April 26, 2016

Fellow Pirates,

Below is a revised version of the Office of Business and Administrative Services monthly update. I forgot to thank a few key folks that really helped us with the Applied Science Center. Have a great week!

College Services (Supervisor - Susan Royer)

- Campus Police (Lieutenant Burt Gutierrez)
  - Attached is a brief summary of last week’s arrests and crime reports. It should be noted, the attached does not reflect all police activity throughout the week.
  - Our Annual Security Report and Crime log can be found on our VC website: http://www.vcccd.edu/departments/police
  - VC Campus Police attended a 4th of July meeting, a meeting with the VC Foundation reference marketplace traffic flow, and a meeting with Susan Royer about upcoming campus events.

- Campus Safety
  - Last week, our campus building monitors (members of the Safety & Wellness Work Group) received fire extinguisher training with the Ventura County Fire Department. Thank you to Mary Jones for arranging this! Our Campus Police webpage also has information on how to respond in the case of fire.
  - For your viewing pleasure, please take a moment to watch this entertaining video regarding earthquake preparedness, thanks to the City of Beverly Hills. It is a good reminder of what we all can do to be ready.
• Civic Center
  o May is a busy month as the semester comes to an end and the college celebrates its graduating class. With so much happening across the campus, communicating your event requirements at least two weeks prior to your event is very much appreciated! Please send set-up requests to VC Maintenance Request (vcmaintenance@vcccd.edu).
  o May by the Numbers
    ▪ Events booked by Civic Center & Athletics – **99**
    ▪ PAC Performances - **12**
    ▪ Graduations, Pinnings & Celebrations – **8**
    ▪ Pirate Fridays – **2**
    ▪ Figures above **do not** include club and committee meetings, testing, and many other campus-specific events.

**Facilities, Maintenance, & Operations (Director - Jay Moore)**

• Facilities (Supervisor - Martin Navarro)
  Campus Projects:
  o Repairing HVAC units on Math Science and LRC
  o Converting conference room into two offices in Transfer Center of SSC.
  o Paving project has been awarded and will include repaving portions of College Overflow Lot adjacent to Trinity Lutheran Church and the north end of M&O Warehouse. This work will commence during the June and July.
  o Four classrooms in Math Science (SCI 106, 228, 229 and 230) are slated for remodeling that will include painting, carpeting, removal of old cabinets, recabling, and new whiteboards.
  o AEP-3 and 4 are being remodeled to become the new Diesel Technology Classroom. Work will start in June.
  o Replacement of the synthetic turf in the Sportsplex will commence after graduation. In addition to a new athletic field, a steeplechase pit for track and field will also be installed.
  o Carpeting in Guthrie Hall will be replaced (work will be completed in June).

• Grounds (Supervisor - Victor Lopez) – no report

• Custodial (Supervisor - Joe Esquivel)
  o During this past Spring Break the custodial staff tackle on many scheduled maintenance projects that included waxing and carpet cleaning. The following area were worked on and completed: WAM, CRC, MCE, MCW, AEP, FYE and Financial Aid areas, MAC, LRC Beach floors, Admin floor, ASVC Study Lounge and Carpets, CDC Floors. As you can see by the listings a large portion of the college was worked on even with the limited staffing issue we have.
  o **A BIG KUDOS** to all the Custodial Staff for their hard work and efforts in beautifying these areas for all to enjoy.
  o A friendly reminder to all, if your area was not mentioned above, we will get to it this Summer so please practice patients.
  o New Custodial Employee - **Becca Althouse.** Welcome Becca!
Fiscal Services (Director - Jeanine Day)

- Budget meetings with VP’s, deans, directors, and supervisors to build the 2016-17 budget (FY17).

Information Technology (Director - Grant Jones)

- [Link to IT Weekly Reports]
- **IMPORTANT:** We will enforce the existing practice of our IT department to **not** be providing support for stand-alone printers. We simply do not have the on-going capacity to support these printers. VC IT and the Office of Business and Administrative Services will work with Ricoh to explore options to reduce the number of printers on campus. We will be working on a solution that is cost effective and manageable.
- Received MANY last minute quote requests due to the year-end fiscal deadline. A massive 3SP technology upgrade project was included with quote requests that were sent purchasing.
- Finalized the AV/IT design for the new SAB remodel project. This AV gear and furniture for 5 new classroom spaces will be purchased now and implemented over the summer. Classes are tentatively scheduled in this new space for Fall 2016.
- Met with the accreditation advisory group to discuss the progress on all accreditation standards for Ventura College.
- Helped to coordinate the grand opening of the new Applied Sciences Center. The cinema quality lecture hall and 3D Visualization Wall were highlighted during this opening ceremony.

Additional Information/Reminders:

- Applied Sciences Dedication Ceremony – It was a great event on 4-12-2016 with over 100 attendees.
  - **Kudos to:** Jenifer Cook, Susan Royer, M&O staff, and the IT staff for their efforts to pull off the event; Janeene Nagaoka who designed all of the invites and programs; Dina Pielaelt for the pictures below and her work to capture the event; as well as Lisa Sorenson and JoNell Miller who worked with the architects, contractors and many long hours on the ASC interior design.
  - Thank you again Richard Magill and Diane Stephens (HEERY) for all your efforts with ASC!
Campus Clean-Up -- We had 72 random students along with ASG, two of Jennifer Garner’s Biology classes, Richard Forde’s water science class, Kammy Algiers and Marta de Jesus’ classes to make up a VERY successful Earth Day Event. The enthusiasm of the VC students coupled with the beautiful weather made for a great day.
Corporate Games highlights coming soon once all info is collected.

Tim Harrison, Ed.D  
Interim Vice President of Business and Administrative Services  
Ventura College - Home of the Pirates  
4667 Telegraph Road  
Ventura, CA 93003  
Office: 805-289-6354  
Direct: 805-289-6121  
Cell: 805-256-5630  
tharrison@vcccd.edu
 Ventura College will be a beacon of learning—a source of inspiration and guidance—for our students and community.

From: Tim Harrison  
Sent: Thursday, March 31, 2016 4:48 PM  
To: AllUsersVC  
Subject: News from the Office of Business and Administrative Services

March 31, 2016

Fellow Pirates,

Below is the Office of Business and Administrative Services monthly update (a few days late). Enjoy!

College Services (Supervisor - Susan Royer)

- Campus Police (Lieutenant Burt Gutierrez)
  - The next newsletter we will be providing information on the activities and initiatives of Campus Police.
- Campus Safety
  - At last week’s Classified Staff Retreat, attendees welcomed Thomas O’Connor, Coordinator for EMT and Paramedic Studies, for a hands-on demonstration of how to use the evacuation chairs (aka “Stair Chairs”) located in MCE, MCW, HSC, SCI, LRC and PAC. Our campus is committed to emergency preparedness; the more people trained to use these important tools, the better! If you would like for your department to receive Stair Chair training, please contact Thomas at Thomas_oconnor2@vcccd.edu.
Upcoming CPR / AED Classes:
- Monday, April 11, 8:30am-12:30pm – TR-16
- Please contact Kelly Neel at extension 6117 or kneel@vcccd.edu to reserve a seat.

Blood Drives:
- We had two this week: Tuesday, March 29 – American Red Cross / Tuesday, March 29 – United Blood Services

Civic Center
- REMINDER – All student organizations must place their facilities requests through the Student Activities Office. Please contact Rick Trevino with any questions.

Food Truck Updated Schedule – Thru May 2016
- Mondays
  - LRC North – Good to Go Juice, L&T Catering, The Grilled Cheese Truck
  - Main Quad – Scratch
- Tuesdays
  - LRC North – L&T Catering, Matt’s Coffee Express
  - Main Quad – Scratch
- Wednesdays
  - LRC North – Good to Go Juice, Scratch
  - Main Quad – L&T Catering
- Thursdays
  - LRC North – Good to Go Juice, Matt’s Coffee Express, Scratch
  - Main Quad – L&T Catering

Facilities, Maintenance, & Operations (Director - Jay Moore)

- Campus Projects (highlights). A more detailed list of all pending projects will be available in the near future.
  - Prop 39 projects (year 3): exterior lighting on buildings, lighting in large and small gym, 5-6 classrooms in math and science
  - Measure S Bond in progress. Still going are the Studio Arts Building (complete Fall 2016), Applied Science Center (grand opening April, 2016), and Phase II of the Maintenance and Operations improvements to their facilities
  - Plans for Removal of Trailers 4, 5, and 6
  - Scheduled Maintenance Projects: remodeling 6 classrooms, reroofing two buildings, new fencing along Loma Vista, and the remodel 2 bathrooms (AEC and C building - Gymnasiums)
  - Development of a Diesel Technology Classroom
  - Battery storage facility
  - An electric car charging station in North Lot (operational late spring 2016)
  - Replacing of synthetic turf on the Sportsplex and the completion of a steeplechase pit (Summer, 2016)

- Facilities (Supervisor - Martin Navarro)
  - Working with FOG to prioritize the list of facilities projects. Master list to be
• Grounds (Supervisor - Victor Lopez)
  o Tree trimming throughout campus
  o Retaining wall just south of the WAM building

• Custodial (led by Joe Esquivel)
  o Currently 12 employees and 3 openings to service approximately 460,000 square feet (largest square footage in the district). Thank you for your patience and understanding as we work to cover the basic needs of the campus.

• Shipping, Receiving, and Campus Event Support (led by Hector Ayala)
  o With an increase in campus events, please make sure to plan well in advance for your events. Challenges usually come from last minute planning.

Fiscal Services (Director – Jeanine Day)
• Budget meetings with Deans for Fiscal Year 2017 are coming in mid-April. We will be setting meetings soon.
• Spending Deadline - The last day to submit VC requisitions for the 2015-16 fiscal year will be April 8, 2016, one week prior to the VCCCD deadline of April 15, 2016. There will be no purchasing allowed after April 15th, including purchases from blanket purchase orders, petty cash, or procurement cards. There are a few exceptions as identified below:
  o Supplies required by M&O for repairs
  o Purchase of perishable items for Oxnard CRM Program, meetings and banquets
  o Unanticipated equipment repairs/maintenance
  o Services from approved consultants and independent contractors with an established purchase order
  o District issued procurement cards for approved travel related expenses

Some payments are difficult to determine this early in the semester or fiscal year. Therefore, direct payments will be allowed for such transactions as scholarships and awards, athletic officials, etc. For other year-end deadlines, please review the year-end calendars which will be posted in VCCCD Business Tools shortly.

Information Technology (Supervisor - Grant Jones)
• Link to IT Weekly Reports
• 2015 Ventura College IT Summary
  o Deployed New Ricoh Printer/Scanner/Copiers/Kiosks = 53
  o Wireless Access Points Upgraded = 50 +
  o Event Setup Requests (Projectors-PA Systems-Laptop) = 263
  o Total Number of IT Work Requests = 3500+
  o Upgraded Smart Classrooms (4): MAC-200 (Digital-Single Screen), MAC-201 (Digital - Dual Screen), MAC-202 (Digital – Dual Screen), PAC-119 (Mobile – Single Screen)
  o New Smart Classrooms (5): ASC-100 (Speakers, 5 LCD Monitors), ASC-120 (Interactive Projector, Ceiling Projector), ASC-130 (Full Digital – Dual Screens), ASC-140 (Full Digital – 3D Visualization Wall, Single Screen), ASC-150 (Digital - Surround Sound, Single Cinema Screen)
• New Building (1): Applied Science Center (Cabling, Project Management, Smart classrooms, Network, Wi-Fi)
• New Office Computer Upgrades – (LRC/SCI/AEC/ADM) (45 Computers): 45 Office PC and Monitors (Oldest Computers on Campus)
• New Department Office (FYE): 7 Computer stations, network cabling, phones, Wifi

Additional Information/Reminders:

• Please assist us in keeping our campus clean as we attempt to cover the campus will a deficiency in staff. Help by making sure to clean up after yourself if there are events that cause a mess (i.e. pizza parties)
• Please assist in campus safety by locking up your facility after use. Do not assume that another employee will be using the facility or classroom behind you.
• Help us conserve energy by turning off lights and equipment when not in use.

E-mail me directly if there is additional information you would like to see on a consistent basis from our division. Thank you.

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Office of Business and Administrative Services

February 22, 2016

Fellow Pirates,

The Office of Business and Administrative Services will be sending out a monthly update about what is developing on campus as part of our efforts effort to keep the campus community informed. Below are the categories that will be covered:

College Services (Supervisor - Susan Royer)

- Campus Safety
  - On February 4th, members of the Campus Emergency Response Team gathered to participate in an exercise simulating an earthquake occurring at night. Facilitated by Terra Firma Enterprises, the table top exercise illustrated our strengths and opportunities to improve our emergency preparedness. While decisions regarding campus-wide PA and lockdown systems are being discussed at the District level, we are working on an updated, more accessible written Emergency Operations Plan for our campus as well as upgrading our stores of emergency lighting, radios, and other essential supplies. **BE PREPARED = READY, ORGANIZED, EQUIPPED**

  Video Link: KNOW WHERE TO GO IN CASE OF EVACUATION

- Upcoming CPR / AED Classes:
  - Wednesday, March 16, 8am-12pm – TR-16
  - Monday, April 11, 8:30am-12:30pm – TR-16
  - Please contact Kelly Neel at extension 6117 or kneel@vcccd.edu to reserve a seat.

- Blood Drives:
  - Tuesday, March 29 – American Red Cross – 9am-5pm, in front of Large Gym
  - Tuesday, March 29 – United Blood Services – 10am-5pm, MCE Quad

- Civic Center
  - Planning a campus-wide event? If food will be served or sold at any “community event” on the Ventura College campus, the vendor or caterer must possess a Mobile Food Facilities license
issued by the Ventura County Health Department. Please contact Sue Royer if you would like a copy of the most current list of pre-approved MFF vendors.

- VC Barnes & Noble Bookstore
  - Each year, Barnes & Noble College holds a Spring trade show in which its 700+ college store managers get to work with 100’s of vendors while learning about upcoming Barnes & Noble initiatives. This year, the Ventura College Bookstore has been selected to be included in the opening ceremonies video presentation. The bookstore underwent a major remodel almost one year ago and we are SO proud that our beautiful store will be showcased to the entire company!

**Facilities, Maintenance, & Operations (Director - Jay Moore)**

- New Employee: Tyson Butler – Facilities Custodian

- New Employee: Joaquin Garcia – Grounds Worker

- Campus Projects (highlights). A more detailed list of all pending projects will be available in the near future.
  - Prop 39 projects (year 3): exterior lighting on buildings, lighting in large and small gym, 5-6 classrooms in math and science
  - Measure S Bond in progress. Still going are the Studio Arts Building (complete Fall 2016), Applied Science Center (grand opening April, 2016), and Phase II of the Maintenance and Operations improvements to their facilities
  - Plans for Removal of Trailers 4, 5, and 6
  - Scheduled Maintenance Projects: remodeling 6 classrooms, reroofing two buildings, new fencing along Loma Vista, and the remodel 2 bathrooms (AEC and C building - Gymnasiums)
  - Development of a Diesel Technology Classroom
  - Battery storage facility
  - An electric car charging station in North Lot (operational late spring 2016)
  - Replacing of synthetic turf on the Sportsplex and the completion of a steeplechase pit (Summer, 2016)

- Facilities (Supervisor - Martin Navarro)
  - Facilities Master Plan – Coming Soon
• Grounds (Supervisor - Victor Lopez)
  o Tree trimming throughout campus
  o Retaining wall just south of the WAM building

• Custodial (led by Joe Esquivel)
  o Currently 12 employees and 3 openings to service approximately 460,000 square feet (largest square footage in the district). Thank you for your patience and understanding as we work to cover the basic needs of the campus.

• Shipping, Receiving, and Campus Event Support (led by Hector Ayala)
  o With an increase in campus events, please make sure to plan well in advance for your events. Challenges usually come from last minute planning.

**Fiscal Services (Director - Jeanine Day)**

• Budget Update – Future reports will include a summarized report of campus expenditures to date.
• Spending Deadline - The last day to submit VC requisitions for the 2015-16 fiscal year will be **April 8, 2016**, one week prior to the VCCCD deadline of April 15, 2016. There will be no purchasing allowed after April 15th, including purchases from blanket purchase orders, petty cash, or procurement cards. There are a few exceptions as identified below:
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• New Employee: Stephan Desrochers - Payroll Accounting Technician

**Information Technology (Supervisor - Grant Jones)**

• Current Employees: 5 full time staff and five student workers (roughly 40 hours combined a week)
  • Link to IT Weekly Reports
  • 2015 Ventura College IT Summary
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  o Wireless Access Points Upgraded = 50 +
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New Department Office (FYE): 7 Computer stations, network cabling, phones, Wifi

Pirate Praise:
- To Student Health Service Coordinator Mary Jones for her past and continued efforts regarding Campus Safety, Emergency Preparedness, and Chair of the Safety and Wellness Committee

Additional Information/Reminders:
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