



Regular Meeting of the Citizens' Oversight Committee

Meeting Minutes Wednesday, June 5, 2019 Coast Community College District Board Conference Room

A Regular Meeting of the Measure M Citizens' Oversight Committee of the Coast Community College District was held on Wednesday, June 5, 2019 at the Coast Community College District, Board Conference Room.

Call to Order

Vice Chancellor Andy Dunn called the meeting to order at 10:31 a.m.

Roll Call of COC Measure M Committee Members

Name	Position	Attendance
Richard Armendariz	At-Large Representative, (V. Chair)	Yes
David Barneich	College Support	Yes
Ralph Bauer	Senior Citizen Organization	Yes
Diana Carey	At-Large Representative	Yes
Joseph Nielsen	Student Representative	No
Frederick Phu Nguyen	At-Large Representative	Yes
Derrick Nguyen	Business Organization, (Chair)	Yes
Ellen Riley	At-Large Representative	Yes
Joshua Stone	Taxpayers' Association	No

Committee Program Management Team and Administration Attendance

Name	Site / Title	Attendance
Pedro Cortez	Project Support Special Measure M, District Facilities	No
Joe Dowling	GWC, Director of Maintenance and Operations	No
Andy Dunn	District, Vice Chancellor, Administration & Finance	Yes
Rachelle Favis	OCC, Project Manager, Measure M	No
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
Karen Lochart	Staff Aide, Measure M	No

Jerry Marchbank	District, Sr. Director, Facilities/Planning/Construction	Yes
Connie Marten	CFCE, 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
Joes Recinos	OCC, Director of Maintenance and Operations	No
Dana Swart	District, Controller (representing D. Thompson)	Yes
Daniela Thompson	District, Administrative Director, Fiscal Affairs	No
Rosalie Triggs	District, Ex. Asst. to the Vice Chancellor, Recorder	Yes
John Weispfenning	Chancellor, Coast Community College District	Yes

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.

Approval of the November, 2018 and March, 2019 Meeting Minutes

A motion was made by Fred Phu Nguyen to accept the meeting minutes from November 28, 2018, second from David Barneich. All in favor; no opposition.

A motion was made by Diana Carey to accept the meeting minutes from March 1, 2019. Second from David Barneich. All in favor; no opposition.

Comments from the Vice Chancellor

A. Membership Terms

Members Mr. Derrick Nguyen (committee Chair) and Mr. Richard Armendariz (committee Co-Chair) have each completed two consecutive terms on the Measure M Committee. Per Article 5.4 of the COC By-laws, members are to serve no more than two consecutive two-year terms.

Dr. Dunn and the entire committee expressed their heartfelt thanks to Mr. Nguyen and Mr. Armendariz for their years of service and dedication; their decisions and oversight have made a direct impact on the opportunities and success of the District and our students.

We will now have two (2) openings on the committee that we actively work on filling over the summer. The openings will be in the member categories of *At-Large Representative* and *Business Organization Representative*.

B. Use of Measure M Funds for homeless or veteran students

The question of using Measure M funds for housing homeless or veteran students was brought to the attention of the committee. Measure M dollars could serve this purpose, however currently all \$698M of Measure M dollars have been allocated to specific projects. Each campus, through their respective shared governance processes, have had to prioritize, reduce, and/or eliminate projects accordingly and any reallocation of funds for housing would further reduce the allocation toward our instructional buildings.

The issue of housing for homeless and/or veteran students is being looked at on multiple levels. Housing insecurities for college students is an issue, not just for CCCD, but across the state of California. There is a proposed legislative initiative, AB302 (overnight parking on college campuses for homeless students) that is currently under review in Sacramento. The bill would potentially become effective July 1, 2020. CCCD is actively studying this issue with our District-wide Public Safety Operations Committee. Member Bauer informed the committee of a model program in the County of San Diego in which we might consider studying further.

Measure M Funding Report

The Measure M Funding Report is generated by the District Fiscal office as a method to track and report on each of the five (5) bond issuances and the interest earning associated with them in an effort to best manage resources. Per Dr. Dunn, the purpose of the endowment series is 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. As of March 31, 2019 our Authorized General Obligation Bond Authority stands at \$698M.

Measure M Endowment Quarterly Report

In 2014 Measure M funded an endowment of \$60M. The endowment was created in order to have a stable source of revenue to maintain the building efforts and the facilities of the numerous Measure M projects. The funds were invested for a five-year term, and beginning this fiscal year we are able to draw down funds from the endowment for use by the individual college campuses. The initial investment of \$60M, plus the interest earnings of \$2,868M provides a total of \$62,868M.

In Quarter 3, there was no spending of endowment funds; however, approximately \$2M (interest from the endowment) has been allocated to the colleges and the District. Funds can be used for technology, maintenance or a combination of both. Funds have been placed in a holding account. Coastline College will receive approximately \$93K, Golden West College will receive an allocation of \$386K, and Orange Coast will receive an allocation of \$320K. The District's allocation was \$1.2M (spent on the Voice Over IT Conversion).

Another \$2M will become available in the 2019-20 fiscal year. J. Marchbank and the Vice Presidents will work together on whether the \$2M will be reinvested or if the colleges will be draw down the funds and the money will be used for specific projects (any activity must be consistent with the Measure M by-laws and parameters of spending; regular or routine maintenance does not fall into this category). Funds can also be accumulated and spent on a

larger project.

Measure M Quarterly Report: January 1, 2019 – March 31, 2019

Dr. Dunn presented the quarterly expense report for the period of January 1, 2019 through March 31, 2019:

The report provided the committee with the overall G.O. Bond Project Status as of March 31, 2019 and the quarterly project status from each college. Quarterly reports were presented by the Vice Presidents of Administrative Services, and the Executive Director of Information Technology.

A program summary of the G.O. Bond Projects Status, as of March 31, 2019, 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 Security & Access Infrastructure
- 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 Criminal Justice Training Center
- GWC Student Services Center
- OCC Clark Center

Construction Completed

- OCC Planetarium

In Construction

- CCC Newport Student Support Center
- GWC Math/Science Building
- 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

Glossary of Terms

- **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.

Split Budget Summary

Currently there are nine projects that fall into a split funding category where projects are funded by both Measure M and non-Measure M funds. Budgets for those nine projects totals \$157M, with \$55M coming from other Non-Measure M funding (Prop 51, Capital Outlay) and \$101M coming from Measure M funding.

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**
Installation of exterior shade structures to enhance student study areas have been removed due to manufacturer recall. Manufacture is in the process of redesigning the anchorage system to better accommodate the 7-degree angle of the building. The timeline for redesign and installation is pending.
- **College Center Student Support Center**
The design and construction of a new 55,000 sq. ft. college center building is in the schematic design phase. Submission to DSA is scheduled for the end of 2019. Underground utility and design surveys are complete. Working with SCE and the city of Fountain Valley on utility reroute work to accommodate the new building.
- **Technology Projects**
\$3.2 M was allocated for Technology and Wayfinding projects. Projects are ongoing. Actuals to date \$2,884M.
- **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

Ms. Janet Houlihan, GWC Vice President of Administrative Services, provided the following updates for the college:

- **Math/Science Building**
Currently under construction with utility rough-ins complete. Lab casework delivery and installation are in progress, exterior claddings and glazing installations are in the finishing stages. A detailed commissioning and move-in plan for a Fall opening are in the works.

Invitations will be sent to committee members once a grand-opening date is set.

- **Language Arts Complex**

The schematic design package was submitted to the State Chancellor's office and accepted. Incremental project funding has been received. Ongoing design reviews with user groups, choosing of color palette and a preliminary meeting held with DSA. On track of an August submittal of construction documents to DSA.

Orange Coast College

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

- **Planetarium**

Project construction is complete. End users are currently occupying the building. Notice of Completion has been filed.

- **Clark Center (repurpose)**

Construction is completed. Campus users have moved in and are occupying the space.

- **Maritime Academy Expansion**

Increment I & II: DSA approved. Bid process has closed. Recommendations for award of contracts are being prepared for Board approval. Public information session scheduled for April 4, 2019.

- **Student Union Complex**

Construction is ongoing. Foundations and slab on grade concrete are complete. Site utilities have been completed. Steel erection is ongoing.

- **Kinesiology/Adaptive PE/Aquatics**

Construction is ongoing with shoring at the berm completed. Foundations, site utilities, and structural steel erection continues.

- **Language/Social Science Building**

Construction documents have been submitted to DSA for review. C.W. Driver has been selected as the construction manager. Pre-qualification of contractors is progressing.

- **Watson Hall Improvements**

Furniture installation at relocated Outreach office is complete. The furniture for the Career Resource Center is scheduled for installation. Furniture lay-out and design has been finalized for Counseling. Ongoing programming continues for the remaining student services areas throughout the building.

- **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. In progress with \$1.5M remaining in the budget.

- **Sustainable Landscape Projects**

This project is at the end of its life cycle with \$16K remaining in the budget to date.

District Wide Technology

Senior Director of IT, R. Looney provided the following updates:

- \$4.2M was originally allocated to District IT projects. \$1.1M was reallocated to cover costs related to the relocation of the MDF/Communications rooms at GWC.
- As of March 31, 2019, approximately \$2.4M has been spent on District-wide IT projects with a remaining balance of \$694K available.
- Most projects have been completed and closed out.
 - VoIP is 95% completed with just minor things left for completion.
- In progress is moving the email exchange server to the Cloud. Project kick-off is Tuesday, June 11.
- In an effort to step-up and tighten down security a 2-factor authentication system was implemented last month in order to stay on top of the hacking of passwords. Upgrading firewall systems and governances and policies and procedures has also taken place over the past 6 months. The final piece of the plan is securing the current District single sign methodology.

Financial Report Summary

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

- Third Quarter, January 1 – March 31, 2019, Measure M Bond Expenditures: \$26,858,347. This equates to expenditures of \$2M on a weekly basis or \$50K per hour.
- Measure M Bond Expenditures Inception to March 31, 2019: \$294,818,910.

Adjournment

Chair Derrick Nguyen adjourned the meeting at 11:50 a.m.

Next Meeting

Date & Time: September 20, 2019

Location: Golden West College, LRC, 10:00 a.m. to 12:00 p.m.