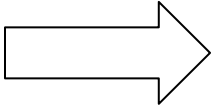


---

# LOS ANGELES HARBOR COLLEGE

---



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

JULY 9, 2007, Monday 1:00 PM  
Seahawk Center

### **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	L. Rosas	B. Englert		
W. Hernandez	B. McNeel	C. Mussa-Muldoon		
L. Glover		M. Pursey		
		Y. Parra		
		T. Sulyok		
		T. Jones		
		A. Askew		
<b>Guests:</b>				

- 2. MAY AND JUNE MEETING MINUTES:** *THE MAY AND JUNE MEETING MINUTES WERE REVIEWED AND ACCEPTED.*
- 3. SAFETY INSPECTIONS:** *MR. YOUNG, MR. ENGLERT & MR. PURSEY CONDUCTED THE SAFETY INSPECTIONS. MR. YOUNG ADDRESSED SOME CONCERNS THAT HE FOUND DURING THE INSPECTIONS. SOME ROOMS WERE FOUND HAVING ITEM'S STORED OVER 6FT LEVEL, TOO MANY EXTENSION CORDS, STORAGE ROOMS WERE OVER CROWDED AND SOME OFFICES WERE OVER FURNISHED.*
- 4. SPACE UTILIZATION:** *MR. YOUNG RECOMMENDED THE PRESIDENT TO DESIGNATE OTHER PERSONNEL TO CONDUCT ROOM INSPECTIONS ALONG WITH PROGRAM COORDINATOR.*
- 5. CAMPUS EXIT DRILLS:** *THE APRIL DRILL TIME EVACUATION REPLACED THE EVACUATION DRILL.*

6. **CAMPUS EVACUATION:** *THE NEXT EVACUATION WILL BE HELD OCTOBER 2007. MR. HERNANDEZ WILL ASSIST MR. YOUNG WITH EVAC PLAN, 1 – 2 HOURS PER MONTH.*
7. **OCM:** *THE COMMITTEE DISCUSSED THE OCM WHICH IS A SYSTEM THAT INSTANTLY SENDS TEXT MESSAGES AND EMAILS TO ALERT STUDENTS AND PARENTS IN THE EVENT OF AN EMERGENCY. THIS INEXPENSIVE SYSTEM WOULD BE BENEFICIAL TO BOTH STUDENTS AND STAFF.*
8. **PARKING:** *THE COMMITTEE AGREED TO TRANSFER 2 HOV CARPOOL SPACES IN LOT 2 AND 8 IN LOT 8 BEHIND THE THEATER BUILDING.*
9. **WORK ORDER POLICY:** *MR. ENGLERT AND MR. YOUNG DISCUSSED HAVING THE WEC REVIEW EXISTING AND COMPLETED WORK ORDERS.*
10. **OPEN FLOOR:** *MR. PURSEY ADDRESSED THE FACT THAT THERE ARE PLENTY OF RECYCLING BINS IN STORAGE AND RECOMMENDS ALL OFFICES TO PARTICIPATE IN RECYCLING. HE MENTIONED THAT SOME OFFICES HAVE NOT LIKED THE LARGE SIZE AND DECLINED TO USE THEM. PLEASE CONTACT MR. PURSEY IF YOU DO NOT HAVE A RECYCLE BIN.*
11. **END OF MEETING**

Meeting adjourned at 2:00pm