GLENDALE COMMUNITY COLLEGE DISTRICT
MEASURE GC CITIZENS' OVERSIGHT COMMITTEE
MINUTES
Zoom Teleconference/Live Stream
February 1, 2021
4:30 p.m. – 6:00 p.m.

Present: Harry Leon (Chair), Zanku Armenian, Sophal Ear, Roberta Hagopian,
            Larry Hanson, Seda Khachaturian, Daniel Kim, Alejandro (Alex) Parajon,
            Jennifer Quinonez-Skinner.
Absent: Nerses Aposhian, Peter Braganca, Annie Reed.
Resource: Dr. Anthony Culpepper, Executive Vice President, Administrative Services
Quorum: 10/12
Guests: Joel Peterson, Director of Facilities, Drew Sugars, Patricia Chamroonrat,
            Rosa Buford

1. **Call to Order:**
   The meeting was called to order by Committee Chair, Mr. Harry Leon, at 4:32pm.
   He briefly read the introductory text that mandated the meeting be held via
   teleconference due to Covid-19 restrictions that include social distancing. He
   also sought and received confirmation that the notice of the meeting was posted
   72 hours prior, thereby certifying the Committee's compliance with the Brown
   Act. Mr. Leon affirmed the mission of the Committee, which is to provide
   oversight over funds; ensuring they are allocated and used for the purpose stated
   in the bond measure.

   Roll Call was taken after a brief introduction to Ms. Buford who has assumed the
   administrative support functions in Administrative Services, following the
   retirement of Ms. Ahaus.

2. **Approvals:**
   a) A quorum was not reached and Mr. Leon tabled the Action to approve the
      minutes of November 2, 2020, to the next meeting.

   b) A quorum was not reached and Mr. Leon tabled the Action to approve the
      Agenda to the next meeting.

3. **Measure GC Progress Report –** Mr. Joel Peterson, Director of Facilities.
   Dr. Culpepper started the Measure GC Bond Priorities report (on behalf of Mr.
   Peterson). It is an update of budgeted amounts for each of the projects
   approved by the Board of Trustees. This report was presented at the Board of
   Trustees Retreat on January 29, 2021.

Summary of report is as follows:
a) **Athletics and Kinesiology Expansion & Seismic Retrofitting**: Plans are being revisited to ensure there are adequate showers available for various groups. Once plans are received from the architects, they will be shared with the Committee.
b) **New Science Building and Ancillary Projects**
Revisiting classrooms to ensure that the programming is adequate for its use; at one point computer labs were envisioned to be stand alone classrooms with computers; now the best effective use of space envisioned is technology that enables students to plug in their devices. Governance discussions with faculty are taking place.
c) **Central Plant #1 Expansion**
Needs upgrading and expansion to cover all the new buildings that we will have on campus. It is a significant project.
d) **Instructional Building & Conference Center (IBCC)**
A lot of work being done; ongoing conversation with Faculty as there are some areas that can be built out better and be more accommodating to all.
e) **Administration Building – Human Resources**
This renovation project is complete.
f) **San Rafael Second Floor Renovation**. It houses adjunct faculty, CalWORKs, Governance, Student Equity and Title V. It is complete; faculty and staff have moved in.
(Joel Peterson arrives to finish the presentation.)
g) **San Gabriel 1ˢᵗ Floor Renovation – Disabled Students Programs & Services (DSPS**
This project is in final stages of DSA approval.
h) **Welding Lab Alteration in Tongva Building (fka Aviation/Art Building)**
This is substantially complete; a state-of-the-art project.
i) **Garfield Campus Property Acquisition and Parking Construction**: No additional changes since the last meeting. Request for proposal will be completed shortly and posted. Parking area will be completed by Fall, 2021.
j) **Garfield Campus Mariposa Renovation** Substantially complete (classroom, Welcome Center, Counseling Center, new Café on the 1ˢᵗ floor).
k) **San Gabriel Renovations and Math Department Relocation**:
Renovations are still some time out in the future because this is linked to the new science building.   The project will renovate space that currently houses the Biology Dept into state-of-the-art Math classrooms. Wireless Computer Lab Beta testing is taking place, which would save hardwiring costs and increase space flexibility in Math labs and campus wide.
Mr. Peterson will have a definitive answer regarding the workability of a wireless computer lab by this summer.

Mr. Alex Parajon inquired on the savings costs involved. In response,

Mr. Peterson explained that that is not known yet, however, the main purpose is forward planning so that when reconfiguration of rooms takes place in the future, for whatever purpose, having wireless would make this possible. Basically, the ability to convert almost every classroom into a computer lab. Mr. Parajon inquired whether the wireless system was going to be an incorporation of existing WiFi on campus. Mr. Peterson responded affirmatively.

Mr. Leon inquired about remaining balances after project completion. Dr. Culpepper explained that such funds are repurposed within projects that have already been approved.

l) **Montrose Campus**
This long-term project is on hold. It was not part of the initial planning process. Therefore, based on the needs and the resources received through the general bond obligations sales, it was determined to work on other priority projects, such as the IBCC building. After those initial projects have been closed out, it will determined what the remaining balances will be used for.

m) **Centralized District Storage Facility (To be included in the New Science Building)**
Storage inventory was done to identify the location of all GCC storage. How much of it can be removed and disposed of? How much can be converted to an electronic format? How much of it can be put in a centralized efficient area so as to repurpose those spaces. A centralized storage facility was needed and this was a void in the original design for the new science building.

n) **Safety and Security**
There are two components to the safety and security upgrades. The first is a district-wide 'unlocked installation' of existing buildings. That is, the ability for those inside a room to physically deadbolt the door, thus enabling them to shelter in place if there is an active shooter/assailant on campus. The second is to design and install a security camera system. Although there is have an existing system, it does not fully encompass the entire campus and the technology is not state of the art.

Mr. Armenian inquired what the budget was based on if the project is only in the RFP stage. Mr. Peterson explained that a rough order of magnitude assessment from the initial consultant was reviewed as well as the infrastructure to support that.

Mr. Leon wanted to know if the security cameras will have the ability to be upgraded and expanded. There are three components involved: the physical cameras; the interconnection and backbone of the data; and the central system that manages that hosts the data. Therefore, yes, we will select a central data management and hosting system that would be

upgradeable and modular so that additional functionalities can be added in the future.

In response to Mr. Armenian's inquiry, Mr. Peterson informed that this system does not address cyber security. It simply examines physical security and creates physical barriers. Due to collective bargaining, GCC does not have a security monitoring system and is not contractually permitted to have one. He confirmed that the Campus Police is not involved in this monitoring. No one actually monitors, however, whenever there is an incident the footage is reviewed.

Mr. Leon wanted to know if there will be an increase in campus police force due to the developments and square footage additions to the campus.   Mr. Peterson said that the only place where square footage is increasing is at the Garfield campus, and that is a contiguous space - the parking system. Currently Garfield campus security is covered by a security contractor and there no plans to increase the police force at this time.

Dr. Culpepper added that the campus security is supplemented by Glendale Police Department

o) **Technology**
Technology investment includes upgrading all enterprise software systems including cybersecurity and the replacement of some hardware. PeopleSoft upgrade is complete. Orace based 'Unifer' Project Management Information Systems has been implemented. Project is 99% complete.

p) **Capital Maintenance Projects**
This is essentially a range of small projects ranging from improving vehicle access area to ADA access and minor fiscally related safety improvements or lighting. Infrastructure that has deteriorated but not risen to the level of a large capital project.

q) C**lassroom/Lab Renovation Project**
The district has an initiative under the Learning Environment Enhancement Committee which evaluates classrooms and how the learning environment can be enhanced.

r) **Infrastructure**
Much of the core elements of campus are original – from a sewer line originally installed in 1954 to switch gear. Therefore, upgrading and updating the system ensues the infrastructure will be around for the next several decades.

s) **Energy Conservation - Administration Window Replacement (AWRP)**
Replacement of windows in some of the oldest buildings, including Administration building; thermal envelope for Administration building to reduce heating and cooling costs.

t) **Fire Academy Project**

The Fire Academy was moved off campus. The City of Glendale and GCC collaborated on the renovation. It is up and running and working as a state mandated element, holding in person education and training.

u) **Sierra Vista Building Close Out**
Settlement payment: Funds from the project were transferred to cover all of the legal fees and other costs such as inspectors, consultants, etc., that were used in the litigation process. Project is complete.

For more updated information on GCC projects (updated every two weeks), please visit: https://capitalimprovements.glendale.edu/

There was discussion on whether or not the minutes should be transcribed without naming committee members. This discussion will continue at the next meeting.

MSC (Ear/Quinonez-Skinner) to adjourn the meeting.

Mr. Leon adjourned the meeting at 5:35pm.

Respectfully submitted by:
Rosa Buford
Administrative Assistant III (Confidential)
Office of the Executive Vice President, Administrative Services