLLEGE



WORK ENVIRONMENT & FACILITIES *COMMITTEE*****

APRIL 16, 2007 1:00 PM
ASO Senate Room

MEETING MINUTES

1. OPEN MEETING AND INTRODUCTIONS

Faculty	Admin	Classified	Students	L.A. Sheriff
B. Young	N. Carson	B. Englert		Sgt. Van
M. Kinrade	A. Tomlinson	M. Pursey		Deputy Young
W. Hernandez	N. Malone	C. Mussa- Muldoon		
		Y. Parra		

- 2. MARCH MEETING MINUTES:** *THE MARCH MINUTES WERE BRIEFLY REVIEWED.*
- 3. SAFETY INSPECTIONS:** *MR. ENGLERT AND MR. YOUNG HAVE SCHEDULED TO CONDUCT SAFETY INSPECTIONS THE WEEK OF MAY 21.*
- 4. CAMPUS EXIT DRILLS:** *CAMPUS EXIT DRILLS & LOCKDOWN DRILLS ARE SCHEDULED FOR THE WEEK OF MAY 16TH. MR. YOUNG RECOMMENDED ESTABLISHING A SHELTER IN PLACE DRILL. DEPUTY YOUNG AND MR. ENGLERT WILL MEET THIS WEEK TO COORDINATE. MS. TOMLINSON REQUESTED THE SHERIFF'S TO CREATE AN EDUCATIONAL BULLETIN ON SAFETY AND EMERGENCY SITUATIONS.*
- 5. CAMPUS EVACUATION PLAN:** *IN LIGHT OF THE VA. TECH TRAGEDY MS. MALONE SUGGESTED THE CAMPUS EVAC PLAN SHOULD BE MADE A HOT TOPIC IN THE CPC MEETING, MS. CARSON HAS PLACED IT ON THE MAY 7TH AGENDA.*

6. **PARKING:** *MS. TOMLINSON BROUGHT TO THE COMMITTEE'S ATTENTION PER DISTRICT GUIDELINES 2 ADDITIONAL CARPOOL STALLS ARE NEEDED ON CAMPUS. MR. YOUNG AND MR. ENGLERT TO DECIDE WHERE STALLS WILL BE LOCATED.*

7. **CAMPUS LIGHTING:** *MR. ENGLERT INFORMED THE COMMITTEE HE WILL IMPLEMENT LIGHT CHANGE OUTS ON CAMPUS. THE NEW LIGHTS ARE EXPECTED TO BE MUCH BRIGHTER.*

8. **BUILDING DOORS, LOCKS, FF&E:** *IF YOU ARE EXPERIENCING PROBLEMS WITH DOORS OR LOCKS PLEASE COMPLETE A WORK ORDER FORM AND SUBMIT TO FACILITIES.*

9. **OPEN FLOOR:** *MS. TOMLINSON INFORMED THE COMMITTEE THAT THE ADMISSIONS & RECORDS OFFICE HAS CHANGED THEIR POLICY, BOTH OFFICE DOORS WILL REMAIN LOCKED ALL DAY. A FACULTY WINDOW WILL BE CREATED TO ASSIST FACULTY AND STAFF. ALSO, AS STAFF AND FACULTY RETIRE OR LEAVE CAMPUS PLEASE REMEMBER TO RETURN ANY KEYS THAT WERE ISSUED TO YOU AND BEFORE LEAVING PLEASE CLEAN OUT YOUR OFFICE SPACE.*

Meeting adjourned at 2:00pm