# ADMINISTRATIVE SERVICES

**Glendale Community College District**

**Date:** **March 10, 2011**

**To:** **Measure G Bond Oversight Committee**

**From:** **William F. Taylor- Facility Consultant**

**Subject:** **March 7, 2011 Meeting Minutes**

ATTENDING: Robert Gabon, William Schad, Macalasadair MacDonald, Donald Empey, Todd Hunt, Kirk Bell, Apala Parikh, Michael Davitt, Rick Barnes, Bobken Amirian, Toni DasGupta

Staff: Ron Nakasone, William Taylor-Facilitator

1. Meeting was called to order at 4:36 PM in room SC 212

2. Minutes of prior Meeting:
   Minutes of Meeting of August 5, 2010 were reviewed.
   MSC with no corrections.

3. Monthly Measure G Report:
   Mr. Taylor reviewed the GO Bond Financial Status Report reflecting activity thru January 31, 2011. Copy of the same report provided to Glendale College Board of Trustees on .February 28, 2011.
   a. General committee discussion regarding IT Project Implementation of ”People Soft” followed. Concern was raised that the provided report reflected a IT project deficit and it was explained by Mr. Nakasone that this deficit would eliminated by a transfer from the Infrastructure Project funds and allocation of unbudgeted inerest funds for FY 2010-2011.

   b. Mr. Nakasone discussed the direction the college was moving to install a new pony chiller to provide “off hour” cooling to the IT rooms and nursing classroom/labs in order to avoid operating the large existing chiller, thus obtaining better energy efficiency. In addition a transfer of $150,000 from Infrastructure Project to Technology will be made to reduce the Technology Project deficit.

   c. Other Project funds reflected no expenditures

4. New Members:

Committee Chairman, Mr. Todd Hunt introduced the new committee members –

Mr. Rick Barnes
Ms. Toni DasGupta
Mr. Michael Davit

Each person provided brief background information about themselves.

It was also noted that there will be five (5) current committee members leaving the committee in June 2011 and thus the committee will be seeking (5) new members. Mr. Hunt asked the committee for any suggestions regarding potential new members.

5. Project Status:
   a. Garfield – Mr. Taylor provided a history and status of the project. Current outstanding issue was naming of the new and existing building. Construction schedule reflects a completion by start of Fall 2011 semester.

   b. Lab/CS – Mr. Nakasone provided information on project location on campus and project scope. Stated that project was funded ¾ by State and ¼ College. The college was investigating the possibility of obtaining prior year State bond funds being reverted to allow the project to proceed to construction.

Los Robles and Cafeteria remodel projects are secondary projects associated with the Lab/CS project. Cafeteria remodel would allow space for Culinary Arts program during construction of new building
All activities on "hold" until Lab/CS project funds are allocated by State.

Other secondary effect issues of Lab/CS project were also briefly discussed.

6. Audit:

FY 2009-2010 Audit report was presented by Mr. Nakasone. A copy of the audit was provided to each member. The audit was made up of two parts (Performance and Financial).

Performance- verified that proper Accounting Practices were followed and that internal controls were implemented and followed.

Financial- Compared sampled expenses to the original intent of the Bond.

The Independent audit report denoted that the audit process revealed a "Clean Audit'.

A committee member questioned what revenue was received last fiscal year and Mr. Nakasone stated that the only revenue received was from interest on the Bond funds currently in the County Treasures office. (Approx. $205,000)

6. Upcoming Bond Issuance:
   Mr. Nakasone informed the committee that the college was planning to issue approx. $5M of the remaining $19M bonds in April 2011. These funds would be used to complete the Garfield Project, reimburse the Lab/CS project for expenditures already incurred and provide funding for the Cafeteria remodel. Remaining $14M in authorized bonds would be held until State funding portion of the Lab/CS project is obtained from the State.

7. Economic Interest:
   Mr. Taylor requested that all committee members fill out their FY 2010 Conflict of Interest forms and submit them to Mr. Nakasone's office ASAP. Copies of the forms were provided to the members.

8. Next Meeting Date: Monday August 8, 2011
   Time and location to be announced.

10. Meeting adjourned at 5:45 pm

Respectfully Submitted:
William F. Taylor - Facilitator