PERMANENT COMMITTEE MEMBERS

<table>
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<tr>
<th>Faculty</th>
<th>Admin</th>
<th>Classified</th>
<th>Students</th>
<th>L.A. Sheriff</th>
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<tr>
<td>B. Young, Chair</td>
<td>L. Rosas</td>
<td>Y. Parra</td>
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<td>Sgt. Van</td>
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<td>W. Hernandez</td>
<td>A. Patterson</td>
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<td>Dep. Dunkin</td>
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<td>W. Loiterman</td>
<td>M. Yanez</td>
<td>C. Diaz</td>
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<td>M. Reid</td>
<td>S. Sanchez</td>
<td>K. Roberts</td>
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<td>S. Khan</td>
<td>B. Villalobos</td>
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<td>C. Ayo Betts</td>
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<td>M. Lange</td>
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<td>S. McMurray</td>
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<td>L. Glover</td>
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<td>R. Shackelford</td>
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<td>G. Deladoario</td>
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<td>Managers:</td>
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<td>L. Glover</td>
<td>B. Englert</td>
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September 10, 2013
2:00 PM / NEA-187

1. Opening remarks and introductions:
   Members introduced themselves and reviewed the agenda.

2. Keys and access to buildings: policy and procedure
   The key policy was thoroughly vetted once again. Sergeant Van and Mr. Englert were explicit about the importance of a very tight key and access control to buildings and rooms. The policy adopted in 2007/2008 addressed the access and point of control for the new buildings; Northeast Academic Hall, Student Services and Administration, and Technology. The policy recommended by WEC, agreed to unanimously by CPC, and implemented by the President was very clear: Administration—President, Vice Presidents, Deans, and Division Chairs were granted building access, conference room access, and to areas normally open to students and staff. It was clear that personal offices for administrators, faculty, classified and other specified offices by the President shall require pre-notification to the staff member unless an emergency existed. The rationalization and validation was that administrators and division chairs were most likely on campus in time of an emergency, a disaster, weekends, and are always present when the campus is most impacted during the academic year. The policy will be reviewed in-full by the WEC in the future.
3. Storage containers—where on campus and authorization for use
   Mr. Englert reported there were three metal containers near the racket ball courts. Dean’s
   Villalobos and Sanchez related the containers have been looked through and all college related
   materials for academia had been removed. Mr. Englert related some Arcosis items were likely
   in one container, but was unable to confirm. Mr. Rosas recommended the WEC review the BOT
   policy on containers to see if they must, shall, or may be removed pending the status
   construction on each campus, and that it may be beneficial to keep them around until the final
   construction phase is complete. Everyone agreed; BOT policy will be reviewed.

4. Air conditioning and heating issues in all buildings:
   a. A very long discussion ensued over the A/C issues campus wide. Mr. Englert fully explained the
      process and recommendations he will be presenting at CPC and the budget committee.

5. Electrical/computer equipment in classrooms:
   a. The concern regarding classroom and office technology, and the scheduled maintenance has
      been a long-discussed issue from years past. During the programming and construction of new
      buildings, the BUG’s (building user groups) voiced concern over the necessary preventative
      maintenance required to keep the old and new equipment working best and to extend the
      equipment’s life-span. These discussions included the dedicated IT staff for on-going
      preventative/proactive maintenance in all buildings for classroom and office settings. A solid
      and realistic estimate for equipment replacement 3-5-7-10 year projections has been requested
      for the last four years. These discussions were not limited to the WEC, but also discussed time
      and time again in CPC and CORE.
   b. The classroom equipment in the NEA building is beginning to show age; i.e. the computers are
      now having problems and the overhead projectors are beginning to require projector bulb
      replacement. We have harvested computer parts from one classroom podium to another
      classroom, and now we just learned two other classroom systems are experiencing problems.
      The worry is that once parts are removed and exchanged from room to room, the hits ready
      and available for teaching will be a hit and miss; in other words, you’ll find out when you and
      your class show up. Not good.
   c. The same issues are beginning to surface in the Technology and Music buildings.
   d. The importance of long-range maintenance planning is that with the new science and library-
      LRC grand openings with over 600 computers, along with the
      NEA/Technology/CDC/SSA/nursing already aging, without financial planning for these concerns
      will ultimately allow for the technological train wreck. What will see in 5 to 10 years, buildings
      without technology—overhead projectors and podium computers minimally.

6. Elevator update:
   a. All working fine.

7. Classroom computers: repair and/or updated software:
   a. See above #5

8. Parking and general security: recent building thefts and burglaries:
   a. Sergeant Van and Deputy Dunkin briefed the committee on the recent building thefts and other
      issues. The committee was pleased with their reports. Response time when the sheriff was
      requested on occasion was discussed. The committee was satisfied with their responses.
9. Campus safety:
   a. *WEC will meet on fourth Tuesday monthly to discuss and plan the following:*
      i. Update the existing LAHC Emergency Procedure and Evacuation plan
      ii. Update Evacuation Organizational Chart
      iii. Examine the SEMS requirements and apply to college needs
      iv. Table top exercise(s) to be discussed and planned
      v. Evacuation drills: both active and simulated
      vi. Evacuation signs in each room campus wide
      vii. Shelter in-place training for staff
      viii. Up-to-date emergency contact information for every staff/employee on campus
      ix. Recommend training for WEC chair and staff

CORE update on buildings
   b. *Reported by VP Rosas. No comments.*