Date: March 21, 2012
Place: Victor Valley Community College, Board Room
        18422 Bear Valley Road, Victorville, CA 92395

1.0 WELCOME, ROLL CALL AND CALL TO ORDER
The Victor Valley Community College District Measure JJ Citizens’ Bond Oversight Committee met on Wednesday, March 21, 2012, in the Board Room of Victor Valley Community College. Diana J. O’Malley, chair, called the meeting to order at 1:30 p.m.

Roll Call: Diana O’Malley (CBOC), Caroll Yule, (CBOC), Michael Brewer (CBOC), Jeremiah Brosowske (CBOC), Richard Greenwood (CBOC); Diane Uli (CBOC), Tosca Lars (CBOC).

Absent: Rudy Cabriales (CBOC)

Present: Edward Rodarte (CBOC member to be sworn in at the next meeting), G.H. Javaheripour, (VVC Vice President, Administrative Services); Steve Garcia (VVC Director, Facilities/Construction); and Shirley Snell-Gonzalez, (VVC Administrative Assistant).

Seven (7) committee members were present. Quorum established.

2.0 PLEDGE OF ALLEGIANCE
Mr. Edward Rodarte led the assemblage in a pledge to the flag.

3.0 INTRODUCTIONS
Diana O’Malley asked that those present introduce themselves and explain their position on the committee. Ms. O’Malley thanked Ms. Yule for presenting the Annual Report and appreciation plaques at the Victor Valley Community College Board of Trustees meeting. Mr. Rodarte attended today’s meeting as a new member, but will be officially sworn in at the next CBOC meeting. His appointment was approved by the Board of Trustees at their meeting on March 13, 2012.

4.0 AGENDA REVIEW
Ms. O’Malley called for changes, corrections, and/or amendments to the agenda. Ms. Snell-Gonzalez stated that as Ms. Yule is leaving the committee, a Vice-Chair should be elected according to the Bylaws. Ms. O’Malley stated that this item would be added as 6.3, under Action Items. The agenda was accepted as revised.

ACTION: There was a motion made by Mr. Greenwood, seconded by Mr. Brewer to add agenda item 6.3, Appointment of a Vice-Chair. The motion passed.

5.0 PUBLIC COMMENTS
No public comments were made.
6.0 ACTION ITEMS

6.1 Approval of meeting minutes, September 14, 2011, December 7, 2011, February 1, 2012, and February 15, 2012. The minutes were collectively submitted for approval.

**ACTION:** Motioned by Ms. Walker and seconded by Mr. Greenwood to approve the September 14, 2011, December 7, 2011, February 1, 2012, and February 15, 2012 minutes as submitted. The motion passed unanimously.

6.2 CBOC Master Calendar, 2012. A calendar for the 2012-2013 CBOC meetings was presented for review. The meetings are scheduled for June 20, 2012, September 19, 2012, December 5, 12, or 19 and March 20, 2013. It was decided that the December meeting will be held on the 12th. The Chair suggested that the members allow free time in their February calendars next year for discussion of the annual report.

**ACTION:** It was motioned by Ms. Walker and seconded by Mr. Greenwood to approve the calendar and schedule the December meeting on the 12th. The motion passed.

6.3 Appointment of a Vice-Chair. Nominations were entertained by Ms. O’Malley for the open position of Vice Chair of the committee. Ms. O’Malley nominated Mr. Michael Brewer as Vice Chair, which was seconded by Ms. Walker. Nominations were closed. Ms. O’Malley called for the vote.

**ACTION:** Ms. O’Malley nominated Mr. Michael Brewer as Vice Chair, which was seconded by Ms. Walker. Mr. Brewer was unanimously approved. Mr. Brewer was approved as the Vice Chair of the CBOC.

7.0 REPORTS/DISCUSSION

7.1 Special Reports – no reports were discussed.

7.2 Bond Project Updates and Expenditures – Mr. Garcia presented the Measure JJ Bond Funds and Facilities Reports to the members for the period of September 1, 2011 through December 31, 2011. He stated that there has been very little change from the last report. The main bond fund spending has been for the Public Safety Training Center. With regard to the Bond Funds report, a brief explanation of the document was given. The top portion lists expenditures of the bonds that have been sold. The next section, lines 24 – 46 shows funds expended for the Regional Public Safety Center; lines 47 – 58, the Workforce Development Center; 59 – 64, the Solar Project; then the Main Campus, Roadways and Parking Improvements and lastly “other” Campus Improvement Projects. Mr. Garcia also gave an explanation as to why the reporting process is somewhat delayed, running three months behind. The payment process involves various levels of verification. The vendor/contractor submits the design build contract to the builder, a pay application (bill/invoice) is prepared, validated, and processed through the Facilities and Construction department, forwarded to the Fiscal Services department, reviewed by the County, which is then cleared, processed and paid. This can take 90 days.
The only change in the report relates to the Regional Public Safety Training Center, i.e., with three up-to-date change orders (approved by the Board), lines 31 – 33. The total contract amount has increased to $31,836,050. With regard to the Main Campus, the expenditures on Campus Energy Projects and the road projects have been almost completely expended. Mr. Garcia explained the timeframe for change orders in a design-build project. Change orders take varying amounts of time, depending on date of submission, Board approval, etc. Initially completely left out, the change orders were later included as an owner-generated request and some solar changes, as well as off-site orders from the Town of Apple Valley VV Water/Sewer Treatment Department that were not communicated to the District, resulting in pass-through fees of $107,000 (sewer connection and water treatment fees). There was a miscommunication with the former administration and the Victor Valley Wastewater Reclamation Authority (VVWRA) misinterpreting that these fees would be waived. The fees are completely separate. The District will pay these fees through contingency funds.

A member asked if there are specific activities that will generate tax revenue and economic benefits to the town and District. The scheduled classes will have first priority, then the Town of Apple Valley has first right of refusal for their training. Finally the revenue-generating type of activities will be scheduled. Programs are being developed, in the Contract Education department through the VVC Foundation. The potential appears to be very good. During spring break, a national company has reserved the entire facility to conduct public safety training, which will promote future economic opportunities for the District and local companies, i.e., hotels, restaurants, etc. through the Executive Director of the Foundation, Ginger Ontiveros.

VVC will be “Center Status” eligible when the college resolves some issues with the Accreditation Commission.

Now that the Public Safety Training Center project is fairly complete, gkkworks Construction Company is winding down. Ron Gerhardt, the on-site manager is still with the District, and is on site doing punch-list items. At some point, Mr. Gerhardt may be brought to the main campus to assist with bond expenditures and bond projects. Mr. Garcia and Mr. Javaheripour have been evaluating the cost of construction and program management as gkkworks Construction Company has been charging for both the construction and program management expenses. With the dwindling number of dollars, taking the program in-house has been considered. Two ideas are being proposed; hiring a project manager and support staff, a permissible expenditure under the Bond language, to work on the projects with Mr. Garcia, and secondly, continue the current contract on a smaller scope, working at a lower hourly rate.

There has been no activity at the Workforce Development Center.

Current work is on the main campus and is in the preliminary stages. One project is the modernization of the Music Building which is 50 years old. Programming and planning is being conducted to include current and up-to-date facilities and equipment. An RFP has been conducted for an architectural company, and NTD Architectural Firm was selected as the design firm, and will
be submitted to the Board of Trustees for approval. The Music building is one of two buildings left on campus that contains asbestos. A company is being hired to evaluate and abate that building.

With regard to line 47, Land Acquisition Costs, the District owns 55 acres on the corner of Main Street and Highway 395, which was purchased outright. There is a strip of land between this property and Highway 395 which prevents Cal Trans from forcing some mandatory updates on VVC. There is a site plan filed with the city of Hesperia, with original title work which has been completed but is currently “on hold” until more bonds are sold. There are no eminent domain issues. Carl Ross owns 150 acres east of the property; streets have been drawn, and entitlements have been expedited. Approximately 250 feet near VVC’s property, the street, Mesa Linda ends. VVC has discussed with Mr. Carl Ross the possibility of Mr. Ross issuing approximately 250 feet of road easement, so that the road may be extended to the College property. The easement provides ingress and egress for the College’s southern side of its property.

A question as to the $1 million campus IT upgrades arose. The money has been spent and the District has augmented these dollars with other general fund or redevelopment monies to make the funds to go further. The IT funds are for big ticket items, i.e., servers, fibers - items that will have long-life expectancy. The Board has approved the allocations for the Music and Vocational buildings, as well as the list of projects. A Room Use analysis, as well as a current cost analysis has been used for these budgets. The District is still in need of more funds for future projects.

Mr. Brewer asked if military Veterans are “at risk” to receive their VA benefits due to the pending accreditation status. Mr. Javaheripour explained that representatives from the Accrediting Commission for Community and Junior Colleges (ACCJC) will be at the college in mid-April for a campus review. Twenty-five California colleges have been placed on varying levels of review, i.e., warning, probation, or show cause. VVC has been placed on probation and is hoping to move up to “warning” status. The District does not anticipate stepping back to “show cause,” which is an occasion to show that you are worthy of being an accredited college. VVC is currently accredited; all units are credit-worthy and remain so. There is no danger as far as the accreditation is concerned. Financially the college is one of the strongest institutions in the state and can withstand the State fiscal issues that are coming up over the next few years, while there are other institutions on the verge of collapse.

8.0 COMMITTEE MEMBERS’ COMMENTS – Mr. Greenwood stated that he would like the committee to consider discussion of applicants confidentially, not in public session. Ms. O’Malley said that the Bylaws will be reviewed and possible legal opinion will be sought.

The dedication ceremony for the Regional Public Safety Training Center is scheduled to be held on Saturday, April 21st at 10 a.m. There will be a full-day agenda with tours of the facility, refreshments and live demonstrations on all the training areas.
Mr. Rodarte and Mr. Brewer asked for a tour of the Regional Public Safety Center. Mr. Garcia stated that he would meet with them immediately after this meeting to arrange a day and time.

Copies of the Annual Reports were made available for the members to take to any public places, cities, or libraries that may have an interest in seeing how the bond dollars are being spent.

Ms. Yule was thanked for her service to the committee and the college.

9.0 NEXT CITIZENS’ OVERSIGHT COMMITTEE MEETING
The next regularly scheduled meeting is Wednesday, June 20, 2012 in the VVC Board Room at 1:30 p.m.

10.0 ADJOURNMENT
The meeting was adjourned at 2:32 p.m.

Documents referenced in these minutes are available on Victor Valley College Measure JJ Bond Citizens’ Oversight Committee website: www.vvc.edu.