



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

**Meeting Minutes
Friday, December 11, 2020
5:30 p.m. to 7:30 p.m.**

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Friday, December 11, 2020 via Zoom.

I. Call to Order

Vice Chancellor Dunn called the meeting to order at 5:34 p.m.

II. Roll Call

COC Measure M Committee Members Present: D. Barneich, R. Bauer, D. Carey, J. Huynh, M. Nguyen, F. Nguyen, E. Riley

COC Measure M Committee Members Absent: Member G. Shufeldt arrived at the meeting at 6:19 p.m.

Committee Program Management Team, Administrator and Guest Attendance

Pedro Cortez	Project Support Special Measure M, District Facilities	Yes
Joe Dowling	GWC, Director of Maintenance and Operations	Yes
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	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	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	No
Rich Pagel	OCC, Vice President of Administrative Services	Yes
Joes Recinos	OCC, Director of Maintenance and Operations	No
Fred Rocha	District, Ex. Director of Information Technology	Yes
Angelica Suarez	OCC, President	Yes
Daniela Thompson	District, Administrative Director, Fiscal Affairs	Yes
Dave Thompson	District, Interim Sr. Director of Infrastructure & Systems	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
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 November 15, 2019. On a motion by D. Barneich, seconded by E. Riley, 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:	J. Huynh
Absent:	G. Shufeldt

V. Committee Responsibilities

a. Review of Bylaws

J. Marchbank walked the committee through the Bylaws and highlighted the duties of the committee which include informing the public of the District's expenditure of the bond proceeds, ensuring that the bond proceeds are used only for purposes set forth in the bond measure, and that no bond proceeds are used for inappropriate teacher administrative salaries or other operating expenses. Additionally, it is the responsibility of the committee to present to the Board of Trustees (in public session) an annual report in March or April of each year, along with quarterly reports that show the progress of the building and funding expenditures on each campus. The membership of the committee is comprised of nine positions, several of these are statutory. Section 5.5 is currently being revised to broaden the process of how the District reaches out to community members in order to garner interest and recruit them for committee membership. All committee members are appointed by the Board of Trustees from a list of candidates based on criteria established by Prop 39. Membership is a 2-term commitment. The COC Measure M Bylaws will be advanced to the Board of Trustees at the January 2021 meeting.

b. Membership Matrix

It was brought to the committee's attention that an on-going search for a Tax Payer Representative has been taking place, and that to date we have not been able to fill the position. Member M. Nguyen questioned the definition and qualifications of the open position. Dr. Lipton responded that the law is not prescriptive of what a taxpayer position is; it is a loose term with quite a bit of variance. On other Citizens' Oversight Committees, this position remains open as well and has proven difficult to fill. A tax professional or a CPA

will not suffice to fill the position, but rather a member of the Orange County Tax Payer Association (OCPA) is required. J. Marchbank is working on a new social media strategy to recruit for the position and Dr. Dunn will reach out the OCPA again.

c. Meeting Frequency

D. Carey led a discussion on whether meetings should remain on a quarterly basis or if they should be moved to a semi-annual basis. Carey noted that project activity is slowing down appreciably. We have expended 70% of our funding and we are in the later stages of construction. Additionally, based on section 6.1 of the Bylaws, the committee is required to meet at least once a year including an annual organizational meeting, but may not meet more frequently than quarterly. This offers some latitude in scheduling upcoming meetings and their frequency. R. Bauer offered, that in his opinion, to sustain a solid working relationship within the committee, and in order for the committee to continue to be a role model for the Coast Community College District (and for the county), that it is imperative that a quarterly meeting schedule is maintained. After further consideration, it was determined that the committee would continue to meet on a quarterly basis for the remaining year (2021) and then would move to semi-annual meetings as projects continue to wrap up.

VI. Virtual Tour: Orange Coast College Projects

A short video, presented by Rachelle Favis, on the progress of the Orange Coast College projects was viewed by the committee.

VII. Measure M Quarterly Report

The committee was presented with the Measure M Quarterly Report for the period of July 1, 2020 through September 30, 2020. 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 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 Criminal Justice Training Center
- GWC Security & Access Infrastructure
- 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 (project is complete, additional punch list items may remain while contracts and financial reconciliation occur)

- CCC Newport Beach Student Support Center
- 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 (project is in active design/approval)

- GWC Language Arts Complex
- OCC Watson Hall Improvements

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 Chemistry Building
- 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 there are ten projects that fall into a split funding category where projects are funded by both Measure M and non-Measure M funds. Budgets for these ten projects totals \$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 (R. Flint, Director of Maintenance & Operations)

- **Newport Beach Student Support Center**

The installation of exterior shade structures to enhance student study areas has been completed and the project has been moved to the Financial Closing phase.

- **Student Services Support Center**

DSA approved plans have been received, the Bookstore demolition is complete and scope review with apparent low bidders is ongoing. Construction is slated to begin in October 2020, with a project completion date of July 2022. Projected cost is \$34,919,853. Total budget expended to date is \$2,659,678 with a remaining budget balance of \$32,260,175.

- **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**

The Math and Science Building has been moved to the Financial Closing phase. The construction consists of a new 122,747 square foot, 3 story, state of the art facility that contains lecture, lab, computer lab and support space for Math, Life Science and Physical Science Departments, as well as a STEM Center. The project also includes the demolition of the old Trade Industry 2 building complex, as well as the adjacent child care facility. Currently closeout documents for DSA certification have been submitted and trade contract packages have been reconciled with retention payments being issued.

- **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. The contractor prequalification process has concluded. Construction drawings have been submitted to the State Chancellors office for the next increment of funding. Construction is expected to begin in late January 2021. The project is budgeted at \$54,648,000.

- **Energy Efficiency Projects**

Total budget allocation is \$1,609,073 for energy efficient upgrades and the central plant expansion. Total expended to date is \$869,299 with a remaining budget balance of \$6,332.

- **Classroom Improvement Projects**

This scope of work is budgeted at \$2,181,344 and includes general classroom improvements, classroom seating, Math & Science renovation and Theater refurbishment. Total expenditures to date are \$2,871,827 with a remaining balance of \$73,439.

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

- **Maritime Academy Expansion**

New elevator installation is ongoing, as well as the remodel of the existing Sailing Center lobby. Roofing, inferior framing and drywall installation has commenced. Project completion is scheduled for April 2021. Soft Costs have exceeded the original budget of \$2,700,000 by \$1,132,708 for a total of \$3,832,708. 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).

- **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. Final furniture installation is currently taking place. Post construction, the former Administration Building will be remodeled and will house Campus Safety offices. The project closeout is anticipated in January 2021.

- **Kinesiology/Adaptive PE/Aquatics**

The project is complete and the project team is working to close out trade packages. Of the \$51,348,699 budget there is a remaining balance of \$3,972,409.

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

Construction of this new 100,000 square foot, 3 story instructional facility replaces the 60-year-old social sciences classrooms and 50-year-old Literature and Languages Building. The roofing installation has recently been completed. Exterior finishes are roughly 30% complete and continue on schedule, an interior framing has begun. This \$37,698,000 project 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.

Member D. Barneich asked to be excused and left the meeting at 6:44 p.m.

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

Districtwide technology projects are ongoing, although nearing completion. IT is continuing the migration of data from on premise servers using physical storage, to cloud based services. The Microsoft Exchange, Email & Archiving project has a remaining budget balance of \$105,467 and the Enterprise VDC and Server Consolidation project shows a balance of \$3,431 for a remaining total of \$108,898 to be expended.

VIII. Financial Summary

- Total Quarterly Expenses, July 1, 2020 – September 30, 2020: \$19,997,513
- Total Expenses from inception to September 30, 2020: \$487,094,672
- Percentage of Measure M dollars expended: 69.78%

IX. Review of Staff Report Log

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

F. Nguyen asked about the process that is used for choosing firms for our various projects. R. Flint explained that Multi Prime and West Group Designs (Coastline Student Center) were chosen through a public request for proposals. The call for proposals goes out and those that respond are reviewed via a committee (faculty, staff and students) that is chosen for that specific project. A proposal review takes place that looks at set criteria that has been selected in advance. An interview process takes place for the companies that make it past the vetting of the criteria process. The committee provides a list of recommendations (firms that are eligible) to the Board of Trustees for approval and the award of the contract. Initial responses for proposals can range from 10 to 35 different firms, with some even being located out of state. Contractors issue a bid and we are responsible for taking the lowest responsive bid as a public agency. We pick our architects as partners, we chose our contractors based on their bid.

There was a request to discuss bond authorization and issuance process at the next meeting and a follow up to former committee member J. Stone's request to have a brief report on how implementing new technology and/or upgrading old technology results in cost savings for the District.

X. Adjournment

Chairperson Carey adjourned the meeting at 7:04 p.m.