



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

**Meeting Minutes
November 19, 2021
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, November 19, 2021, at the Coast Community College District.

I. Call to Order

Vice Chancellor Dunn called the meeting to order at 12:10 p.m.

II. Roll Call

COC Measure M Committee Members Present: Jonathan Bao Huynh, Matt Nguyen, Eileen Lewis, Ralph Bauer, Diana Carey, Frederick Phu Nguyen, Ellen Riley, and Jennifer Ward.

COC Measure M Committee Members Absent: G. Shufeldt

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
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
Daniela Thompson	District, Administrative Director, Fiscal Affairs	Yes
Rosalie Triggs	District, Ex. Asst., Vice Chancellor and Recorder	Excused
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
Rachel Kubik	OCC, Director of Business Services	Yes
Miguel Beltran Lopez	District, Internal Audit Specialist	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

On a motion by Member Ralph Bauer which was seconded by Matt Nguyen, the committee approved the September 8, 2021 meeting minutes with the correction of the date for the OCC Maritime Center ribbon-cutting ceremony. The wording of the date: September 24, 202 was changed to September 24, 2021.

The motion carried with the following votes:

Ayes: Jonathan Bao Huynh, Matt Nguyen, Eileen Lewis, Ralph Bauer, Diana Carey, Frederick Phu Nguyen, Ellen Riley, and Jennifer Ward.

Noes: None

Abstain: None

Absent: G. Shufeldt

V. Vice Chancellor Comments (A. Dunn)

Dr. Dunn welcomed the committee members back to the first in-person meeting in 2 years. He then began a round of introductions and gave a brief overview of the agenda and attachments.

- The committee was advised that a bond debt restructuring resolution will be going forward to the board in December 2021. The goal is to refinance our current Measure M Bond debt to achieve a lower interest rate. This in turn will provide our taxpayers with a projected savings of upwards of \$9 million.
- Coast will be moving ahead with the Vision 2030 Strategic Facility Plan stated Dr. Dunn. It will be placed on the February 2022 Cabinet agenda, with plans to present Vision 2030 to the Board for adoption in March 2022.
 - Per Chancellor Weispfenning, this is worthy to mention to this committee because it becomes the foundation of the District for the next decade. A conceptual plan post Measure M. But it is all connected. Measure C the past, Measure M the present, and now taking steps down the road for the next 10 years.

VI. Measure M Quarterly Report

Vice Chancellor Dunn presented to the committee Measure M Quarterly Report for July 1, 2021 – September 30, 2021 (Q1). The report provides the committee with the most up-to-date financial data and the work status on all Measure M projects. The quarterly reports were presented by the Vice Presidents of Administrative Services, and the Information Technology (IT) report was presented by the Executive Director of IT.

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 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)

- OCC Adaptive PE, Gym & Pool
- OCC Watson Hall
- OCC Adams Lot Re-Paving
- OCC Language Arts/Social Sciences Building
- OCC Student Union Complex

Projects In Construction (regular construction activities ongoing)

- CCC Student Services Center

- OCC Maritime Academy Expansion
- 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 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, 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 totals \$203,352,820 with \$74,095,670 of funding coming from other Non-Measure M funding (Prop 51, Capital Outlay) and \$129,257,150 coming from Measure M funding.

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

- **Student Services Center**

The demolition of the former College Center has been completed. The roof of the Student Services Center is completed and hanging the drywall is taking place. The project is on schedule for summer 2022 completion. Budgeted at \$34,919,853, the total expended to date is \$20,266,654 with a remaining project balance of \$14,653,199.

- Committee Member M. Nguyen remarked that soft costs in the budget for this project appeared to be low and questioned if those costs will be reevaluated and the budget updated; is there a concern that the costs will be greater than expected? C. Nguyen stated that they do not anticipate an overrun; however, should that occur we can submit a change order.

- **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.

- Committee Member Ellen Riley asked for an explanation of what type of technology projects are underway. C. Nguyen explained the funds are being used for classroom labs and infrastructure.

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. Demolition and debris removal has been completed. Deep foundation piles have been installed, and site utility installations and relocations are in progress. BIM coordination between the Trades has begun. The Language Arts Complex is a 50/50 state-funded project. The project is budgeted at \$35,005,305 with \$6,489,218 expended to date and a remaining budget balance of \$28,516,087. Project completion is slated for May 2023.

- Committee Member J. Ward questioned the supply chain issues and if we are seeing an effect on the LAC and if so what products or materials are being delayed? J. Marchbank responded that we are seeing delays in steel and technology; however, we are in front of the issues and working to resolve any delays between the trades.
- Committee Member E. Riley asked if the state (government) will help us with this project regarding money/funding and it was explained that with scheduled maintenance funds, we do stay in the queue with the state for our first level of funding which we expect to be released in 2022 and then we will be leveraging our local monies as much as possible.

- **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 project is budgeted at \$2,945,266. The total expended to date is \$2,934,833 with a remaining budget balance of \$10,433.

Orange Coast College (Rachelle Favis, Project Manager, Measure M)

- **Maritime Academy Expansion**

Site landscaping and commission are complete. The punch list is ongoing. The project was budgeted at \$26,595,000. This project was budgeted at \$24,728,654; the total expended to date is \$22,994,466, with a remaining budget balance of \$1,734,188.

- J. Marchbank explained to the committee that we hold back retention dollars from the vendors, and this is a bookkeeping issue. It's an adjustment because they are winding down on the projects. You are seeing the credit, which is an accounting adjustment; it will go away as the retention dollars are released.

- **Student Union Complex**

This project has been completed and has been moved to the financial closeout stage. The project was budgeted at \$119,266,906. The total expended to date is \$113,769,778, with a remaining budget balance of \$5,497,128.

- **Kinesiology/Adaptive PE/Aquatics**

Construction on the Kinesiology/Adaptive PE/Aquatics project has been completed and the project is waiting on final DSA certification. Budgeted at \$51,348,699 and with \$50,101,005 expended to date, there is a remaining budget balance of \$1,247,694.

- Committee Member Ellen Riley asked how long does it take to close out a project, and are there inspections? It was explained by J. Marchbank that closing out a project can take two to three months, and yes, the DSA does inspect, and it does take a little longer now due to the pandemic. State buildings require continuous inspections; DSA is on-site all day, every day.

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

The Language Arts Building punch list has been completed and final payments are taking place. Budgeted at \$38,566,000, the project has a remaining budget balance of \$388,128.

This build is a 50/50 state-funded project. The negative balance of (\$1,636,381 in construction costs) is a result of Measure M funds originally absorbing all project expenses, 50% of which have now been reimbursed by Prop 51 funds.

- **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.

- Committee Member E. Riley inquired about the purpose or the usage of Watson Hall. R. Pagel explained that Watson Hall houses Student Services and the improvements will upgrade offices and space such as Counseling and Admissions and Records.

- **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.

Construction drawings have been completed and submitted to the Division of State Architecture (DSA) for review. The project is budgeted at \$24,293,553. Expenditures to date are \$2,009,328, leaving a remaining balance of \$22,284,225. The OCC Chemistry build is a Prop 51 state-funded project.

- **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 \$18,546.

- **Westside Planning Projects**

The Westside Planning Projects include improvements to the Skill Center, Technology Center, and the Horticulture facilities. The total allocated budget for the project is \$1,658,000. The total expended to date is \$529,837 leaving a budget balance of \$1,128,163.

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

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.

- **Supply Chain**

F. Rocha spoke to supply chain matters and how they are impacting Coast. Currently, the two largest constraint issues in the supply chain are chip shortages and the actual cost of shipping products.

Chips are necessary to provide memory to computers, display properties, projectors, and monitors. Orders that we placed in the past would normally take 3 to 6 weeks, now they are taking 18 to 20 weeks to fulfill. We place an order and may get multiple revised shipment dates.

The other impact is the cost of actually shipping. The point of version to us has gone up dramatically. We try to get in front of orders, but it can be challenging with models and compatibility. Also, other institutions are ordering similar products

- Committee Member E. Riley asked where we are in the pecking order for receiving equipment. F. Rocha responded that we have close partnerships with our vendors, and they place us at the top as much as they can to fulfill these orders since they are substantial in size and cost.

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

Total Quarterly Expenses:	\$7,781,481
Total Expenses from inception through December 30, 2020:	\$540,282,312
Percentage of Measure M dollars Expended:	77.40%

Dr. Dunn impressed upon the committee members that every Measure M dollar is planned and spoken for.

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

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

Requests for the Staff Report Log:

- Vision 2030 Project Summary
- Measure M Wrap Up
 - Thoughts and comments from committee members:
 - E. Lewis questioned how the Measure M information is communicated to various committees, the community, and the Board? J. Marchbank explained that the Annual Report goes to our Trustees, and a report summary goes out to the committee. Reports are done in April/Spring. It was suggested that distributing more materials occurs as the completion of the projects takes place. It is important to inform the public of the impact Measure M has been on this community and to show the bond dollars in action.
 - M. Nguyen expressed that we need media coverage and coverage by smaller outlets that cater to our smaller communities like our Spanish-speaking, Asian-speaking publics. Chancellor Weispfenning explained that media is invited to our events and that we serve different languages in our college community and we try to serve them.
 - R. Bauer voiced that our communiques would have a greater impact if we added a human dimension. We need to show the correlation between what we build, what we teach, and human behavior. Successes are vital to share, but just as important is the emotional and intellectual impact of what Measure M has done for the community.
 - Concern was shared that students sleep in cars at the school and they don't always have money for books, yet we have money for buildings. Real human issues are going on and our new buildings are "over the top" with what goes into them. Chancellor Weispfenning acknowledged the student issues and concerns while reminding the committee that these bond measure funds are for the building of facilities used by students and the community and that we are simultaneously doing our utmost to address those student issues district-wide.

- E. Lewis: She stated she appreciates seeing the students on campus. A thank you goes out to the colleges and the community for providing these opportunities to see the students engaging in the new buildings. The Chancellor explained to the committee that we are projected to be 50% in person by the Spring semester.

VIII. Adjournment

Chairperson Carey adjourned the meeting at 1:10 p.m.