



"Carmen Smith"
<csmith@jcmgroup.com>
m>
Sent by:
Postmaster@jcmgroup.com

To: <csmith@vcccd.net>
cc:
Subject: Fwd: East Campus - Center research (You have JCM e-mail)

12/04/2002 10:52 AM
Please respond to
csmith

----- Message from "Rod Rose" <rrose@jcmgroup.com> on Wed, 04 Dec 2002 10:52:34 -0800 -----
To: "Doug Graham" <dgraham@jcmgroup.com>, "Wayne Twedell" <wtwedell@jcmgroup.com>, "Jame
<jhawkes@stratus.nu>
cc: <LDickey@vcccd.com>, <hevans@vcccd.net>
Subject Fwd: East Campus - Center research

I am forwarding to you a copy of an e-mail I have just sent to Larry Calderon in response to discussions we had recently about preparing for his upcoming Foundation-sponsored breakfast in Santa Paula on Dec 12 to generate support for the Santa Paula Center.

As you will note in the last paragraph, he has asked me to present a brief overview of the planning process we are undertaking for the East Campus portion of the Bond funds.

If there are concerns or additional questions you want me to raise, we can discuss them at our meeting on Friday.

----- Message from "Rod Rose" <rrose@jcmgroup.com> on Wed, 04 Dec 2002 10:46:05 -0800 -----
To: <lcalderon@vcccd.net>
cc: "Steve Morange"
<smorange@jcmgroup.com>
Subject East Campus - Center research

Larry:

At our meeting last week to discuss preparation for the December 12 breakfast meeting, I agreed to do some brief research on the size of campus centers. This is related to my concern that you may get into a discussion of alternative sites for the Santa Paula center in the event that there has been no firm decision on the gift of the adjacent 6 acres, or that site becomes unavailable. The question for discussion: "how big a site to you really need?"

We have previously retained Bill Storey, formerly Deputy Director of the California Postsecondary Education Commission, as a subconsultant to JCM, to help us confirm the basic rationale for space, review or update capacity load ratios, and advise us on strategies for integrating Bond Measure S with the State capital outlay program that needs to be developed by the District. Bill also has considerable understanding and experience with issues regarding the size

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of campus centers. I asked him if he could give us a quick summary of his analysis of acreage requirements for such centers, and his reply is quoted verbatim below:

"The Santa Paula Center

As to the center, there are numerous requirements for gaining State approval for any educational center.

The process begins with a "Preliminary Notice" to the Chancellor's Office and to CPEC indicating only that the district is considering applying for official center status. This letter can be sent at any time, even years before a formal application. It can even be handled by an email or a phone call.

To initiate the formal process, the district needs to file a Letter of Intent (LOI) with the Chancellor's Office and CPEC. That letter must include a preliminary five-year enrollment projection, any enrollment history of the current operation, the center's location (maps), a time schedule for development, a resolution from the governing board authorizing the application for educational center status, and a few other items.

If the LOI is approved, the district then develops a Needs Study with more detailed information. There are ten items involved, including an enrollment projection approved by the Demographic Research Unit of the Department of Finance, evidence that the center will not duplicate programs in neighboring institutions at all levels, a consideration of alternatives, a support and capital outlay budget, a (somewhat abbreviated) academic plan, a student services plan, evidence of reasonable transportation access, and a statement regarding environmental impact.

In the past, the enrollment projection has been the most important consideration, and that requires a minimum of 500 FTES in either the Fall term or an annual average, whichever is greater (usually Fall term). There have, however, been exceptions to this rule in the past if it can be demonstrated that the center is meeting a very special need, that the current facilities are hopelessly inadequate to meet that need, if future growth is clearly in evidence that will bring the center to at least the 500 FTES threshold, or if there are economic efficiencies involved such as the donation of a parcel of land or a financial contribution by the district.

You indicated that the current center has less than 400 FTES. Given the lengthy time lines between application and funding, however, is there a way the center could be brought up to 500 FTES within, say, three years? If so, it would be a good idea to get the ball rolling now, since an application submitted today, for example, would have no chance of receiving state funds for at least three or four years. Even approval, if the process began now, wouldn't occur until the end of next year at the earliest.

As to site size, centers have been approved on as few as a couple of acres (e.g. the Watsonville Center of the Cabrillo CCD) or as many as 160 (the Bakersfield Center). The size of the site is highly dependent on what the district intends to do. If a center is proposed to stay a center for-ever, then a 5-10 acre site will do. If the plan is to grow it into a campus - as with the Norco and Moreno Valley centers of the Riverside CCD - then a site of at least 100 acres is probably a good idea. In short, there are no hard and fast rules on site size.

The Community Learning Center of the Mira Costa CCD is being built on a 7.6 acre site in three phases. Phase I was built entirely with district funds (COP's) at a cost of \$8.8 million that produced 25,745 ASF (property acquisition was part of the \$8.8 million), mostly in classrooms, that are intended to accommodate about 500 FTES. Phase II is being built by the Oceanside

Unified School District, and should add another 20,000 ASF. The third phase is proposed to be built by the State several years from now at a cost of \$8 million for about 20,000+ ASF. If that is built, the center should achieve an enrollment of over 1,000 FTES, which would make it virtually an urban campus.

If you would like, I would be more than willing to explore center status with the appropriate people in Ventura. I did this for 25 years - although on the approving end, not as an originator - but I think I know my way around in this area, particularly since I wrote most of the approval guidelines the state uses."

I hope Bill's comments are helpful. If you would like us to do additional research, please let me know.

In addition, I'd appreciate a copy of the agenda for the meeting so that I can prepare my portion of the presentation consistent with your objectives. I assume you want me to review the physical planning process, including time requirements and a review of key issues that need to be addressed.

Please let me know if you have any questions.

Rod

VENTURA COLLEGE EAST CAMPUS
PLANNING MEETING
December 12, 2002
Logdson's Restaurant, Santa Paula
Meeting Summary

Participants: List of participants is attached.

- I. **Welcome and Introductions - Mary Keating, Executive Director, Ventura College Foundation**
Ms. Keating welcomed the participants to the meeting. Participants introduced themselves.
- II. **Meeting Objectives - Larry Calderon, Ventura College President**
Dr. Calderon explained that the meeting was planned as the first step in the planning process for Ventura College's new East Campus facility. Dr. Calderon explained that Ventura College wants to partner with the various community organizations when planning this facility. He also talked about the future of the area and Ventura College's part in economic development.
- III. **East Campus Overview – Linda Rubenstein, Coordinator of Off-campus Programs**
Ms. Rubenstein gave a brief history of the East Campus, which also included the growth of the off-campus programs. In addition she explained the existing and future programs and classes at the EC.
- IV. **Academic Planning Process – Joan Smith, Executive Vice President, Ventura College**
Dr. Smith discussed the college's planning process. She explained that the college is currently developing a master plan from which a facilities plan will develop.
- V. **Facility Development – Rod Rose, JCM Group**
Mr. Rose explained the bond and the phases of facility development based on the issuances of the bond. He also explained planning process and the timeline.
- VI. **Community Involvement Opportunities – Bill Fulton, Facilitator**
Bill Fulton and Chris Williamson of the Solimar Research Group presented selected tables and charts from work recently completed for the Ventura County Workforce Investment Board that illustrated jobs, population groups, and employers relevant to the proposed new East Campus facility. The presentation matched traditional and non-traditional students and VCCCD programs to job growth projections prepared by the UCSN Economic Forecast project. Non-traditional

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students also raise design issues, such as providing on site child care and study facilities.

- Jeri Lupton, child development professor, explained the college's plans for a child development and elder care facility at the new campus. She also announced that the college has received funding to increase the number of child development classes at the East Campus. In addition she has received a grant for bilingual materials and tutors. She is working very closely with Santa Paula High School for advanced placement of high school students in child development.
- Lori Flack, deputy director of Business and Employment Services, Ventura County Human Services Agency, represented Barry Zimmerman, administrator for the Business and Employment Services Department. Ms. Flack explained the planned partnership between the county agencies and Ventura College. She assured the group of the county's commitment to work with Ventura College on the East Campus project. In addition Martin Hernandez from Supervisor Long's office expressed similar support for the project.

Mr. Fulton led a brainstorming activity with the participants for ideas for the new East Campus and on how to achieve East Campus goals. The ideas generated from that activity are attached. Participants were then asked to volunteer for various groups to help plan the East Campus facility.

The group received a commitment from Ventura College to collect the information generated during the brainstorming session and to plan follow up meetings. Thanks was given to the group for everyone's support of Ventura College and the East Campus project.

*Summary of Brainstorming Session
East Campus Ventura College
Santa Paula Community Meeting
WBF, 2/12/03*

Connections to Community

- Building on community strengths to partner and reach out
- Access to Campus in and out of Santa Paula
- Housing for educators and students
- Flexible schedule
- Reach out to
 - home-school community
 - at-risk youth
- Access to technology
- Strengthen partnerships with high schools in other areas.

Connections to Industry and Economy

- Economic development strategy -- bring in employers
- Linkage to tourism
- Industry involvement in curriculum development

Other connections

- Linkages to 4-year institutions without losing credit

Building Program Idea

- Green building program
- Recreational Facilities
- Housing for educators and students

How to reach out to community:

- Partner with Chamber of Commerce
- Town Hall meeting at Community Center
- Connect to current city vision process
- Go to community groups -- high schools, parents, faith-based, clubs, etc.
- Get faculty out into community
- Survey households, business, etc.



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December 14, 2002

Mr. Robert L. Hulseman, President
Solo Cup Company
1700 Old Deerfield Road
Highland Park, Illinois 60035

Dear Mr. Hulseman:

By way of refreshing your memory I wrote to you last May in an attempt to bring your attention to a matter that involved the college for which I serve as president and a plot of land owned by Solo Cup Company in Santa Paula, California.

I was extremely surprised and pleased with the immediate attention you gave to the matter I brought to your attention. In fact, I received a telephone call from your vice president for finance, Ron Whaley within four days of my letter being sent.

What occurred next was exciting and encouraging. Initially, Mr. Whaley informed me that he would make a personal visit to California to discuss the matter in more detail. Subsequently Mr. Whaley was unable to make the trip. Nonetheless, I continued to be encouraged by the fact that Mr. Whaley made arrangements to send Sue Marks your controller in his stead.

Ms. Marks made it clear that it was her understanding that it was your intent to have Ms. Marks make the necessary arrangements for the donation of the vacant Solo Cup property in Santa Paula, California. I can't begin to express the sheer delight with which this news was received.

Given the dramatic absence of social and educational services in the Santa Paula area and the communities hard work in campaigning for the passage of a local general obligation bond measure, it appeared that Solo Cup's charitable gesture was going to create a legacy of enduring proportions.

As a side note it would sound presumptuous of me if I didn't comment on the fact that prior to Ms. Marks remarks regarding the donation of this land I had also been told by Tom Tunncliff and Don DaMico, agents of John Buck Property Management that they were informed of the Solo Cup Company's interest in making this charitable donation to Ventura College for the Santa Paula community.

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As a matter of record Mr. Tunncliff advised me to engage an appraisal agent to determine the current market value of the property in question as a basis for determining whether the donation was a viable tax reality.

Ventura College procured the services of a reputable appraiser. Even before the appraisal of the vacant Solo Cup property in Santa Paula was complete, Mr. DaMico telephoned and indicated that Solo Cup had a further interest in considering a donation not only of its vacant property in Santa Paula but its manufacturing plant as well.

I was encouraged to have a complete appraisal of all Solo Cup property in Santa Paula. A complete appraisal of the Santa Paula Solo Cup property was forwarded to Mr. DaMico and Mr. Tunncliff on November 21, 2001. The cost of the appraisal borne by Ventura College totaled \$3,500.

Within a few days I received another telephone call from Mr. DaMico asking if the completed appraisal might be "adjusted" to reflect a more favorable appraisal value. I referred Mr. DaMico to the project appraiser for his assessment. Subsequently, on November 26, 2001, an appraisal update was forwarded to Mr. DaMico.

In addition, I was asked to provide a written summary of Ventura College's proposed use for the Solo Cup site. This information was conveyed to Mr. DaMico and Mr. Tom Tunncliff on November 16, 2001.

Meanwhile the Ventura County Community College District placed and passed a \$356 million general obligation bond measure in the March 5, 2002 election. Ventura College included \$25 million within the March bond for construction of a permanent and expanded advanced technology center in the Santa Clara River Valley.

Unfortunately, the \$25 million did not include site acquisition funds when it went before the voters. Consequently this bond money cannot be used to purchase land.

During one of the many telephone exchanges between Mr. Tunncliff and myself, I was asked to inquire as to what appraised value might be placed on an additional parcel of property. If deemed of a reasonable write off value then that property could also be included as part of Solo Cup's donation to Ventura College.

In discussions with the area county supervisor, it was discovered that the Piru Solo Cup property is zoned exclusively for agricultural use and is subject to the land use provisions of the Save Our Agricultural Resources (SOAR) covenant. This covenant requires all affected property zone changes to be approved by two-thirds of the county's voting public. Clearly, my influence does not extend into county affairs.

On July 17 2002 we finally had the pleasure of meeting and hosting Ms. Sue Marks, Mr. Tom Tunnicliff, John Buck Property Management and Mr. Bruce Smiley principal with Freeman, Freeman & Smiley LLP of Los Angeles, California.

Arrangements were made for several of the college, city and county dignitaries to receive the Solo Cup delegation in hopes of making it clear what a wonderful opportunity Solo Cup was bringing to fruition. Again, Sue Marks reinforced Solo Cup Company's philanthropic intentions and assured the group the Hulseman family had a history of making such charitable gifts in the interest of community benefit.

What occurred over the course of the next day's activities has become very difficult to comprehend.

Sometime during our discussions with various county and city officials it became clear that both Mr. Tunnicliff's and Mr. Smiley's objectives were to find a manner through which Ventura College would be required to "facilitate" the reappraisal of the property owned by Solo Cup in the Piru area as a condition of receiving the gift of vacant Solo Cup land in Santa Paula.

I repeatedly expressed by concern over the fact that I had not control over the conditions affecting the Piru Solo Cup property. Sue Marks advised me that it was not her understanding that the Hulseman family had any ulterior motive with regards to the Santa Paula property. Nonetheless, Ms. Marks made it clear the as controller it was not her decision to make but one that would be made by the owners of the Solo Cup Company

I have personally made repeated attempts to contact Ms. Marks for a decision on this matter to no avail. In addition, I have also attempted to contact Mr. Ron Whaley on at least three occasions and have been unsuccessful in ascertaining the status of Solo Cup's decision in this matter.

Today, I received a telephone call from Tom Tunnicliff advising me that the donation of the Santa Paula property is conditional on my finding a way to reappraise the property owned by Solo Cup in the Piru area.

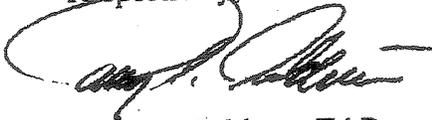
I cannot begin to express my disbelief with Tom Tunnicliff's statement that the bottom line of how much Solo Cup can get for these combined properties is the basis for Solo Cup's decision.

On behalf of County Supervisor Long, the Santa Paula City Council, myself, and all of the citizens who voted to pass our general obligation bond, I seek your intervention and assistance in confirming whether or not Tom Tunnicliff has accurately depicted the decision of Solo Cup Company's Corporate Board of Directors.

Please feel free to contact me directly should you have any questions regarding anything I've said herein. I would further add that, should it serve any purpose, I and anyone else

involved with this project would be more than happy to make the trip to Chicago to meet with you or your board to discuss the details of this matter.

Respectfully,



Larry A. Calderon Ed.D.
President

- CC. Solo Cup Company Corporate Board Officers
- Kathy Long, Ventura County Supervisor
- Wally Bobkiewicz, Santa Paula City Manager
- Dr. James Walker, Interim Chancellor, Ventura County Community College District

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December 19, 2002

RECEIVED
DEC 26 2002

Dr. Larry A. Calderon
President
Ventura College
4667 Telegraph Road
Ventura CA 93003

Dear Dr. Calderon,

I have reviewed your letter of December 14, 2002. I am not only insulted by the implied tone of the letter, I take exception to your representation of events and conversations related to this matter.

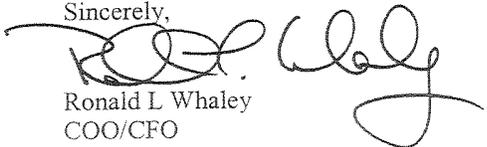
In our last conversation I stated, "Solo Cup Company may be interested in donating the land to the College, but the appropriate work and analysis must be completed so as to support the assumption that the donation is prudent." I also told you "This is not the Company's top priority and you would have to work within our timetable."

At no time has an authorized representative of the Company promised to you or anyone else that any land would be donated to the College.

Your appraisal of the property indicated that the land was valued at approximately \$1,400,000. You fail to mention in your letter that had your appraisal reflected the correct zoning for the land it would have raised the value to an amount in excess of \$2,500,000. We discovered this through our own investigation.

Even after we discovered the true value of the property, both Ms. Marks and Mr. Tunncliff tried to work with you and other public officials in an attempt to arrange a transaction which would still be mutually beneficial.

While it has been our hope that we would ultimately arrange a donation that would benefit College, City and County, it appears that rather than continuing along with the current process you have decided to bring this project to an abrupt end. I will honor your wishes and consider this matter closed.

Sincerely,

Ronald L Whaley
COO/CFO

Via Fax and Certified USPS

- C: Robert L Hulseman, Chairman/CEO - Solo Cup Company
- Susan Marks, Senior Vice President - Solo Cup Company
- Thomas N. Tunncliff - The John Buck Company
- James L. D'Amico - The John Buck Company.
- Kathy Long, Ventura County Supervisor
- ✓ Wally Bobkiewicz, Santa Paula City Manager
- Dr. James Walker, Interim Chancellor - Ventura County Community College District

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THE JCM GROUP

Ventura County Community College District
Ventura College
Project Task Force Meeting – East Campus
Meeting Minutes: February 19, 2003 – 1:00 PM

DRAFT

Distribution and Attendance (A = Attendance, P = Partial Attendance)

Ventura College	Linda Rubenstein (A)
	Kay Faulconer Boger (A)
	Larry Calderon (P)
Ventura College – Facilities Oversight Group	Tom Kimberling
	Larry Manson (A)
Ventura County Community College District	Handel Evans
	Bob Liebling
Leo A. Daly	Vince Coffeen (A)
The JCM Group	Doug Graham (A)
	Barbara Putnam-Sager (A)
	James Hawkes
	Rod Rose
	Leslie Dickey
	Rich Magill
	Carmen Smith
	Ray Juncosa

The purpose of this meeting was to review the project specific narrative for the East Campus. Copies of a revised East Campus Narrative dated February 18, 2003 were handed out.

1.0 FUNDING

Bond Measure S includes \$24,610,000 under the category “Construct Santa Clara Valley Advanced Technology Education Center including classrooms, computer labs, library, and Child Care Center.” The bond money covers only the buildings and site development, not site purchase.

A site acquisition committee is currently being formed. Larry Calderon and Rod Rose/Steve Morange of The JCM Group are working together on site acquisition.

Currently the Santa Paula campus has 2 grants:

- Enlace Grant – for 75 students. Assists students in getting into higher education by offering financial aid, transportation vouchers, book vouchers, workshops with parents (outreach).

6420 Wilshire Boulevard, Suite 1800
Los Angeles, California 90048
Telephone 323.651.1998
Facsimile 323.606.4248

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THE JCM GROUP

Ventura College
Project Task Force Meeting – G Building
February 18, 2003
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- Title V – Spanish Serving Institutions. Significant growth in 6 year period. Outreach portion. Gateway classes at Ventura College. Has paid for remodeling of new suites in office space in Santa Paula.

2.0 EXISTING PROGRAM AND FACILITIES

The program currently is located in a one story building with a couple of suites in a building next door to it. The program has outgrown its' existing location. Because of this, educational offerings are limited and the high school and community center is being used for night classes.

Current demographic for Santa Paula campus – in addition to others who attend a community college many are 1st generation Hispanics, and the first to go to a community college.

Current programs include:

- Certified Nursing Assistant
- Machining (all who graduated last semester got a job).
- English-as-a-second language (ESL)

3.0 PROPOSED PROGRAM AND FACILITIES DEVELOPMENT

It was noted that this is a regional facility so the revised narrative took out previous references to East County in the narrative. The bond language says “Santa Clara Valley.”

A lot of the decisions will be dependent on the site. The needs listed in the narrative are listed in priority.

There was recently a meeting with community leaders to discuss the types of activities that the East Campus will offer. Specific facilities were not discussed. Bus transportation to the location is important to the community. There has been discussion of extending the railroad track (the Fillmore to Piru line) so there would be rail transportation to Santa Paula. The County wants to join in on the project in some way.

Much of the project narrative comes from the University of Arizona website. Linda and Kay are arranging for a visit in March . The Arizona program is designed for 1st year students, 1st generation to go on to higher education.

The 12 general purpose classrooms are the current need plus projected need. Looking at 500 FTE. Classes run 8AM – 8PM. For efficiency, space would be used as community space as well.

Learning Resource Center. Implementation of an inter-library loan of books system would eliminate duplication of Ventura College books. A librarian would be on staff and would schedule tutoring as well as handling library matters. No community access is planned at this time, however there is an intent to put a Ventura College computer in the Santa Paula library.

THE JCM GROUP

Ventura College
Project Task Force Meeting – G Building
February 18, 2003
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The Child Development/Elder Care Facility section of narrative was suggested by Jerry Lupton (Child Development Program). There is currently someone in the community who is putting together an Elder Care facility. There are 2 types of Elder Care – social day care (some education but not a high level of care) and medical care. Linda was not thinking medical care. Jerry was thinking interaction between childcare and eldercare. This would really be a lab for teaching eldercare and childcare. There may be an opportunity to make money with this program.

Food Service. It was thought that this would serve the campus as well as the community. It could possibly serve the elder care program/childcare program also, although there may be licensing issues.

Technology. It was suggested that technology programs should be taught at both the Santa Paula and Ventura campuses.

There is a current project to do an assessment of high demand/high paying jobs in the Santa Clara Valley area.. This campus should provide economic development and draw employers by educating the workforce.

An “Enterprise Zone” should be created. A bookstore, copy center, restaurant, and county service offices, etc. should be included in the enterprise zone. Because these activities were not spelled out in the Bond language, they may need to be financed with other funds.

It is anticipated that physical education classes would be part of program and PE activities and facilities would draw-in the community. The narrative lists a basketball court, soccer field, track, etc. It was noted that this would require lots of land and is expensive to maintain. There has been discussion of a city park in Santa Paula. Could the educational PE be a part of the park i.e. have joint recreational facilities?

Parking. It is not known what the requirement would be. Standard is 4 per 1,000 for County offices. However, public colleges are exempt from City regulations.

There is a Hydroponics grant (outdoor lab) being pursued by Ventura College. Consider putting it at Santa Paula rather than Ventura campus. It is a space dependent program.

The campus should be planned to house space for County offices (Santa Clara Valley Job and Career Center). Currently there is no contract for the County to use the space but Kathy Long, area Representative, has always said they would take space.

Add a new item to narrative:

- L. Commercial Leased Office Area.

Need to develop a business plan. This would be a self funded/self supporting center so don't have to rely only on state funding.

**VENTURA COLLEGE EAST CAMPUS PROFILE
(2-25-03 Draft)**

Current Description

Ventura College has a satellite campus on 105 Dean Drive in the City of Santa Paula (805.525.7136) to offer a variety of general education and vocational classes for the growing population in the Santa Clara Valley. It falls under the responsibility of the Dean of Off-Campus Programs (Dr. Kay Faulkoner-Boger), located on the main campus and a full time Coordinator (Linda Rubenstein), located on the East Campus. In addition to the Coordinator, the East Campus has the following staff:

1. Clerical assistant (full-time)
2. Counselor Assistant (full-time)
3. Admissions and Records Assistant (full-time)
4. Counselor for the ENLACE program (ENGaging LATino Communities for Education), a Kellogg-funded initiative (full-time)
5. Instructional Assistant for the Manufacturing Technology program (full-time)
6. Counselor for the Extended Opportunity Programs and Services (EOPS), a state-funded initiative (part-time)
7. Academic Counselor (part-time)
8. Matriculation Specialist for Santa Paula High School (part-time)
9. Matriculation Specialist for Nordoff High School (part-time)

The East Campus has three full-time faculty:

1. Business
2. Manufacturing Engineering
3. English, with a specialty in ESL

The remaining faculty are part-time or are drawn from the Main Campus.

The East Campus offers 40-50 course each term in a variety of subject areas, including art; English instruction; business; computing; math; writing; communication; nursing; and machine technology. In addition to the courses on the East Campus, Ventura College also offers courses at Santa Paula and Fillmore High Schools, which would be offered on the East Campus if it had more space. Classes at Santa Paula and Fillmore High Schools include accounting, criminal justice, English, health, history, psychology, sociology wellness, and Spanish.

The Fall 2002 enrollment the East Campus and Santa Paula and Fillmore High Schools (for classes that would was 1,385 headcount, or 261 FTES.

Environmental Trends

1. Like Ventura County as a whole, the Santa Clara Valley has historically been a strong agricultural area. In fact, Santa Paula, in the center of the Valley and its largest City, is known as "The Citrus Capital of the World". However, a diversification of the County's economic base is forecasted in the coming years.
 - a. There has been a large, recent growth in high tech businesses to Ventura County, so much so that Deloitte & Touche, in recent years, has listed six Ventura County company's among its so-called "Fast 50" list of quickly expanding technology companies:

- Power-One, Inc.
 - Vitesse Semiconductor
 - Interlink Electronics
 - ELabs, Inc.
 - Moco Plus, Inc.
 - Bio Source International, Inc.
- b. The top occupations in Ventura County, in terms of percentage growth include:
- Biological scientist
 - Plastic molding and casting machine operators
 - Chemical equipment controllers and operators
 - Computer support specialists
 - Computer engineers
 - Industrial engineering technicians
2. The population of the Santa Paulo to Piru corridor, now estimated as 50,000, is experiencing considerable growth. U.S. census data show that the population increased by approximately 14% between 1990 and 2000.
 3. Ventura County is becoming more diverse, with the largest growth occurring in the Latino community. In the 1990 census, about 26 percent of the County was Latino. In 2000, the number had grown to approximately 33%. However, while 33% of the County's population Latino, about 50% of the Santa Clara Valley is Latino.
 4. 2000 census data also show that approximately 26% of households in Ventura County listed Spanish as the primary language spoken at home. This statistic is supported by a recent study that revealed that 30% of the Latino students in the Ventura County School District are designated as having "Limited English Proficiency."
 5. According to the 2002 Ventura County Workforce Investment (WIN) Board, 43% of adults in Fillmore and 40% of the adults in Santa Paula have attained less than a high school education.
 6. The WIN study also revealed that household income in the Santa Clara Valley is considerably below the Ventura County average of \$59,666. For example, Santa Paula's average household income is \$41,651, or 30% below the County average. The comparable numbers for Fillmore are \$45,510 and 24% respectively.

In sum, workforce, demographic, educational and economic trends create a unique opportunity for Ventura College to expand its presence the Santa Clara Valley in order to serve the population there, and, in doing so, bring strength to the economic base and quality of life of the *entire* County.

Plans for the East Campus

The Educational offerings would build upon the East Campus' current emphasis in technology training, English as a second language, communication, and other basic skills . The college will also extend a number of existing Main Campus courses and programs to the East Campus (e.g., general education, computer training; Cisco, Oracle, and IBM certification); and it will consider creating new programs that build upon programs that exist on the Main Campus. Possibilities include new programs in engine technology, such areas as diesel engines, alternate fuels, industrial engines and marine engines. Additionally, to align with the growing biotechnology industry in the County, the College will explore developing programs for the East Campus that will lead to jobs

as entry-level biotechnicians. Further, the college will explore new programs in multimedia for positions in such areas as video production, animation, and cinematography.

The East Campus already has a number of student services. These will be expanded in full cooperation with those on the Main Campus, including the use of on-line services. New services will include a child care center and a user-friendly, one-stop center where individuals can go to develop and educational plan that will lead to achieving their personal and professional goals.

The East Campus provides unique opportunities to form partnerships with the local City, the County, businesses and other organizations that will help fund programs that are mutually beneficial.

A site study is taking place to find the optimal location on which to expand the East Campus. When determined and acquired, the College will use \$24.61 million in Measure S funds that have been earmarked for the East Campus to accommodate the growing need for education in the Santa Clara Valley. The goal is to construct state-of-the-art buildings and grounds, with architecture and landscaping that reflect the quality of the Main Campus.

Ventura College will initiate a feasibility study to qualify the East Campus for "Center" status in the eyes of the State. Though the minimum enrollment to achieve such status is 500 FTES, the plan is for the East Campus to grow to 750 - 1,000 FTES. Based upon the current FTES to headcount ratio, this would translate to a total headcount enrollment on the East Campus of between 4,000 – 5,500 students.

Linkages with the Educational Master Plan

Core Values

Further developing the East Campus will realize a number of the core values of Ventura College, including:

- Access
- Innovation
- Diversity
- Service
- Collaboration

Vision and Mission

It also helps realize the vision and mission of Ventura College, which includes such ideals and functions as:

- Aligning programs and services to meeting regional needs
- Job placement and advancement
- Active outreach
- Meeting employment needs
- Providing educational experiences in basic skills
- Promoting success
- Developing individuals to their full potential
- Forming unique partnerships

Goals

The East Campus would also help accomplish most of the goals of Ventura College, including the following:

- Maintain and develop excellent programs and services in a unique a learning environment where individuals can fulfill their personal and professional dreams.
- Increase enrollments at Ventura College and access to post-secondary education for all citizens in Ventura County.
- Expand the use of instructional and administrative technology to make Ventura College a recognized leader of technology among California community colleges.
- Foster a climate that promotes learning and manifests Ventura College's core values.
- Create a physical environment that supports Ventura College's mission, goals and initiatives and generates pride.
- Form partnerships with educational, business, and civic organizations that will achieve mutual goals, and strengthen the College and the region.
- Create a strong, unified image that reflects Ventura College's aspirations and importance to the campus and external communities.



East Campus Profile

Current Description

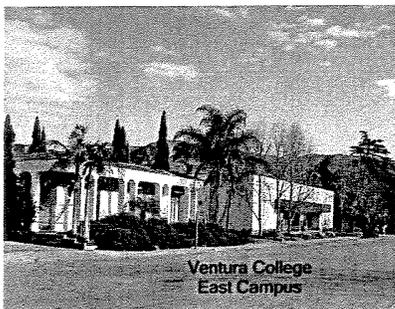
Ventura College has a satellite campus in leased space on Dean Drive in the City of Santa Paula to offer a variety of general education and vocational classes for the growing population in the Santa Clara Valley. It falls under the responsibility of the Dean of Off-Campus Programs who is located on the main campus, and a Coordinator, located at the East Campus. In addition to the Coordinator, the East Campus has the following staff:

- Clerical Assistant (full-time)
- Counselor Assistant (full-time)
- Admissions and Records Assistant (full-time)
- Counselor for the ENLACE program (ENGaging LATino Communities for Education), a Kellogg-funded initiative (full-time)
- Instructional Assistant for the Manufacturing Technology program (full-time)
- Counselor for the Extended Opportunity Programs and Services (EOPS), a state-funded initiative (part-time)
- Academic Counselor (part-time)
- Matriculation Specialist for Santa Paula High School (part-time)
- Matriculation Specialist for Nordhoff High School (part-time)

The East Campus has three full-time faculty:

- Business
- Manufacturing Engineering
- English, with a specialty in ESL

The remaining faculty are part-time or are drawn from the Main Campus.



The East Campus offers 40-50 courses each term in a variety of subject areas, including art; English instruction; business; computing; math; writing; communication; nursing; and machine technology. In addition to the courses on the East Campus, Ventura College also offers courses at Santa Paula and Fillmore High Schools, which would be offered on the East Campus if it had more space. Classes at Santa

Paula and Fillmore High Schools include accounting, criminal justice, English, health, history, psychology, sociology, wellness, and Spanish.

The Fall 2002 enrollment for the East Campus and Santa Paula and Fillmore High Schools was 1,385 headcount, or 261 Full-time Equivalent Students ("FTES").

Environmental Trends

1. Like Ventura County as a whole, the Santa Clara Valley has historically been a strong agricultural area. In fact, Santa Paula, in the center of the Valley and its largest City, is known as "The Citrus Capital of the World". However, a diversification of the County's economic base is forecasted in the coming years.
 - a. There has been a large, recent growth in high technology businesses in Ventura County, so much so that Deloitte & Touche, in recent years, has listed six Ventura County companies among its so-called "Fast 50" list of quickly expanding technology companies:
 - Power-One, Inc.
 - Vitesse Semiconductor
 - Interlink Electronics
 - ELabs, Inc.
 - Micro Plus, Inc.
 - Bio Source International, Inc.
 - b. The top occupations in Ventura County, in terms of percentage growth include:
 - Biological scientist
 - Plastic molding and casting machine operators
 - Chemical equipment controllers and operators
 - Computer support specialists
 - Computer engineers
 - Industrial engineering technicians
2. The population of the Santa Paula to Piru corridor, now estimated at 50,000, is experiencing considerable growth. U.S. census data show that the population increased by approximately 14% between 1990 and 2000.
3. Ventura County is becoming more diverse, with the largest growth occurring in the Latino community. In the 1990

census, about 26 % of the County was Latino. In 2000, the number had grown to approximately 33%. However, while 33% of the County's population is Latino, about 50% of the Santa Clara Valley is Latino.

4. 2000 census data also show that approximately 26% of households in Ventura County listed Spanish as the primary language spoken at home. This statistic is supported by a recent study that revealed that 30% of the Latino students in the Ventura County School District are designated as having "Limited English Proficiency."
5. According to the 2002 Ventura County Workforce Investment (WIN) Board, 43% of adults in Fillmore and 40% of the adults in Santa Paula have attained less than a high school education.
6. The WIN study also revealed that household income in the Santa Clara Valley is considerably below the Ventura County average of \$59,666. For example, Santa Paula's average household income is \$41,651, or 30% below the County average. The comparable numbers for Fillmore are \$45,510 and 24% respectively.

In sum, workforce, demographic, educational and economic trends create a unique opportunity for Ventura College to expand its presence the Santa Clara Valley in order to serve the population there, and, in doing so, bring strength to the economic base and quality of life of the entire County.

Plans for the East Campus

The Educational offerings would build upon the East Campus' current emphasis in technology training, English as a second language, communication, and other basic skills . The college will also extend a number of existing Main Campus courses and programs to the East Campus (e.g., general education, computer training; Cisco, Oracle, and IBM certification); and it will consider creating new programs that build upon programs that exist on the Main Campus. Possibilities include new programs in engine technology, such areas as diesel engines, alternate fuels, industrial engines and marine engines. Additionally, to align with the growing biotechnology industry in the County, the College will explore developing programs for the East Campus that will lead to jobs as entry-level biotechnicians. Further, the college will explore new programs

in multimedia for positions in such areas as video production, animation, and cinematography. Finally, to serve the critically important needs of the agricultural industry, a fully developed East Campus could provide for expanded programs in agriculture, e.g., water and irrigation processes, plant biology, and pest management.

The East Campus has a limited number of student services. These will be expanded in full cooperation with those on the Main Campus, including the use of on-line services. New services will include a child care center and a user-friendly, one-stop center where individuals can go to develop an educational plan that will lead to achieving their personal and professional goals.

The East Campus provides unique opportunities to form partnerships with the local City, the County, businesses and other organizations that will help fund programs that are mutually beneficial.



A site study is taking place to find the optimal location on which to expand the East Campus. When determined and acquired, the College will use \$24.6 million in Measure S funds that have been earmarked for the East Campus to accommodate the growing need for education in the Santa Clara Valley. The goal is to construct state-of-the-art buildings and grounds, with architecture and landscaping that reflect the quality of the Main Campus.

Ventura College will initiate a feasibility study to qualify the East Campus for "Center" status in the eyes of the State. Though the minimum enrollment to achieve such status is 500 FTES, the plan is for the East Campus to grow to 750 - 1,000 FTES. Based upon the current FTES to headcount ratio, this would translate to a total headcount enrollment on the East Campus of between 4,000 and 5,500 students.

**Linkages
with the
Educational
Master Plan**

Core Values

Further developing the East Campus will realize a number of the core values of Ventura College, including:

- Access
- Innovation
- Diversity
- Service
- Collaboration

Vision and Mission

A fully developed East Campus also helps realize the vision and mission of Ventura College, which includes such ideals and functions as:

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- Form partnerships with educational, business, and civic organizations that will achieve mutual goals, and strengthen the College and the region.
- Create a strong, unified image that reflects Ventura College's aspirations and importance to the campus and external communities.



RECEIVED
MAR 24 2003
CITY OF SANTA PAULA

March 18, 2003

Wally Bobkiewicz
Santa Paula City Manager
970 Ventura St.
Santa Paula, CA 93060

Dear Mr. Bobkiewicz:

I would like to extend my appreciation for your continued interest in the Ventura College East Campus expansion, and to extend an invitation to you to serve as a member of the East Campus Site Acquisition Committee. As you know, the expanded center will serve the population of the Santa Clara River Valley, and strengthen the economic base for the community.

A Site Acquisition Committee breakfast meeting is scheduled for April 4, 2003, at 8:00 a.m. at El Pescador Restaurant, 322 Peck Rd., Santa Paula. Attached is an agenda for the meeting. You will note that one of the items for discussion is available sites.

I hope that you will be able to take part in this exciting activity. Please call my assistant, Angela Marquez, at 654-6460 by April 2 and let her know if you are able to attend. I look forward to this meeting and to working with you for the economic and educational development of the Santa Clara River Valley.

Sincerely,

Larry A. Calderon, Ed.D.
President

Attachment 10F

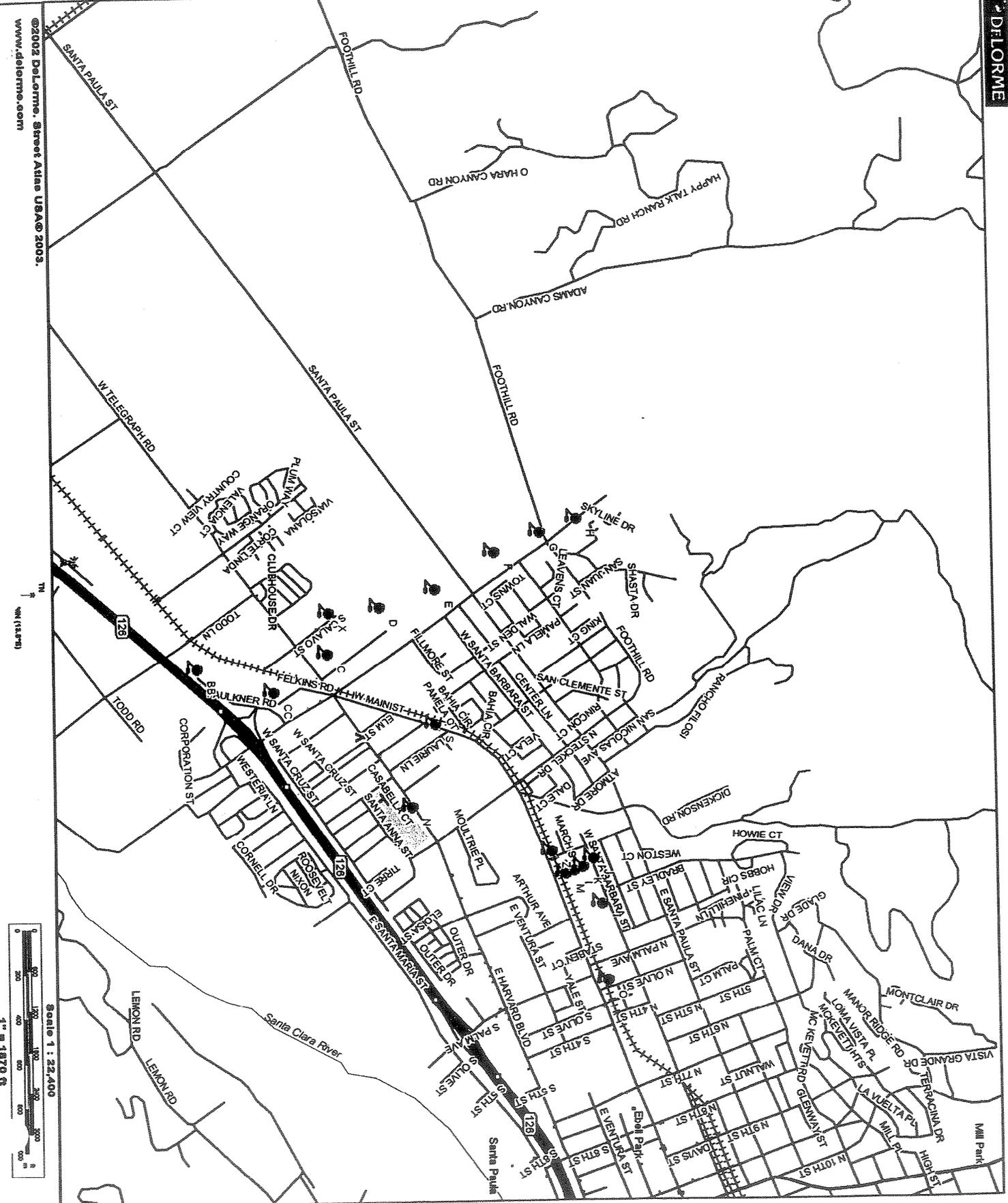
VENTURA COLLEGE
East Campus Site Acquisition Committee
April 4, 2003

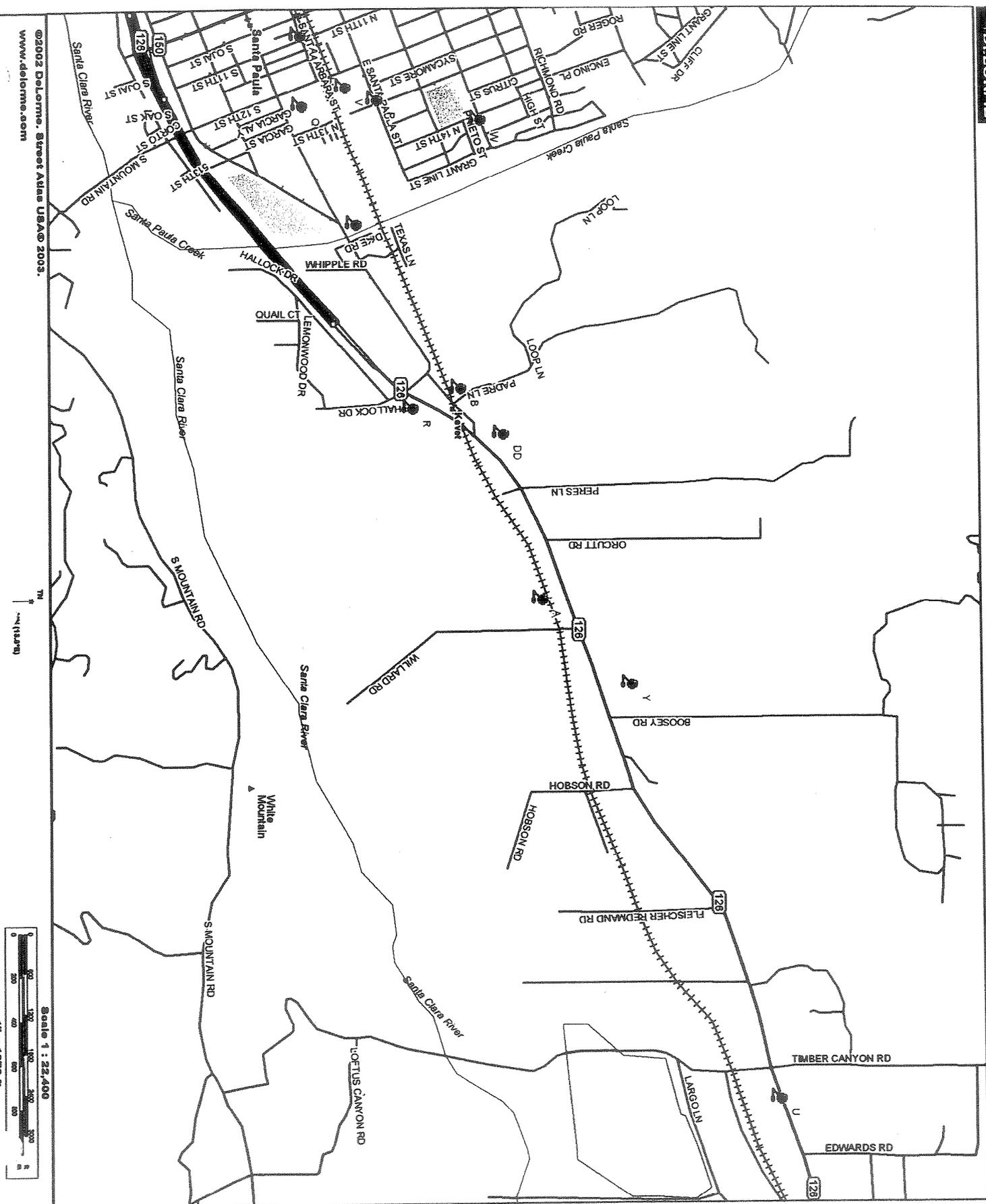
AGENDA

- I. Welcome and Introductions – Mary Keating, Executive Director, Ventura College Foundation and Larry Calderón, President, Ventura College
- II. City Council Site Acquisition Subcommittee Report
- III. Santa Paula Available Sites – Larry Calderón
- IV. Next Steps – Larry Calderón

Site	APN	Size (acres)	Location
A	107-0-011-115	24.61	On South side of 126, between Hallock and Willard
B	107-0-200-115	62.57	North of the intersection of 126 and Telegraph, West of Padre Lane
C	097-0-040-015	5.04	North side of West Telegraph Rd., between Calavo and Sheppard Rd.
D	097-0-040-035	10	West of Peck Rd. near intersection of Fillmore and Peck; triangular/interior property
E	097-0-040-025	51.64	Southwest corner of Peck Rd. and W.Santa Paula Street
F	097-0-020-100	11.62	Northwest corner of Peck Rd. and W. Santa Paula Street
G	097-0-020-135	30.11	Southwest corner of Peck Rd. and Foothill Road
H	038-0-140-270	4.8	Northwest corner of Peck Rd. and Foothill Road
I	105-0-063-035	2.16	
	105-0-063-045	2.16	
	105-0-063-055	2.16	
		6.48	South side of Santa Barbara Street between Dean Drive and Palm Avenue
J	105-0-063-095	0.35	Southeast corner of Dean Dr. and Santa Barbara St.
K	105-0-063-085	0.88	119 North Dean Drive
L	105-0-063-075	0.28	115 North Dean Drive
M	105-0-063-065	0.68	105 North Dean Drive
N	102-0-221-035	.64	
	102-0-221-025	.64	
	102-0-221-015	.64	
		1.92	South side of Harvard Blvd., west of Steckel Dr. east of Laurie Lane
O	103-0-042-145	2.16	Northeast corner of Palm Avenue and Main St.
P	101-0-183-395	1.6	
	101-0-183-415	1.5	
		3.1	South side of East Santa Paula St., between 12th and 13th St.
Q		1	East side of 12th St., between East Main St. and the railroad tracks
R		1-2	Southeast corner of Hallock Dr. and 126
S	102-0-030-075	2.8	Northwest of Main St, opposite Laurie Lane, Lucada and Elm Streets
T		2-3	North of East Main St. at the intersection of Harvard Blvd.
U		20	South side of 126, west of Timber Canyon Road; "Heritage Valley Ranch"
V	101-0-183-345	.56	East side of 12th St., just north of the railroad tracks
	101-0-183-355	.20	
	101-0-183-115	1.02	
		1.78	
W	101-0-151-165	1 + -	Southwest corner of North 14th St. and East Orchard St; adjacent to Las Piedras Park
	101-0-151-185		
	101-0-151-175		

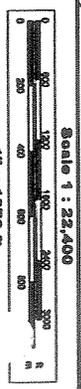
Site	APN	Size (acres)	Location
	101-0-151-195		
	101-0-151-155		
	101-0-151-205		
	101-0-151-215		
X		4	West side of South Calavo St.; behind Calavo building
Y		40	650 feet north of Highway 126, East of Willard Rd.
Z		2.017	Southwest corner of March St. at Dean Drive
AA		1-2	Southeast corner of Santa Barbara St. and N. Ojai St.
BB	098-0-020-195	2.65	West of K-Mart at dead-end of Faulkner Road
	098-0-020-205	2.27	
BB+	098-0-020-045	5.91	West of site BB, across Todd Lane
CC	098-0-020-275		North area of K-Mart site
DD		405	Limoneira Property/Teague-McKevett Ranch; Highway 126 frontage





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Board of Trustees
Ventura County Community College District

MINUTES
FOR THE MEETING OF
JUNE 17, 2003

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, June 17, 2003, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Arturo D. Hernández, President
Cheryl Heitmann, Vice-President
Robert S. Gonzales
Allan W. Jacobs
Mary Anne Rooney
Elizabeth Wolfel, Student Trustee

Management Present:

James Walker, Interim Chancellor
Michael Gregoryk, Deputy Chancellor
Eva Conrad, President, Moorpark College
Ramiro Sanchez, Executive Vice President, Student Learning, for Lydia Ledesma-Reese, President, Oxnard College
Larry Calderón, President, Ventura College
Robertta Sistos, General Counsel
William Studt, Vice-Chancellor, Human Resources
Vic Belinski, Associate Vice-Chancellor, Information Technology
Ruth Hemming, Executive Vice President, Student Learning, Moorpark College
Sue Johnson, Assistant Vice Chancellor, Business Services
Patricia Parham, Director of Personnel, Office of Personnel Commission and CMA President
Patricia Kistler, Director of Governmental and Public Affairs
Carolyn Inouye, Director of Institutional Research
Jim Botting, Police Chief

Faculty/Staff/Student Representatives:

Mary Jones, Oxnard College Academic Senate President
Becky Santillian-Hull, Ventura College Academic Senate President
Jack Miller, Moorpark College Academic Senate President
Angie Marquez, Ventura College Classified Senate President
Larry Miller, AFT
Elena Nua, SEIU

CALL TO ORDER

President Hernández called the meeting to order in the Cowan Conference Center – Ventura Room at 4:00 p.m.

Revision Date: January 13, 2006

Attachment 11

John, Randy	09/10/70	Ventura College
Jump, Ellis	09/08/66	Ventura College
Lewis, Gary	09/06/77	Ventura College
Ohara, Maricarmen	01/08/92	Ventura College
Passno, Phillip	02/01/70	Ventura College
Popiel, Jon	09/10/68	Ventura College
Rodrigues, Donald	09/10/65	Ventura College
Roe, Thomas	09/10/68	Ventura College
Rolff, Karla	09/13/72	Ventura College
Sifuentes, Octavio	09/11/74	Ventura College
Stevenson, Deni	08/19/91	Ventura College
Terry, Colin	09/02/86	Ventura College
Turse, Emanuel	08/14/74	Ventura College
Washington, Ola	09/11/74	Ventura College
Wolfe, Glen	09/10/70	Ventura College

President Hernández recognized the retirees.

At 7:35 p.m. a brief reception was held to acknowledge Patricia Kistler, the retirees, and to recognize Elizabeth Wolfel. The meeting reconvened at 7:55 p.m.

Michael Gregoryk introduced Graham Grice, Keenan & Associates, who gave a brief overview of the Protected Insurance Program for Schools.

Reports

REPORTS

- **Ventura College**
 - **President** – Larry Calderon, Vic Belinski, Becky Hull, Patricia Fox West, and Connie Baker made a presentation on the Curriculum Management Data Base Project. Patricia Fox West announced that Ventura College received state recognition for innovation in education and presented the award to Dr. Larry Calderon.
 - **Student Government Representative** – Elizabeth Wolfel commented on her meetings with the student government representatives.
 - **Classified Senate Representative** – Angie Marquez commented on the duties of classified staff. She reported on the Employee Emergency fund to assist staff undergoing financial hardships, because of cutbacks, and thanked the Ventura College management for their contribution. Ms. Marquez acknowledged the retiring faculty and classified staff of Ventura College and welcomed Pat Kistler to Ventura College.
 - **Personnel Commission Representative** – Patricia Parham pointed that out that of the 19 positions eliminated, there were only 6 layoffs. She reported on a workshop that was held to assist those being laid off.
 - **Chancellor** – James Walker welcomed Ramiro Sanchez and said that he was attending the meeting for Lydia Ledesma-Reese who was ill.
 - **Deputy Chancellor** – Michael Gregoryk updated the Board on the Tentative Budget.

- **Measure "S" and Capital Construction Projects** – Handel Evans commented on his recent trip to Cuba sponsored by Ventura College and acknowledged Yvonne Bodle and Bill Hendrix for their efforts in organizing the program. Mr. Evans introduced Rob Rose, JCM Group. Mr. Rose gave a report on the Capital Program - State Funds & Measure "S".

There was a brief discussion regarding this item. It was pointed out that Trustees Heitmann and Hernández would meet to develop a protocol regarding the establishment of centers. Handel Evans commented on the proposed Project Labor Agreement. Michael Gregoryk gave a brief overview of the bond issue. Bob Liebling reported on the Capital Construction Plan.

- **Trustees**
 - **Subcommittees** - President Hernández reported on the Construction Subcommittee meeting. He commented on his meeting regarding Project Labor Agreements and distributed information from Bob Guillen.
 - President Hernández gave a brief report on his meeting with the Santa Paula City Council ad hoc committee regarding the Santa Paula Center.

PUBLIC COMMENTS

Elena Nua commented on the selection of an interim chancellor and negotiations.

CHANGES TO THE AGENDA

Human Resources

The following items were revised as listed:

5.1.5 Reassignments of Classified Personnel

Add:

McGinley, Barbara, reassigned from Administrative Assistant IV, PCN #DCU064, District Service Center, to Administrative Assistant II, 11 mos., PCN #VCU019, Ventura College, effective June 18, 2003.

5.1.6 Retirement of Permanent Personnel

Add:

Greene, Joan, Instructional Lab Tech. I/Info. Systems, Ventura College, effective June 30, 2003.

Add:

Stanton, Lloyd, Instructional Lab Technician I/Information Systems, Oxnard College, effective June 30, 2003.

5.1.8 Resignation of Classified Personnel

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Citizens Oversight Committee
(Bond Measure S)

MINUTES
July 21, 2003

Mr. Don Facciano was the Acting Chair in the absence of Chairman Randy Churchill. Mr. Facciano called the meeting to order at 3:05 p.m.

I. Roll Call

Roll call was taken and a quorum was established with the following present:

Committee Members Present: Jack Dickenson, Don Facciano (Acting Chair), Gerald Gooss, Rex Laird, Ted Martens, Mary Anne McCabe, Jere Robings, Sandra Rosales, Jane Rozanski, Connie Tushla, Michael Wesner, Bob Huber

VCCCD Administration Present: Bill Studt, Interim Chancellor; Bob Liebling, Director of Facilities; Mary Anne McNeil, District Budget Officer; and Eva Conrad, President of Moorpark College.

Others Present: Handel Evans, Bond Project Manager; Les Dickey, The JCM Group; and Doug Graham, The JCM Group.

II. Chairman's Comments

Mr. Facciano welcomed everyone and called for approval of the minutes of the meeting of April 21, 2003. Ms. Rozanski moved to approve the minutes as submitted. Mr. Robings seconded the motion with Ms. Rosales abstaining. The motion to approve carried.

III. Interim Chancellor's Comments

Mr. Studt introduced himself and indicated he welcomed the opportunity to serve as Interim Chancellor and to participate with the Citizens Oversight Committee.

IV. Old Business

A. Selection of Audit Firm

Mr. Michael Wesner reviewed the status for selection of an audit firm for Bond Measure S. Three RFQ responses were received. Mr. Wesner, Dr. Al Jacobs, Dr. Jim Walker, and Ms. Sue Johnson met with the top two candidates. No CPA

Attachment 12

firms based in Ventura County responded. The Citizens Oversight Committee will submit a recommendation to the VCCCD Board of Trustees to approve a contract with Vincenti, Lloyd and Stutzman for a one-year contract for Bond Measure S auditing services for fiscal year 2002-03. The Citizens Oversight Committee will further recommend to the Board of Trustees that the COC meet with the auditing firm at least twice during the fiscal year.

B. Report of Expenditures

Ms. Mary Anne McNeil distributed and reviewed a summary of project costs (unaudited) for VCCCD Use of Bond Proceeds - \$85 million First Issuance as of June 30, 2003.

C. General Overview of Bond Program and Report on Current Projects

Mr. Evans indicated that, at this meeting, The JCM Group will present a review of the VCCCD Bond Measure S Executive Report (prepared by JCM) with regard to the progress and planning for Bond Measure S. Currently, progress has included preparation and planning as necessary in the process to move toward project construction, i.e., master planning, infrastructure studies, EIR/CEQA processes, hiring of architects, engineers, etc.

Several projects for special repairs/renovations (not requiring EIR/CEQA studies), i.e., "quick start" projects, have been or are in the process of being implemented.

It is anticipated that a proposed selection list of three or four major projects for each campus, when finalized, will be presented to the Board of Trustees for review and approval.

V. New Business

A. Election of Chairperson/Vice Chair

No nominations have been received for Chair or Vice Chair. The election will be carried to the next regularly scheduled meeting.

B. Emerging Issues

The Santa Paula Center and the Conejo Center are identified in Bond Measure S.

1. Santa Paula Center

This is to be an off-campus center, built in Santa Paula, with anticipated funding by the State from the perspective of facilities, maintenance and operations. (Therefore, maintenance and operation costs do not come out of an individual campus budget, i.e., Ventura College.) Residents of Santa Paula are very supportive of this center and are working collaboratively with the City of Santa Paula to locate a site appropriate for building this facility.

Mr. Evans distributed the CPEC publication, "Guidelines for Review of Proposed University Campuses, Community Colleges and Education Centers." VCCCD is in the process of putting together a request to the State with justification for building such an off-campus center. However, before proceeding, a site still needs to be identified.

2. Conejo Center (outreach program)

This is a joint venture between the Conejo Valley Unified School District and Moorpark College. It is anticipated that the Conejo Center will be built on a Conejo Valley Unified School District site at Janss Rd. and the 23 freeway. This would not be a "State" facility (different from the Santa Paula Center). It will be an outreach operation and totally funded and supported by Moorpark College with joint use by the Conejo Valley Unified School District.

3. Project Labor Agreement

Mr. Facciano referred to correspondence received regarding the Project Labor Agreement and a response, which was sent and signed by Chairman Randy Churchill with copies sent to Citizens Oversight Committee members. Mr. Evans reviewed the status of this matter, indicating there is no Project Labor Agreement. A draft was developed, but we have not reached agreement to finalize it. Mr. Studt and Mr. Evans plan to schedule meetings with the appropriate parties in an effort to resolve the issues surrounding the adoption of such an agreement. Final action will be a concern of the Board of Trustees.

C. Action taken by the Board involving bond funds

A listing of Board actions taken involving bond funds since the last Citizens Oversight Committee meeting was provided.

D. JCM discussion of Executive Report

Mr. Doug Graham provided a review of the VCCCD Capital Program Executive Report (prepared by The JCM Group, dated May 2003). The report includes a Summary, Accomplishments through May 2003, Project Definition Process, Capital Program Development (2002-03) and Capital Program Implementation Plan (2002-03 to 2009-10) and Project Recommendations. Mr. Graham indicated this is a management tool and report "at a point in time" (that will be updated and changed as needed) looking at the original bond projects, how they were going to be implemented, and leveraging those projects in the "right-size," preserving assets where we don't need to tear down, putting projects together, utilizing options for State funding, etc. In total, these changes reflect an estimated \$60 million in savings by reconceptualizing these projects and, thus, gaining the highest and best use of bond funds.

Citizens Oversight Committee Minutes
July 21, 2003

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VI. Public Speakers
None.

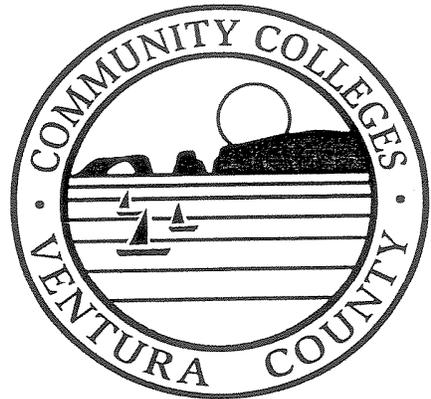
VII. Adjournment
The meeting adjourned at 4:55 p.m.

NEXT MEETING: Monday, October 20, 2003, 3:00 p.m., room CA-9 (Camarillo Airport site)

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Board of Trustees Ventura County Community College District

Arturo D. Hernández
President
Cheryl Heitmann
Vice-President
Robert S. Gonzales
Trustee
Allan W. Jacobs
Trustee
Mary Anne Rooney
Trustee
Elizabeth Wolfel
Student Trustee



William Studt
*Interim Chancellor/
Secretary to the Board*

Moorpark - Oxnard - Ventura

**MINUTES
FOR THE MEETING OF
OCTOBER 15, 2003**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Wednesday, October 15, 2003, in the Cowan Conference Center – Camarillo Room, Camarillo, California.

Roll Call

Board Members Present:

Arturo D. Hernández, President
Cheryl Heitmann, Vice-President
Robert S. Gonzales
Mary Anne Rooney
Elizabeth Wolfel, Student Trustee

Absent:

Allan W. Jacobs

Management Present:

William Studt, Interim Chancellor
Michael Gregoryk, Deputy Chancellor
Dennis Cabral, Executive Vice President, for Eva Conrad, President, Moorpark College
Larry Calderón, President, Ventura College
Lydia Ledesma-Reese, President, Oxnard College
Patricia Parham, Interim Vice-Chancellor, Human Resources
Ramiro Sanchez, Executive Vice President, Student Learning
Carolyn Inouye, Director of Institutional Research

Faculty/Staff/Student Representatives:

Mary Jones, Oxnard College Academic Senate President
Becky Santillian-Hull, Ventura College Academic Senate President
Larry Miller, AFT
Jim Botting, Police Chief

Attachment 13

Ceremonial Resolutions

- A-1 **Resolution Encouraging that the State Properly Fund the Classroom Instructional Improvement and Accountability Act** was moved by Trustee Heitmann, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve a Resolution Encouraging that the State Properly Fund the Classroom Instructional Improvement and Accountability Act. (Wolfel – yes)

Michael Gregoryk said the Board Legislative Subcommittee requested the resolution.

Action Items/Second Reading Items

Human Resources

- A-2 **Approval of Tentative Agreement Between VCCCD-SEIU** was moved by Trustee Gonzales, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve a Tentative Agreement between VCCCD and SEIU pertaining to Cost Savings Measures/Restoration. (Wolfel – yes)
- A-3 **Approval of Department Organizational Structure** was moved by Trustee Gonzales, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve the organizational structure for a combined Human Resources and Personnel Commission department. (Wolfel – yes)

Barbara Harrison, Personnel Commission Chair, addressed the Board regarding the proposed organizational structure for a combined Human Resources and Personnel Commission department. Trustee Gonzales and President Hernández acknowledged the Personnel Commission.

PUBLIC COMMENTS

Alejandra Acosta, Conception Forcano, Maria Olivares, Teresa Aviles, and Samuel Martinez expressed their concerns regarding the office of bilingual services at Ventura College. A student petition and a letter from Dana Philips, Ventura College Job and Career Center, was presented to the Board. President Hernández thanked them for attending the meeting and expressed his support for bilingual services. Elizabeth Wolfel reported on the students' concerns.

Business Services

- A-4 **Contract with Stratus to Provide Planning and Advisory Services for a Proposal to Establish the Ventura College East Campus Educational Center** was moved by Trustee Heitmann, seconded by Trustee Gonzales, and carried on a 3-0 vote, with Trustees Jacobs and Rooney absent, to approve a contract with STRATUS to provide planning and advisory services to Ventura College, in support of its proposal to present for review by the Board at a future meeting the establishment of the Ventura College East Campus Educational Center. (Wolfel – yes)

There was a brief discussion regarding this item.



August 6, 2003

RECEIVED

AUG 13 2003

CAPITAL PLANNING DIVISION
AND CONSTRUCTION

Dr. Tom Kimberling
Vice President-College Services
VENTURA COLLEGE
4667 Telegraph Road
Ventura, California 93003

Dear Tom:

STRATUS, in association with William L. Storey, is pleased to submit this proposal to provide planning and advisory services to Ventura College in support of its efforts to present, for review by the California Community Colleges Chancellor's Office and by the California Postsecondary Education Commission (CPEC) (or its successor organization in authority), a proposal to establish the Ventura College East Campus Educational Center.

STRATUS and its principals have an extensive and valued relationship with Mr. Storey, who is a recognized expert in the policies and procedures of planning and reviewing higher education campuses and educational centers within the State of California. We are pleased to be able to bring his expertise to this project and look forward to working in close association with him to the benefit of Ventura College.

SCOPE

CPEC has published guidelines for its review of proposals by Community Colleges to establish Educational Centers. As outlined in the CPEC Revised Guidelines published in April 2002, the review process is divided into three progressive stages: 1) the "Preliminary Notice"; 2) the "Letter of Intent"; and 3) a "Needs Study". At the conclusion of its review, the CPEC forwards its recommendations to the Office of the Governor (through the Department of Finance), the Legislature (through the Office of the Legislative Analyst), and the California Community Colleges Chancellor's Office.

In collaboration with Mr. Storey, we propose to coordinate and prepare the "Preliminary Notice" which will include the following information:

- The general location of the proposed Educational Center;
- A description of the proposed educational programs to include coordination with the educational master plan; and
- Enrollment projections as of the Center's opening and for the first five years of operation.

Further, we propose to coordinate and prepare the "Letter of Intent" which will include, but not be limited to, the following documents and information:

- A preliminary five-year enrollment and attendance projection for the Center;
- Enrollment statistics of the existing Santa Paula operational center;
- A specific site location or a description of sites under consideration;

6420 Wilshire Boulevard, Suite 1800
Los Angeles, California 90048-5502

Attachment 13A

Dr. Tom Kimberling
Ventura College
August 6, 2003
Page 2

- The Ventura Community College District's current five-year capital construction plan;
- A timeline for development of the Center with concurrent enrollment statistics;
- The capital outlay budget for the Center to include a description and time frame for Bond Measure S funding;
- The District's authorizing resolution; and
- Identification and description of neighboring public and independent educational and community service organizations in the area.

STRATUS and William L. Storey propose to coordinate and produce all of the above named review documents, working closely with assigned Ventura College staff and the College's designated Demographics Consultant, William Fulton of the SOLIMAR Research Group. We will work with College staff to update and refine existing enrollment projections. This proposal assumes that Ventura College will present its Letter of Intent in the Fall of 2003. Additionally, it is understood that the scope of our services will include coordination and preparation of a summary process description to be presented to the Ventura Community College District Board of Trustees in August or September 2003. This proposal assumes that general site information gathered to date will be sufficient for purposes of the Board of Trustees presentation, the "Preliminary Notice", and the "Letter of Intent". Specific activities associated with the actual negotiation and acquisition of the site of the East Campus Educational Center are not within the scope of this proposal

While producing the Preliminary Notice and Letter of Intent, we will document, collect, and begin to update the information which will be required for the eventual completion and submittal of the "Needs Study". We will present a separate fee proposal for the coordination and completion of documents associated with the Needs Study at the completion of the Letter of Intent phase. It is anticipated that that proposal will include the following required documentation:

- General Description and Overview to include a site description along with a social and demographic analysis of the surrounding area;
- Detailed Enrollment Projections (which must be confirmed by the State Department of Finance's Demographic Research Unit);
- Alternative Considerations, including a cost-benefit analysis of expanding existing institutions, increased or shared utilization, consideration of non-traditional delivery modes, and (if applicable) a discussion of alternatives for acquiring the site;
- If the site is on donated land, the proposal must discuss other options for the property and the justification for its selection;
- A detailed justification for the academic programs to be offered and the overall connection to the educational master plan;
- A description of student services, access, and outreach activities;
- Five-year capital outlay projection with costs based on assigned square footage along with all anticipated support costs;
- Transportation accessibility and plans for compliance with ADA requirements;
- Consideration of the effect of the Center on adjacent community college campuses or districts;
- A Summary Draft or Final Environmental Impact Report on the site; and

Dr. Tom Kimberling
Ventura College
August 6, 2003
Page 3

- A discussion of the economic justification and efficiency of the proposal with emphasis on the Center's expansion of educational access in an underserved region.

FEE

The fee to provide the services related to the Preliminary Notice and the Letter of Intent, based on the above assumptions, is \$30,000 including reimbursables. Fees for Mr. William Fulton or the SOLIMAR Research Group will be the separate responsibility of Ventura College.

We look forward to continuing to work with Ventura College on the East Campus Educational Center. Please do not hesitate to contact me if you have any questions or need additional clarification.

Sincerely,

STRATUS



Stephen A. Morange
Vice President

cc:
Leslie Dickey
James D. Hawkes
Douglas Graham, AIA, CDS
Sal D. Rinella, Ph.D.
Rod Rose
William L. Storey

my Caldera
 President, Ventura College
 10/14
 Barkman - to finalize (see my e-mail)
 Rod
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Dear Larry:

On behalf of my colleagues, I want to thank you for the comprehensive tour of Santa Paula and the East Campus last week and, of course, for lunch at that great Mexican restaurant!

As promised, I wanted to outline an approach to planning the East Campus Center based on our understanding of the issues, the constraints and opportunities related to Bond Measure "S". The paragraphs that follow outline a preliminary set of assumptions and a planning process for discussion and revision as appropriate.

Bond Measure "S" Assumptions

Based on material we have received from the District office, it is our understanding that a total of approximately \$117.2 million has been allocated to Ventura College, of which \$24.61 million has been designated for projects related to the Santa Clara Valley Education Center – the East Campus. This allocation breaks down to the following general categories of facilities:

General purpose & high tech computer classrooms	\$ 11, 000, 000
State of the art machining and transportaiaon technology facility	4, 610, 000
Learning Resources Center/community room	5, 000, 000
Child Care/Development facilities	3, 000, 000
Parking, lighting, landscaping, etc.	1, 000, 000
 Total	 \$ 24, 610, 000

Of this total, approximately \$3.7 million has been tentatively budgeted for Preliminary Plans and Working Drawings to be funded from the first issue of bonds to be spent over the period from 2002-2005. The balance of the funds, primarily for Construction and Equipment, is expected to be funded in the second sale of bonds, Issue B, expected to be available in 2004. Some preliminary observations related to these assumptions:

- (1) The amounts suggested are "allowances" based on very conceptual ideas of the Center and must be validated by developing program requirements, a master plan for the site, and conceptual budgets based on both the program and, at least, a schematic design.
- (2) Not included in these amounts are the funds needed for an assessment of community needs, development of a specific educational program for the new Center, and programming. And, to our knowledge, the funds cannot be used to acquire a site.
- (3) Since Issue A of the bond measure provides funds in the current year, it is imperative that planning begin as soon as possible in order to provide sufficiently definitive information to determine how far the funds will go and what it will take to complete the Center development in its first phase.
- (4) As we discussed last week, it is our hope that the discussions that take place over the next few months will enable you to leverage the available bond funds as much as possible, hopefully to attract additional funds through partnerships, gifts, or other sources to provide diverse funding for the East Campus development.

Planning Process

The following immediate steps are recommended to get the planning process underway:

(1) Community Participation

- This step has two objectives: (a) to develop an educational master plan for the East Campus Center based on community needs; and (b) to ensure community involvement both in determining the academic priorities and in the physical planning of the new campus.
- Focus Groups – we recommend conducting a number of focus groups, perhaps 5-8, with various community and campus groups to discuss workforce development, training needs, etc. These would be conducted by a trained focus group facilitator using a question and discussion format approved by the College. Focus groups would be limited to 12-15 participants to optimize discussion.
- Community Forum – also conducted by a professional facilitator. The forum will be an opportunity to discuss the conclusions of the focus groups and alternative development scenarios. Participation in the forum could be 80-100 people, or more.
- Community Advisory Committee – this group, consisting of business and community leaders along with key College representatives, would advise the President on policy, design and planning criteria, consultation and environmental issues to be addressed.

(2) Site Acquisition

- To the extent possible, discussions about the site should be incorporated into the various community-based discussions; for the following key reasons:
 - (a) Negotiations for a gift or grant of a specific site are concurrently underway. It will be important to understand the extent to which existing assumptions about the site will be informed or constrained by the community needs assessment.
 - (b) In the event that the College must find alternative sites for the East Campus Center – or a larger parcel to accommodate long range needs – it will be important to have the consultation mechanism with community representatives in place - and the results of community focus groups - to assist the decision-making process.

(3) Planning Calendar

- JCM is currently preparing a master planning calendar that will outline major milestones, initiatives, and expected products or deliverables that are consistent with requirements of Bond Measure "S" and other capital development priorities, including preparation of the next 5-year capital budget for State funds.
- Incorporated into the master calendar will be calendars that apply to each major project or set of projects. For the East Campus Center, this will mean development of a set of goals and objectives that are mapped against a timeline, with identification of roles and responsibilities, key milestones, etc. These will include the typical design and construction milestones as well as those established for community participation.

(4) Budget

- JCM will develop a series of budgets that will estimate total costs with respect to the development of the East Campus Center. These budgets will be useful as management tools to understand all related planning and development costs. Initially, the budgets will be, of necessity, based on gross assumptions. As more data are developed, the budgets will be continually revised to reflect the additional detail developed during the planning process.

- As part of the development of budget information, JCM will also assess existing and potential fund sources, to the extent possible.

Please let me know if this general outline is consistent with your goals and objectives. Assuming your concurrence, we will continue to work with key College representatives Kay Faulconer Boger, Linda Rubenstein, and Gary Van Meter to facilitate the planning steps suggested above.

Please let me know if you have any questions or would like to discuss additional issues.

Sincerely,

Rod Rose
Vice President

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Citizens Oversight Committee
October 20, 2003**

MINUTES

I. Roll Call

Roll call was taken and a quorum was established with the following present:

Committee Members Present: Randy Churchill, Jack Dickenson, Don Facciano, Gerald Gooss, Mary Howard, Bob Huber, Lee Ingraham, Rex Laird, Ted Martens, Sandra Rosales, Jane Rozanski, Connie Tushla, Michael Wesner, Kay Wilson-Bolton

VCCCD Administration Present: Mike Gregoryk, Deputy Chancellor; Bob Liebling, Director of Facilities; Sue Johnson, Associate Vice Chancellor of Business Services; Mary Anne McNeil, District Budget Officer

Others Present: Handel Evans, Bond Project Manager; Les Dickey, JCM Project Director; Richard Thompson, AC Martin Architects; and Vince Coffeen, Leo Daly Architects

II. Chairman's Comments

A. Approval of Minutes

The minutes of July 21, 2003, were approved with the correction indicating that Mr. Huber was present.

III. Deputy Chancellor's Comments

A. Deputy Chancellor Mike Gregoryk reported on the Board-approved Phase II construction projects and the State budget situation.

IV. Old Business

A. Audit firm of Vicenti, Lloyd and Stutzman (S. Johnson)

The process for selection for an audit firm for bond funds is completed. The firm of Vicenti, Lloyd and Stutzman were chosen, and a meeting will be held with the firm shortly. Audit work should begin in December.

B. Report of expenditures to date (M. A. McNeil)

A report of all bond expenditures as of October 14, 2003, was distributed. The report includes shared costs, i.e. infrastructure studies, program management, construction management, etc. It also includes the amount of interest the District has received to date. It was noted that the next expenditure report will show more details.

C. General overview of the Bond Program and report on current projects (H. Evans)

Mr. Evans explained the process that has taken place for identifying and ranking the projects included in the Measure S construction program and what projects are completed or underway. The Phase I projects were, for the most part, those that could be done immediately, were urgent in nature, involved safety issues or did not require an EIR, i.e. fixing leaky roofs, rehabilitating physical education facilities, etc. The Moorpark College parking lot renovation was also completed in Phase I. The real content of the bond, however, is in the individual campus construction projects in Phases II and III. The Board of Trustees has approved about 16-17 projects for the three campuses. The Phase IIA projects at Oxnard

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College were approved at the October Board meeting. By the end of November, about two-thirds of the bond program will be underway in some form or another. Scheduled maintenance projects are also being done: plumbing, fire alarm systems, etc. For the first time, all scheduled maintenance projects are being fully funded, using a combination of State, District and bond funding sources. A District-wide study has commenced to determine what technology infrastructure issues need to be addressed and the order of priority. The Board actions relating to bond projects are included in the COC packet for this meeting.

V. New Business

A. Election of New Chairperson/Vice Chair

Mr. Churchill was elected as chair of the Citizens Oversight Committee last year. He asked for nominations to fill the position for this year. Mr. Huber nominated Mr. Wesner. The motion was seconded and carried. Mr. Wesner will assume the role of chair at the January meeting. Discussion was opened up for the vice-chair position. Ms. Rozanski nominated Mr. Churchill and he accepted. The motion was seconded and carried.

B. Presentation of Master Plans for Oxnard and Ventura Colleges

Richard Thompson (AC Martin) and Vince Coffeen (Leo Daly) presented the draft master plans for Oxnard College and Ventura College, respectively. Parking issues at Ventura College were discussed, along with the impact that construction might have on the weekend swap meet, which is a major funding source for the VC Foundation.

C. Updates

1. Santa Paula Center

Mr. Evans explained the requirements of building a formal off-campus stand-alone center, funded by the State, as opposed to an outreach educational center. Certain criteria must be met in order to justify State funding, including identification of a site and justification of future enrollment and growth. He further explained that the approval process will be lengthy, 3 or 4 years at the minimum. The Board has approved a consultant group (STRATUS) to work with Ventura College on the issues involving the Santa Paula Center.

2. Conejo Center (outreach program)

The District has proposed a partnership with the Conejo Valley Unified School District to build a joint educational facility in Thousand Oaks. The proposed location is ideal, adjacent to the CVUSD headquarters at the corner of Janss/Moorpark Roads. This facility will primarily be used for continuing education high school courses during the day and college courses in the evenings. Discussions are still ongoing.

3. Status of Project Labor Agreement discussions

There are three main parties that have an interest in these discussions: the joint labor unions, the Association of General Contractors, and the Ventura County Contractors Assn. Their views differ greatly regarding project labor agreements; however, talks are still taking place to see if a compromise can be reached. When a decision is made, it will be presented to the Board of Trustees for approval.

4. Architectural Selections

Mr. Evans reported that a policy for selecting architects is being presented to the Board at their next meeting. The process is an attempt to be fair, appoint on competency, and to support a successful relationship between the architect and the client. Cost will also be considered. The second phase of the screening interviews, which will involve the maximum amount of discussion at the collegiate level, will be open to public viewing; however, the Board will be the body that makes the final selections. It is the board's intention to provide as much work as it can to local firms, but if a firm is not local, then it is desirable that the firm hire as many local consultants and specialists as possible. All architects who have submitted an SOQ will soon be invited to an informational meeting, explaining this process.

D. Actions taken by the Board involving bond funds since last meeting
The list of bond expenditures approved by the Board since the last Citizens Oversight committee meeting was reviewed and discussed.

E. Discussion of Phase II Construction Projects
A listing of the Phase II construction projects previously approved by the Board of Trustees, with an update on projects to be presented at the next meeting of the Board, was distributed to the committee.

VI. Public Speakers
None.

VII. Adjournment
The meeting adjourned at 4:45 p.m.

Next meeting: Monday, January 26, 3 p.m., CA-8

Board of Trustees Ventura County Community College District

Arturo D. Hernández
President

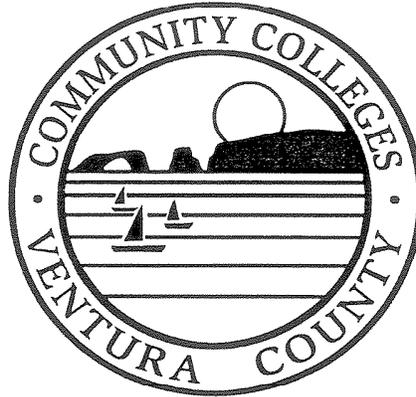
Cheryl Heitmann
Vice-President

Robert S. Gonzales
Trustee

Allan W. Jacobs
Trustee

Mary Anne Rooney
Trustee

Elizabeth Wolfel
Student Trustee



Moorpark - Oxnard - Ventura

William Studt
*Interim Chancellor/
Secretary to the Board*

**MINUTES
FOR THE MEETING OF
NOVEMBER 18, 2003**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 18, in the Moorpark College Campus Center Conference Room, Moorpark, California.

Roll Call

Board Members Present:

- Arturo D. Hernández, President
- Cheryl Heitmann, Vice-President
- Allan Jacobs
- Mary Anne Rooney
- Elizabeth Wolfel, Student Trustee

Absent:

- Robert S. Gonzales

Management Present:

- William Studt, Interim Chancellor
- Michael Gregoryk, Deputy Chancellor
- Eva Conrad, President, Moorpark College
- Larry Calderón, President, Ventura College
- Lydia Ledesma-Reese, President, Oxnard College
- Patricia Parham, Interim Vice-Chancellor, Human Resources
- Allan Nordquist, Chief Facilities Officer
- Ruth Hemming, Chief Budget Officer
- Vic Belinski, Associate Vice Chancellor, Information Technology
- Sue Johnson, Associate Vice Chancellor, Business Services
- Kay Faulconer-Boger, Dean, Community Resource Development
- Carolyn Inouye, Director of Institutional Research
- Jim Botting, Police Chief

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- **College Management Association Representative**

Diane Moore thanked the Board for meeting with CMA. She gave a brief update on the activities of CMA and invited the Board to the January 5 Professional Development Day at Moorpark College.

President Hernández welcomed Santa Paula Councilmember Mary Ann Krause.

- **Chancellor**

- **Deputy Chancellor**

- **Measure "S" and Capital Construction Projects**

Handel Evans gave a brief update.

- **Moorpark College – Facility Master Plan.**

Eva Conrad distributed the current draft of the Facilities Master Plan 2003. She introduced Pablo Garcia, Spencer/Hoskins, gave a brief overview of the Plan.

Ceremonial Resolutions

- R-2 Resolution to Thank the Ventura County Fire Department, Los Angeles City Fire Department, County of Los Angeles Fire Department & the California Department of Forestry and Fire Protection** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a unanimous vote, with Trustee Gonzales absent. (Wolfel – yes)

Chief Mark Sanchez, Ventura County Fire Department; Chief Gonzales, California Department of Fire Protection, and Chief Daryl Osby, Los Angeles County Fire Department accepted the Resolutions.

- R-1 Resolution to Thank the Moorpark College Community** was moved by Trustee Jacobs, seconded by Trustee Heitmann, and carried on a unanimous vote, with Trustee Gonzales absent. (Wolfel – yes)

Jim Botting, Jack Miller, Sharon Miller, Ruth Hemming and Jeanne Bailey accepted the Resolution on behalf of the Moorpark College Community. Chief Botting thanked the Board and those who assisted in the process. Trustee Heitmann asked the Board to send a thank you letter to the Moorpark College community, along with the Resolution.

- **Ventura College – East Campus Project** – Larry Calderón distributed a letter from Martin Hernandez from Supervisor Kathy Long's Office, in support of the project in the Santa Clara Valley. He introduced Santa Paula Councilmember Mary Ann Krause, Steve Morange from Stratus, Bill Storey, and Kay Faulconer-Boger. Steve Morange and Bill Storey gave a brief overview of the Ventura College East Campus Educational Center. President Hernández acknowledged the efforts of those who worked on the Center.

Councilwoman Krause expressed support for the project on behalf of herself and John Procter, the mayor of Santa Paula.

- **Vice Chancellor, Human Resources and Personnel Commission Director**
 - Patricia Parham reported on the activities of the Human Resources Department. She gave a brief update on the retiree insurance reenrollment program. Ms. Parham invited the Board to the November 20th reception honoring James King for his three years of service on the Personnel Commission. The Board expressed their gratitude for Mr. King's service to the District.
- **Trustees**
 - **Subcommittees**
 - Trustee Rooney announced that the adhoc committee meeting to discuss the Chancellor's Search was scheduled for December 3. She gave a brief report on the Construction Subcommittee meeting.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

The meeting was held in Honor of John D. Tallman, Former Trustee of the Ventura County Community College District. President Hernández commented on Mr. Tallman's career in the Ventura County Community College District.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Business Services

- C-7 **Approval of District Management Contracts** was pulled from the agenda.
- C-15 **Capital Planning and Design Construction**
 - B. **Approval of Contract with Rincon Consultants, Inc. for an Environmental Impact Report for the Moorpark College Conejo Education Center** was pulled from the agenda.
 - E. **Approval of the 2003-04 Scheduled Maintenance Program Priority List** was revised to change Project #3 to plumbing repairs at the HRM kitchen.
- A-2 **Request for Deferral for Full-Time Faculty Obligation for Fall 2003** was revised on page 2, paragraph 1 to read as follows:

"Other districts can also request a deferral provided that certain circumstances are met including justification of unusual extenuating circumstances; informed bargaining units, academic senates, students; and approved by the local board of trustees."

PUBLIC COMMENTS

There were no public comments.

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Board of Trustees Ventura County Community College District

Arturo D. Hernández
President

Cheryl Heitmann
Vice-President

Robert S. Gonzales
Trustee

Allan W. Jacobs
Trustee

Mary Anne Rooney
Trustee

Elizabeth Wolfel
Student Trustee



William Studt
*Interim Chancellor/
Secretary to the Board*

Moorpark - Oxnard - Ventura

**MINUTES
FOR THE MEETING OF
DECEMBER 9, 2003**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 9, in the Cowan Conference Center, Ventura Room.

Roll Call

Board Members Present:

Cheryl Heitmann, President
Mary Anne Rooney, Vice-President
Robert S. Gonzales
Arturo D. Hernández
Allan W. Jacobs
Elizabeth Wolfel, Student Trustee

Management Present:

William Studt, Interim Chancellor
Michael Gregoryk, Deputy Chancellor
Eva Conrad, President, Moorpark College
Joan Smith for Larry Calderón, President, Ventura College
Lydia Ledesma-Recse, President, Oxnard College
Patricia Parham, Interim Vice-Chancellor, Human Resources
Ramiro Sanchez, Executive Vice President, Student Learning
Vic Belinski, Associate Vice Chancellor, Information Technology
Sue Johnson, Associate Vice Chancellor, Business Services
Kay Faulconer-Boger, Dean, Community Resource Development
Steve Tobias, Dean, Health and Human Performance
Carolyn Inouye, Director of Institutional Research
Jim Botting, Police Chief

Attachment 16

Administrative Services

- A-12 Acceptance of the Audited Financial Statements for the Fiscal Year Ending June 30, 2003** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a unanimous vote. (Wolfel – yes)

Heidi White presented the Audited Report and commented on the Executive Summary Report. She gave a brief explanation of the auditing system. Trustee Jacobs commented on the deficit, the reserves, retiree commitment, and cafeterias. He pointed out that there were no compliance issues. Michael Gregoryk thanked Sue Johnson and her staff. President Heitmann said that the subcommittee would be meeting with the auditor twice a year. She expressed her concerns about the vendor credits at the bookstores and suggested that the academic senates work together to combine ordering.

First Reading Items

- **First Reading: Course Approvals: Request to Add New Option or Certificate Within Existing Criminal Justice Program at Moorpark College** were accepted for Second Reading.
- **First Reading: Course Approvals: New and Revised Courses at Ventura College** were accepted for Second Reading.

Action Items/Second Reading Items

Student Learning

- A-9 Second Reading: Course Approvals: New and Revised Courses – Moorpark, Oxnard and Ventura Colleges** were moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a unanimous vote. (Wolfel – yes)
- A-10 Second Reading: Course Approvals: Proposed Certificate and Associate in Arts Program in Human Services at Ventura College** were moved by Trustee Hernández, seconded by Trustee Gonzales, and carried on a unanimous vote. (Wolfel – yes)

Administrative Services

- A-11 Approval for Release of Preliminary Notice for Ventura College East Campus “Center” Project** was moved by Trustee Rooney, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the letter of Preliminary Notice to the California Post Secondary Education Commission (CPEC) and the Chancellor’s Office, California Community Colleges (COCCC) (Wolfel – yes)

Trustee Gonzales asked about a presentation to the Santa Paula City Council. It was decided that Trustee Hernández would attend the meeting in January.

End of Board Actions