

**Agenda for Work Environment Committee Meeting—Monday, September 14, 2015
1:00 – 2:30 CDC Conference Room**

1.) Minutes Approval of the previous meeting Friday, May 29, 2015 (thanks Antoinette!)

2.) WEC concerns (Bill Smith)

3.) Food Service?

4.) Smoking on Campus

5.) General Report (Antoinette)

6.) Next meeting Oct 12 Monday from 1 – 3 PM.

Work Environment Committee

West Los Angeles College

**Work Environment
Committee Chair**
Matt Robertson

Administration
Barry Sloan

AFT Classified
Darrel Roberson
Rita Shemwell

AFT Faculty
Matt Robertson
Faz Elahi
Corey Williams

ASO

SEIU 721
Antoinette Simpson

Teamsters

Secretary
Antoinette Simpson

Minutes

Monday, September 14, 2015
11:00am-12:30pm
CDC Conference Room

Present:

Matt Robertson (Chair)
Barry Sloan
Corey Williams
Darrell Roberson
Faz Elahi
Ken Taira
Bill Smith
Antoinette Simpson

Meeting convened at 11:08 a.m.

- 1. Minutes Approval of the previous meeting.** – May 1, 2015 there were not enough members present to constitute a quorum, we will approve the minutes at the next meeting.
- 2. WEC concerns (Corey, Faz, Ken)**
 - **Corey** would like to get a helicopter to land on the community Lawn for Career day on Monday 9-21-15. Bill has arranged to take care of all requests to make this happen. We want to see data concerning ASO Gold parking revenue, i.e. how much is in the account and what is it being used for. Matt should follow up with ASO.
 - **Faz** would like to know if there is any way that we can get Culver City to put a sensor on the turning signal light on Jefferson Blvd. turning onto College Blvd. since the wait is so long for the light to change. Bill responded that Culver City doesn't want a censored signal because they don't want to impede traffic on Jefferson Blvd. every time someone pulls up to turn into the campus. Bill will check on this.
 - **Ken** wants to know if we get different control systems will this create any security issues. Bill advised that security is one of the upcoming projects and that he would like to program all of our buildings. We do have the capability to use this type of program, and we may use a program that has the capability to turn lights on, and to turn computers on and off, Siemens has this program. The real issue is if whether or not IT department wants to approve for Siemens to have access to our campus and computers.
 - **Motorcycle parking** Bill is considering making motorcycle parking available in Lots 1& 2 and let them park for free simply because there is no way to track whether they have a permit or not, and the simple fact that there is no place to physically secure a permit on a motorcycle. However, there shall be a designated area for all motor cycle parking.

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- **Bike Racks** we currently have 9 bike racks on campus located at Freudian Sip, 2 at SSB, PECN, PECS, HLRC/ GC ramp, ATB by the trash bins, Lot 5 and the Basketball gym. Bill is going to look to see if we have more bike racks available.
 - **The Rock** fountain appears to have mold or algae growing on it. There are also bees hovering around the rock because of the free flowing water. Kem the General Foreman says that we can't treat the rock because there are live plants growing in the fountain. Matt suggested that we get a Biology Instructor to look at the rock and help to solve this issue. Matt will make contact with Dr. Pat Zuk (Biology) to get this done.
3. **Food Service? (Bob Sprague)** The district has to issue a notification of termination to LoveBirds for their unmet financial obligation to the college. Once the notification of termination has been issued LoveBirds has 30 days to fulfill the contract, or the contract will be terminated. Bob Sprague has been speaking to as many people as possible about this situation to discuss life after LoveBirds if they fail to fix this issue he would like to keep the sit down area available for faculty and students to use. Antoinette has concerns with the maintaining of this area if it is used for faculty, staff and students to use, as a sitting area. Bob says that Iris will decide if Facilities maintains the sitting area, however once a vendor has been selected we would like to see how the Vendor handles maintaining the entire area. The District has to solicit for a proposal for 1 Vendor to take over the Café. This would be a yearlong process. There are some short term alternatives to be discussed if needed. When this type of termination has occurred within LACCD in the past the entire café area was closed down. California Community Colleges will be involved in choosing a vendor to run the café, ASO, and WLAC will be involved in choosing a vendor for this project.
4. **Smoking on Campus** there are 5 designated smoking areas on campus: across from the bus stop, Lower Fire road, FA Free Speech area, Lieffer Mall, and at the bus Turn Around by PECN. There has been a noticeably amount of smoking at Lower Fire Road, and in the parking structure on stairwells and on the top level. We need to have more signage. No smoking signs are state Law to prohibit smoking too close to building. Most other signage on campus is policy only. We do need more signage about smoking and designated smoking areas, especially at MSA MSB bridge area on level 1.
5. **General Report (Bill Smith)**
- Bill announced that we have 3 new WLAC exterior signs that are up and working. Darryl wants to know why all of the signs are not illuminated. Bill explained that the sign on Jefferson Blvd. is illuminated and is on property that the college owns. The other 2 signs on Overland sit on other property. That intersection is shared by 3 different jurisdictions. DSA, LAC and Culver City. The people of Culver City didn't want the lights on Overland illuminated. Darryl suggests that we illuminate the 2 signs on Overland Ave. possibly with solar power in order to preserve energy and to invite future students and others to our campus.
 - Mr. Bones Pumpkin patch will be ongoing throughout October. It will be located behind the WLAC sign on Jefferson Blvd. There will be a petting Zoo, horse rides, jumpers, and other activities for the family. The will be a cost for Horse rides some activities will be free of charge. Parking for this event will be in the Hammer Throw Field and in the Bond parking lot.
 - CE- 105 Data Center will be having A/C installed within the next month. This room needs the AC to run 24 hours a day in order to keep the servers cool. It will be a split or ductless system to cool the room.

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- LED retrofit of exterior lighting is ongoing. This project should be completed within the next 6-8 weeks.
- Scheduled Maintenance Projects (SMP); currently there are 8 funded active projects. We submitted 10 SMP, however 4 will be funded this year. Roofing will be the next major project. FAB in boilers and chillers, Solar panels for the pool area are upcoming projects. There is no consultation yet for the solar panels to go on the awning on the back side of the pool. This is a yearlong process. DSA Department of State Architects has at least a year to be active.

Meeting adjourned 2:20pm

6. Next meeting Monday October 12, 2015 1:00-3:00

PLEASE EMAIL ME AT robertmg@wlaac.edu OR CALL ME AT X4226 WITH WEC CONCERNS!

This line was added for the reports to AFT

**Agenda for Work Environment Committee Meeting—Monday, October 12, 2015, 2015
1:00 – 3:00 CDC Conference Room**

- 1.) Minutes Approval of the previous meeting Monday Sept 14, 2015 (thanks Antoinette!)**
- 2.) WEC concerns (Bill Smith)**
- 3.) Signage**
- 4.) Weekend Filming**
- 5.) Memorial for skate boarder killed on campus**
- 6.) B5 Building and surroundings - concerns (Ken)**
- 7.) MSA Building in heavy rains**
- 8.) Student Environmental Science Club (visitor Eric Nunez, student)**
- 9.) PE concerns**
- 10.) General Report (Antoinette)**
- 11.) Safety (Iris Ingram, after 2pm)**
- 12.) Next meeting NOV 9 Monday from 1 – 3 PM.**

Work Environment Committee

West Los Angeles College

Draft Minutes

**Work Environment
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Matt Robertson

Monday, October 12, 2015
1:00pm-3:00pm
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Present:

Matt Robertson (Chair)
Barry Sloan
Corey Williams
Darrell Roberson
Faz Elahi
Ken Taira
Bill Smith
Iris Ingram
Olga Shewfelt
Maria Yanez
Eric Nunez
Lee Davis
Antoinette Simpson

Meeting convened at 1:00 p.m.

- 1. Minutes Approval of the previous meeting.** – Darrell Roberson made the motion to accept the minutes with the changes suggested and Ken Taira second voted the action.
- 2. WEC Report (Bill Smith)**
 - Mr. Bones Pumpkin patch will be ongoing throughout October. This vendor is easy to work with, they will clean up after themselves and leave the area in better shape than it was in when they moved in. This is a major production for a month.
 - CE- 105 Data Center the PO has been signed. The materials have been ordered, infrastructure and conduit have already been ordered.
 - LED retrofit of exterior lighting is ongoing, the fixtures are not in. They will be installed ASAP they are on backorder for the next 6-8 weeks.
 - Scheduled Maintenance Projects (SMP); currently there are 8 funded active projects and 4 new projects.
 - In the process of reviewing Bond and deferred maintenance projectsAll are in the beginning plan stages:
 - TLC- has a user group
 - ADA- NTR
 - Watson- has been pushed back on parking lot there will be a dance studio in a building that has no presence on campus. Every building on campus should have a presence on campus. This is phase 1 of the project. Phase 2 of the project has not been funded.
 - Amphitheater- this project probably is not at all what we wanted. It is a real sight stabilization project. It has little grass and no concrete, no lights, no sound system, and it doesn't have to go to DSA for approval.

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- FMO Warehouse this is the Facilities Maintenance Operations warehouse, which will be replacing illegal buildings and bins that were tied into the PE construction project.
- Motorcycle designated parking in Lots: A & Lot 1 we have this now so please everyone get the word out.
- Infrastructure installed in Library for new security gates; the library has new gates to protect, and prevent taking books out. The noise level in the library is high and the librarians are not comfortable asking students to quiet down. Antoinette suggested: How about putting a satellite Sheriff Station in the library? Corey has expressed that the Librarians should be able to manage the students' use of the library.

3. **Signage** We need cigarette and e-cigarette smoking area signage, (including no e-cigarette smoking inside of buildings.) People are not paying attention to the signs that we have in place. Maybe if we have more and larger print people will comply with the requests. We will not be able to stop people from smoking. How would we be able to enforce a non-smoking campus? We would be able to enforce a non-smoking campus if there were Policies in place to be enforced. We also need to put out signage in regards to Skateboarding, Laser boarding and Bicycle riding on campus. There would have to be policies in place stating no laser board riding inside of building and elevators in order for the sheriff to enforce no riding of the boards in buildings and elevators. A lot of staff are uncomfortable speaking to students regarding the boards. They should then put something in writing and give it to the sheriff and follow the progressive discipline process afterwards if the student is non-compliant.
4. **Weekend Filming** Larry is strict about permits. Any violators should be treated as trespassers as long as they are not doing commercials. This is a Sheriff issue.
5. **Memorial for the skateboarder killed on campus.** Unless it is a picture we can't do this. We can put a picture on the website, but we must be careful about the wording. A memorial is an honor, this is not an honor. The only thing we can do is signage.
6. **B-5 Building and surroundings-concerns (Ken)** The Adjunct and Project LEARN office need lights, it is dark at night. B-7 is open all night but the lights are off. Project LEARN is open until 12:00am?? Iris will speak to project LEARN and she is going to enforce a curfew because no one should still be on campus past the end of the last class which is around 11:00pm.
7. **MSA Building in heavy rains** there is a design flaw in the MSB front steps and water pools there when it rains. We should look into drilling holes for the water to drain off of the steps. Plant Facilities puts out extra mats, wet floor signs, and has a person to mop up any access water on rainy days. We do what we can to make people safe.
8. **Student Environmental Science Club(visitor Eric Nunez, student)** The Student Action Venture Environment they have no ideas, they practice green procedures by encouraging bike riding, they inquired about WLAC having a compost pile, they wish to start a garden, Barry suggested that they start a campaign for recycling and to throw away your trash.
9. **PE Concerns** PEC needs Central Air in weight rooms, and the PECS locker room. This repair needs to be included in the program review. Bond Money is to retro fit the gym for AC only, this is a priority and will cost about \$100,000.00
10. **General Report (Antoinette) NTR**

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11. Safety (Deputy Davis)

- The Sheriff Department has made an Active Shooter video on YouTube and forwarded it to Iris and Bob for review to be posted on the WLAC website. It is the intention to have every instructor to show the video in the beginning of each semester to empower faculty, staff, and students, on how to deal with an active shooter on campus.
- Disruptive students: the instructor will call the sheriff, the sheriff will only escort the student to the Dean / Administrator to follow up with progressive discipline. The sheriff will only drag someone out of a class if they have hurt themselves or someone else. If an instructor or anyone needs to have a report taken it is the responsibility of the Sherriff to go to the victim and take the report. Not have them come down to the Station to give the report.
- Campus lockdown procedure is pending approval by Iris, Issues are doors not being able to be locked from the inside because of the non-lockable panic bars in both GC, and MSA Buildings.
- Ken will send Matt a link for a free active shooter training done by Indiana Junior College.
- Olga Shewfelt spoke about Gun Control and that everyone we need to heighten the alert of everyone concerning active shooters on campus. Olga wants to know who she contacts in the event of an active shooter. Is it BIT, The Sheriff or STAR? We want a comprehensive approach.

12. Safety (Iris after 2 pm)

Campus Safety Initiative

- **Working in tandem with Districtwide “Blue Ribbon” Committee on Safety** most everything will roll out by thanksgiving
- **Updating/ creating Campus Emergency Preparedness and Safety Website** the plan is to make navigation user friendly
- **Active Shooter video** has been approved and will be posted on the WLAC website
- **Specific safety instructions for several hazards** have been linked to the Sheriff’s page
- **Creation of Behavioral Intervention Team (BIT)** we are legally bound to having some type of program that resembles this one.
- **START Strategic Threat Accessive Response Team Planned campus wide communications for all students, Faculty & staff**
- **Email, text message, telephone, live exercise** if there is an imminent threat call the Sheriff immediately
- **Planned Safety Drills (4 per year)**
- **Fall (2015) Earthquake (Great American Shake up)**
- **Fire**
- **Campus Emergency Management & Response Team : VSPAS, Sheriff, Director of Facilities, Director of IT**

Meeting adjourned 2:57pm

13. Next meeting Monday November 9, 2015 1:00-3:00

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