

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

**PRESIDENT'S CONFERENCE ROOM
AD 121**

August 5, 2013
4:30 p.m.

AGENDA

1. Call to Order
2. Welcome of new member, Mr. Hugh C. Yao
3. Approval of the Minutes of February 11, 2013
4. Election of Chair
5. Measure G Status Report:
 - a. Lab/College Services Building
 - b. IT Server Room
6. Energy Conservation and Modernization
7. Next Meeting Date: Monday, February 3, 2014 (First Monday of the month)
8. Adjournment

Glendale Community College District
Measure G Citizens' Oversight Committee
AD 121
August 5, 2013
4:30 p.m.

Meeting Minutes

Present: Robert Gabon, Albert Hofmann, Farshid Khosravi, Hugh Yao, Ron Nakasone,
Administration Representative

Absent: Rick Barnes, Mike Davitt, Robert Hall

1. Ron Nakasone, the Administration Representative called the meeting to order at 4:30 p.m. and welcomed new member, Hugh C. Yao, employee of The Gas Company and member of the Glendale Water and Power Commission. Committee member Toni Das Gupta has resigned and members were asked to send interested persons to Ron Nakasone for committee information. The committee is required to have a minimum of seven (7) members, with a maximum of 13. Mr. Hofmann recommended Nick Freeson and will ask him to contact Mr. Nakasone if he is interested in serving on the Measure G Committee. Members then introduced themselves to the committee.
2. The minutes of February 11, 2013 were moved, seconded and carried with corrections. (00:08:21) There was one abstention.
3. **Measure G Status Report (00:09:15):**
 - a. IT Server Room
 - 1) This project has been completed.
 - 2) The last items to be completed were the generator and fire suppression system. The fire suppression system has been tested and implemented.
 - 3) A scheduled power outage on August 2, 2013 provided an opportunity to test the generator's capabilities.
 - b. Lab/College Services Building (00:10:03)
 - 1) The last project to be funded by Measure G is the Lab/College Services Building. The State was able to provide funding from the 2006 Construction Bond as a result of reduced construction costs from the other state projects. Glendale Community College's project had been bumped from the state's construction bond in 2006 due to several emergency projects that required funding.
 - 2) \$41.2m was provided by the State for Measure G projects, including \$2.8m for equipment, with the remaining amount for construction. Cumming, a project management company was hired and the bid package was developed and released in May. Bids were opened in July 2013. Nine companies submitted bids which ranged from \$34.6m - \$37.9m. The top three bids were within 2% of each other. The estimated construction time is two years. The targeted completion date is Fall 2015, so in order to meet that deadline; the project must start by Sept. 2013. If

not completed by Fall 2015, the opening of the building will have to be delayed until Spring, 2016. A special board meeting was convened in July to approve the project.

- 3) Certain costs, estimated at \$4m are not included the amounts above:
 - Testing and inspection
 - Project management
 - Architectural and engineering oversight
 - Contingency – 5% of construction
- 4) Because of reduced construction costs, it may be possible that this project can be all state-funded. This will free-up about \$14m of Measure G funds for other construction projects.
- 5) Renovation and re-modeling of vacated spaces (termed Secondary Effects) will use some of the Measure G funds.
- 6) The Culinary Arts building (Los Robles) will serve as headquarters for the construction management company until it becomes necessary to remove it for site improvement. This will save some money on the rental of a trailer. Unfortunately, the cost of relocating Los Robles exceeds the value of the building and it will be demolished.
- 7) A list of the needs of the College will be reviewed to determine the best use of the remaining Measure G funds. Possible projects include:
 - Purchase of land north of the College (apartment buildings). The property behind the apartment complex is already owned by the college and acquiring the apartment buildings would allow the College access to that land.
 - The College would not have the funds at this time to develop the land, so the apartments would be used to provide housing for foreign students. One of the major concerns for families of international students is safe housing and this would encourage more international students to enroll at GCC.
- 8) There was one protest from the #3 project bidder and it has not been determined if the protest has been formalized.
- 9) Review of the Lab/College Services Building floor plans and the departments that will be moved there:
 - a) 1st floor
 - DSPS (Disabled Student Programs and Services)
 - Open Computer Lab
 - Speech/ESL Lab
 - Creative Writing Lab
 - Journalism Lab & Offices
 - b) 2nd floor
 - Anthropology Lab and Prep
 - Offices along the perimeter
 - Classrooms and labs
 - Culinary Arts program, including kitchen/lab, classrooms, dining room and offices
 - c) 3rd floor – Student Services: Designed as a “One-Stop” Center for student enrollment.
 - Admissions Offices
 - Financial Aid Offices
 - Transfer Offices

- Career Center Offices
- Placement Offices
- International Student Offices
- Bursar Office
- EOPS (Extended Opportunity Programs and Services) Offices
- Assessment Offices and rooms
- Meeting rooms and Open Offices

10) Secondary Effects Projects – Vacated Spaces

- a) Sierra Madre Building Remodel
- b) Los Robles Modular Building demolition
- c) San Fernando Modular Building Complex removal (Trailer Court)
- d) Verdugo Gym Modular Building Complex removal (VG Trailers)
- e) San Rafael Building – 2nd floor
- f) Aviation Arts – Basement floor
- g) San Gabriel Building – 1st floor Computer Lab & Journalism
- h) Camino Real Building – 2nd floor Anthropology Lab
- i) Sierra Madre Building – Culinary Arts
- j) John A. Davitt Administration Building – Admissions and Records

11) Culinary Arts will move to the Sierra Madre Building and share the Cafeteria kitchen for their lab and use the Staff Dining Room for their classroom and dining area. Faculty offices will be located in SM 256.

12) Removal of the Verdugo Gym trailers is necessary for the next project, which is the Verdugo Gym Remodel. In addition, some of the San Fernando Complex trailers will also be removed for the remodel.

13) San Rafael Building – 2nd floor Secondary Effects

- Entire floor is vacated.
- There are offices around the perimeter, with a large open area in the center.
- Remodeling this floor for classrooms would result in the additional expense of reworking the air conditioning/heating ducts. Using the floor in its existing configuration would be the most cost-effective situation. It was suggested to move the Learning Center in this area. The current location of the Learning Center on the 2nd floor of the Administration Building, which would be returned to two large classrooms.
- Another problem is that the San Rafael Building is an older building and may not comply with current building codes. If too much remodeling is involved and requires approval of the State Architect's office, we may have to bring the building up to current building codes, which would be an additional expense.
- An addition problem is that some departments want to move to a better space, while others do not want to move from their current location.
- Another consideration is to move the Disabled Students High Tech Center (computer lab) to the 2nd floor of San Rafael from the 1st floor of the San Gabriel Building. However, accessibility for the handicapped is not as easy as it is in their current location on the ground floor of the San Gabriel Building.

- Remodeling of the vacated spaces cannot start until the Lab/College Services Building is completed in two years, however planning has already begun.

14) Other areas under consideration :

- Creating a Student Union
- Up-graded Veterans' Center
- Moving all Instruction Offices to the north-end of the Administration Building

4. **Remaining Measure G Funds** (00:43:59) may be \$14m or less and possible projects should be identified. The Facilities Master Plan (last revised in 2002) should be updated to identify the direction of the college and the programs that may be offered in the future so that our facilities can support that type of instruction. The Lab/College Services building may use up to \$1m in Measure G funds, with the best case being completely state-funded. Some of the ballot-approved projects are:

- Infrastructure Improvement
- Technology
- Energy Conservation

5. **Measure G Committee Responsibilities:** (00:48:13) The college Board of Trustees decides how to use the Measure G money. The Measure G Committee determines if the projects that are approved are consistent with what the college told the voters that we would do. The committee also determines if the money is spent correctly. There is no deadline for using funds.

6. **Vocational Studies:** (00:50:19) There was discussion on Vocational Studies and lower division transfer classes.

7. **Proposition 39 – Energy Conservation Projects** (00:55:01) The college was considering funding energy conservation projects regardless of Measure G funds by borrowing money and using the utility savings to pay back the note. With the passing of Prop. 39, \$48m was provided by the state for community colleges for energy conservation projects. This funding is for five years. The college expects about \$500k - \$600k from Prop. 39. The college had already developed an energy conservation plan to improve utility and operational costs, to be funded by Prop. 39 and Measure G funds among other sources. This plan will be implemented in three phases:

- Phase 1: Improve Central Plant 1 (\$2.3m in cost, one year to complete)
- Phase 2: Improve Central Plant 2
- Phase 3: Facility Capital Improvement projects (These may not save money but are an investment in infrastructure)

(00:58:00) When Phase 1 is complete (in approximately one year), we would review the program to see if the changes paid off and if it made sense to go forward with Phase 2. The proposal would cost \$2.3m. We would take this year's and next year's Prop 39 money and about \$1.5m in Measure G money to fund a pilot program to see what we can save. The pilot program, which we think will result in quick payoffs, would include:

- Installation of (electrical) meters on each building to monitor energy consumption.
- Lighting upgrades (occupancy sensors, etc.)
- Heating and Air Conditioning
- Projected cost savings: \$165k

Discussion then centered on Proposition 39, project costs and the responsibilities of the Measure G Committee.

8. **Election of Chair:**

- Nominations/volunteers for the position of the Committee Chair were solicited.
- Rick Barnes has volunteered to continue as Chair, although he was unable to attend this meeting.
- The Chair can accept agenda items and may call for meetings. He also presents the Annual Report. The report is a collaborative effort between Administrative Services and the Chair.
- It was moved, seconded and chaired to approve Rick Barnes as Committee Chair.

9. The meeting was adjourned at 5:50 p.m.

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