



Regular Meeting of the Citizens' Oversight Committee

Meeting Minutes Friday, November 15, 2019 Orange Coast College 10:00 a.m. – 12:00 p.m.

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Friday, November 15, 2019 at Orange Coast College, Administration Room 108.

I. Call to Order (A. Dunn, Vice Chancellor)

The meeting was called to order at 10:04 a.m.

II. Roll Call (R. Triggs, Executive Assistant to the Vice Chancellor)

COC Measure M Committee Members

Name	Position	Attendance
David Barneich	College Support	Yes
Ralph Bauer	Senior Citizen Organization	Yes
Diana Carey	At-Large Representative	Yes
Spencer Finkbeiner	Student Representative	Yes
Jonathan Bao Huynh	Business Organization	Excused
Matt Nguyen	At-Large Representative	Yes
Frederick Phu Nguyen	At-Large Representative	Excused
Ellen Riley	At-Large Representative	Yes
Joshua Stone	Taxpayer Association	Yes

Committee Program Management Team and Administration Attendance

Pedro Cortez	Project Support Special Measure M, District Facilities	Yes
Joe Dowling	GWC, Director of Maintenance and Operations	No
Quintin Powell	OCC, CFCE Representative	Yes
Andy Dunn	District, Vice Chancellor, Administration & Finance	Yes
Eric Fallis	District, Director of Public Affairs and Marketing	Yes
Rachelle Favis	OCC, Project Manager, Measure M	Yes
Randy Flint	CCC, Director of Maintenance and Operations	No
Mike Golden	GWC, Program Manager, Measure M	Yes
Janet Houlihan	GWC, Vice President of Administrative Services	Yes
Glory Lopez	OCC, Staff Aid, District Facilities, Measure M	Yes
Jerry Marchbank	District, Sr. Director, Facilities/Planning/Construction	Yes

Brett McNevin	District Facilities, Construction Support Coordinator	Yes
Christine Nguyen	CCC, Vice President of Administrative Services	Yes
Rich Pagel	OCC, Vice President of Administrative Services	Yes
Joes Recinos	OCC, Director of Maintenance and Operations	Yes
Fred Rocha	District, Ex. Director of Information Technology	Yes
Angelica Suarez	OCC, President	Yes
Dana Swart	District, Controller (representing D. Thompson)	Yes
Daniela Thompson	District, Administrative Director, Fiscal Affairs	Excused
Dave Thompson	District, Interim Sr. Director of Infrastructure & Systems	Yes
Khanh Tran	District, Admin. Asst., Exe. Director of Information Svcs.	Yes
Rosalie Triggs	District, Ex. Asst., Vice Chancellor and Recorder	Yes
John Weispfenning	Chancellor, Coast Community College District	No

III. Opportunity for Public Comment (A. Dunn, Vice Chancellor)

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.

Vice Chancellor Dunn offered the floor for public comment. There were no requests to address the committee during Public Comment.

IV. Welcome and Introduction of New Committee Members (A. Dunn, Vice Chancellor)

Vice Chancellor Dunn welcomed and introduced new committee member Matt Nguyen who will be a Member-at Large representative. Jonathan Bao Huynh, the newly appointed Business Organization representative, was unable to join the meeting due a previous travel engagement. Vice Chancellor Dunn expressed his gratitude for all new (and present) members for serving on the committee and being forward thinkers who are working to prepare our students for advancement in the 21st century.

V. Hard Hat Tour

Committee members, the Committee Program Management Team and Administrators toured the Orange Coast campus to view the work in progress on the Student Union Complex and the Kinesiology/Adaptive PE/Aquatics Center.

VI. Approval of Meeting Minutes (E. Riley, Committee Vice Chair)

Vice Chair E. Riley presented the committee the minutes from September 20, 2019. A motion was made by J. Stone to accept the minutes as presented and was seconded by S. Finkbeiner. The minutes were unanimously approved as presented.

VII. Membership Discussion (A. Dunn, Vice Chancellor)

a. Committee Terms

Committee Terms per Article 5.4 of the COC By-Laws allows members to serve no more than two consecutive two-year terms. Member(s) whose term has expired may continue to serve on the Committee until a successor has been appointed.

b. Update of Contact Information

A contact information sheet was sent around the room to verify current phone numbers, addresses and emails.

c. Meeting Date Revisions

An updated meeting schedule was provided to all committee members; however, the current meeting date in February will need to be rescheduled. An email will be sent to committee members with the new date/time/location.

VIII. Comments from the Vice Chancellor (A. Dunn, Vice Chancellor)

a. Review of the By-Laws – Tabled

b. Review of the Audit Report, June 30, 2019 (D. Swart, District Controller)

A copy of the audit prepared by CliftonLarsonAllen was provided to all committee members. The audit is considered “clean” with an unmodified opinion which is the best possible outcome.

There was one finding noted in the report. There were sixty-five invoices that were not identified as accrued in 2018/19, but received in 2018/19. They were processed after July 1, 2019, crossing over into the 2019/20 FY. This is a function of the Banner 8 to Banner 9 transition. This is considered a one-time event as Banner 9 transition was completed in summer 2019. A question arose from member J. Stone is there is an issue with internal controls. D. Swart assured the committee that we do not have a problem with internal controls and this was a one-off occurrence.

D. Swart advised the committee that we are at the end of a 5-year contract with our current auditor and have selected a new firm that we will begin working with in 2020. It is typical that we have a rotating auditor, as we are looking for an independent voice and to alleviate any perceived impropriety or comfort level. This is typical for the public sector. Our incoming auditor was actually our auditor prior to CliftonLarsonAllen. Costs will remain approximately the same.

J. Stone questioned if approval of the audit is required by the committee. It was explained this is an informational report with no action required on behalf of the committee.

IX. Measure M Endowment Report (J. Marchbank, District Director of Facilities)

In 2014 Measure M funded an endowment of \$60 million. This is an 18-year revenue stream that was created in order to have a stable source of income to maintain the building efforts and

the facilities of the numerous Measure M projects; this was created due to a lack of reliance on state funding. The funds were invested for a five-year term, and beginning with the 2019/20 fiscal year we are able to draw-down funds from the endowment for use by the individual college campuses. The tables below provide the balance for the Endowment Summary and a break-down of the Allocation Summary per campus.

Endowment Summary

Cash Investment	\$60,000,000
Realized Gains/Losses	\$1,920,887
Unrealized Gains/Losses	\$6,504,204
Draw*	(\$2,000,000)
Balance as of 9/30/2019	\$66,425,091

*The next draw-down will occur in December 2019.

Allocation Summary

	Technology	Maintenance Allocation*	Campus Total Allocation
Coastline College	\$0	\$93,840	\$93,840
Golden West College	\$0	\$386,080	\$386,080
Orange Coast College	\$0	\$320,080	\$320,080
District Office	\$1,200,000	\$0	\$1,200,000
Totals as of 9/30/2019	\$1,200,000	\$800,000	\$2,000,000

*Maintenance Allocation dollars remain in a holding account for the colleges and will be there when needed. The nomenclature of Maintenance Allocation refers to “scheduled maintenance” which are small capital improvement projects (e.g, roof replacement) and not daily or routine maintenance.

X. Measure M Quarterly Project Reports (A. Dunn, Vice Chancellor)

The committee was presented the Quarterly Project Report for the period of July 1, 2019 – September 30, 2019. The report was recently reformatted due to data migration to the Cloud and the conversion of Banner 8 to Banner 9 software. The revised report format is designed to be shorter and more efficient. Additionally, the reduction in the size of the report, from 80+ pages to 30+ pages, will provide a cost savings. Though formatted differently, the report will continue to provide the committee with the most up to date financial data and work status reports on all Measure M projects.

Project Status Program Summary

Closed (all activity, both physical and financial, is complete)

- CCC College Center Restroom Renovation
- CCC Energy Efficiency Projects
- CCC GG Center Solar P/V Carport system
- GWC Campus Safety/Community Education Building/Main Entry
- GWC Elevator Repairs/Replacement
- GWC Rehabilitation Center Remodel
- GWC Campus-wide Wayfinding/Signage

- GWC Math & Science Improvements
- GWC MDF/Communications Relocation
- GWC Technology Projects
- GWC Security & Access Infrastructure
- OCC IDC Phase I (Business, Math, Computing Center)
- OCC Energy Efficiency Projects
- OCC Solar PV/Adams Parking Improvements
- OCC Recycling Center
- OCC Legacy Hall
- OCC Watson Hall Renovation
- OCC Technology Projects
- OCC Securitization Fund

Financial Closing (project is complete, additional punch list items may remain while contracts and financial reconciliation occur)

- CCC Le-Jao Student Resource Center
- OCC Securitization Fund
- GWC Criminal Justice Training Center
- GWC Student Services Center
- OCC Clark Center
- OCC Planetarium

Projects In Construction (regular construction activities ongoing)

- CCC Newport Student Support Center
- GWC Math/Science Building
- OCC Student Union Complex
- OCC Adaptive PE, Gym, & Pool
- OCC Language Arts/Social Sciences Building
- OCC Maritime Academy Expansion

Projects In Design (project is in active design/approval)

- CCC College Center Student Support Center
- GWC Language Arts Complex

Ongoing Projects (project improvements continue until predetermined fund amount is exhausted)

- CCC Technology Projects
- DIST Technology Projects
- GWC Energy Efficiency Projects
- GWC Classroom Improvement Projects
- OCC Watson Hall Improvements
- OCC Westside Planning Projects
- OCC Sustainable Landscape Fund

State Funded Project Proposals (projects awaiting an external funding source)

- GWC Fine Arts Renovation
- GWC Technology Projects
- OCC Chemistry Building

- OCC Skills Center Renovation/Replacement

Budgeted Projects

- CCC Garden Grove Center Renovation

Planned Projects (project is identified in the Vision 2020 Master Plan)

- CCC Le-Jao Parking Expansion
- GWC Technology Building Improvements
- GWC Business/Social Science Building
- GWC Cosmetology
- GWC Central Warehouse Renovation
- OCC Performing Arts/Dance
- OCC Parking Structure

Split Budget Summary

Currently there are nine projects that fall into a split funding category where projects are funded by both Measure M and non-Measure M funds. Budgets for these nine projects total \$157,237,419, with \$55,330,127 coming from other Non-Measure M funding (Prop 51, Capital Outlay) and \$101,907,292 coming from Measure M funding.

Coastline Community College Updates (C. Nguyen, Vice President of Administrative Services)

- **Newport Beach Student Support Center**

The installation of exterior shade structures to enhance student study areas has been completed and they are operational. Minor punch list items and Division of State Architecture (DSA) certification outstanding. Project closeout anticipated in December 2019. Budgeted at \$1,011,000 with a remaining budget balance of \$784,322.

- **Student Services Support Center**

The design development phase is complete with the design team currently working on construction drawings which are scheduled for submittal to the DSA in February 2020. Upon DSA approval, bidding is anticipated to commence in October 2020, construction to begin in December 2020, with project completion date of July 2022. Projected cost is \$34,919,853. Total budget expended to date is \$1,455,849 with a remaining budget balance of \$33,464,004.

- **Technology Projects**

Classroom technology upgrades and IT refresh (AV, standardization of equipment and virtualization of equipment), student kiosks and wayfinding signage are in process with \$2,884,005 expended to date with a remaining budget balance of \$311,346. The remaining budget balance is being held back for wayfinding signage to be used for the construction of the Student Service Support Center.

Golden West College (J. Houlihan, Vice President of Administrative Services)

- **Math/Science Building**

Project completed as of August 2019. The new building boosts 119,000 square feet with a 5,000 square foot STEM Center and space where students can study in groups or individually. The building showcases the latest in teaching technologies in both classroom and laboratory settings. This is an example of what a Math & Science Learning environment should have for the 21st century and will be a direct benefit to the students living in the communities that supported and passed Measure M. Contractor closeouts and DSA certification anticipated in late November 2019. There is a remaining budget balance of \$9,377,253 with some funds expected to be used for close outs; the remaining balance will go back into the Measure M pool and the onsite team will determine usage (which will most likely be classroom improvements).

- **Language Arts Complex**

Construction plans have been submitted to the DSA for review and approval of the new three-story, 65,000 square foot instructional facility to replace the 60-year old social sciences classroom and 50-year old literature and language arts building. This building is partially funded by state funds. It will be located on the westside of the quad and will replace the Humanities and Health Science buildings which will be demolished. Currently under review and consideration are the buildings color palette, finishes, and space utilization. IT and AV equipment is also being evaluated, along with M&O operational and maintenance efficiencies. Construction anticipated to commence in August 2020. Summer of 2022 is anticipated completion. Total allocated budget of \$54,648,000.

- **Energy Efficiency Projects**

Central plant expansion (chillers and cooling towers) and energy efficiency upgrades (solar) continue with \$850,258 expended to date. Total budget allocation is \$1,017,570 with a remaining budget balance of \$167,312.

Orange Coast College (R. Pagel, Vice President of Administrative Services)

- **Maritime Academy Expansion**

The utilities in conflict with the skyway bridge abutment have been resolved. The concrete foundation for skyway bridge #2 has been poured. Retaining walls and structural rakers have been set. Concrete foundations and underground utilities are ongoing. Total funds expended to date \$6,021,658 with a remaining budget balance of \$15,124,342. Project completion expected in April 2021. Anticipated usage Fall 2021.

- **Student Union Complex**

The 160,000 square foot Student Union will serve as a hub for student activities and socialization, and will house essential programs to the college campus. Construction is ongoing and includes exterior finishes and drywall as well as interior and exterior glazing. Mechanical equipment is being installed on the roof. Construction is on schedule and occupancy is slated for Fall 2020. Remaining budget of \$60,376,653. Closeout of January 2021. Once the Student Union Complex is open, the existing Student Center will be demolished.

- **Kinesiology/Adaptive PE/Aquatics**

Phase 1 of the project includes a 65-meter competition pool, a 25-meter instructional pool,

office space, team rooms/locker rooms, and Adaptive PE fitness and aerobics studios. Construction is ongoing. Structural steel is complete, pool and excavation and reinforcing steel is also complete. Exterior finishes, mechanical equipment on roofs and pool equipment installation is ongoing. Project completion is anticipated in March 2020.

- **Language Arts/Social Sciences Building**

The bid package for a new 100,000 square foot, 3-story instruction building with a skyway bridge connecting the new building to the existing MBCC has been approved by the District Board of Trustees and final approval have been received from the Department of Finance. Contract agreements have been sent to selected bidders. Notices to Proceed were distributed for the October 2019 construction start date. The budget includes a state fund allocation of \$31.2 million, in conjunction with Measure M dollars. Project completion is scheduled for April 2021.

- **Watson Hall Improvements**

Furniture installation is complete at the Career Resource Center, as is the reconfiguration of the Counseling Office. Furniture solution designs are ongoing throughout the building. Budget balance remaining of \$459,123. Project completion date of July 2021.

- **Sustainable Landscape Projects**

All projects are nearing completion. Remain budget balance of \$7,916.

District Information Technology Projects (F. Rocha, District Director of IT)

- IT continues the emphasis on two large initiatives that are slated to improve our student and staff experience through finding efficiency and reducing expenditures.
 - Reduction of costs through the replacement of older technology, thereby freeing up dollars that can be given back to the enhancement of the student experience.
 - Moving data storage and leveraging cloud services thereby eliminating the need for costly “on the premise” servers which have great cooling and electricity costs coupled with the expenses associated with hardware and overall requirement of purchasing hardware. Remaining budget balance of \$304,008 for the migration of Microsoft email and archiving.
- VoIP Conversion (Voice over Internet Protocol) is in the final stages of completion. There are still some services that use the old analog system and the use of copper lines. The task at hand is translating the analog signal (copper line phones) to a digital signal. Anticipated expenditure of \$380,550 with final phase expected to be completed in early to mid-2020.
- Help desk software expense of \$34,630 was for the purchase of new licenses to upgrade software of intake calls from students and staff.

Financial Report Summary (A. Dunn, Vice Chancellor)

- Total Quarterly Expenses, July 1, 2019 – September 30, 2019: \$20,551,130. We are currently

spending about \$1.7 million per week.

- Total Expenses from inception to September 30, 2019: \$360,878,524.
- Percentage of Measure M dollars expended: 51.7%

XI. Discussion/Requests

General questions can be sent directly to Dr. Dunn via email at adunn@cccd.edu or to rtriggs1@cccd.edu. He will respond to all inquiries and will include all committee members in his response(s). Additionally, the question(s) may become a discussion item on the next agenda going forward.

A second request was made from J. Stone that an Information Technology project budget be provided that shows the cost savings for the implementation of new technology and the upgrades of old technology. He would like to promote the cost savings the District is realizing by having the new/updated technologies in place.

Dr. Dunn indicated that there will be an update on the Measure M Bond Issuances as it is going before the Trustees for approval in the next week.

The next meeting will be held at the District Office. There will be no tour, we will concentrate on the By-Laws.

XII. Adjournment

Committee Vice Chair E. Riley adjourned the meeting at 12:52 p.m., second by J. Stone.

XIII. Next Meeting

- **Date & Time:** February canceled – an email with a new date and time will be sent to committee members.
- **Location:** Coast Community College District, Board Conference Room.