



**Regular Meeting
of the
Measure M
Citizens' Oversight
Committee**

**Meeting Minutes
Friday, April 16, 2021
5:00 p.m. to 7:00 p.m.**

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Friday, April 16, 2021 via Zoom.

I. Call to Order

Vice Chancellor Dunn called the meeting to order at 5:02 p.m.

II. Roll Call

COC Measure M Committee Members Present: M. Nguyen, D. Carey, E. Riley, G. Shufeldt, F. Nguyen.

COC Measure M Committee Members Absent: R. Bauer, J. Bao Huynh.

Committee Program Management Team, Administrator and Guest Attendance

Pedro Cortez	Project Support Special Measure M, District Facilities	No
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	No
Rachelle Favis	OCC, Project Manager, Measure M	Yes
Randy Flint	CCC, Director of Maintenance and Operations	Yes
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	No
Jerry Marchbank	District, Sr. Director, Facilities/Planning/Construction	Yes
Tim McGrath	GWC, President	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
Fred Rocha	District, Ex. Director of Information Technology	Yes
Angelica Suarez	OCC, President	No
Daniela Thompson	District, Administrative Director, Fiscal Affairs	Yes
Dave Thompson	District, Interim Sr. Director of Infrastructure & Systems	No
Tanya Tran	District, Budget Manager	Yes
Rosalie Triggs	District, Ex. Asst., Vice Chancellor and Recorder	Yes
John Weispenning	Chancellor, Coast Community College District	Yes
Dr. Jack Lipton	General Counsel, Coast Community College District	Yes
Minesh Lakhani	District, IT User Support	Yes

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.

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

IV. Approval of Meeting Minutes

Chairperson D. Carey presented the minutes from December 11, 2020. On a motion by M. Nguyen, seconded by F. Nguyen, the committee voted to approve the meeting minutes.

Motion carried with the following vote:

Ayes:	D. Barneich, R. Bauer, D. Carey, F. Nguyen, M. Nguyen, E. Riley
Noes:	None
Abstain:	None
Absent:	R. Bauer, J. Bao Huynh

V. Vice Chancellor Comments (A. Dunn)

a. Open Positions on the Committee

It was brought to the committee's attention that the search is ongoing for a Tax Payer Representative along with a College Support Organization Representative. J. Marchbank is working on a new social media strategy to recruit for the position and Dr. Dunn will reach out to the OCPA again. The new social media strategy was brought about due to some changes that have been made to the Measure M by-laws allowing us to broaden the type of outreach we're undertaking. Going forward, those methods will include a brochure that we are currently developing with our Public Information Office, social media posts, and announcements through the Orange County Business Council. Before the change in the by-laws, we were limited to placing advertisements in the local newspapers. We are confident that with the expansion of our options to solicit committee members, we will be able to find representatives through one of these new avenues.

b. District/Campus Reopening

Campus reopening plans are being developed as the COVID statistics are trending downward. The District will be using Cal OSHA guidelines (as they are informed by CDC parameters) as we begin to loosen our restrictions and institute a phased approach for re-opening the campuses and the district office. At this time, the first phase of the re-openings will take place in late summer.

VI. Staff Report: Technology Cost Savings and Mobility Initiatives (F. Rocha)

The Coast College District has been able to achieve continuous savings with technology acquisitions and with the mobility initiatives that we are currently undertaking. It's important to acknowledge that this achievement is due to the hard work of many individuals to not only develop standards, but to adhere to those standards.

One of the challenges has been to look at the technologies, in the broadest sense of terms, and to determine the level of flexibility required to allow us to achieve and support the needs of campuses. We have been able to achieve discounts in terms of volume purchasing by coupling the buying power of our entire system and leveraging that with our vendors to find the most advantageous means, along with a pipeline for delivery to get us equipment on time.

In terms of the technologies that have been implemented, we have a strong focus in two areas. First is the utilization of virtual computing and virtual computing means. Rather than making large hardware purchases in a data center and keeping those devices within the confines of the district, we looked to cloud service providers to see how they would be able to offer us the flexibility and scalability to deliver services. Virtualization or software as a service (SAS) gives us the ability to provide services while being fiscally and technologically nimble. Second, it becomes critical for us to have partners (that have state contracts) as we work through our mobility initiative thus allowing us the flexibility to acquire particular services as needed and as required.

Going forward, there is a strong focus on looking at and acquiring mobile computing devices as the primary work device for our employees. This allows the colleges or the district as a whole, to work remotely if required. This has become an essential lesson as we move forward through the pandemic and other pending California issues such as fires, earthquakes and floods that could impact services to our students.

VII. Committee Responsibilities (A. Dunn)

a. Acceptance of Annual Report

The FY 2019-20 Annual Report was presented to the committee for review. M. Nguyen observed that there was an error in the listing of the committee members. The oversight will be corrected before submitting the Annual Report to the Board of Trustees.

b. Acceptance of FY 2019-20 Audit Report

The FY 2019-20 Audit Report was submitted to the committee. It was noted that this is an Unmodified Report with no findings. An Unmodified Report is the opinion that is expressed when the auditor concludes that the financial statements are presented fairly, in all material aspects, and are in accordance with the applicable financial reporting framework. This is the highest (best) report to achieve.

VIII. Measure M Quarterly Report

The committee was presented with the Measure M Quarterly Report for October 1, 2020-December 31, 2020 (Q2). The report provides the committee with the most up-to-date financial data and the work status 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 Le-Jao Student Resource Center
- CCC GG Center Solar P/V Carport system
- CCC Newport Beach Student Support Center
- GWC Campus Safety/Community Education Building & Campus 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
- GWC Criminal Justice Training Center
- OCC IDC Phase I (Business, Math, Computing Center)
- OCC Clark Center
- OCC Energy Efficiency Projects
- OCC Planetarium
- OCC Solar PV/Adams Parking Improvements
- OCC Recycling Center
- OCC Legacy Hall
- OCC Watson Hall Renovation
- OCC Technology Projects
- OCC Securitization Fund
- OCC Sustainable Landscape Improvements

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

- GWC Math/Science Building
- OCC Watson Hall

Projects In Construction (regular construction activities ongoing)

- CCC Student Services Center
- OCC Student Union Complex
- OCC Adaptive PE, Gym, & Pool
- OCC Language Arts/Social Sciences Building
- OCC Maritime Academy Expansion

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

- GWC Language Arts Complex

- OCC Watson Hall Improvements
- OCC Chemistry Building

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 Westside Planning Projects

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

- GWC Fine Arts Renovation
- GWC Technology Projects
- OCC Skills Center Renovation/Replacement

Budgeted Projects

- CCC Garden Grove Center Renovation

Planned Projects (projects 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, eleven projects fall into the split funding category, where projects are funded by both Measure M and non-Measure M funds. Budgets for these eleven projects total \$180,932,419, with \$55,930,127 coming from other Non-Measure M funding (Prop 51, Capital Outlay) and \$125,002,292 coming from Measure M funding.

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

- **Student Services Support Center**

All contractor packages have been awarded. The soil remediation has been completed and the installation of underground utilities has begun. The project is currently on schedule with a projected cost is \$34,919,853. The total budget expended to date is \$3,553,461 with a remaining budget balance of \$31,366,392. Project completion is scheduled for July 2022.

- **Technology Projects**

Classroom technology upgrades and IT infrastructure improvements (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**

The Math and Science Building is in the Financial Closing phase. One trade contract remains to be closed out and DSA certification has been completed. The project was budgeted at \$79,767,537. Total expended is \$76,715,088 with a remaining balance of \$3,052,449.

- **Language Arts Complex**

The Language Arts Complex consists of a three-story, 65,500 square foot instructional facility that will replace 60-year social science classrooms and the 50-year old Literature and Languages building. The state has provided authorization to initiate the bid phase which will conclude in late January. The Information Technology department has been relocated in preparation for demolition. The project is budgeted at \$54,648,000. Total expended to date is \$1,427,112 with quarterly expenses of \$86,582. The remaining budget is \$53,220,888. Project completion is targeted for December 2022.

- **Classroom Improvement Projects**

This scope of work is budgeted at \$2,945,266 and includes general classroom improvements, classroom seating, Math & Science renovation, and Theater refurbishment. Total expenditures to date are \$2,945,266 with quarterly expenses of \$21,407. Currently this project is over budget by (\$55,244).

- **Energy Efficiency Projects**

The total budget allocation is \$1,609,073 for energy efficient upgrades and the central plant expansion. Total expended to date is \$869,299 (there were no quarterly expenses) with a remaining budget balance of \$6,332.

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

- **Maritime Academy Expansion**

The installation of glazing and interior finishes is ongoing along with the completion of exterior finishes. Projection completion is on target for April 2021 and closeout remains scheduled for June 2021. Soft Costs have exceeded the original budget of \$2,700,000 by \$1,490,132. Soft Costs include construction management, architectural design, testing & inspections and surveying, which have exceeded the allocated budget due to an increase in the total hard construction amount (professional services are typically a percentage of the total hard cost). The pandemic and supply chain issues are also a part of the overrun on soft costs.

- **Student Union Complex**

The 160,000 SF, 2-building complex will house essential programs to the college campus, including student activities, food services, a conference center, and additional

student support services. Post-construction, the existing Administration building will be remodeled to house additional services such as Public Safety Offices. The Administration Building remodel is scheduled for completion in January. With a construction budget of \$133,405,028, and quarterly expenses of \$4,526,266, the total expended to date is \$109,786,399.

- **Kinesiology/Adaptive PE/Aquatics**

The project is complete and the project team is working to close out trade packages. Notices of completion have been board approved and recorded by the County. Retention releases are ongoing. Of the initial \$51,348,699 budget there is a remaining balance of \$1,520,334.

- **Language Arts/Social Sciences Building (50/50 state-funded project)**

Construction of this 100,000 square foot, 3 story instructional facility replaces the 60-year-old social sciences classrooms, and the 50-year-old Literature and Languages building. Exterior finishes are roughly 70% complete, glazing installation is ongoing and the final grading for site work has begun. This build is a 50/50 state-funded project. Negative quarter expenses (\$6,581,287) are a result of Measure M funds originally absorbing all project expenses, 50% of which have now been reimbursed by Prop 51 funds. This \$37,698,000 undertaking is slated for completion in April 2021.

- **Watson Hall Improvements**

This project has been completed and has moved to the Financial Closing phase.

- **Westside Planning Projects**

The scope of this project, budgeted at \$1,658,000 includes Skill Center & Technology Center Improvements, new classroom and teaching spaces, and horticulture improvements. The total expended to date is \$552,466 with a remaining budget balance of \$1,105,534.

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

Final steps of the Districtwide migration to MS Exchange, Email and Archiving project are taking place with \$19,000 in quarterly expenses. The total expended to date on this project is \$217,541. The Enterprise VDC and Server Consolidation project shows a balance of \$3,431 for a remaining total of \$89,898 to be expended of a total budget of \$5,768,638.

IX. Financial Summary – 2nd Quarter, October 1, 2020 – December 30, 2020

Total Quarterly Expenses: \$2,206,149

Total Expenses from inception through December 30, 2020: \$489,300,821

Percentage of Measure M dollars expended: 70.1%

X. Review of Staff Report Log (J. Marchbank)

General questions can be sent directly to Dr. Dunn via email at adunn@ccd.edu or to rtriggs1@ccd.edu. Dr. Dunn 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.

There were no new requests for the Staff Report Log at this meeting.

XI. Adjournment

Chairperson Carey adjourned the meeting at 6:21 p.m.