



**Meeting Minutes  
February 11, 2022  
11:00 a.m. – 1:30 p.m.**

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Friday, February 11, 2022 via Zoom.

**I. Call to Order**

Vice Chancellor Dunn called the meeting to order at 12:01 p.m. welcoming the committee members as well as Chancellor Weispfenning and Presidents McGrath, Suarez, Rodriguez. Trustee Hornbuckle briefly joined the call to thank the committee members for their time and service.

**II. Roll Call**

COC Measure M Committee Members Present: Matt Nguyen, Ralph Bauer, Diana Carey, Ellen Riley, and Jennifer Ward.

COC Measure M Committee Members Absent: Griffin Shufeldt, Jonathan Bao Huynh, Frederick Phu Nguyen (excused), Eileen Lewis (excused).

**Committee Program Management Team, Administrator and Guest Attendance**

|                      |  |         |
|----------------------|--|---------|
| Quintin Powell       | OCC, CFCE Representative                                 | yes     |
| Andy Dunn            | District, Vice Chancellor, Administration & Finance      | yes     |
| Rachelle Favis       | OCC, Project Manager, Measure M                          | yes     |
| Randy Flint          | CCC, Director of Maintenance and Operations              | yes     |
| Mike Golden          | GWC, Program Manager, Measure M                          | no      |
| 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     |
| Brett McNevin        | District Facilities, Construction Support Coordinator    | yes     |
| Christine Nguyen     | CCC, Vice President of Administrative Services           | excused |
| Rich Pagel           | OCC, Vice President of Administrative Services           | yes     |
| Rupa Saran           | DY Chief Information Technology Officer                  | Yes     |
| Daniela Thompson     | District, Administrative Director, Fiscal Affairs        | yes     |
| Rosalie Triggs       | District, Ex. Asst., Vice Chancellor and Recorder        | yes     |
| John Weispfenning    | Chancellor, Coast Community College District             | yes     |
| Dr. Jack Lipton      | General Counsel, Coast Community College District        | yes     |
| Dana Swart           | District, Controller                                     | yes     |
| Miguel Beltran Lopez | District, Internal Audit Specialist                      | yes     |
| Rick Garcia          | OCC, Director of Maintenance and Operations              | Yes     |
| Tim McGrath          | GWC, President   | Yes     |

|                 |                |     |
|-----------------|----------------|-----|
| Angelica Suarez | OCC, President | Yes |
| Vince Rodriguez | CCC, President | Yes |

**III. Authorization under Brown Act, Government Code Section § 54953€ to conduct committee meetings remotely due to COVID-19 Emergency.**

*The Committee considered the circumstances of the state of emergency and finds that the state of the emergency continues to directly impact the ability of the Measure M Citizens’ Oversight Committee to meet safely in person.*

A motion to conduct the meeting remotely was made by Jennifer Ward, seconded by Matt Nguyen. A roll call vote was taken and the motion was unanimously accepted.

The motion carried with the following vote:

Ayes: Matt Nguyen, Ralph Bauer, Diana Carey, Ellen Riley, and Jennifer Ward.

Noes: None

Abstain: None

Absent: Griffin Shufeldt, Jonathan Bao Huynh, Frederick Phu Nguyen, Eileen Lewis.

**IV. 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.

**V. Approval of Meeting Minutes**

On a motion by Member Ellen Riley, seconded by Ralph Bauer, the committee approved the November 19, 2021 meeting minutes with the noted change to correct the Maritime financial numbers on page 6 of the meeting minutes.

The motion carried with the following vote:

Ayes: Matt Nguyen, Ralph Bauer, Diana Carey, Ellen Riley, and Jennifer Ward.

Noes: None

Abstain: None

Absent: Griffin Shufeldt, Jonathan Bao Huynh, Frederick Phu Nguyen, Eileen Lewis.

**VI. Vice Chancellor Comments (A. Dunn)**

The Committee Membership Matrix was reviewed and the committee was reminded that due

to current statutory authority, the committee member service period has been extended from two two-year terms to three two-year terms. This is important to note as we have three members who are in their 3<sup>rd</sup> term which concludes in 2023. Once members have reached their term limit it is required that we solicit to fill these open positions.

## **VII. Annual Report (J. Marchbank)**

Per the Bylaws, one of the responsibilities of the committee is to prepare an annual report (a copy of the previous year's report was provided for reference). This is an informational agenda item and a reminder that CCCD staff will be working on the annual report which will be submitted to the Board of Trustees at the second April meeting. E. Riley requested that FY 2020-21 Annual Report be brought back to the next committee meeting for review.

## **VIII. Annual Audit Report (D. Swart)**

The annual audit report and financials were presented to the committee. The audit report was clean with an unmodified opinion. The financial statements as of June 30, 2021, were filed with the state government on December 31, 2021. A motion to receive and file the report was made by Matt Nguyen, seconded by Ralph Bauer.

The motion carried with the following vote:

Ayes: Matt Nguyen, Ralph Bauer, Diana Carey, Ellen Riley, and Jennifer Ward.

Noes: None

Abstain: None

Absent: Griffin Shufeldt, Jonathan Bao Huynh, Frederick Phu Nguyen, Eileen Lewis.

## **IX. Measure M Quarterly Report**

Vice Chancellor Dunn presented to the committee Measure M Quarterly Report for October 1, 2021 – December 31, 2021 (Q2). The report provides the committee with the most up-to-date financial data and the work status on all Measure M projects. The college quarterly reports were presented by the Vice Presidents of Administrative Services, and the Information Technology (IT) report was presented by the Dy Chief Technology Information Officer.

### **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
- GWC Energy Efficiency Upgrades
- GWC Math and Science Building
- 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 Improvements

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

- OCC Watson Hall
- OCC Adams Lot Re-Paving
- OCC Language Arts/Social Sciences Building
- OCC Maritime Academy Expansion

**Projects In Construction** (regular construction activities ongoing)

- CCC Student Services Center
- GWC Language Arts Complex

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

- OCC Chemistry Building

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

- CCC Technology Projects
- DIST Technology Projects
- GWC Classroom Improvement Projects
- OCC Westside Planning Projects
- OCC Watson Hall Improvements

**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 Plant Warehouse
- OCC Performing Arts/Dance
- OCC Parking Structure

### **Split Budget Summary**

Currently, twelve projects fall into the split funding category, where projects are funded by both Measure M and non-Measure M funds. Budgets for these twelve projects totals \$236,420,548 with \$74,595,670 of funding coming from other Non-Measure M funding (Prop 51, Capital Outlay) and \$161,824,878 coming from Measure M funding.

### **Coastline Community College Updates (R. Flint, Director of M&O)**

- **Student Services Center**

The building parking lot grading has been completed. Installation of exterior glazing is nearing completion while interior finishes are taking place. Budgeted at \$34,919,853, the total expended to date is \$25,238,020 with a remaining project balance of \$9,681,833.

Randy Flint noted that Coastline is expecting some financial credits coming back from the prime contractors as they are working through the last stages of completion.

- **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 for a total budget of \$3,195,351. 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)**

- **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 structural steel assembly is in process. All columns for the East building have been set. All cast in drilled hole piles have been installed and the pile cap installation is complete. The Language Arts Complex is a 50/50 state-funded project. The project is budgeted at \$35,005,305 with \$9,420,092 expended to date and a remaining budget balance of \$25,585,213. Project completion is slated for May 2023.

- **Classroom Improvement Projects**

This scope of work is budgeted at \$2,945,266 and includes general classroom improvements, classroom seating, Math & Science renovations, and Theater refurbishment. The total expended to date is \$2,936,271 with a remaining budget balance of \$8,995.

## **Orange Coast College (Rich Pagel, Vice President)**

- **Maritime Academy Expansion**

The project construction began in April 2019 and was completed in April 2021 with the project closeout beginning in June 2021. The punch list process is ongoing and the financial closing is in process. The final application for closeout has been submitted to the Division of State Architects. Budgeted at \$26,595,000, with \$23,601,659 expended to date, there is a remaining budget balance of \$2,993,341.

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

The Language Arts Building is in the financial closing process. The final application for closeout has been submitted to the Division of State Architects. Budgeted at \$44,588,728, with \$39,998,984 expended to date, there remains a budget balance of \$4,589,744.

- **Watson Hall Improvements**

This project has been moved to the financial closeout phase. The project was budgeted at \$645,238, the project has a remaining budget balance of \$459,396.

- **Chemistry Building (50/50 state-funded project)**

The new Chemistry Building will replace the existing facility resulting in an academic space that is more efficient, productive, and technologically relevant for today's educational environment while providing additional space needed for the growing Chemistry program.

Construction drawings have been completed and submitted to the Division of State Architects (DSA) for review. The project is budgeted at \$24,293,553. Expenditures to date are \$2,218,344, leaving a remaining balance of \$22,075,209. The OCC Chemistry build is a Prop 51 state-funded project.

- Member Ellen Riley questioned what is happening with the old Chemistry building? R. Pagel explained that we will have to take it down.

- **Adams Parking Lot Re-Paving**

The project has been completed and is in the financial closeout phase. Budgeted at \$1,450,000 there is a remaining budget balance of \$8,618.

## **District Information Technology Projects (R. Sara, Dy Chief Information Technology Officer)**

The total budget allocation for all technology projects is \$5,768,638; the total expended to date is \$5,799,299 which puts this phase of technology projects at -\$22,874.

- Chair Diana Carey asked for an explanation on the IT report – with the one-time funding we've received (HEERF), how is this being utilized to address student learning

in a remote format? Dr. Dunn explained that we're using some increment of Measure M resources, however larger acquisitions such as student laptops have been made acquired, and distributed to facilitate remote learning. The nexus with Measure M funds is that we're now equipping new buildings with laptops and docking stations as opposed to desktop equipment, additionally, we have a comprehensive WIFI project that is being implemented to increase access across the campuses. This also facilitates remote work and learning. We have an internal initiative "mobility first" were going forward we shouldn't be tying people to desks or classrooms, allowing for employee and student flexibility.

### **Financial Summary – 1st Quarter, July 1, 2021 – September 30, 2021**

|  |               |
|--|---------------|
| Total Quarterly Expenses:                                | \$10,809,277  |
| Total Expenses from inception through December 30, 2020: | \$551,347,085 |
| Percentage of Measure M dollars Expended:                | 78.99%        |

- Chair Diana Carey inquired about an agenda item at December Board meeting where the Trustees were voting to approve a bond debt refinancing that would save the community approximately \$9M. Dr. Dunn explained this called is called refunding which is essentially restructuring debt – where we are taking advantage of long-term or low long-term interest rates. The restructuring was approved and executed saving tax payers closer to \$16M over the life of the bond.

### **X. Other**

Dr. Dunn requested from the Chair that a motion be entertained to incorporate chat comments into the meeting minutes. A motion to incorporate chat comments was made by Matt Nguyen, seconded by Ralph Bauer.

The motion carried with the following vote:

Ayes: Matt Nguyen, Ralph Bauer, Diana Carey, Ellen Riley, and Jennifer Ward.  
Noes: None  
Abstain: None  
Absent: Griffin Shufeldt, Jonathan Bao Huynh, Frederick Phu Nguyen, Eileen Lewis.

### **XI. Review of Staff Report Log (J. Marchbank)**

General questions can be sent directly to Dr. Dunn via email at [adunn@ccd.edu](mailto:adunn@ccd.edu) or to [rtriggs1@ccd.edu](mailto: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.

- Member Ralph Bauer, the representative for Senior Center Organizations, expressed concern that we are not informing/sharing with the public the impact of the Measure M projects and the benefits to society, and the social relevance (e.g., homelessness). Of additional importance is the fact that the District will likely come back to the public for

another bond measure and the sharing of this information will have a bearing on the success of such a request.

- Jerry Marchbank addressed a question regarding Vision 2030 and if it will be presented to the committee for review and an understanding of what is next for the District regarding long-term/master planning. Vision 2030 initially was sent to the Board of Trustees in December for review; the item will be brought back to the Board in March for ratification. This document was put on hold during the pandemic due to the many unknowns we were experiencing. The current version is in a largely conceptual format as we continue to see and plan for the changes that have occurred during the past two years. We will need to revisit it and begin to fill in the quantitative aspects. Member Matt Nguyen expressed his appreciation for the work done in Vision 2030 and shared there is a continued interest in the document as a way of better understanding how Measure M dollars will be used going forward over the next ten-plus years. Jerry Marchbank explained that there is continuity between Vision 2020 and 2030, however, we were not able to complete all of the items addressed in Vision 2020 and those have been carried over to the 2030 plan. Where we are on hold, is that we are still in the pandemic, and we are still seeing the fallout and the changing needs of the campuses. This item will be brought back to a future meeting.

## **XII. Adjournment**

Chairperson Carey adjourned the meeting at 12:54 p.m.