



## Regular Meeting of the Citizens' Oversight Committee

---

February 28, 2018 at 10:00 a.m.  
District Office Board Room

### MEETING MINUTES

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Wednesday, February 28, 2018 at the Coast Community College District Office in the Board Conference Room.

#### I. Call to Order

Committee Chair, Ira Toibin, called the meeting to order at 10:00am.

#### II. Roll Call

Members Present: Ira Toibin, Robert Dettloff, Richard Armendariz, Diana Carey, Ellen Riley, Derrick Nguyen, Javier Venegas

Member(s) Absent: Carolyn Cavecche, Frederick Phu Nguyen

Others Present: John Weispfenning, Andy Dunn, Janet Houlihan, Rich Pagel, Jerry Marchbank, Jose Recinos, Pedro Cortez, Glory Lopez, Randy Flint, Lyndsey Olson, Brett McNevin, Joe Dowling, Mark Thissell, Minesh Lakhani, Khanh Tran, Michael Golden, Daniela Thompson, Rachelle Favis, Ralph Looney

#### III. Opportunity for Public Comment

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the District Administrative Services Office at (714) 438-4612 as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.*

Chair Toibin offered the floor for public comment. There were no requests to address the committee during Public Comment.

#### IV. Approval of November 8, 2017 Meeting Minutes

On the motion by Member Dettloff, seconded by Member Riley and carried, the Committee unanimously approved the November 8, 2017 meeting minutes as presented.

#### V. Committee Requests

A. Scheduled Maintenance 5-Year Plan

Dr. Dunn provided an overview of the Coast District Scheduled Maintenance 5-Year Plan. This Scheduled Maintenance Plan is designed to track major systems replacements rather than day to day operational activities. We are required each year to update a 5year plan of scheduled maintenance activities to the state. This report is released to provide context on what Coast is doing in terms of capital development separate from, but related to projects/work currently going on under Measure M funds.

**B. OCC Sailing Center Annual Report**

Dr. Dunn presented the OCC Sailing Center Annual Report to the Committee. It was noted that Coast just filed a notice of completion for the dock repair and upgrade. Dr. Pagel to provide further updates regarding the program elements regarding this topic.

**VI. Measure M Audit Report**

Dr. Dunn presented the Measure M Audit Report to the Committee. It was noted that our external auditor, along with general district audit and an audit of all our ancillary organizations, is charged with undertaking an audit of the Measure M Bond Program. They have provided us with an unmodified opinion.

**VII. Measure M Funding Report**

Back in 2012, voters authorized a \$698M general obligation bond measure for Coast District to borrowing money by issuing a series of bonds. At this point, the District has issued five series, with the anticipation of a final series being executed in 2020. Dr. Dunn briefly explained that the funding report tracks interest earnings by issuance. He noted sections 2013B, 2016C, and 2017E were taxable issuances that went into longer-term investment accounts. These investments contribute toward a long-term revenue stream to help ensure the District has a viable means of taking care of the capital program facilities locally, through such avenues as scheduled maintenance and technology refresh. The tax-exempt issuances, 2013A and 2017D, have requirements that the funds must be spent down in a 3-5 year timeframe. Additionally, Dr. Dunn added that, due to a law that recently passed, no district can invest any of its bond proceeds outside of the County Treasurer's Office. Therefore, 2017E is being managed by the OC Treasurer, which was authorized by the Board of Trustees on November 1.

**VIII. Measure M Quarterly Report: October 1 – December 31, 2017**

Vice Chancellor Dunn presented the financial report for the period of October 1 through December 31, 2017. This report, in a similar format as from previous meetings, provided the committee with the overall G.O. Bond Project Status as of December 31, 2017 and the quarterly project status from each college. Dr. Dunn also noted the split budget summary, which lists Measure M and non-Measure M project funding.

The quarterly reports were presented by the Vice Presidents of Administrative Services, and the Information Technology (IT) report was presented by the Senior Director of Infrastructure and Systems on behalf of the Executive Director of IT.

A program summary of the G.O. Bond Projects Status, as of December 31, 2017, was presented as follows:

Closed

- CCC College Center Restroom Renovation
- GWC Campus Safety/Community Education Building/Main Entry
- GWC Elevator Repairs/Replacement
- GWC Rehabilitation Center Remodel
- GWC Campus/wide Wayfinding/Signage Plan
- GWC Math & Science Improvements
- GWC MDF/Communication Relocation
- GWC Technology Projects
- OCC IDC Phase I (Business, Math, Computing Center)
- OCC Energy Efficiency Projects
- OCC Solar PV/Adams Parking Improvements
- OCC Watson Hall Renovation

Financial Closing

- CCC GG Center Solar P/V Carport system
- OCC Recycling Center
- CCC Le-Jao Student Resource Center
- OCC Legacy Hall

Construction Completed

- GWC Security & Access Infrastructure

In Construction

- GWC Student Services Center
- GWC Math/Science Building
- GWC Criminal Justice Training Center
- OCC Planetarium

In Design

- OCC Maritime Academy Expansion
- OCC Student Union Complex
- OCC Adaptive PE, Gym, & Pool
- OCC IDC Phase II (Language/Social Science)

Ongoing

- CCC Technology Projects
- CCC Energy Efficiency Projects
- GWC Energy Efficiency Projects
- GWC Classroom Improvements Fund
- OCC Securitization Fund
- OCC Sustainable Landscape Fund
- OCC Technology Projects
- DIST Technology Projects

In Queue

- GWC Language Arts Complex
- OCC Chemistry Expansion/Renovation

### Planned

- CCC College Center Student Support Center
- CCC Garden Grove Center Renovation
- CCC Newport Student Support Center
- CCC Le-Jao Parking Expansion
- GWC Technology Building
- GWC Business/Social Science
- GWC Cosmetology
- GWC Central Warehouse Renovation
- OCC Clark Center
- OCC Skill Center Renovation
- OCC Dance
- OCC Parking Structure

A. Mr. Jerry Marchbank provided the following updates for Coastline Community College, on behalf of Ms. Christine Nguyen, CCC Vice President of Administrative Services:

- Le-Jao Student Resource Center  
The project is currently in the Financial Closing phase. The center is now fully utilized by the students. There are a few outstanding punch list items still being finalized, however, this project will soon move from “financial closing” to the “closed” category once all finances are reconciled.
- Energy Efficiency Projects  
Energy efficiency project identified for Coastline was the boiler replacement at the Garden Grove campus. Of the \$1.3 million project cost, only \$758k was used from Measure M funds as Coastline was able to utilize Prop 39 funding, which allowed CCC to move the extra funds to other projects such as retrofitting. The technology balance will be put towards student kiosks and wayfinding signage, which will begin after renovations are fully completed.
- Technology Projects  
Coastline’s technology projects include classroom technology upgrades, IT infrastructure improvements, student kiosks, and wayfinding signage.
- Upcoming Projects  
Coastline’s upcoming projects include the College Center Student Support Center, Garden Grove Center Renovation, and Newport Student Support Center.

B. Ms. Janet Houlihan, GWC Vice President of Administrative Services, provided the following updates for Golden West College:

- Student Services Center  
Final painting, flooring, casework and cleaning is ongoing for this project. Furniture was installed in January with expectations to move into the new Student Services Center during spring break. This project is on schedule and on budget.
- Math/Science Building

Installation of 213 concrete piles is complete. Foundation work is near completion waiting for structural steel to arrive in February. Limited site activities while steel is in fabrication. Project is on schedule. This is our largest project, which consists of a three-story building that will house lecture, lab, computer lab and support space for Math, Life Science and Physical Science departments, as well as a STEM Center. A summer 2019 move-in date is estimated.

- Criminal Justice Training Center  
Project is near completion; currently working on punchlist items and the completion of the scenario lab and parking lot drop off work, which were both added to the project. This is an estimated 36,000 gross square foot building at the southeast corner of campus, which will house the Criminal Justice Program. The construction includes a scenario lab located south of the new Criminal Justice Complex. This project is currently on budget and on track to move in January 2018, with plans to hold classes in the general classrooms in the spring.
- Security and Access Infrastructure  
This project is complete. Final payments and DSA required modifications are still pending. This project will enhance campus safety and security by installing emergency call boxes that are ADA compliant on campus and in the parking lots adding security cameras, adding proximity access control devices to classrooms and specific offices, and installing panic/duress buttons in key locations with the ability to lockdown remotely. This project is in process of closing out financials.
- Classroom improvements projects  
The team has assessed classroom conditions throughout the campus to determine needed refurbishment. A detailed list of classroom improvements will be taken to the Facilities, Safety, and Land Development Committee for evaluation and prioritization moving forward. IT is currently obtaining quotes to upgrade projection systems. Other upgrades include lecterns, bulletin boards, carpeting, etc. The team is working to prioritize the rooms and incorporate these upgrades.
- Language Arts Complex  
This project has been selected as one of five new projects to be funded by Prop 51 in the 2018-19 Governor's Budget Proposal. Construction is scheduled to begin in 2019.

C. Dr. Rich Pagel, OCC Vice President of Administrative Services, provided the following updates for Golden West College:

- Recycling Center  
Construction is now complete and the building is occupied. This project included site improvements to enhance accessibility to the center, accommodate additional parking (8 spaces to 49 spaces), and relocate the buildings, as necessary, to support these logistical objectives. In addition, this project included a new "Green Classroom Building" that will serve various instructional departments on campus. Dr. Pagel reported that a soft opening was held on August 21, with a grand opening held on September 14. They are currently in process of closing this project out. The new facility has

already hosted several conferences, including an international student program conference. Dr. Pagel noted that the OCC Associated Students contributed \$1.5M towards this project.

- Planetarium

This project is under construction. Installation of structural steel and interior utilizes are ongoing. This project includes new construction of a 10,000-square foot Planetarium. The facility will house a 124-seat Planetarium/Lecture Hall, a Foucault pendulum and an interactive exhibit space. Dr. Pagel reported that a retired faculty member donated \$1M towards this project. This project is moving along and will include a 124-seat Planetarium/Lecture Hall, a Foucault pendulum and an interactive exhibit space. An April completion date is projected with plans to utilize the facility this fall. A Planetarium Director was recently hired and is scheduled to begin in January. Dr. Pagel also shared that the Board of Trustees took a tour last week. Although the project is a bit behind schedule, plans are in place to make up some time in order to get back on track. Additionally, the Foundation team is working on a naming gift for the planetarium. Funds will go towards operations, programs, lectures, classes.

- Legacy Hall

This project is in the Financial Closing phase. Phase II construction is complete and the building is occupied. Phase I included the remodeling of the former Business Education complex to accommodate the Global Engagement Center (formerly known as 'International Student Services'). Phase II included Garrison Honors, and IEC Classrooms (Intensive English program). Dr. Pagel reported that this project was done in two phases: 1) renovation of classrooms for an intensive English program for students; and 2) renovation of classrooms for the Garrison Honors Program for our honors students. A ribbon cutting is scheduled on November 15 at 2:00PM. The budget is coming along nicely, however, it is not yet closed. It is expected that there may be some funds left over, which will be used for other projects.

- Maritime Academy Expansion

This project is "In Design." Phase 1 and phase 2 pedestrian bridge are at DSA initial review. Plans for this project includes new construction of a 10,000 square foot training and classroom facility with 37 parking spaces and pedestrian bridge connecting to Sailing Center across Pacific Coast Highway on land purchased from Orange County Sanitation District. Reconfiguration of docks to accommodate safety considerations and larger maritime vessels. Expansion plans for this project are currently being submitted to DSA. This project includes new construction of a 10,000sf training and classroom facility, additional parking and a pedestrian bridge, which will increase safety for visitors. The expansion is projected to kick-off in the spring. This is a complex project and involves working with the City of Newport Beach, CalTrans, the Coastal Commission and others. The budget is currently on target with expected completion date of April 2020. The purpose of the maritime academy is to train sailors and those who work docks all over the nation. This will help meet the demands of such jobs in all coastal port cities—it is a path to higher education and a path to employment. Students who pass this program, will be eligible for many port, freight, and transportation jobs.

- Student Union Complex

This project is “In Design.” Plans have been submitted to DSA for review. The new 160,000 SF Student Union will serve as a hub for student activities and socialization. Situated along Fairview Road, the new 2-building complex will house essential programs to the college campus, including student activities, food services, conference center, and other support programs. The new 160,000 SF Student Union will serve as a hub for student activities and socialization. The new 2-building complex will house essential programs to the college campus, including student activities, food services, conference center, and other support programs. The Bursar’s Office, public safety, culinary arts, and hospitality will also be housed here. Plans will go to DSA on November 15 with hopes to get this started in time to move in December 2020 or January 2021. The Campus Budget Committee is looking at other resources to meet all needs of this project as Measure M funds will not be able to cover all costs.

- Kinesiology/Adaptive PE/Aquatics  
This project is “In Design.” Currently, 50% construction documents are ongoing. The new Kinesiology/Athletics Phase I project will centralize Kinesiology and Athletics functions, creating a more inviting and collaborative space for students to gather. This complex will include a 65-meter competition pool, a 25-meter instructional pool, Adaptive PE, and Kinesiology & Athletics support spaces. Budget is currently looking to be on track.
- Language/Social Science Building  
This project is “In Design.” Preliminary drawing package has been submitted to the California Community College Chancellor’s Office for review. The new 107,760 gross SF Language Arts/Social Sciences project will provide a modern and enhanced learning environment for the two educational divisions. The 3-story building will also include support spaces for associated departments.
- Securitization Fund Projects  
Campus Interior Signage was balanced using funds from Landscape Improvements as additional ADA sidewalk repairs were required as part of this project.
- Sustainable Landscape Projects  
Landscape improvements funds were transferred to cover "Campus Interior Signage" as additional ADA sidewalk repairs were required as part of that project. Planning is currently in process, which includes bike pathways and sustainable landscape around the Recycling Center, in an attempt to get three types of green certification: Landscape, Building, and Operations.
- Technology Projects  
Status has not yet changed; however, the majority of costs will be focused on centralizing our data center.
- Upcoming Projects  
Upcoming projects include Chemistry expansion and renovation. IDC Phase II: The project architect is now on board and they are working quickly to get the plans together to submit to the State Chancellor’s Office for Prop 51 bond funding estimated at \$31M. There will be additional projects and information listed at the next meeting. Planning will be focused around the skill center, horticulture center, technology, dance building, etc.

D. Mr. Ralph Looney provided the following updates on District-wide IT projects, on behalf of Mr. Fred Rocha, Senior Director of Information Technology:

- Mr. Looney reported that 2018 will be an active time for IT as there will be a great deal of activity. The team is in process of working with all campuses to consolidate data centers to effectively and efficiently serve the campuses, students, and staff. There will also be a migration of the Microsoft exchange, email and archiving. This is due to a need to record, store and safely retrieve data. IT is looking at ways to leverage cloud technology to better serve these needs.

E. Dr. Andy Dunn, Vice Chancellor of Finance & Administrative Services, reported the following:

- Financial Reports
  - Measure M Bond Expenditures reported for the second quarter from October 1 through December 31, 2017, total \$23,423,187.31.
  - Measure M Bond Expenditures from inception through December 31, 2017, total \$195,607,797.73.

**IX. 2016-17 Annual Report**

Dr. Dunn shared that the Programming Team is currently working on the 2016-17 Citizens' Oversight Committee Measure M Annual Report. The format will be similar to past annual reports and updates will be made as appropriate. Chair Toibin agreed to provide a draft "Message from the Chair" to Dr. Dunn for inclusion in the 2016-17 Annual Report. Dr. Dunn also noted that the 2016-17 Annual Report is scheduled to be presented to the Board of Trustees on April 4, 2018.

**X. Citizens' Oversight Committee Membership**

Dr. Dunn reported that there will be three seats expiring on the Citizens' Oversight Committee as of June 30, 2018. The upcoming vacancies include:

One (1) College Support Organization Representative  
One (1) Senior Citizen Organization Representative  
One (1) Taxpayers' Association Representative

Advertisements will be posted in the OC Register to solicit applicants to fill these vacancies.

**XI. Next Meeting**

**Date & Time:** May 30, 2018 at 10:00AM

**Location:** Orange Coast College – Administration Building 108

**XII. Adjournment**

Chair Toibin thanked the Members and staff for attending today's meeting. There being no further business, on the motion of Member Dettloff, seconded by Member Riley and carried, Chair Toibin adjourned the meeting at 11:40AM.