



Regular Meeting of the Citizens' Oversight Committee

Meeting Minutes Friday, March 1, 2019 Orange Coast College, Admin Room 108

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Friday, March 1, 2019 at Orange Coast College, Administration Room 108.

Call to Order

Vice Chancellor Dunn called the meeting to order at 10:07 a.m.

Roll Call

Members Present: David Barneich, Ralph Bauer, Joshua Stone, Richard Armendariz, Frederick Phu Nguyen, Ellen Riley, Derrick Nguyen, Joseph Nielsen, Diana Carey.

Others Present: Vice Chancellor, Andy Dunn; Chancellor, John Weispfenning; Vice President Coastline College, Christine Nguyen; Vice President Golden West College, Janet Houlihan; Vice President Orange Coast College, Rich Pagel; District Senior Director, Facilities, Jerry Marchbank; Sr. Director, Information Technology Craig Oberlin; District Controller, Dana Swart; Director of Maintenance and Operations, Coastline College, Randy Flint; Construction Support Coordinator, District Facilities, Brett McNevin; President CFCE, Connie Marten; Staff Aide, Measure M, District Facilities, Karen Lockhart; Project Manager, Measure M, District Facilities, Rachelle Favis; Project Support Special Measure M, District Facilities, Pedro Cortez; Executive Assistant to the Vice Chancellor and Recorder, Rosalie Triggs.

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.

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

Campus Tour

The group departed at 10:15 a.m. for a 45-minute tour of the Orange Coast campus. The tour included the Planetarium, the student housing project, and the aquatics center.

Approval of November, 2018 Meeting Minutes

Approval of the meeting minutes was tabled. The minutes from November 28, 2018, along with the minutes from this meeting (March 1, 2019) and will be presented at the June 5, 2019 meeting. J. Stone made a motion to defer the meeting minutes. All in favor; no opposition.

Comments from the Vice Chancellor

A. Personnel Changes

Introduction of Randy Flint, Coastline College, M&O Director, and Mike Golden, Golden West College, Program Manager Measure M.

B. Annual Report Submission Update

A requirement of this committee is to submit an annual report to the Board of Trustees. Chair Nguyen will present to the trustees on April 17, 2019.

C. Membership Matrix

Dr. Dunn took the opportunity to review the 2018-19 Membership list. A current matrix has been provided to all members. No action required, FYI.

Measure M Funding Report

The District Fiscal Office produces the Measure M Funding Report. This report tracks each bond issuance and the interest earning associated with it in an effort to best manage resources. Dr. Dunn added the purpose of the endowment series was due to a need for our own source of continuing revenue to maintain facilities and refresh our technology, while assuring the public that bond proceeds are spent as promised.

Endowment Report

This is new report for the committee to review. Measure M funded an endowment of \$60M in order to have a stable source of funds to maintain the building efforts and facilities of the Measure M projects. The funds were invested for five years and beginning this fiscal year we are able to draw down funds from the endowment. For the first five years there was nothing to report. The allocation summary is at \$60M and some interest. The Endowment report (handout) details the allocations and expenditures. Coastline College received \$93K, Golden West College received an allocation of \$386K, and Orange Coast received \$320K.

District technology invested \$1.2M of the allocation into a District Wide Voice over IP system. By converting to new technology, there is a significant long term cost savings to the District by not having to maintain current (although very outdated) equipment; the previous system was over 40 years old. There is also some savings in construction as well. Going forward we will

not have to include the cost of copper lines in new builds.

Question from Mr. Bauer – did the bond include the necessity of an endowment? A. Dunn response was that the endowment was discretionary on Coasts part and it is unique as other colleges have not done this. Originally, we anticipated \$120M in the endowment fund; however, due to escalating costs the endowment was pared back to \$60M in order to fund relevant projects. The funding stream is proposed to last 18 years in support of completed Measure M projects.

J. Stone – question regarding policy mechanisms to draw down funds? Is there anything in writing that the public can see to review the processes on how the funds are used to sustain the projects?

A. Dunn – we have Facility Condition Index (FCI) and Technology Condition Index (TCI) that provide quantifiable/qualitative methodologies by which we can say with confidence that we are directing the resources to the most severe physical plant needs. The FCI and TCI informs how and what portion the funds are used and split between the campuses. When projects are identified they are submitted to the District Facilities, Planning and Construction Office. There, a review process takes place to determine the need and to validate that they are bond eligible expenses. Counsel and/or members of the Measure M committee may be involved if necessary. The use of these proceeds is ultimately governed by the master plan, the conditions of the bond measure, ballot language and ballot statement. With our own set of internal controls, we make sure the expenditures are looked at through another lens (Controllers Office) as well for checks and balances that spending aligns with the governing documents.

J. Stone – I believe that this is important for the public to see how this process works.

A. Dunn/J. Marchbank - we can devise a written process/picture of how the allocation process works. District Facilities, Planning and Construction office will work on this.

Measure M Quarterly Report: July 1, 2018 – September 30, 2018

Dr. Dunn presented the quarterly expense report for the period of October 1, 2018 through December 31, 2018.

This report provided the committee with the overall G.O. Bond Project Status as of December 31, 2018 and the quarterly project status from each college. The quarterly reports were presented by the Vice Presidents of Administrative Services, the Executive Director of Information Technology and GWC Measure M Project Manager.

A program summary of the G.O. Bond Projects Status, as of December 31, 2018, was presented as follows:

Closed

- 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 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
- OCC Recycling Center
- OCC Legacy Hall

Financial Closing

- CCC Le-Jao Student Resource Center
- OCC Securitization Fund
- GWC Security & Access Infrastructure
- GWC Criminal Justice Training Center
- GWC Student Services Center
- OCC Clark Center

In Construction

- CCC Newport Student Support Center
- GWC Math/Science Building
- OCC Planetarium
- OCC Student Union Complex
- OCC Adaptive PE, Gym, & Pool

In Design

- CCC College Center Student Support Center
- GWC Language Arts Complex
- OCC Maritime Academy Expansion
- OCC IDC Phase II (Language/Social Science)

Ongoing

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

In Queue

- OCC Chemistry Expansion/Renovation

Planned

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

After previous feedback, the Measure M Quarterly Report continues to include a more user-friendly report by including a Glossary of Terms for extra clarity:

- Closed – All activity, both physical and financial, is complete.
- Financial Closing – Project is complete, additional punch list items may remain while contracts and financial reconciliation occurs.
- Construction Completed - Major work has finished and project is being utilized for its intended purpose.
- In Construction – Regular construction activities ongoing.
- In Design – Project is in active design/approval.
- Ongoing – Project improvements continue until predetermined fund amount is exhausted.
- In Queue – Projects awaiting an external funding source.
- Planned – Project is identified in the Vision 2020 Master Plan.

Coastline Community College Updates

Ms. Christine Nguyen, CCC Vice President of Administrative Services, provided the following updates for the college:

Newport Beach Student Support Center

The electrical work was completed, shades were received, and installation took place in January. The shades have auto, heat and wind sensors. The shades were installed to enhance student study and gathering areas, and to reduce sun glare. \$1M allocation.

College Center Student Support Center

Scope: This upcoming project would be a “one stop shop” for all of the Student Services operations and would include the design and construction of a new 55,000 sq. ft. facility scheduled to be completed Fall 2020. The design of the building will be street facing and once completed the current admissions building will be demolished. to become a parking lot. Originally built in 1980, this project proposes to design construct a new facility. The Annex Facility will be utilized as a swing space while construction is ongoing. Status: The project moving into the schematic design phase. Underground utility and design surveys complete. Cost estimate of the project is \$34M. Expenditures YTD for architecture fees and site survey costs is \$858K.

Energy Efficiency Projects

Energy Efficiency project identified for Coastline was the boiler replacement at the Garden Grove campus. Coastline College allocated \$1.4M for Energy Efficiency Projects. Unused funds were transferred to the CCC College Center Student Support Center project.

Technology Projects

\$3.2 M was allocated for Technology projects. At this point, all classroom project upgrades have been completed. Wayfinding signage is left to complete. Additionally, we will be working on a computer refresh plan which will be funded through endowment funds.

Garden Grove Center

The last project using Measure M Funding for Coastline College is the Garden Grove Center Renovation meant to mirror the Le-Jao Student Resource Center. Currently there is not an area for students to gather or to study in between classes. This project is anticipated to start in 2020 by converting existing classrooms into the student center. Renovation is projected at \$1.5M. The project will begin in 2020.

Golden West College

Jerry Marchbank on behalf of Vice President of Administrative Services, Janet Houlihan:

Math/Science Building

This building is located on the corner of Golden West and Edinger Streets and is currently under construction. The exterior envelope and skin of the building are complete so the rain that we’ve had the past couple of months has not affected the work schedule. Additionally, work has begun inside. The project is on schedule and on budget. This is the largest project on campus and is currently scheduled for completion in the summer 2019. Open to the students in the fall 2019.

Classroom Improvements Projects

A great deal of work completed during intersession (January). Financials will be reported at the next meeting due to this report ending December 31, 2018 and work was done in January 2019. Refresh of classrooms included white boards, carpeting, repainting, replacing ceiling tiles, etc.

Energy Efficient Projects

The Thermal Energy Storage Project is off the table at this time due to bids coming at double of what was anticipated (over \$5M). Stepping back and rethinking these projects. Considering central plant expansion as well as exploring multiple options to use available undesignated funding.

Language Arts Complex

This is a district state funded project (Prop 51 bond) in conjunction with Measure M (state match). Currently in design phase. Going to DSA later this summer. Schematic design package was submitted to the State Chancellor's office so that we can move into the next phase which is construction documents. Construction is planned to begin in the late spring 2020.

Orange Coast College

Dr. Rich Pagel, OCC Vice President of Administrative Services, provided the following updates for the college:

Planetarium

Science on a Sphere has been installed and is functional. Interior finishes, interior offices and restrooms complete. Furniture delivered and installed. Site hardscape and landscaping complete. In the process of closing out this project. The grand opening scheduled for March 22nd, 2019

Clark Center (repurpose)

Phase I is complete. Phase II complete. Construction is Completed. Campus users have moved in and are occupying the space. The Facilities Planning Committee will move remaining funds to other projects.

Maritime Academy Expansion

Increment I & II: DSA approved. Pre-qualification of bid package contractors complete. Bid phase ongoing. Public information session scheduled for April 4th, 2019. Project estimate of \$21.5M with \$17.9M remaining in the budget. This budget will increase due to increase in the cost of construction. More details to follow as the project moves forward.

Student Union Complex

The 160,000 square foot Student Union will serve as a hub for student activities and socialization. The building will replace a 1950's Student Center and consolidate functions into a central location. The 2-building complex will house essential programs to the college campus, including student activities, food services, conference center, and other support programs. Construction is ongoing in spite of the rain. Total remaining budget available of \$99.4M.

Kinesiology/Adaptive PE/Aquatics

Increment I: New Kinesiology/Athletics Phase I project will include a 65-meter competition pool, a 25-meter instructional pool, Kinesiology/Athletics Division office, equipment management, Adaptive PE fitness & aerobics studios, team rooms/locker rooms, and support

spaces. Increment II: Upgrades to the existing locker room to consolidate space for the existing gymnasium functions. Bid package awarded. Construction has begun. Budget is holding stable at this point in time.

Language/Social Science Building

This project is “In Design.” The new 107,760 square foot 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. Preliminary drawing package has been submitted to the California Community College Chancellor's Office for review. This project has multiple funding sources. OCC is capturing an additional \$31M in state funding for the completion of this project. Measure M funding is \$37M. Total project budget at \$68M.

Watson Hall Improvements

Watson Hall renovations will provide improved integration of student services, upgrades to wayfinding in both interior and exterior applications, increase of workstation areas to support additions to staffing, and the incorporation of queuing & student waiting areas. Furniture installation at relocated Outreach office is ongoing. Furniture layout plans have been finalized for Career Resource Center, with installation scheduled for Spring 2019. Preliminary furniture layouts for Counseling. Ongoing programming for remaining student service areas throughout the building. Total project estimated at \$645K.

Westside Planning Projects

Total budget of \$1.6M to improve the Skill Center and Technology Center (new roof), Horticulture facilities, and new classroom and teaching spaces.

Sustainable Landscape Projects

This project is at the end of its life cycle. \$57K is remaining in the budget to date, however those funds will be expended in the next few months.

Technology Projects

All of the technology projects on campus have been completed. Budget is zeroed out.

District Wide Technology

Senior Director of IT, Craig Oberlin provided the following updates:

The most significant project from a technology and security perspective is moving the administration email system into the Cloud. Microsoft Azure Cloud service will be utilized at virtually no cost to the District due to our currently being Microsoft Office 365 users. This platform is far more secure and better able to protect the information assets of the District. This will provide a data loss prevention system as well.

Second phase of the District Voice over IP system is being implemented.

Financial Report Summary

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

- Second Quarter (October 1 – December 31, 2018) Measure M Bond Expenditures: \$20,001,697.25
- Measure M Bond Expenditures Inception to December 31, 2018: \$267,960,562.88

Adjournment

Chair D. Nguyen adjourned the meeting at 12:45 p.m.

Next Meeting

Date & Time: June 5, 2019, 10:00 a.m. – 12:30 p.m.

Location: District Office, 1370 Adams Avenue, Costa Mesa 92626