

**North Orange County Community College District
Citizens' Oversight Committee
December 2, 2020**

APPROVED MINUTES

Members Present: Sueling Chen, Michael Cooper, Beverly Falco, Paul Jewell, Josee Minero, Leroy Mills, Mark Pavlovich, Cassandra Perez, Danielle Thomas, Keron Thomas, Phil Wendel

Members Absent: Stan Kwak

Other Employees/Guests Present: Morgan Beck, Mary Bell, Stephen Blount, Dr. Barbara Dunsheath, Eduardo Escobedo, Rodrigo Garcia, Alicia Herrera, Dr. Cheryl Marshall, Megan Moscol, Alexander Porter, Valentina Purtell, Oscar Saghieh, Dr. JoAnna Schilling, Dr. Greg Schultz, Leslie Tsubaki, Kashu Vyas, Fred Williams, Richard Williams, Michael Zari

Call to Order: Mark Pavlovich called the meeting to order at 4:01 PM and led the group in the Pledge of Allegiance.

Public Comments: No public comments were received.

Approval of Minutes: The minutes of the September 2, 2020, meeting were approved.

Board Memberships 2021: Fred Williams updated the Committee on the current and new members' terms of service, and expressed thanks to those Committee members rotating off of the Committee. He also provided calendar dates for 2021 meetings as follows: March 3rd, June 2nd, September 1st, and December 1st and asked if there were any conflicts with the 2021 calendar meeting dates. No comments were received. Lastly, Fred Williams introduced Board of Trustee members, Stephen Blount and Dr. Barbara Dunsheath.

Questions/Comments:

1. **Paul Jewell** – The minutes of the last meeting indicated an opening ceremony for the Veterans' Center. Has that been scheduled yet? **Alexander Porter** – Due to COVID-19 related restrictions, Cypress has decided to delay the ceremony until spring and will be sure to invite the Committee members.
2. **Mark Pavlovich** – What is the breakdown of COVID-19 related costs? **Fred Williams** stated that the District will cover the additional cleaning costs for active projects and pay related to COVID-19 expenditures like testing workers on site. The District approved an additional \$200K for Cypress' New SEM Building and VRC/SAC. Fullerton College' expenses are minimal. Personal Protection Equipment (PPE) and additional cleaning expenses are being funded through contingencies at both campuses.
3. **Mark Pavlovich** - Will the funds be reimbursed from the Governor's office as it was a mandate from the State of California. **Fred Williams** – Construction site related COVID expenditures are due to safety precautions being implemented for on-site staff. The District does not expect any reimbursement from the State at this time, however funds have been received through the CARES Act and the California Community Colleges Chancellor's Office (CCCCO) for COVID related expenditures.

There are also potential reimbursements through the Federal Emergency Management Agency (FEMA).

4. **Mark Pavlovich** – Can you summarize the added design costs to better protect students in the future when they return to campus? **Alexander Porter** – Every accommodation is being made to reduce the risk of transmission to students and employees. A significant portion of design costs fall under the furniture and equipment line item of the overall budget. Plastic barriers are installed in areas that pose higher transmission risk. This includes classrooms as well as the Student Activity Center. Installed HVAC systems are modern and meet OSHA-compliance for air filtration and enabling greater circulation in these indoor spaces. An accordion glass panel system is in place in the Student Activity Center to enable more air flow through the building for regular activities. **Dr. JoAnna Schilling** – The largest investment has been in technology. However, this has meant substantial changes to the way the District and Campuses view technology in the learning environment. In the long term, students will have access to new forms of technology that will only enhance their studies.

Measures J Update: Fred Williams provided a slide presentation with an overview on the Measure J Bond Program.

Current IPP and FPP Status: Fred Williams provided an overview of the campus IPP and FPP statuses as follows:

Cypress	Fullerton	Anaheim
Fine Arts Building Renovation (Approved FPP)	New Performing Arts Complex (Approved FPP)	Upper Deck Parking Lot (Pending IPP/FPP)
Career & Technical Education Complex (Pending IPP)	STEM Vocational Center (Pending IPP)	

Cypress College Updates: Alexander Porter provided the Committee with detailed updates of the major projects at Cypress College.

Campus Projects' Safety Report – Due to campus safety efforts, there were minimal incidents to report at Cypress construction sites. There was a line strike that caused a water break which Maintenance and Operations fixed immediately. Sundt's safety operations officer has been exceptional on the job. ASCIP, the insurance provider for Cypress' projects and safety set-ups, reviewed the job site and complimented safety efforts on both the new SEM and VRC-SAC projects.

New SEM Building – Interior drywalling is close to completion, painting has started on the first and second floors and crews continue with the installation of glass on the exterior and doorways. Scaffolding has been removed on the exterior and interior of the building as the guardrails/walk rails have been installed. The building is expected to be water-tight and ready to pressurize at the beginning of January and the fire access roads that circulate the building have been poured.

VRC-SAC – The project has reached 98 percent completion, with punch-list items and furniture installation remaining. The team has been working to complete the project by March.

Athletic Field Realignment – Baseball Field Improvements – The Athletic Field Realignment is 98 percent complete. Most of the protective fencing has been installed. Remaining items include

asphalt paving and utility work that will be completed by the end of December. The baseball team is expected to be move back in when it is deemed safe for students to return to campus.

Fine Arts Building Renovation - State funds have been received and allocated for the preliminary design planning process. DLR Group was selected to complete the preliminary plans for submission to the Chancellor's Office by the end of December. Meetings were held with the planning programming team. The team consists of Deans, faculty, staff, and construction project management.

Central Plant Enhancements – Enhancements were made to the pumps to facilitate flow of the lines with the addition of the SEM loop. This addition will enable efficiency for the cooling of the plants. The project is almost complete and ready for close-out.

Video-Monitoring and Security Camera Systems – A team of Cypress staff are working with the consultant to finalize the scope of work. After this, it will be sent out for estimations and a subsequent RFP.

Questions/Comments:

1. **Cassandra Perez** – Are the swing space projects completed? **Fred Williams** – The swing space projects will be completed in phases and will continue for the duration of the Bond Program.

Fullerton College Updates: Rodrigo Garcia provided the Committee with detailed updates of the major projects at Fullerton College.

Campus Projects' Safety Report – There were no incidents to report this quarter.

New Instructional Building – This will serve as the new Humanities Building inclusive of the entire Humanities division for the first time in Fullerton College history. The slabs and floors have been poured. Framing is complete on the first floor, while framing and drywall work has begun on the second floor; the third floor is in progress. Scaffolding has been put up and work on the electrical piping and ducts is currently in progress. The cupola will be placed along the west/south corner, at the front of the building. To-date, there are no impacts to project schedules, and no days were lost due to COVID-19, though this may change in the future based on the Governor's mitigation policies.

Central Plant Expansion – Three cooling towers and three chillers have been added. All masonry work, slabs, roof, and doors where the chillers are being housed, have been completed. Pumps have been placed in the final pad location. The chiller water connection will be completed in December and building energizing is scheduled for January. This project must be completed two months prior to the scheduled completion of the New Instructional Building in October 2021, as it will feed chilled water into that building for all climate control equipment.

Greenhouse Replacement and Bathroom Remodel – The new structure will be three times the size as the previous building with ADA access. It is scheduled for completion by the end of December. Upgraded bathrooms are completed and ADA-compliant. This project was moved up the priority list as the Campus received half the funding from Strong Workforce Development Funds.

Renovate 300-500 Building - Six firms have been prequalified to submit bids for this project. Two site walks were held with attendance from all six prequalified contractors and bidding is currently

underway. Construction is anticipated to start in January 2022. The new Instructional Building will serve as the swing space for this project.

Questions/Comments:

1. **Paul Jewell** – Are all six prequalified contractors experienced in renovating historical buildings? **Rodrigo Garcia** – Yes, they are experienced in historical renovation.
2. **Beverly Falco** - When is the bid due date? **Oscar Saghieh** - It is scheduled for early February 2021. **Rodrigo Garcia** – This project is State-funded and therefore it is bound to a set timeline.

Chapman/Newell Instructional Building and New M&O Building – This is a design-build project, similar to the new Instructional Building and contractor and architect hiring will occur at the same time. Site survey and project planning are in progress. The building will serve Veterans by offering mental health and medical health services, a food bank, EPOS Care, CalWorks, and a foster youth program, among others. This building will have spaces that serve multiple purposes such as doubling as classrooms and meeting rooms. The RFP is expected to be released by February 2021.

Questions/Comments:

1. **Mark Pavlovich**: Will the delay to the 300-500 renovation project impact the timeline of other projects? **Rodrigo Garcia** – No, there will be no effect on any other project. The New Chapman/Newell-M&O and Fine Arts are new buildings and do not require a swing space or temporary relocation.

New Performing Arts Complex– This is a 78% State-funded project with the balance coming from bond funds. It is a traditional design-bid-build project delivery method, and an architect Request for Proposal (RFP) is underway with interviews scheduled next week. Authorization for architect selection will be presented to the Board in January. **Dr. Greg Schulz**: The 1100 and 1300 buildings, located at Lemon Street and Chapman Avenue, will be demolished and the existing Wilshire Auditorium will not be demolished. **Rodrigo Garcia** – The future Welcome Center will be located where the 1100 and 1300 building currently reside.

Sewer Line Replacement to 300-500 – This new line runs between the Performing Arts and the portable toilets. This project was completed in July ahead of schedule and \$80K under budget.

Questions/Comments:

1. **Cassandra Perez** – Can you explain the transfer of funds between projects and any subsequent negative impact. **Rodrigo Garcia** – Budgets for projects are constantly being revised as new information is being obtained and budgets are being adjusted. When transfers are made to increase a budget the consequence is that another budget must be reduced.
2. **Cassandra Perez** – Can you brief us when transferred funds between projects are down to "0"? **Fred Williams** – Variances of budget moves and explanations can be found on Page 50 of the COC report. At Fullerton, the largest change involves funding for the new Chapman/Newell Building. **Rodrigo Garcia** - Fullerton College purchased a parking lot off of Raymond Avenue and Chapman Avenue. The Campus has also identified an adjacent vacant lot that is three times the size of the original lot. The goal is to acquire that lot as well, rendering the construction cost of the parking structure unnecessary. The net gain of those two off-site parking lots would nearly equal the number of spaces created in the parking structure, at a significantly reduced net cost. If the purchase is successful, we believe we will have additional funds available for

academic projects. The New Performing Arts Complex was budgeted with a 50/50 split of funding from the State and Measure J, but fortunately approved as a 78/22 project, majority State funded. The campus estimates a significant savings that could be put back to the New Parking Structure if it is needed in the future.

3. **Mark Pavlovich** - As you obtain those other parking lots, and the ratio of parking to students must be maintained, have you inquired with the City of Fullerton whether these purchases will trigger the addition of more parking structures? **Rodrigo Garcia** - If we do add a parking structure, it would be added to our own property, not an off-site lot. **Greg Schulz** – Prior to the pandemic, about 10 percent of our students were actively using the OCTA bus system with their student ID. That is a consideration with the addition of the off-campus parking lot. The city's vision is to construct additional multi-level parking structures, probably closer to Harbor. There is an existing city asset, the Plummer parking structure, and we have a joint-use partnership for students to park there during peak times. An additional possibility is to enter into a joint-use agreement with future parking garages if demands continue.

Anaheim-NOCE Campus Updates: Richard Williams provided the Committee with detailed updates of the major projects at the Anaheim Campus.

Secondary MDF Room – Construction is in progress with installation of the HVAC equipment and rack. Installation of additional IT equipment and tie-in with the central control system is almost complete and will tie-in with the Network Refresh project.

Upper Deck Parking Lot Refurbishment – The IPP/FPP submitted to Sacramento is under review for funding, with a response anticipated as early as January or February 2021. The IPP/FPP is a combination, with a different level of urgency because it is an A-type project that needs to be approved by the State. Approval is expected within one year. This project will include temporary housing for the NOCE classrooms and staff offices. It will also be necessary to plan for temporary housing of the Cypress College Culinary Arts program that is currently located on-site at Anaheim.

IT Network Refresh Update (all Campuses): Morgan Beck provided the Committee with a detailed update regarding the IT Network Refresh.

Progress on the cabling infrastructure is continuing and nearing completion for the District-wide Network Refresh. Trenching is on hold until the purchasing process for Fullerton's new Instructional Building is complete. Physical installation of the access points at the Anaheim Campus is underway, as well as non-physical and back-end infrastructure pieces.

Fred Williams – Unfortunately, there was an incident related to a ladder fall that occurred at Cypress College that ended in a loss of life. This project differs from other projects as it is not part of the Owner Controlled Insurance Program (OCIP), the vendors is responsible for providing employee safety training. District staff has followed up with VectorUSA (vendor) and was informed that the incident was reported to OSHA along with associated training documentation. Ultimately, it was a ladder malfunction. Since then, all ladders have been replaced.

Questions/Comments:

1. **Michael Cooper** – Is a new inspection process in place? **Fred Williams** – VectorUSA has replaced all of their ladders and has equipped employees who work on ladders with helmets. Adjustments to their safety program have also been made.

Financial Review: Fred Williams summarized the Measure J Bond finances:

- Series A and B Bonds remain at \$250M. The estimated interest earnings increased from \$8.5M to \$11M over the next year and a half and the entire \$11M is expected to be used.
- Current budgets for each campus were reviewed through October, along with the variances and expenses.
- At Anaheim, there was an additional \$3M in the holding account for interest earnings.
- Program management fees and other interest expense were outlined.

Fred Williams presented an overview of the 90-Day Look Ahead Schedule for Cypress, Fullerton, and Anaheim (NOCE).

2019-20 Measure J Audit Report - Alicia Herrera presented the Audit Report, as of June 30, 2020, with the following highlights:

- Although the audit was completed remotely, management was cooperative and responsive.
- The Financial and Performance Audits and the Measure J General Obligation Bond Construction Fund reports are contained in the same document.
- On the Opinion of the Financial Statements, Page 3, the audit found they were free of non-compliance.
- The income statement is on Page 5.
- The Audit Opinion, Page 21, noted it did not find any material non-compliance under Measure J.
- Prop. 39 requirements are shown on Page 23. The audit sampled 72 percent, and there were no instances of non-compliance noted.
- No administrative salaries or salaries were charged to Measure J for NOCCCD.

Fred Williams noted Pages 16 and 17, Disclosures, were combined in the audit report. This information is part of our requirements to be included.

Question/Comments:

1. **Sueling Chen** – Can you explain the interest income generated? **Fred Williams** – \$11M is budgeted and projected for the next three years. The goal is to minimize selling bonds under Series A and B. We invested in the Orange County Treasury Educational pool, and that is the interest. All of the interest earned is invested back into the Bond Program.

Master Plan Update. Dr. Cheryl Marshall presented an overview of the NOCCCD Educational and Facilities Master Plan (EFMP) and outlined four areas of the EFMP: process and participation, new Strategic Directions and themes, highlights from the campuses, and ideas for the future.

- We have a philosophy of serving and supporting the “whole” student, for student experience and success.
- All campuses were engaged, and we worked with existing plans already in place rather than starting at ground zero.
- A Steering Committee helped draft the plan, which was presented to the Board of Trustees for final approval.
- The campuses had in-person stakeholder meetings, open forums, and surveys, with responses from 4,800 students from all three campuses, 600 employees, and 368 responses from the community and alumni.
- It took a year to develop the Master Plan.
- During the pandemic, we continued our work remotely, and with 255 participants in workshops.

- The new strategic directions were:
 1. Student Experience and Success
 2. Employee Experience
 3. Stewardship of Resources
 4. Collective Impact and Partnerships, and
 5. Physical Environment

Questions/Comments:

1. **Beverly Falco** - Can you explain how COVID-19 has impacted and directed conversation around the physical environment? **Dr. Cheryl Marshall** – A major lesson learned from the pandemic is the need for greater access to technology and/or access to a quiet study space. There were discussions regarding what can and cannot be done online. Another question that emerges was how we enhance design of indoor and outdoor spaces, so students have gathering spaces and better places to learn.
2. **Mark Pavlovich** – Has a fiscal plan been discussed for students to get help financially, given the challenges of providing for themselves while attending school? Financial problems pose a challenge to learning. **Dr. Cheryl Marshall** –The California Promise Program offers full tuition reimbursement for students enrolled in 12 units of classes as a first-time college student. However, it falls short for students who attend part-time; the State has not offered a willingness to support part-time working students, even though they make up 70 percent of students that we serve. The Promise Program does not cover books or other expenses. Fundraising is now more important than ever to enhance the number of scholarships. **Valentina Purtell** – There is a chance of providing holistic support services for students. There is consideration for all students basic needs. At Anaheim, part of the east wing was transformed into a food pantry and equipped with refrigerator units. The food pantry functions during the pandemic and food distribution continues on a weekly basis. We want to serve the whole family and provide classes and services for children as well as parents.

2019-20 Community Report: **Mark Pavlovich** was complimentary of the content and design of the Community Report and expressed appreciation to everyone involved in putting the report together. **Fred Williams** commented that some mistakes were caught by committee members in the draft report. He thanked them for pointing these out and noted that corrections will be made for the final version that will be sent out. He asked if the committee chair would like to make a formal presentation of the Community Report to the Board. **Mark Pavlovich** said he would be pleased to present the Community Report to the Board and discuss what the NOCCCD is accomplishing and how the students are being provided with all the opportunities for education and support.

Approval of Community Report: The Community Report was accepted and approved with the pending corrections on the final version.

Adjournment: The meeting adjourned at 5:40 PM.

Future Meeting Date: March 3, 2021.