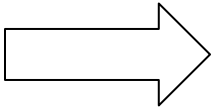

LOS ANGELES HARBOR COLLEGE



WORK ENVIRONMENT & FACILITIES *COMMITTEE*****

September 10, 2007, Monday 1:00 PM
Seahawk Center

MEETING MINUTES

1. OPEN MEETING AND INTRODUCTIONS

Faculty	Admin	Classified	Students	L.A. Sheriff
B. Young, Chair	L. Rosas*	M. Pursey	Not Assigned	Dep Young*
W. Hernandez	B. McNeel*	C. Muldoon		
M. Kinrade	A. Tomlinson*	Y. Parra		
B. Loiterman	A. Patterson*	B. Englert		
H. Witt				
C. Juno				
L. Glover*				
L. McKenzie*				
Guests:				

* Member absent

- 2. MEETING MINUTES:** *THE AUGUST MEETING MINUTES WERE REVIEWED AND ACCEPTED.*
- 3. REVIEW/DISCUSS FACILITIES WORK & ASSIGNMENT LOGS:** *MR. YOUNG DISTRIBUTED A COPY OF THE FACILITIES WORK AND LOG ASSIGNMENT FOR REVIEW. THERE WAS A HIGH VOLUME OF WORK ORDERS; THE FACILITIES DEPARTMENT IS WORKING HARD TO COMPLETE THESE IN A REASONABLE TIME EFFICIENT MANNOR.*
- 4. UPDATE FEEDING ANIMALS ON CAMPUS:** *MR. ENGLERT MENTIONED THAT FROM THE LAST WEC MEETING HE HAS SEEN NO IMPROVEMENT IN THE ANIMALS BEING FED ON CAMPUS. HE EXPLAINED FERAL CAT ALLIANCE ORGANIZATION WILL PICK UP CATS, AND SPAY OR NEUTER THEM AND RETURN THE TO CAMPUS.*
- 5. EMERGENCY EVACUATION PLAN:** *MR. YOUNG AND MR. HERNANDEZ TO WORK ON EVACUATION PLAN. UPDATES FOR THE NEW BUILDING WILL BE MADE AND A STATUS REPORT WILL BE AVAILABLE AT THE NEXT MEETING.*
- 6. FUTURE EVACUATION DRILLS:** *MR. YOUNG WILL BRING THE EVACUATION DRILL PLAN TO THE NEXT MEETING. MR. YOUNG RECOMMENDED THE CHIEF OF POLICE TO TAKE OVER COMMAND OF EVACUATIONS, THE COMMITTEE*

AGREED. MR. YOUNG RECOMMENDED CONDUCTING A DAY AND EVENING DRILL, MR. ENGLERT AGREED, AND SUGGESTED INCLUDING A SATURDAY DRILL AS WELL. MR. ENGLERT RECOMMENDED TO SCHEDULE THE DRILLS THE 1ST WEEK OF NOVEMBER, ON TUESDAY, WEDNESDAY, AND THURSDAY, FROM 9:45AM TO 10:15AM, THE COMMITTEE AGREED. MR. YOUNG RECOMMENDED INVITING THE LAFD TO THE DRILL. MR. YOUNG WILL REQUEST DR. SPINK TO SEND OUT NOTIFICATION TO ALL FACULTY MEMBERS.

- 7. CONTRACTOR PARKING IN STAFF AND STUDENT AREAS:**
- 8. SAFETY INSPECTIONS: *WILL RESUME.***
- 9. WORK ORDER REQUEST PROCEDURES AND APPROVALS: *MR. YOUNG INFORMED THE COMMITTEE THAT THE PROCEDURES FOR WORK ORDERS ARE ACCESSIBLE THROUGH THE LAHC WEBSITE AND THE PROCESS WORKS WELL. MR. ENGLERT MENTIONED THAT IN THE FUTURE WE MAY HAVE A NEW ELECTRONIC WORK ORDER SYSTEM WHICH IS SIMILAR TO THE SYSTEM THAT INFORMATION TECHNOLOGY USES.***
- 10. FUTURE MEETING DATES: *AS A REMINDER, ALL WEC MEETING WILL BE HELD ON THE 2ND MONDAY OF EACH MONTH IN THE SEAHAWK CENTER AT 1:00PM.***
- 11. OPEN FLOOR: CLEAN CLASSROOM: *MR. PURSEY WOULD LIKE ALL FACULTY AND STAFF TO ENFORCE OUR CAMPUS' POLICY ON NO EATING OR DRINKING IN THE CLASSROOMS. SINCE LAUSD UTILIZES SOME OF OUR FACILITIES, NOTIFICATION WILL BE SENT TO THERE OFFICE AS WELL. MR. YOUNG WILL MENTION THESE CONCERNS IN THE NEXT CPC AND DIVISION COUNCIL MEETINGS. HE WILL ALSO RECOMMEND DR. SPINK TO SEND OUT A REPORT ON THIS ISSUE. MR. YOUNG WILL SEND A REPORT TO REQUEST THE REMOVAL OF GUM FROM THE VENDING MACHINES. TRASH - MR. PURSEY WOULD APPRECIATE IT IF EVERYONE COULD NOTIFY THE CUSTODIAL OFFICE WHEN SCHEDULING AN EVENT THAT WILL CREATE A LARGE AMOUNT OF TRASH.***
- 12. END OF MEETING - Meeting adjourned at 2:20pm**