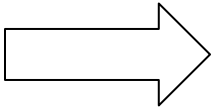

LOS ANGELES HARBOR COLLEGE



WORK ENVIRONMENT & FACILITIES *COMMITTEE*****

August 13, 2007, Monday 1:00 PM

B-11

MEETING MINUTES

1. OPEN MEETING AND INTRODUCTIONS

Faculty	Admin	Classified	Students	L.A. Sheriff
B. Young	L. Rosas	M. Pursey		
W. Hernandez	B. McNeel	A. Askew		
L. Glover	N. Malone	Y. Parra		
	A. Tomlinson			
Guests:				

2. **MAY AND JUNE MEETING MINUTES:** *THE JULY MEETING MINUTES WERE REVIEWED AND ACCEPTED.*
3. **RESTROOM LIGHT SENSORS:** *MR. HERNANDEZ SUBMITTED A MEMO TO THE COMMITTEE REGARDING PROBLEMS WITH LIGHT SENSORS. THE TIMER FOR THE CV RESTROOM LIGHT IS SHUTTING OFF TOO EARLY AND THE SENSORS ARE NOT PICKING UP PEOPLES MOVEMENT. WHICH RESULTS IN LEAVING THE PERSON IN TOTAL DARKNESS. THIS IS A SAFETY HAZARD AND SHOULD BE FIXED IMMEDIATELY. MR. PURSEY ADVISED THE COMMITTEE THIS WILL BE FIXED ASAP.*
4. **SCHEDULING INSPECTIONS:** *MR. ROSAS MENTIONED THAT HE HAS DISCUSSED WITH MR. MCKENZIE TO EITHER START CLEAN UP NOW OR WE CAN GRADUALLY WORK ON CLEANING UP.*
5. **SPACE UTILIZATION:** *MR. YOUNG COMMENTED THAT DEPARTMENTS SHOULD NOT BE OVER FURNISHED IN CASE OF AN EMERGENCY IT WOULD BE ALMOST IMPOSSIBLE TO GET TO AN EXIT SAFELY. ALL EXIT DOORS SHOULD NOT BE BLOCKED AND SHOULD BE EASILY ACCESSIBLE.*
6. **COLLEGE FOR KIDS:** *IN THE EARLY COLLEGE FOR KIDS SESSION SOME COMPLAINTS WERE MADE IN REGARDS TO THE CHILDREN BEING TOO LOUD*

WHILE SUMMER CLASSES WERE IN SESSION. THANKFULLY THIS MATTER WAS TAKEN CARE OF AND THE SITUATION WAS UNDER CONTROL THROUGHOUT THE REMAINDER OF THE SESSION. MR. YOUNG AND MR. MCNEEL HAD WITNESSED SMALL CHILDREN BETWEEN THE AGES OF 5 & 6 YEARS OLD UTILIZING THE RESTROOM FACILITIES UNATTENDED. THEY BOTH EXPRESSED THEIR CONCERN FOR THE SAFETY OF THE CHILDREN AND LIABILITY RISK FOR THE COLLEGE. MR. YOUNG RECOMMENDED THAT EMPLOYEES SHOULD TO ATTEND A 40 HOUR TRAINING IN CHILD SAFETY AND HE WILL SEND OUT TO CPC FOR RECOMMENDATION.

- 7. STAFF AND STUDENT PARKING:** *THE NEW PARKING PERMITS WILL BE AVAILABLE BEGINNING AUGUST 29TH. THE NEW PERMITS WILL HAVE NO EXPIRATION DATE THEY ARE PERMANENT. STAFF CAN FOLLOW THE SAME PROCESS AS BEFORE AND ARE LIMITED TO 2 PASSES PER EMPLOYEE.*
- 8. CONTRACTORS PARKING:** *NOTE TO FACILITIES TO REMIND CONTRACTOR'S NOT TO PARK IN STAFF OR STUDENT PARKING AREAS.*
- 9. WORK ORDER REVIEWS AND STATUS REPORT:** *SINCE MR. ENGLERT WAS NOT IN ATTENDANCE, THE COMMITTEE WAS UNABLE TO REVIEW THE WORK ORDERS AND STATUS REPORT. DR. TOMLINSON WILL ASK MARY HENRY TO SUBMIT THE WORK ORDERS AND STATUS REPORT TO THE COMMITTEE PRIOR TO THE WEC MEETINGS.*
- 10. FEEDING ANIMALS ON CAMPUS:** *DR. TOMLINSON ADDRESSED SOME CONCERNS FOR ANIMALS BEING FEED ON CAMPUS. THIS IS BECOMING A PROBLEM FOR A COUPLE OF REASONS. THE FOOD IS ATTRACTING RODENTS, AND RECENTLY A RACCOON WAS FOUND IN THE MAIL ROOM. THERE HAS ALSO BEEN COMPLAINTS OF FLEAS IN BUILDINGS. MR. HERNANDEZ WILL CREATE A NOTICE TO STOP FEEDING ANIMALS AND IT WILL BE DISTRIBUTED THROUGHOUT THE CAMPUS.*
- 11. OPEN FLOOR:** *MR. YOUNG, DR. SPINK AND MR. ENGLERT ATTENDED THE DISASTER PREPAREDNESS MEETING. LAPD HAS NOT LINKED WITH COLLEGES, BUT THEY ARE WILLING TO MAKE AN ASSESSMENT. MR. YOUNG SHARED EVACUATION MAPS FOR LAUSD FOR EXAMPLE.*

MR. YOUNG WILL SEND EMAIL WITH "STATE SEMS" DOCUMENT ATTACHED.

DR. TOMLINSON MENTIONED HER CONCERN FOR CLASSROOM CLEANLINESS. INSTRUCTORS NEED TO CONTINUE TO ENFORCE CLASSROOM RULES WITH THE STUDENTS. ESPECIALLY WHEN CLASSES BEGIN IN THE NEW BUILDING, WE DO NOT WANT FOOD OR DRINKS SPILLS IN THE NEW ROOMS. INSTRUCTORS SHOULD ALSO CONTINUE TO CLEAN UP THEIR WORK AREAS AFTER EACH CLASS.

MS. MALONE EXPRESSED HER CONCERN FOR TOO MANY DISABLED PARKING STALLS AND NOT ENOUGH REGULAR STALLS IN THE STADIUM PARKING LOTS. MR. YOUNG ANSWERED, THE STALLS HAVE BEEN CREATED BY THE CITY AND THE COLLEGE CANNOT CHANGE THEM.

- 12. END OF MEETING -** Meeting adjourned at 2:00pm