

**GLENDALE COMMUNITY COLLEGE DISTRICT
MEASURE GC CITIZENS' OVERSIGHT COMMITTEE**

**PRESIDENT'S CONFERENCE ROOM
AD 121**

February 6, 2017
4:30 p.m. – 6:00 p.m.

Present: Armik Avedisian, Roberta Hagopian, Larry Hanson, John Kociemba, Kevin Lee, Harry Leon, Anthony Culpepper

Quorum: 6 of 11 members present

Absent: Greg Astorian, Sophal Ear (notified), Gasia Keurok, Ani Nazaryan (notified), Hugh Yao

Guests: Rondi Werner, Candidate for the GCCD Board of Trustees, District 4; Nelson Oliveira, Director of Facilities

1. Call to Order (01:33)– The meeting was opened by the Chair, Armik Avedisian
 - Introduction and welcome to Dr. Anthony Culpepper, new Glendale Community College District Executive Vice President of Administrative Services. Ron Nakasone retired in September 2016.
 - Dr. Culpepper related his background, which includes:
 - CBO/Vice President of Finance, Bakersfield College
 - Vice Provost, Ashford University
 - Several Dean positions at various colleges
 - Dean, Trident University
 - Tenure Track Faculty, Pepperdine University
 - Experience in private industry – CFO/Vice President of Finance for a mid-sized logistic company
 - Discussion of member absentees (03:27) to the Measure G Committee. As noted in the Bylaws, absentees can be removed for lack of attendance.
 - At this time, there were 4 members present. As there are 11 members, a quorum would be 6 members. (Bylaws - Section 6.3)
 - It was suggested to add another meeting to the schedule.
 - A tour of the Lab/College Services Building (Sierra Nevada) will be planned.

- There was a discussion of Section 5.5 “Appointment” and Section 5.6 “Removal: Vacancy” of the Amended and Restated Bylaws, adopted December 20, 2016.
 - A list of member attendance for the last 3 years will be provided to the Chair.
 - Members will be advised of the importance of attending meetings. If they cannot to attend, they should notify the Chair or the Recording Secretary.
 - Recommendations for removal by the Committee, will be forwarded to the Board of Trustees for disposition.

 - An email requesting a vote for additional meetings will be sent to members.
2. Review of the 2015-2016 Audit (24:57) – Dr. Culpepper
- The audit was completed and there were no findings. There were no material oversights or issues with the monies and how they were spent. The monies were spent according to Measure G. The audit was a “clean” audit. Discussion continued on the various aspects of the audit.
 - The auditors also reviewed the internal controls to make sure the expenditures were being properly tracked (page 12). They do not express a formal opinion on this.
 - The Independent Auditor’s Report on Performance contains the conclusion, at the end of the report, page 1. The report found that Measure G funds were expended only for specific projects approved by the voters, in accordance with Proposition 39 and the California Constitution.
 - The Board of Trustees (30:31) has allowed this committee to be extended as the Measure GC Committee in order to oversee the expenditure of \$325m (which was approved by the voters on November 8, 2016). Discussion continued on Measure GC. The projects proposed to the public are currently being slated. The Board of Trustees has already approved a resolution (Resolution 19-2016-2017 – December 20, 2016) allowing the current members of the Measure G Committee to serve on the Measure GC Committee if they so choose. Applications for the Measure GC Committee are ready and will be made available to public after the Board of Trustees determine if more members are needed.
 - At the Board of Trustees meeting on February 21, 2017 (36:06), Armik Avedisian will be presenting the 2015-2016 Annual Report. Everyone is welcome to attend.
 - A motion to accept the audit was made (Kociemba/Hagopian) and unanimously approved. (55:54)
3. Approval of the minutes of August 1, 2016 (38:05) was moved by Larry Hanson and seconded by Roberta Hagopian. There was no quorum present at the

beginning of the meeting and approval had been delayed. At this time, additional members arrived and the minutes were unanimously approved.

4. Review of the 2015-2016 Annual Report (38:55) by the members. It was suggested that the new members be added to the back of the report.
5. Vacancies and Absenteeism (40:46): Absenteeism has been a problem. Members are expected to attend the meetings. Members who are absent for two consecutive meetings without an excuse may be recommended to the Board of Trustees for removal. (Section 5.6) A motion was made to send an email to remind members of the absentee/removal policy. MSC (Moved, seconded and carried) by Hagopian/Leon, approval of the motion was unanimous.
6. There was a suggestion to establish additional meetings. (44:30) The Bylaws require one meeting per year. A motion was made to have a second meeting in the second quarter in addition to the meeting of August. An alternate suggestion was to schedule four (4) meetings and if not needed, the additional meeting could be cancelled. The motion was amended to schedule quarterly meetings so that there are 4 meetings for the year (Hagopian/Leon). The motion was approved by unanimous vote.

There was discussion on whether a meeting should be cancelled due to lack of quorum. It was commented that if the meeting was cancelled for this reason, absent members would not be held accountable. If there are no action items, the meeting may be cancelled.

There was discussion on whether the committee will be expanded. The Superintendent/President and the Board of Trustees will determine if it is necessary to include additional members.

7. Review of Board Resolutions adopted December 20, 2016 – Dr. Culpepper (56:30)
 - Resolution No. 18-2016-2017: Certification of the Measure GC Election
 - The Measure GC Bond was passed with 73.7% of the vote. More than 55% of the vote is required to approve the issuance of general obligation bonds.
 - This resolution notes that the Certificate of the Canvass of the Election Returns and the Official Statement of Votes Cast by Precinct, received from the Los Angeles County Registrar-Recorder/County Clerk has been accepted by the Board of Trustees.
 - Resolution No. 19-2016-2017: Expanding the Scope of Responsibilities of Its Independent Citizens' Bond Oversight Committee and Approving Amended and Restated Bylaws

- This resolution expands the Bond Oversight Committee to include oversight of the Measure GC Bond. There has been no major revisions to the previous Bylaws.
 - The Measure G Committee has ended due to the completion of the projects and expenditure of funds. The members of the Measure G Committee may move forward into the Measure GC Committee if they so choose, without completing an application. Members should inform the Chair if they wish to continue to serve on the new Measure GC Committee and begin new terms of commitment.
 - Resolution No. 20-2016-2017: Approving Board Police 6110: Debt Issuance and Management in Accordance with S.B. (Senate Bill) 1029
 - This explains how the bond monies will be used and how they will be acquired.
 - There will be four issuances of bonds. The first issue will be \$122m.
8. Measure G Status Report – Nelson Oliveira, Director of Facilities (1:05:10)
- Discussion on the projects listed in the Measure G Funds Balances and Schedule Update (through November 30, 2016), Board Report dated December 20, 2016.
 - Three projects will be carried over and funded partially by Measure G and Measure GC:
 - P.E. Remodel (Measure G, #7)
 - Fire Academy (Measure GC)
 - Energy Conservation – Phase II, improvements in infrastructure projects (Measure G, #6)
 - The last project of the Measure G bond is the Lab/College Services project (#1), named the Sierra Vista Building. It is expected to be completed by Fall of 2017, with full occupation by Spring of 2018.
 - The \$122m in bonds issued in April 2017 must be expended completely within three years, by April 2020.
9. Motion to adjourn (Kociemba/Lee). Approval was unanimous and the meeting was adjourned at 6:00 p.m. (1:18:43)

Respectfully submitted by:
Merrilee Ahaus
Administrative Assistant/Confidential
Office of the Executive Vice President
Administrative Services