Work Environment Committee

Meeting Minutes of March 18, 2014

Committee Members Present: Vahan Ghazarian (Chair), Marvin Martinez, Richard Moyer, Christopher Holbert, Fil Barajas, Dawit Alemu, L. Deutsch, Danny Telles, Andrea Owens, Antonio Ng, Nilupa Nielsen, Davinder Sangha, Arpi Festekjian, Helen Sarantopoulos, Stuart Souki, James Ross, Frank Ow, Eileen Ie, Gisela Herrerra, Edward Alvarado, Sonia Lopez, Romel Lopez, Brian Sierra

Guests:

I. Approval of Agenda - Motion moved to approve the agenda by R. Moyer, seconded by F. Barajas, all in favor to approve the agenda.

II. Approval of March 4, 2014 meeting minutes - Motion made to approve the minutes of March 4th meeting. Motion moved by A. Ng, seconded by E. Alvarado, all in favor to approve the minutes of March 4th meeting.

III. Reports -

A. Chair’s Update - President Martinez is present today. V. Ghazarian spoke to S. Chi regarding the vending machines. She was able to contact the vendor and they agreed to offer healthy choices. She does not know what exactly they will offer, but she will work with them. There is still time, S. Chi will let V. Ghazarian know. Parking structure 3 is still not DSA approved, it might be done in May or summer. President Martinez asked if the structure has to be approved in order to re-stripe it. V. Ghazarian spoke to M. Carvajal and she said that once it is DSA approved, there is no need to do it again, but we will seek approval again just in case. President Martinez explained that the construction company is merging but he will know more in April. One difference is that there will be no CPM, instead there will be a team of staff who will function as a CPM. The team can still have M. Carvajal on it. The District moved toward this change in order to save money, costs, that can be used for the campus. There is a Board meeting tonight, the President will know more later. The President reported on the Math/Science building. M. Carvajal will meet with the Build Design team to make sure the budget is the same. She also needs to check on the three bidders to see if they are still interested. The next step is to send out the bid again, and begin the interview process. Trying to accelerate the process as much as possible. Might be able to submit to the Board in the summer and have groundbreaking in the fall. L. Deutsch asked about the smoking policy. The President said that the Board of Trustees decided to amend the smoking policy. E-cigarettes was the big topic and it was the only issue addressed. We must designate areas where smokers can go to. ASU conducted a survey but they have not finished tallying the numbers. So far, it looks like the majority of people who took the survey want to go non-smoking on campus. The survey is open to anyone. ASU will finish the survey this month and will report the results next time. V. Ghazarian said the biggest problem is enforcement. The President had asked if we really wanted sworn officers to give out tickets for smoking. It will become a budget issue. The Board wants to see how we are participating. F. Barajas asked if the survey asked people if they were smokers or not. ASU will e-mail a copy of the survey to V. Ghazarian. R. Moyer said someone needs to go back and check all of the smoking areas. Let people know where smoking areas are if they have to smoke. One area is by the husky statue. The District may want to have a uniform way of enforcing the policy. A suggestion was made to add a “Violators will be cited” line to the no smoking signs, maybe this will discourage people. The President said we need to provide one area for smokers and it should be plenty. It does not have to be a primary area on campus. There are ways we can tell people we do not want them to smoke, we have to be strategic about it. G. Herrerra wanted to know
if instructors can tell students to stop smoking in areas where they are not allowed to. The President said yes, instructors are supposed to tell people to stop. If you do not feel comfortable then call the Sheriff’s office. You must be careful! Citations can be given if smokers are too close to a building or classroom.

B. **Facilities Report** - No one was present.

C. **Jacobs Pacific** - M. Carvajal was not available.

D. **I.T. Report** - D. Telles reported an issue with Outlook in the past few days. Internet Explorer, Chrome stopped using certificates, I.T. has had to make changes. There is a printing problem in the library. I.T. may have to seek outside help. There has been approval for the purchase of 300 new computers for the administrative network. I.T. installed a new anti-virus program, Kaspersky. It is slow during the scanning process, but when that is done the computer should go back to normal. The old anti-virus program let many things go through. H. Sarantopoulos reported links coming into her e-mail. D. Telles said the issue can be checked. If any spam comes in, I.T. can block it. A. Festekjian reported that when she has called I.T. with a problem, they answer right away and show up within five minutes. D. Telles also reported that last Friday I.T. held interviews for a new position and the person accepted. The new person will start in April. There is one more position available and he is hoping they can hire someone.

**IV. New Business** –

A. **Student food survey** - After speaking to the President and looking over all of the information, V. Ghazarian said the issue of the food court points back to going with an outside vendor. He has a contact in the District that is willing to help out. If an outside vendor is hired, the lease can be short term. When the contract is advertised, it can state what the school is looking for. This is a big operation, need to find someone who can handle it. It is important that whatever vendor is hired, they need to offer healthy choices. The President said that Trustee Svonkin wanted to see if a district-wide vendor could be created, maybe it is cheaper that way. It would be good to have one vendor for all of our schools. Some schools already have a vendor, but the District gave them a temporary period only. V. Ghazarian said it would not work. A consultant came in and an RFP needs to be created. Right now will look at RFP other colleges are using. V. Ghazarian said there were 30 people who came out, got a tour of the campus but only two submitted bids. He does not understand why, maybe it was not advertised properly. He would like to be present when interviewing vendors so he can sell the idea. The President said it would be very expensive to have a culinary arts program here and that L.A. Trade Tech would not support it. Tom Hall is working on developing a contract. E. Ie asked what the timeline is. The Student Success and Retention Center is scheduled to open in spring 2015. If an RFP is submitted as early as tomorrow, it may take six months. R. Moyer said we had food service before but it did not work out. There was a coffee cart which was very successful but it was shut down by the Health Dept. Then there was the Love Birds Café at Corporate Center but the food was too expensive for students. V. Ghazarian said that the vendor who comes on campus must realize there is heavy traffic for four days, Friday and Saturday are light and Sunday is closed. The vendor will not pay rent or electricity. The facility is ready for someone to come in. The President suggested V. Ghazarian speak to Tom Hall to see where they’re at and to check how the other campuses submitted for the temporary vendors. Will check with M. Carvajal as to when the building will open. Will work backwards to see how much time we have. H. Sarantopoulos said not to lose vision, “healthy choices.” She suggested Panera Bread and Chipotle saying they are willing to work with campuses plus they offer healthy foods. The President went to Moreno Valley College and said Barnes and Noble run their food program. They offer coffee, lunch and have different food choices. F. Barajas said he has seen what a good cafeteria can do. If there is support, it can happen. LAUSD has a healthy cafeteria menu, they are also being monitored. V. Ghazarian said that hopefully the vendors who come here can get people in the doors. Healthy food does not have to taste bad or be expensive. We have some influence on the pricing. The President said
maybe by the next meeting V. Ghazarian can find out about the RFP and get specs to see what they have.

V. Items from the floor –

Next meeting - The next meeting will be Tuesday, April 1, 2014.

Adjourned - Meeting adjourned at 1:21PM
Submitted by: Marisol Naranjo