**Work Environment Committee**  
January 20, 2016  1:00 pm  
NEA 187 Conference room

**Agenda**

- Faculty  
- Bradley Young, Chair  
  - W. Loiterman  
  - Wm. Hernandez  
  - Nabeel Barakat  
  - Mike Reid  
  - Susan McMurray  
  - Michael Agopian

- Faculty  
- Yvette Parra  
- King Carter  
- Michael Fradkin  
- Stan Sandell  
- Van Chaney

- Classified  
- Claudette McClennen  
- Kenny Roberts  
- Art Ruelas  
- Carlos Diaz

- Administration  
- Bob Suppelsa  
- Stephanie Atkinson-Alston  
- Bob Suppelsa  
- Corey Rodgers  
- ASO Rep.

- Managers  
- Bill Englert  
- Carla Muldoon  
- Ivan Clarke  
- Nester Tan  
- Sheriff’s Rep.

**Mission Statement**: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. Open meeting and opening remarks
2. Space issues for areas/programs needing permanent locations
3. Safety inspections  
   a. scheduled for January
4. Accreditation update
5. AFT report
6. Parking in staff lots  
   a. Sheriff’s citation program
7. Food, water, and other perishables in classrooms—See photo’s  
   a. Email sent to all classroom faculty and staff in November
8. Phones and emergency call box
9. Sheriff’s Report  
   a. Sergeant Van
10. Alarm and PA testing  
    a. Campus wide  
    b. Desk and office locations  
    c. Follow up report
11. Budget for preparedness pamphlets  
    a. Article 9 issue—to campus AFT leadership
12. New information
13. End of meeting
1. **Open meeting and opening remarks:** Core update: B. Englert informed the committee instead of moving IT and the data center to the new building they will be moved to the old administration building. Student Union has piping issues due to the way they want to do things. Englert has been working with them on these issues. Discussed the student work site needs to be contained to the work site area due to issues with storm drains.

2. **Space issues for areas/programs needing permanent locations:** Young explained we still haven’t received the space needs report from Student Services office. We’ve been waiting for the report since October. Rodgers asked what he needs to provide. Young: we need to know what programs need office space. Yanez: The User group meeting needs to be informed as well. Englert explained we need space for lactation. Young asked if you could assist us with obtaining this information for WEC.

3. **Safety Inspections:**
   a. Scheduled for January: Englert asked if we could include ADA on the inspections. The committee agreed that Young and Englert will schedule and complete the inspections together. Young will inform the committee of the inspection date to allow for others to participate in the inspection.

4. **Accreditation update:** Atkinson-Alston explained the Accreditation visit is March 7-10th. The Chair and the chair of chairs will meet at the district a week prior. McMurray explained there’s room in the Academic Affairs office and she would like to have the Senate accreditation documents placed in there. Atkinson replied Jackie can assist her with this.

5. **AFT Report:** Reddick explained all 9 campuses filed grievances with administration specific to each college with the goal to get attention from the district. There was one major grievance at a campus that has been settled with the district. Administration has been supportive and engaging in dialog with the union. Young explained a sizeable amount of funds will be made available to each of the campuses. Reddick: There were instances where mail was not being delivered and thrown away. These problems were brought to the district previously with no response from District.

6. **Parking in staff lots**
   a. Sheriffs implemented a new cadet program which includes a new citation system. Parking lots should be more controlled.

7. **Food, water, and other perishables in classrooms** –
   a. Email sent to all classroom faculty and staff in November. Another reminder will be sent out LAHC all.

8. **Phones and emergency call box:** Young asked if everything is working. Englert explained the call boxes are working well.
9. **Sheriff’s report**: Deputy Guskos announced Sgt. Van is now in charge of training for all 9 campuses. He explained we can do a table top training for Active shooter, earthquake. Crime is low on campus although we did have a couple of burglaries. Looking to file 6 felony counts.

Parking program will change just a bit. There were not a lot of citations given and those that were given were dismissed. The college has to pay for dismissing too many tickets so we are going to revamp the citation program. Employees will add several cars on the parking pass and they would forget their pass in another car so we will change to the hanging placard. Reddick asked if they don’t have a pass would they get a ticket. Guskos explained they usually look up the license plate but they are looking into discontinuing this process and just ticketing. Young explained the previous parking policy. Young explained we just need to impose the policy we already have. Guskos explained many instructors were losing the paper passes and we are going to charge for replacement passes in the future. Rodgers asked if you could include their office in on the policy because tickets will cause holds on student’s transcripts. Guskos explained this new system will be implemented in the fall 2016. Reddick asked when we have guests on campus how we can easier obtain guest passes. Guskos explained they can pick up a pass from the Sheriff’s office. Yanez asked about community events and parking. Guskos explained if their office can receive early notification of the event then a designated area will not be ticketed.

10. **Alarm and PA Testing**: Englert explained every time we perform a drill the PA system is tested. It works well in some area but not in other. First fire will be here to work on a digital software PA system. We will have a clearer sound and prerecorded messages. The PA will be on it’s of IP address. For the next five Friday’s you may hear testing announcements. Send me an email if you find it’s not working in your area. Facilities staff will be in all areas test the system. Science complex still has no PA system but they do perform testing with a remote PA system. There are new phones in the classroom and we need a phone directory for all classrooms.

   a. **Campus wide**: Englert explained we have card readers in several buildings which now run off a new system. Once we get it back in place we’ll be testing it with the Sheriff’s and lock smith. We are working on getting the system to lock down the campus from the Sheriff’s office. Englert was asked to check SSA 218 reader. Buildings in the new system include: SSA, NEA, CDC, MUSIC, Fine arts, FMO, and Central Plant. There have been many issues with transients at the park across the way which makes concern for the safety of instructors who work after hours on campus. We need to inforce policy on after hours.

   b. **Desk and office locations**: Englert explained the panic alarms has made head way. Terrence has downloaded the alarm system software because the other software had expired and they have discovered there is nothing wrong with the system. Certain areas have key pads. The SSA key pads have been disconnected and reinstalled.

11. **Budget for preparedness pamphlets**: Young explained VP Suppelsa has informed us we have a budget.

   a. **Article 9 issue – to campus AFT leadership**
12. **New information**: Young will have offer a flex activity for staff on emergency preparedness on February 4th in NEA 224. Building captains need to be assigned. Young asked Englert to forward him the check off list. Young: The yellow flip charts need to be produced for all classrooms. Englert explained they are almost ready to be taken to the printers just awaiting a few more revisions.

Englert presented the new lock that has been shown throughout the district. He gave a presentation to the committee and displayed that you can lock the door from the inside so no one can enter from the outside but you will not be locked inside the room. They cost 400-500 dollars a unit. They can all be keyed the same. The Sheriff explained that in case of an event the college needs to protect themselves if it ends up in civil court.

Englert distributed Refinery business cards with information 24 hour contact in case of questions.

McMurray asked if Englert’s staff has prepared our campus for El Nino. Englert responded that the campus is prepared for El Nino. He explained the work that has been done by facilities.

Young would like to suggest offering flex activity for classified staff on Wednesday, February 3rd 9:00 – 10:30am regarding building captains. This will be our first meeting to try to assign captains. Then you can offer a monthly training for those that are assigned.

Diaz explained there may be a contractual issue with the employee being charged for parking passes. Guskos explained it’s not the parking pass staff will be charged for but a replacement fee for lost passes.

13. End of meeting 3:00pm

New information: