2. Opening remarks by Division Chair: Last meeting we discussed the storage containers. They are there but the BOT policy is we should be container free. However, they’ve extended it and we can keep them till the end of construction. Arcadis will be here for a while with the new bond. LAUSD has planned to build a new building for HTPA on campus. The current architectures Arcadis have stated they will not be the architectures. It will be through Build LACCD which is a cause of concern, stated S. McMurray.
3. **A/C and Heating update**: B. Young: B. Englert has not yet presented the A/C heating updates to CPC as of yet. We were told the air handler should be up to speed in the buildings.

4. **Electronics and equipment issues and update**: B. Young: President Herzek authorized replacement and purchase of projectors in NEA 117 and Tech 207. Also, there were 100 new bulbs purchased for maintenance. President Herzek directed Dr. Tomlinson to order those last week November 4th. Ivan Clarke ordered and they are now installed. That was good news.

   B. Young: Update on Computer LAB’s? M. Reid hasn’t had the opportunity to follow up on the operation of the labs yet. The problem is NEA 126. NEA 119 has a broken cable and the projector is not projecting.

   McMurray: Old admin building – contractors are leaving things willy nilly over there. IT Contractors are not cleaning up after themselves; however, the entry way has been cleaned up.

5. **Elevators**: Issues continue with the elevators in the NEA buildings. McMurray asked about evacuation of the science complex when the elevators are down. Young will discuss with President Herzek. When the elevators break down it takes some time for service to come out for repairs.

6. **Parking**: City parking lot still open for free parking. Golf course lot is blocked off for golfers only. Discussed moving the deans spaces over to the admin lot.

7. **Campus safety**: B. Young: We did not participate in the Great American Shake Out drill. The Sheriff’s office did not enroll our campus to participate in the program and have been non-responsive to our emails. B. Young will meet with the President to discuss. McMurray: we have some very serious concerns with campus emergencies. The k12 system and CDC is a huge concern. B. Young explained the procedures at another campus and explained we need to plan for drills. We have a million dollar contract with the Sheriff’s. Are we getting our money’s worth? Faculty had developed an evacuation plan before the Sheriff’s began here. C. Diaz has some evacuation ideas and thought we might be interested in adding them to our campus plan. McMurray: we have an obligation to the campus to be prepared.

   Discussed meeting on the 18th with the President, C. Diaz, S. McMurray, and Young from 1:00-2:00pm. We should invite Ms. Gilliam from classified aft1521.
Diaz: Phone system needed in the science complex. B. Young: President is aware of the issue and working on addressing it.
Diaz suggested blow horns for emergency situations; B. Young has requested that in his memo.
Diaz: spoke to the custodians who are concerned that they don’t have instructions on how to proceed.

8. Discussion: Students Evasive committee: E cigarettes. Campus needs ash trays, there are a lot of cigarette butts on the ground near the NEA turn around. Has anyone been cited for smoking on campus? Young – aware of the smokers on the sidewalk. Will bring it up with the sheriff’s and president. Smokers are not obeying the non-smoking policy they are smoking everywhere. Young discussed article which indicates no regulations for e cigarettes. McMurray- the strip mall has e cigarette lounges. Susan suggested flyers to pass out to smokers.

9. End of meeting: 3:30pm