

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

**Zoom Teleconference/Live Stream  
November 2, 2020**

4:30 p.m. – 5:15 p.m.

Present: Harry Leon/Chair, Nerses Aposhian, Zanku Armenian, Peter Braganca, Sophal Ear, Roberta Hagopian, Larry Hanson, Daniel Kim, Alejandro (Alex) Parajon, Jennifer Quinonez-Skinner

Absent: Seda Khachaturian, Annie Reed

Resource: Dr. Anthony Culpepper, Executive Vice President, Administrative Services

Quorum: 10/12

Guests: Joel Peterson, Director of Facilities

**1. Call to Order:**

The meeting was called to order by Harry Leon, Committee Chair at 4:32pm. The meeting was briefly turned over to Dr. Culpepper, who read the introductory text of the agenda, certifying compliance with the Brown Act.

**2. Approvals:**

- a) A quorum was present and a motion was made (Ear/Parajon) to approve the minutes of August 3, 2020. Approval was unanimous.
- b) A motion was made (Ear/Quinonez-Skinner) to accept the agenda as is. Approval was unanimous.

**3. Measure GC Progress Report (6:12) – Joel Peterson, Director of Facilities.**

Mr. Peterson provided a powerpoint presentation and covered the highlights of the Measure GC projects.

A list of the projects was reviewed with columns for the Current Amount Budgeted as of Nov. 2020, the Amount Encumbered, Spent to Date, Remaining in Budget, Percentage Complete and Status. Encumbrance means we have entered into some kind of contract and does not necessarily equal what that total budget is. Budgeted amounts can change over time.

The Cumulative Total of the \$325m bond measure does not change. Plus the interest we have earned and a projection of the interest we think we will earn

over the life of the bonds, minus the fees we have incurred gives us a total of \$324,612m available.

We have issued all the bonds in two different series. The first was about \$120m in Series A bonds and the second issued this past summer for Series B bonds for the balance of the bond measure. We now have all the cash on hand. These are tax exempt bonds. Once the funds are received, we have three years to spend at least 85% on the Bond measures. We are on track to do that.

### **Athletics and Kinesiology Expansion and Seismic Retrofitting (aka Physical Education-PE, Verdugo Gym)**

- The structural steel stage has begun.
- We are on budget and on schedule for completion of Sept. 2021.

### **New Science Building (NSB)**

- This (design) was submitted to the Division of the State Architect (DSA) for approval in June and we are now in the process of responding to their comments (called “back checking”).
- We hope to have everything completed, with final approval of the construction plans by January 2021 so that we can move forward with the construction phase of the project.

### **Central Plant #1 Expansion (New Science Building dependent on Central Plant Upgrade)**

- The current facilities do not have the capacity to service two new buildings. It needs to be upgraded from a 500 ton capacity to over 1500 ton capacity.
- A mechanical engineering design firm is in the process of doing the preliminary work of designing the expansion and upgrade.

### **Instructional Building and Conference Center (IBCC)**

- The contract for a design-build team (DB) was awarded to PCL Construction in Glendale and Design Burkhardt Architects in Los Angeles.
- We are currently in a seven (7) week program validation phase. HMC Architects had done the programming review, meaning who is going to do what kinds of things and what kind of square footage and space would be required. We want to make sure the design-build team had an opportunity to go through the programming report and then meet with all of the user groups to validate that the report was indeed still valid and that it becomes a basis for moving forward with design.

### **Administration Building – Human Resources**

- This project has been completed.

### **San Rafael Renovation – Second Floor**

- Substantially complete. There is still some minor painting and furniture placement but the users have already occupied the space.

- A virtual tour by one of the project managers of the renovated space is available on YouTube:  
<https://www.youtube.com/watch?v=1CjCe-pDWag&feature=youtu.be&app-desktop> (Other campus projects can be viewed at [Capital Improvements at GCC](#))
- Mr. Nerses Aposhian asked if any of the design aspects of these buildings incorporate social distancing or blocks people or professors? How is that impacting the design costs? As things are changing and more students are going virtual, how will this affect some of the things that we're doing on a larger scale? Is it more worth it to perhaps hold on to some of the money from the bond and let it build interest?
- Mr. Peterson answered that because these are tax-exempt bonds, there is an IRS ruling to maintain the tax exemption for the investors who bought them that we have to actually spend 85% of the bond issuance within 3 years of the issuance date. We really don't have the option to hold on to the cash.
- Mr. Aposhian explained that this is his second meeting and asked if these funds can be used to purchase any real estate beyond academic purposes as an investment for the college to perhaps hold for two to three years and then sell for a higher amount, for example.
- Mr. Peterson replied that by law, we cannot use Measure GC funds for anything not explicitly stated on the ballot measure itself. So whatever the voters actually read and the projects that were listed in the ballot measure that they voted upon, those are the only things that we can expend monies from Measure GC upon. The specific role of the bond oversight committee is to ensure that in fact, we are not doing things like speculative investments in real estate or using this for operating funds. The committee ensures that the taxpayers are getting the hard assets that they voted to spend their tax money on.
- Jennie Quinonez-Skinner asked if part of the renovations included air circulation in older buildings?
- Mr. Peterson answered that all of our buildings have been retrofitted with HIPAA filters but the Coronavirus is 1000 times smaller than germs and other kinds of pathogens. We had installed some infrared systems into our HVAC systems which would destroy the Coronavirus but we are switching to an even better technology which is something adopted on navy ships and government installations. It is cheaper than the infrared to install and maintain.
- Mr. Peterson continued with Nerses' question. The answer is "yes", we have re-evaluated all the designs that we can. And basically, in terms of social distancing, that's really an operational component and not so much of a physical fixed component of the building. The one exception is our computer labs. Instead of a hard-wired fixed desktop model, we are looking to move to a wireless flexible model that would give us the ability to do things like easily social distance, reconfigure the classrooms or create computer labs in almost any classroom because we can create a wireless environment using laptops and tablets.

To do this, we are conducting a beta pilot program in a classroom that has been earmarked for an upgrade. We will be upgrading to a fixed wireless design and

our IT Department will test for robustness and run simulations of students streaming live video or programs. Support programs for issuing and managing laptops and other procedures would be developed. We are currently in the process of designing the wireless architectural network and we hope to have completed the beta testing by this summer. If it passes, then we will redesign all the computer labs for Math, the Sciences, TV & Media Arts and some Music labs. So that's an example of what we are doing with regard to design influenced by our experiences with the current Covid environment.

- Dr. Culpepper added that all directives that deal with whether or not we are going to return to campus comes from the Chancellor's Office in collaboration with the Governor's Office. If and when the time comes (to return to campus), they will give us directives as to how those students can be appropriately accommodated in the new learning environment. We will continue to update everyone as we build out any structure that is in progress to make sure that we'll be able to accommodate those requirements.
- Mr. Peterson stated that we do have limited on-person instruction on campus that is mandated by the state. The Nursing Program and EMT Training Program are both examples of on-campus instruction, while the Fire Academy training is off-site.
- We have followed all the guidelines for way-finding and signage to accommodate all social distancing.

### **San Gabriel 1<sup>st</sup> Floor Renovation – Disabled Students Programs & Services (DSPS)**

- A redesign was submitted to DSA in October due to a revision of building codes. This will put us in compliance with the code changes.

### **Aviation Art Building Renamed Tongva Building**

- The Aviation Arts Building was renamed the Tongva Building at the October 20, 2020 meeting of the Board of Trustees. The Tongva were an indigenous tribe that lived in the greater Glendale and San Gabriel areas.
- The new welding space in the Tongva Building will be completed later this month.

### **Garfield Property Acquisition and Parking Construction (24:21)**

- We are in the process of filing an Eminent Domain process on one of the two final properties. The other property is still in negotiations. The COVID-19 situation has impacted the transaction timeframe.
- There would be over 200 new parking spots created to ease the congestion in the area. A future building is under consideration for construction at a later time.
- The green space has been expanded and could be used by Glendale Unified School District or other groups in a controlled manner. It would probably not be opened to the public except in a controlled situation.
- Mr. Parajon asked if an above ground or underground parking structure was possible?
- Mr. Peterson replied that a ground level parking space costs about \$15,000 per space. A below ground space would cost between \$40k to \$80k and a multi-level structure would cost between \$20k to \$30k per space.

- Ms. Quinonez-Skinner relayed the community feedback she had heard at other committee meetings she had attended. She has directed citizens to the Bond Oversight Committee website to provide community feedback. The concern was that some of the parking and green space should be open to the public, possibly over the weekend or the evenings. Having a closed-off parking area is not in the best interest of the neighborhood.
- Dr. Culpepper replied that the community should reach out to the college and let us know their concerns. If there is something that we can do that will limit our liability as a district in terms of people using the parking spaces and things of that nature, we will certainly consider that because we are supportive of the community as much as we possibly can. The original intent was making parking available to keep our students out of the community and from parking in front of people's homes.
- Harry Leon also expressed concern for the need of more parking areas in the neighborhood.
- Mr. Peterson explained that the Garfield campus programs are non-credit programs, such as ESL (English as a Second Language) classes. The limiting factor to these programs is the availability of parking. Many of the students are working adults who contribute to the congestion by parking on the streets and this will alleviate some of that congestion. We will be looking at every way we can support the community. The grass that will be used in the green area will be a hybrid buffalo grass developed by UC Davis and UC Riverside that uses 75% - 80% less water and needs to be mowed every few months. Another factor is that classes are scheduled from 7am – 10pm, Monday through Saturday and the classes are quite packed as these are very in demand.
- Jennifer Quinonez- Skinner asked about MTA plans as it related to the parking at Garfield and if Glendale Parks and Recreation were contacted in terms of managing the green space to make it accessible to the public.
- Dr. Culpepper explained that we currently rent out our facilities (under normal circumstances) for public use to individuals or organizations for various reasons on a case-by-case basis. The same practice is expected to apply the Garfield Campus.
- Ms. Quinonez-Skinner expressed concern on the rental procedures and the rental fees for this community space.
- Mr. Peterson addressed the MTA question and explained that the City is working with the college to set up some dedicated bus routes from transit centers to both campuses and then from the Garfield Campus to the Verdugo Campus. This would tie the campus together as well as to the transportation network throughout the Glendale community and the Greater Los Angeles region.
- Mr. Aposhian asked how much revenue is garnered from the Garfield Campus and how do we measure the return of our investments (ROI) at that campus, taking into consideration it is a non-profit institution?
- Dr. Culpepper replied that we are not a for-profit organization but provide a service and that service is education. The resources we receive from bond monies and apportionment from the state are then invested back into the institution to continue to provide an education for students. That includes

infrastructure, buildings, any programming that needs to be done in order to provide that learning environment. So to use that measure of profit for a non-profit institution would not properly capture the value that we actually provide to our students. Our revenue from the State is a calculated apportionment. The Garfield Campus provides education for non-credit students and fee-based community education classes. Neither one of those calculations are based on a return on investment if you try to compare it to the amount of monies we actually put into the buildings and things of that nature.

- (47:09) The discussion continued on the use of the green space and the parking lot for the Garfield Campus.
- Suggestions and ideas for the Garfield Campus can be directed to Dr. Alfred Ramirez, (Administrative Dean of the Garfield Campus) or Dr. Michael Ritterbrown, (Vice President of Instructional Services).
- (49:36) Jennie Quinonez-Skinner provided a link to a study that talked about community colleges and how they are discussed in higher education. She also mentioned studies that are available regarding ROI's relating to green space and community park development.
- (50:55) Sophal Ear commented that the Garfield Campus' focus is ESL (English as a Second Language) and that there is a lot of demand for this service. Sophal asked if international students were taking these courses at Garfield.
- Joel Peterson replied that the programs at Garfield are not geared for international students. The programs at Garfield focus on Continuing and Adult Education and Non-Credit offerings. These often provide credential courses for the immigrant population and new citizens and residents to enable them to become employed. For example, the Medical Administrative Assistant program which provides training for working in medical and dental offices. This program is very much in demand and more space is needed for a programs like this. One of the limiting factors for students is the availability of parking.
- (53:55) Zanku Armenian reiterated that it would be beneficial to the community if the parking and green space were made available to the public for however long it was possible. Plans have not been finalized at this point. Discussion continued on public access.
- (57:56) Dr. Culpepper explained that the ideas and comments can be expressed as an individual, but as a committee, the charter limits the responsibilities of the committee. The Board of Trustees is the governing body of the district and is there to listen to ideas and suggestions that you may have as an individual. To look at this committee as a means of trying to create program policy would be stepping outside of the charter which could create some concerns.
- (59:09) Harry Leon added that the job of this committee is to make sure that the funds are allocated for the sole purpose of what the bonds are for. Mr. Leon asked that the ideas and project suggestions be relayed to the Board of Trustees and Dr. Viar as expressed by community members (and not committee members).
- (01:00:25) Dr. Culpepper explained that the minutes (of the Measure GC Committee) are recorded not only for the purposes of the Brown Act but are reviewed internally, by the President and presented to the Board of Trustees for

their consideration. Concerns are also relayed to the various governance committees of the campus.

- (01:00:44) Mr. Leon reiterated that the sole purpose of the committee is to ensure that the allocation of funds were used according to the bond and thanked everyone for their information and suggestions.
- (01:01:22) Mr. Peterson continued with the Measure GC Project Report.

### **Garfield Campus Mariposa Renovation**

- The 1<sup>st</sup> floor of the three-story building renovation will include classroom renovations, a career counseling center and a café. The second and third floor classrooms and computer will also be renovated.
- We are on schedule and currently under budget and anticipate completing this by mid-December.

### **San Gabriel Renovations and Math Department Relocation**

- The 2<sup>nd</sup> floor of the San Gabriel building will be vacated when the New Science Building is built. The Math Department will then move into this area after it is renovated. The Math Department computer labs are on a fixed wired basis and is expensive and limits the use for other purposes. We are now considering the operational requirements for a wireless architecture which would give us greater flexibility.

### **Montrose Campus**

- The Professional Development Center (PDC) works with over 150 companies to provide on-site training. The former City Bank building and parking lot next door was acquired, and we are in the process of developing an RFQ/RFP (Request for Quote/Request for Proposal) for a progressive design build delivery model in order to bring on a design build team.

### **Centralized District Storage Facility (To be included in the New Science Building)**

- With the growth of our programs, there has been a need for increased storage. A storage inventory was done and while there are adequate storage spaces, they are not convenient or well-located or easily accessible. Making use of an unused void area in the New Science Building will provide about 100 square feet of storage that is accessible to forklifts.

### **Safety and Security (01:05:18)**

- A contract has been awarded to RAS, LLC that is developing a Request for Proposal (RFP) to solicit proposals for a comprehensive security camera system for all campuses.

### **Technology**

- The IT department will be updating our Business Services, HR (Human Resources) and Student Information Management Services systems. These software systems and hardware systems need to be upgraded.

### **Capital Maintenance Projects**

- These projects are not just repair, but upgrade or enhancement of maintenance and mechanical systems.

### **Classroom/Lab Renovation Project (01:07:28)**

- The Learning Environment Enhancement Committee (LEE Committee) had identified 156 classrooms that needed enhancements that would improve the learning environment. The majority of these have been completed, particularly the upgrades for AV (audio/visual) equipment.
- The ear-marked monies from Measure GC have been used up for this project but the need to continue to improve the learning environment is evident. We will look for other types of funding, through grants appropriations or earmarked funding from the state or federal government.

### **Infrastructure**

- This includes our electrical switching panels and drainage systems. A few years ago, we had a catastrophic failure of one of our three main switchboards that bring electricity to the campus. This caused a campus-wide shut-down for several days. We are in the process of strengthening and making our infrastructure more robust. This is a continuing need and we will continue to look for new sources of funding to support this.

### **Energy Conservation - Administration Window Replacement (AWRP) (01:09:19)**

- Mr. Peterson made a presentation on Environment and Conservation Sustainability to the Board of Trustees at the [October 20, 2020 board meeting](#).
- The Administration Building is one of the oldest building on campus and had the original windows that were highly inefficient. This project is complete, all of the windows have been replaced and there should be a significant improvement in energy consumption and the cost of building operations.

### **Fire Academy Project (in partnership with the City of Glendale)**

- This project has been completed as noted in a prior meeting.

### **Sierra Vista Building Closeout (01:10:17)**

- This project has been completed as noted in a prior meeting.

For more updated information on any of our projects (updated every two weeks), please visit: <https://capitalimprovements.glendale.edu/>

Sophal Ear recommended that facial recognition should not be considered for the security camera project as there is currently a lot of controversy over facial recognition.

Mr. Peterson replied that there are a number of restrictions and contractual obligations included in the parameters for the project. A more cost-effective method is to have a third-party company install, own, operate and maintain the security system and store the data off campus. Our personnel would not have access to the information unless there



was an incident we were investigating. This would lower the up-front costs and reduce the on-going maintenance and investment costs. This is part of what we are exploring.

Dr. Culpepper added that this project was initiated when there were a number of on-campus shootings. We were trying to find a way to keep faculty, staff, students and all those who visit our campus safe. We are concerned with not only our physical security but our information security as well.

Mr. Peterson stated that we have a steering committee consisting of Calvin Madlock (Chief Information Systems Officer), Gary Montecullo (Chief of College Police), Susan Courtney (Director of Business Services) and himself to ensure we are doing this in the most cost-effective way possible.

Mr. Ear asked if buying a service would still fall under the bond expenditures.

Mr. Peterson replied that this would fall under technology and investments, to address the needs of the campus to keep the community safe.

Mr. Aposhian asked if the money would be spent on the infrastructure only or on infrastructure and software as well.

Mr. Peterson answered that improvements to hardware includes software upgrades.

Chair Leon asked that committee members ask their questions in the chat feature to allow everyone an opportunity to make comments.

Mr. Aposhian asked if there was a problem with including the purchase of software under the bond since it is not specifically addressed and if this would be a problem for other things in the future. Mr. Peterson replied that he didn't see this as a problem. The bond specifies "furniture, fixtures and equipment." Buying most equipment today without software does not make sense since they are built to operate on software.

Ms. Quinonez-Skinner wanted to thank Dr. Culpepper and Mr. Peterson for sharing information and addressing all of the questions that came up today. She asked where would people be able to see what those contracts look like and where would they find it?

Dr. Culpepper replied that the committee should feel free to ask any questions. We are here to communicate and share any information on behalf of the college. Any information we can share and any information you give us we will share. We will see what we can do to accommodate it.

Mr. Peterson commented this is a wonderful window and you represent the most engaged into the community. Both Dr. Culpepper and Mr. Peterson are involved in a number of committees and share the questions and comments from the Measure GC Committee with the campus.

Mr. Leon asked for any more questions and thanked Mr. Peterson for his detailed presentation. Please email Mr. Leon if there are any questions. Mr. Leon then asked if there were any questions on the information reports.

As there were no other questions, Mr. Leon made a personal statement that we stand with our American Armenian students and that we stand firmly with them Artskh Armenia and our hearts go down with the heros. We know that Glendale Community College stands fast with the community and we appreciate that. I'm sure that this committee echoes my sentiments.

Ms. Quinonez-Skinner added that there is an alter for Armenia and Artskh. It is on Artskh Avenue. A number of Latino organizations helped create this in respect for our Armenia neighbors from your Latino neighbors. It is there until November 4<sup>th</sup> in the morning. An email separate email will be sent to committee members.

Dr. Culpepper commented that the Board of Trustees issued a resolution, standing in unity with those who are suffering from the tragedy of Artskh.

Mr. Armenia commented that the support of the Latino community was appreciated and that it really, really means a lot.

Mr. Parajon also expressed that the Latino community in Glendale supports the Armenian community.

Mr. Leon adjourned the meeting at 6pm.

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