



JOINT MEETING
VISALIA CITY COUNCIL
&
COLLEGE OF THE SEQUOIAS
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES



Monday, May 10, 2010

**Location: College of the Sequoias, Administration Building/Room 1, 915 S. Mooney Blvd.
7:00 p.m.**

Visalia City Council

Mayor: Bob Link
Vice Mayor: Amy Shuklian
Council Member: Warren Gubler
Council Member: Mike Lane
Council Member: Steve Nelsen

College of the Sequoias Board of Trustees

President: Greg Sherman – Ward 1
Vice President: Lori Cardoza – Ward 4
Clerk: Earl Mann – Ward 3
Board Member: Kenneth Nunes – Ward 2
Board Member: John Zumwalt – Ward 5
Student Trustee: Denaé Moreno

AGENDA

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

INTRODUCTIONS/COMMENTS

PUBLIC COMMENTS - This is the time for members of the public to comment on any matter within the jurisdiction of the College of the Sequoias Community College District and the Visalia City Council. The Board Members and Council ask that you keep your comments brief and positive. The Board/ Council members cannot legally discuss or take official action on citizen request items that are introduced tonight. In fairness to all who wish to speak tonight, each speaker from the public will be allowed three minutes or a total of 20 minutes per topic. Please begin your comments by stating your name and providing your street name and city.

(Additional written materials, if any, will be made available at the meeting)

1. COS Visalia Bond Issue Project Implementation Status – Eric Mittlestead, Dean of Facilities
2. Status of University Preparatory High School – Duncan Graham, VP, Academic Services
3. Update on COS Medical Training Programs – Cindy DeLain, Dean, Nursing, Allied Health, PE & Athletics

4. Status of the Visalia Unified School District VTEC project at COS Linwood property – Bill Scroggins, President
5. Proposed use of 16 acres owned by COS at Walnut & Linwood – Bill Scroggins, President
6. Update on the California State University Fresno/COS Center – Bill Scroggins, President
7. Porter Gift to COS Foundation – Steve Renton, Executive Director, COS Foundation
8. COS Government Supervisors Training Academy – Brent Calvin, Dean, Business & Social Sciences and Louann Waldner, Director, Business, Industry & Community Services
9. Update regarding Tulare County Association of Government (TCAG's) efforts in obtaining a California Department of Transportation Planning Grant to prepare a Visalia/Tulare Community Transit Study to improve transportation opportunities between the two communities over the next five years, and to consider options for providing low cost service to COS students throughout the County - Monty Cox, City Transit Manager
10. Mooney Boulevard Project updates including Tulare Avenue intersection – Chris Young, City Engineer
11. Visalia Unified School District/Kaweah Delta Health Care District/City of Visalia Health Committee update – John Bradley, Recreation Supervisor

ADJOURNMENT

Visalia Area 2009 Individual Bond Projects 2nd Quarter FY2009/2010

as of March 31, 2010

	Item	Estimated Local Cost	Available Balance	Comments/Status
1A	Kern Building Modernization Project	\$ 4,500,000	\$ 4,449,750	Waiting for Chancellors Office approval and a State Bond to pass in 2012.
1B	Tule Building Remodel and Equipment Upgrade	\$ 800,000	\$ 754,844	Bids were opened on April 22. Construction will be complete by August 2010.
2	Purchase Houses South of Campus	\$ 3,000,000	\$ 1,295,524	Four houses remain. Some may go to eminent domain.
2A	Auction off Valuable Houses	\$ -	\$ -	Not cost effective. Houses will be demolished.
2B	Demolish Remaining Houses and Prepare Site for Parking	\$ 900,000	\$ 640,905	This project is in Design Phase. Demolition will occur roughly 60 days after all houses are purchased.
4A	Annual Computer Lease Payments	\$ 2,248,492	\$ 172,577	Ongoing
4B	Create 25 Smart Classrooms	\$ 275,000	\$ 49,961	80% complete. All classrooms will be "smart" by August 2010.
4C	Miscellaneous Technology Equipment Purchases	\$ 125,000	\$ 55,587	Purchase of technology approved by the Presidents Cabinet.
5	Nursing Technology and Additional Equipment	\$ 300,000	\$ 69,626	Additional equipment for the Nursing department beyond what the State would pay for.
6	Health Professions Continuing Education	\$ 100,000	\$ -	Completed
7	Code Blue Phones/Burglar Alarm/Lighting	\$ 700,000	\$ 488,573	Several emergency phones are being added. This project will be complete by August 2010.
8A	Solar Installation	\$ -	\$ -	Complete. The State paid for solar panels at the Nursing building.
8B	EMS Replacement Project	\$ 650,000	\$ 57,644	Under construction. Will be complete by August 2010.
8C	COP Payoff	\$ 1,478,894	\$ 1,002,552	Paying annual COP payments
9A	Payback John Muir Building Local Costs	\$ 4,424,431	\$ -	Completed
9B	Replace John Muir Kalwall with Glass Block	\$ 250,000	\$ 228,740	Design phase complete. Currently scheduling construction phase.
10	Resurface Track, Add Scoreboard and Add Astroturf	\$ 2,400,000	\$ 2,144,100	Currently under design. Construction is scheduled for January 2010.
11A	New Gym - Add Local Costs for Concession Stand and Furniture Consultant	\$ 133,000	\$ 133,000	These are costs the Chancellors Office would not cover for the new Gym.
11B	New Gym - Payback Local Costs for Redesign	\$ 287,296	\$ -	Completed
11C	Additional Gym Amenities	\$ 2,316,353	\$ 2,316,353	This will cover additional equipment not covered by the State, a bus loading zone on Woodland and possible State costs for not being able to sell State bonds.
12A	Payback Local Cost for Temporary Parking Lot	\$ 55,055	\$ (0)	Completed
12B	Construct Permanent Parking Lot	\$ 707,350	\$ 0	Completed
13	Scheduled Maintenance Match (need \$120,000 per year)	\$ 1,200,000	\$ 1,036,420	Small projects include Theatre Boiler, Visalia Farm Parking Lot, COS parking renovations by August 2010.
14A	Theater Seat Replacement	\$ 363,892	\$ 0	Completed
14B	Theater Lighting and Sound Upgrade	\$ 381,574	\$ -	Completed
14C	Theater Miscellaneous Improvements	\$ 53,663	\$ -	Completed
15	Equipment & Furniture for ImagineU Seminar & Observation Rooms	\$ 50,000	\$ 50,000	Not expended yet.
16	Bond General Expense	\$ 300,000	\$ 96,911	Program and Project Management expenses.
18	Cashflow Nursing Bldg 41026-7103		\$ (357,243)	Temporary cashflow for State reimbursable projects.
19	Cashflow Gym 41055-7103		\$ (1,787,807)	Temporary cashflow for State reimbursable projects.
Total		\$ 28,000,000	\$ 12,898,016	

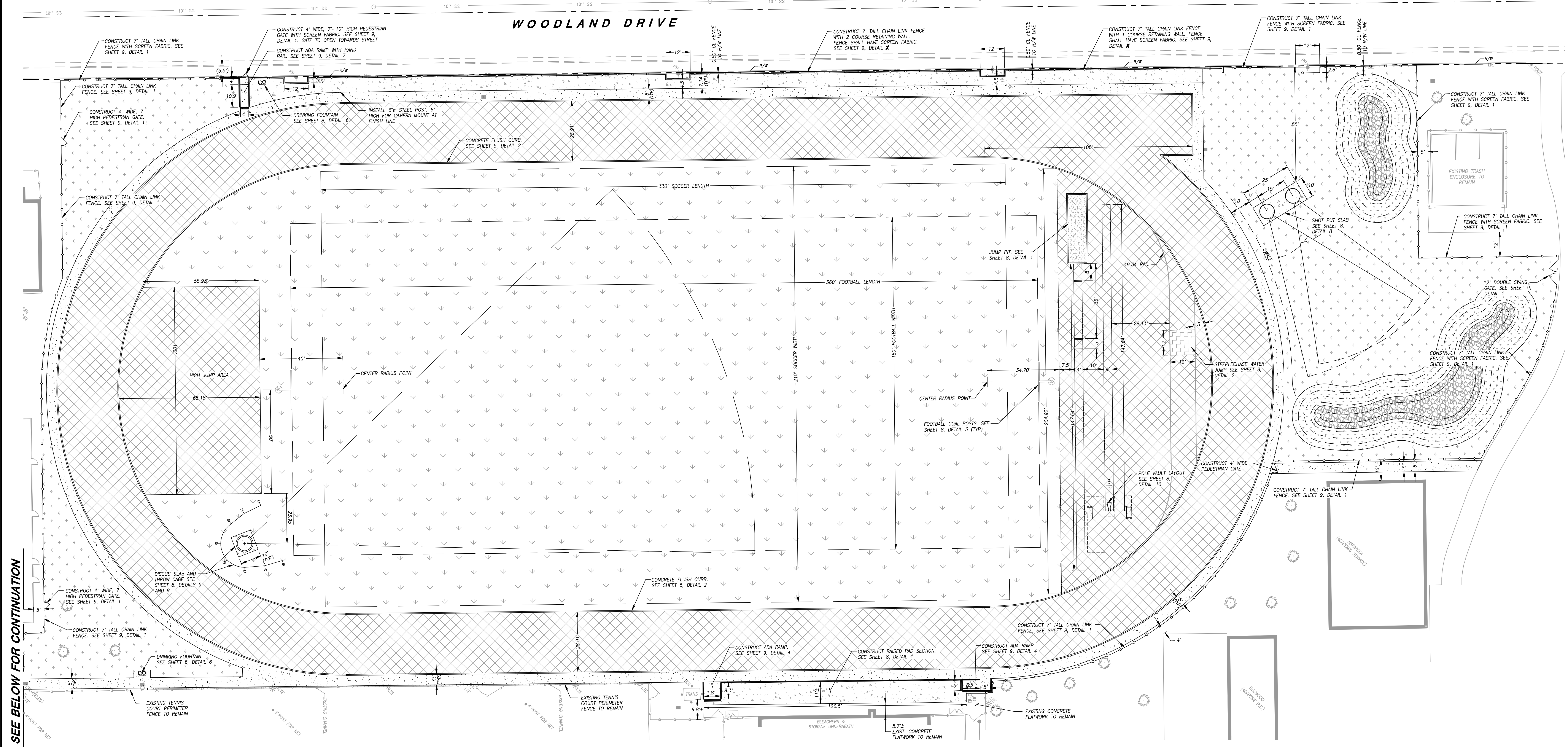




College of the Sequoias
PE & Disabled Program Facilities
Dr. S. Thomas Porter Field House



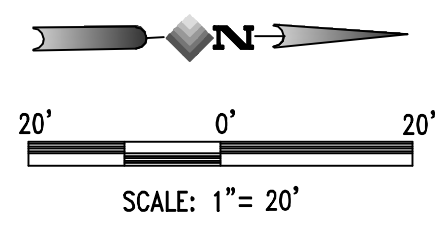
WOODLAND DRIVE



SEE BELOW FOR CONTINUATION

SEE ABOVE FOR CONTINUATION

SITE PLAN



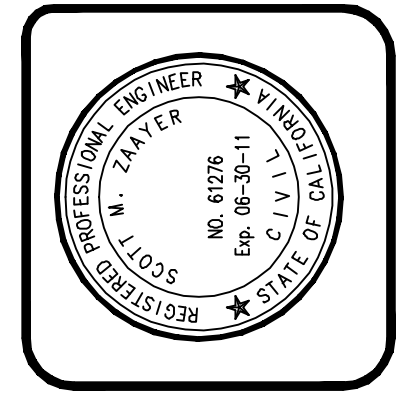
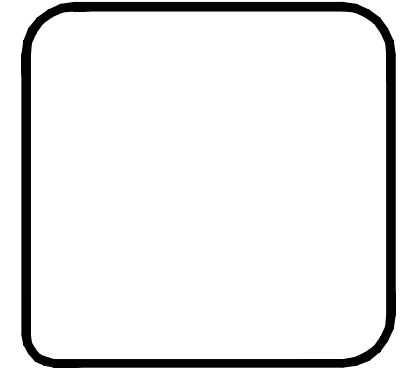
GENERAL CONSTRUCTION NOTES

1. CONTRACTOR SHALL FURNISH ALL EQUIPMENT DESIGNATED TO BE INSTALLED.
2. CONTRACTOR SHALL PROTECT ALL UTILITIES NOT DESIGNATED TO BE REMOVED.
3. SEE SHEET 4 FOR TRACK LAYOUT PLAN.
4. SEE SHEET 5 FOR GRADING PLAN.
5. SEE SHEET 6 FOR DRAINAGE PLAN.
6. ALL EXISTING PAVING AND CONCRETE IMPROVEMENTS MUST BE PROTECTED AT ALL TIMES.
7. ALL CONCRETE IMPROVEMENTS SHALL HAVE WEAKENED PLANE JOINTS AT 15' ON CENTER AND 1/2" EXPANSION JOINTS AT 45' ON CENTER, IN ADDITION TO WHERE EXPANSION JOINTS HAVE BEEN SPECIFIED.
8. NO CONCRETE SHALL BE POURED UNTIL THE FORMS AND REINFORCEMENT HAVE BEEN REVIEWED AND APPROVED BY THE PROJECT INSPECTOR.

LEGEND

- PROPOSED ARTIFICIAL TURF. SEE SHEET 5, DETAIL 1
- PROPOSED GRASS. FOR ADDITIONAL INFORMATION SEE SHEET 7, IRRIGATION AND WATER PLAN
- PROPOSED GROUND COVERED LANDSCAPE AREA. FOR ADDITIONAL INFORMATION SEE SHEET 7, IRRIGATION AND WATER PLAN.
- PROPOSED SYNTHETIC TRACK. SEE SHEET 5, DETAIL 1
- PROPOSED SIDEWALK CONCRETE, 4" THICK UNLESS NOTED OTHERWISE
- PROPOSED CONCRETE, 6" THICK UNLESS NOTED OTHERWISE
- PROPOSED JUMP PIT. SEE SHEET 8, DETAIL 1
- PROPOSED STEEPLCHASE WATER JUMP WITH SYNTHETIC TRACK COVER. SEE SHEET 8, DETAIL 2
- EXISTING TREE TO REMAIN AND BE PROTECTED DURING CONSTRUCTION
- PROPOSED DRINKING FOUNTAIN. SEE SHEET 8, DETAIL 6

REVISIONS	DATE	DESCRIPTION



APPROVED BY: _____
DATE: _____

PREPARED BY: **Quad Knopf**
 6051 N. FRESNO ST.
 SUITE 200
 FRESNO, CA 93710
 FAX: (559) 435-2905
 www.quadknopf.com

IMPROVEMENT PLAN FOR:
COLLEGE OF THE SEQUOIAS
 915 SOUTH MOONEY BOULEVARD
 VISALIA, CA 93277

SITE PLAN

PLOT DATE:	Apr-15-2010 02:10PM
JOB NO.:	090060
FILE NAME:	Site.dwg
SCALE:	1"=20'
SHEET NO.:	3 OF 9



CALL TWO WORKING DAYS BEFORE YOU DIE

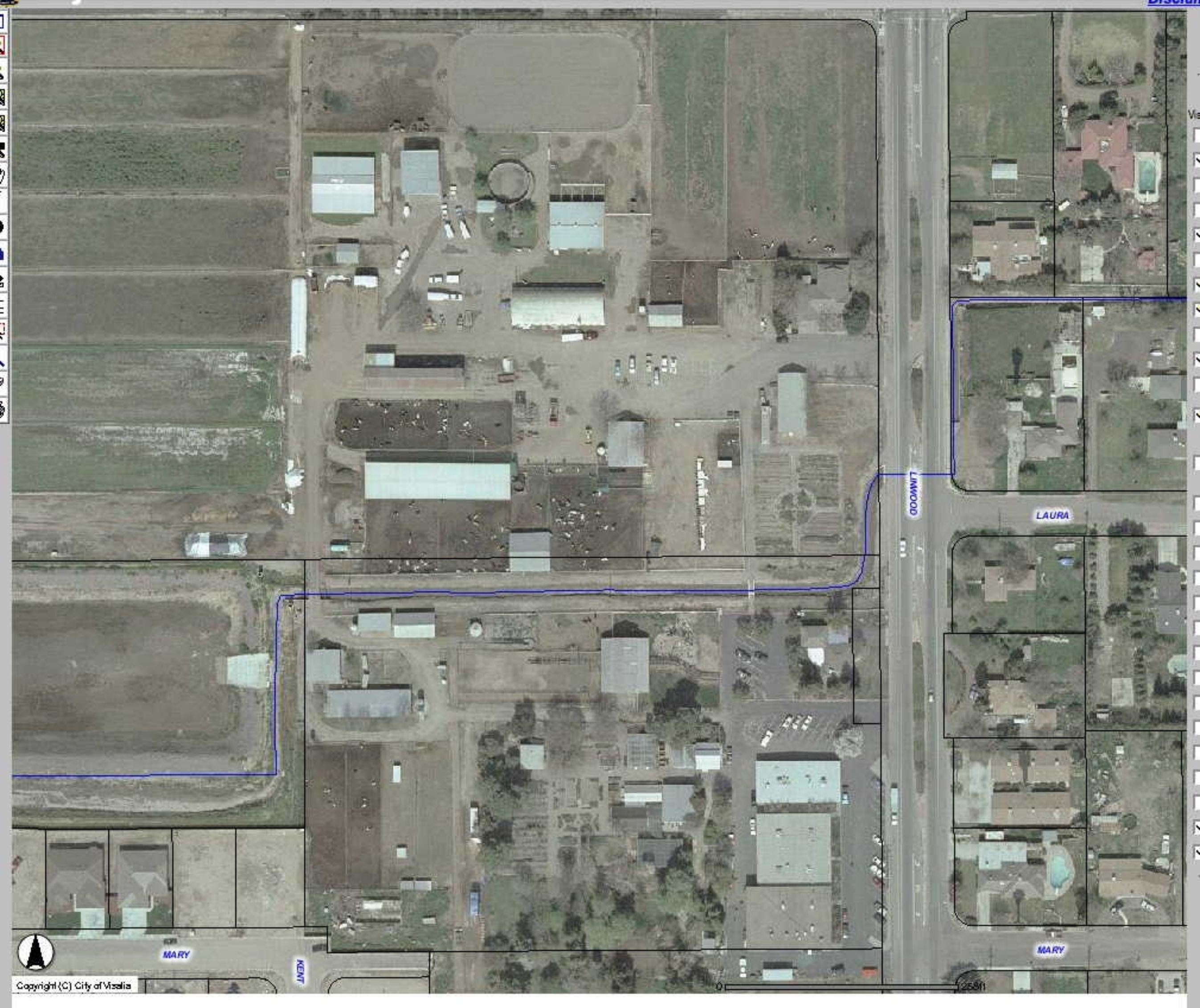


Nursing & Allied Health Division Program Information At-A-Glance May 10, 2010

Visalia City Council and COS Board of Trustees Joint Meeting

Program	*Labor Market Stats 2009 Hourly Wage (Mean)	*Labor Market Stats 2006-2010 Projected Demand	Certificate or Degree	Number of Students	Completion Time	Completion/ Graduation Percentages	National/ State Licensing or Certification Pass Rates	Approximate Cost of Program Per Student
Registered Nursing	\$31.22	2,420	Associate Degree (43.5 Units – RN)	331 Total for Spring 2010 (Admit 80 per Semester)	2 Years	96%	92%	\$4,624
Physical Therapy Assistant	\$20.00	1,800 (Bakersfield & Fresno Counties)	Associate Degree (43 Units – PTA)	25 in First Cohort Fall 2010	2 Years	N/A 1 st Graduation Class May 2012	N/A Until 2012	\$4,250
Health Care Interpreter	\$20.00	22% Increase Nationally 2008-2018	Certificate 15 Units	30 Per Year	1 Year	75% 1 st cohort in May 2009	N/A	\$600
Pharmacy Technician	\$15.11	410	Certificate 10 Units	25 Per Year	1 Year	95%	N/A	\$350
Emergency Medical Technician	\$11.59 (Includes Paramedics)	140 (Includes Paramedics)	Certificate 4 Units	100 Per Semester	1 Semester	70%	40%	\$200
Nurse Assistant	\$10.29	1,810	Certificate 6 Units	40 Per Semester	1 Semester or 6 Weeks	96%	100%	\$200
Phlebotomy	\$13.58	920	Certificate 3.5 Units	25 Per Semester	1 Semester	96%	99%	\$125

* Except where noted, stats are for Tulare County



MARY

KENT

LIMWOOD

LAURA

MARY

Fresno State University Center at College of the Sequoias Enrollment History

Enrollment at the COS Fresno State Center has slumped. The stats are given below. Note that in-person enrollment at the COS site has dropped for the last two years from a high of 402 in 2007-08 to 259 this year. There were 22 sections two years ago and just 14 this year.

Year	2005-06		2006-07		2007-08		2008-09		2009-10	
Mode	At COS	Dist Ed	At COS	Dist Ed	At COS	Dist Ed	At COS	Dist Ed	At COS	Dist Ed
Enrollment	299	497	388	301	402	325	333	439	261	323
% Change			+30%	-39%	+4%	+8%	-17%	+35%	-22%	-26%

Statistics for 2009-10 Academic Year

Course	Units	Mode	Enrolled	Total
SPRING 2010				
CRIM 134	3	Video	19	
CRIM 153	3	Video	11	
CRIM 176	3	Video	9	
ENGL 103	4	Video	15	
NSCI 115	3	Video	10	
PSYCH 169	3	Video	16	
SSCI 110	3	Video	25	
SSCI 180	3	Video	25	130
CURR 175	3	Onsite	23	
CURR 176	3	Onsite	23	
EAD 269	3	Onsite	14	
LEE 177	3	Onsite	22	
MPA 120g	3	Onsite	11	
MPA 200	3	Onsite	11	
MUSIC 153	3	Onsite	27	131
				261

Course	Units	Mode	Enrolled	Total
FALL 2009				
CRIM 001	3	Video	15	
CRIM 112	3	Video	3	
CRIM 117	3	Video	8	
CRIM 170	3	Video	4	
DRAMA 136	3	Video	24	
ECON 165	3	Video	16	
ENGL 102	4	Video	16	
ENGL 104	4	Video	6	
NSCI 115	3	V/OL	25	
PSYCH 169	3	Video	25	
SSCI 110	3	Video	31	
SSCI 180	3	Video	22	195
CURR 171	3	Onsite	21	
EAD 263	3	Onsite	13	
LEE 172	3	Onsite	19	
LEE 173	3	Onsite	19	
NURS 180T	3	Onsite	25	
SPED 179	3	Onsite	9	
MKTG 100S	3	Online	22	128
				323

NAMING RIGHTS AND SPONSORSHIP AGREEMENT

This Naming Rights and Sponsorship Agreement ("Agreement") is effective as of January 9, 2009, by and between COLLEGE OF THE SEQUOIAS ("COS"), and JOSEPH and MARYBETH HIGUERA, as trustees of the HIGUERA LIVING TRUST, dated September 26, 2005, as amended ("Sponsor") (Individually referred to as "Party" and collectively as "Parties").

RECITALS

WHEREAS, Sponsor is seeking to make a contribution to the COS Foundation to secure naming rights to the new Fieldhouse to be completed in 2010.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties hereby agree as follows:

- 1. CONTRIBUTION.** Sponsor agrees to make a contribution of Two Million and No/100 Dollars (\$2,000,000.00), payable in four (4) equal annual installments of Five Hundred Thousand and No/100 Dollars (\$500,000.00), with the first payment due on March 31, 2009, the second payment due on March 31, 2010, the third payment due on March 31, 2011, and the fourth payment due on March 31, 2012.
- 2. NAMING RIGHTS.** In exchange for the contribution depicted in Section 1 of this Agreement, COS agrees that the Fieldhouse shall henceforth be known as the "Dr. S. Thomas Porter Fieldhouse" ("Name").
- 3. NAME PLACEMENT AND USE.** Parties agree that the placement(s), size(s), location(s) and use(s) of the Name shall be at the sole discretion of COS as set forth in the letter dated January 9, 2009, to sponsor; however both Parties acknowledge that COS will act in good faith and use its best effort to insure that the Fieldhouse is called by the Name. Parties agree that no other name shall be used in conjunction with the Fieldhouse.
- 4. USE OF CONTRIBUTION.** Parties agree that of the contribution depicted in Section 1 of this Agreement, One Million Three Hundred Thousand and No/100 Dollars (\$1,300,000.00) shall be allocated to the COS Foundation. Parties agree that the remaining Seven Hundred Thousand and No/100 Dollars (\$700,000.00) shall be allocated to a trust fund to be created and named the "Porter Community Use Fund," the income and corpus from which shall be allocated to projects within the City of Visalia deemed appropriate by College of the Sequoias Foundation.
- 5. MERGER.** This Agreement constitutes the entire agreement between the Parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This agreement may be modified only in writing, and signed by the parties in interest at the time of such modification.
- 6. JURISDICTION.** This Agreement shall be governed by and constructed under the laws of the State of California. In the event of any legal action to enforce or interpret this Agreement,

Parties agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Tulare County, California.

7. **ATTORNEYS' FEES.** In the event that litigation is brought by either Party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any terms, conditions or provision of this Agreement.

8. **HEADINGS.** Section headings included in this Agreement are included solely for convenience and are not intended to modify, explain, or affect the interpretation of this Agreement.

9. **AUTHORITY.** The persons executing this Agreement on behalf of the Parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said Parties and that by doing so, the Parties are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executive as of the date first written above.

SPONSOR

Joseph F. Higuera
JOSEPH HIGUERA, Co-Trustee of the
Higuera Living Trust, dated
September 26, 2005, as amended

1/9/09
Date

Marybeth Higuera
MARYBETH HIGUERA, Co-Trustee of
the Higuera Living Trust, dated
September 26, 2005, as amended

1/09/09
Date

COLLEGE OF THE SEQUOIAS

William J. Snodgrass
Signature

1/9/09
Date

Superintendent/President
Title

Date

January 9, 2009

Marybeth Higuera
229 Camino Arroyo
Palm Desert, CA 92260

Dear Ms. Higuera:

On behalf of the College of the Sequoias Foundation and the students that it serves, we would like to take this opportunity to thank you for your generous gift in the amount of \$2 million to be paid over the next four years. This gift means many things to the students of COS and the residents of Visalia and your generosity will have an impact on many generations to come. In addition, the memory and work of your late husband, Dr. S. Thomas Porter, and your family will forever be remembered in our community.

Porter Community Use Fund

It is the understanding of the leadership of the College of the Sequoias Foundation and the College of the Sequoias District, that the gift, in the amount of \$700,000, will be used to establish the Porter Community Use Fund within the COS Foundation. This Fund will be used to begin cooperative projects which benefit the residents of Visalia.

There are three ways in which the College of the Sequoias Foundation operates on projects like this. First, projects could be identified from the outset of the fund and be funded strictly on that basis. Second, an Oversight Committee could be created and be comprised of one Foundation Board member who resides in Visalia, the COS President, one Visalia Community member, and either you or a representative which you designate. Each January – March, these individuals will meet to discuss upcoming needs of Visalia residents based on established guidelines. We will have a list of possible projects for you when we see each other the week of January 5. Third, projects may be identified which require additional mini-campaigns for the specific needs. These campaigns to fund specific projects could attract matching donations based on challenge grants from the fund.

While we are currently working on a full menu of projects which may be included in the funding opportunities for the Porter Community Use Fund, some examples are included on the attachment to this letter.

Recognizing that there will be others who support the Porter Community Use Fund on an annual basis, a donor recognition piece in the new gymnasium will be established and maintained by the College of the Sequoias Foundation. This plaque will identify Founding Members of the fund for a time period specified up until December 31, 2009. In addition, there will be a section for sustaining members of the fund which will be recognized on an annual basis.

Perpetual Naming Rights of the COS Fieldhouse

Your gift will provide naming rights of the new fieldhouse, which will begin construction in January 2009. Anticipated completion of this project is Fall of 2010. Of the \$2 million gift, should the \$1.3 million not be needed for the current capital needs of the fieldhouse, these funds would remain in the Foundation to be available for other potential unfunded needs as they arise.

Recognizing the significance of the gift, which establishes naming rights of the Porter Fieldhouse, including all exterior naming, including the fascia over the main entrance shall bear the name "Dr. S. Thomas Porter Fieldhouse," a portion of the abovementioned donor wall will be dedicated to Dr. S. Thomas Porter and discuss his commitment to and significant involvement with the College of the Sequoias and the City of Visalia.

Pledge

It is the understanding of the College of the Sequoias that the pledge of the \$2 million gift will be made in annual payments of \$500,000 starting in 2009 and continue until 2012. These annual pledge payments will be applied proportionately between the Porter Community Use Fund and the College of the Sequoias Foundation Undesignated Fund, 35% and 65% respectively. In addition, any funds above this initial pledge may be applied at the donor's request to the Porter Community Use Fund.

Based on your representation of this pledge in the amount of \$2 million, the College of the Sequoias will name the fieldhouse in perpetuity. Because of the permanent naming, it is understood that provisions in your estate plan have been made by you to insure that the gift is completed. Should you need additional information from us, we would be happy to work directly with your professionals, should that be appropriate.

Should the above outline of your gift be agreeable to you, we will put this in a more formal agreement spelling out the expectations--from the naming opportunity and donor wall to the guidelines for the Porter Community Use Fund. We look forward to any input that you have regarding such, and we would be happy to answer any questions that you may have.

Again, on behalf of the College of the Sequoias Foundation, our students, and the residents of Visalia—thank you! We realize that it is your desire to forever remember Tom, your family, and our community, and we cannot think of a more fitting tribute than the legacy which you will be establishing with this generous gift.

Sincerely,



Bill Scroggins
Superintendent/President

Possible Projects for Consideration by the Porter Community Use Fund

All funded programs and projects would prominently display the donor as the Porter Community Use Fund.

Fresno State Center in Visalia: The operating costs for the Fresno State Center in Visalia are approximately \$100,000 annually. From an operational standpoint, an annual gift in this amount would be exceedingly helpful to relieve the City's current expenditure. With the budget situation the way that it is, the long term viability of operational funds of this type might be in jeopardy from the City.

Paramedic Program: Desperately needed and requested by the City of Visalia is really struggling with fulfilling these needs of Firefighter Training. Currently, the city is hiring firefighters who need paramedic training—with the closest program an hour program with an expensive tuition bill—or paramedics who the City has to train as firefighters. Because of the accreditation requirements, it is an expensive program to implement. For a permanent naming opportunity, a gift from the Porter Community Use Fund would provide for many opportunities for Visalia residents—and fulfill a huge need for the City of Visalia. The need is estimated to be approximately \$500,000.

Supervisory Academy: A project seen as a priority for the City of Visalia, this project would be beneficial to many large employers in the City—and help with economic development of the area. Initial start-up funds in the amount of \$250,000 would provide the ability for the College to provide the necessary curriculum and provide for an initial 2 years of the program. A Naming Opportunity of the Marybeth Porter Higuera Supervisory Academy would be a long-term, branded program which would be known throughout the Central Valley and benefit thousands of individuals and companies over the life of the program. This program which would include ongoing advertising of the program and thereby significant recognition of the gift with employers would serve a critical need for Visalia.

University Preparatory High School: A joint project between the Tulare County Office of Education and the College of the Sequoias, this program will serve students in grades 9-12 that links academic preparation, leadership training, community services, substance abuse prevention, and character education to higher education. A high school established within an "Early College" setting and serving a blend of high achieving students, English learning students, and other under-served and non-traditional students would provide a unique high school experience leading to school engagement and college readiness. UPHS will open in Fall of 2009 with approximately 125 students (75 ninth graders and 50 tenth graders). Eleventh grade students will be added in year 2 and twelfth graders will be added in year 3. Total enrollment will not exceed 400 students. For a long term, permanent naming opportunity, a gift in an agreed upon amount would provide a naming opportunity for the Porter Community Use Fund.

CTE Charter High School: Through a partnership with Visalia Unified School District and COS, plans are underway for a Career Technical Education Charter High School to open in the Fall of 2010. By combining high school and college classes, at a facility designed for career technical education, this program will serve thousands of high school students as they enter the workforce. The current proposed facility needs an additional wing of classrooms to make the project successful. For \$200,000, this wing could be added to the facility and make the program a reality.

Joint Meeting
Visalia City Council and College of the Sequoias Board of Trustees

Background Information:
Proposal/Vision for a Government Supervisor/Leader Program

Presented by: Brent Calvin & Louann Waldner, College of the Sequoias

Background

Visalia's City Manager, Steve Salomon, has long felt that City and County agencies should have a more systematic method for training their supervisors and future leaders. Employees are often thrust into the role of supervisor without proper training and expected to know what is expected of them. After conversations between Mr. Salomon and Dr. Scroggins, and subsequent conversations with Tulare's City Manager, it has been proposed that the College of the Sequoias take the lead in developing a Government Supervisor/Leader Program.

Proposal

Initially, the College will work with the Cities of Visalia and Tulare as well as the County of Tulare to perform a needs analysis. Attached is a more detailed description of the need analysis and a potential pilot training developed by COS' Business & Industry Services for front-line supervisors. This would be a fee based/contract training program as opposed to a for-credit college course.

Once the program has been customized to meet the needs of the three entities, Business & Industry Services will schedule the training on the COS campus or another venue agreed by the organizations/agencies involved. The sessions will be facilitated by an experienced professional who is an expert in the training and learning styles of adults and would include guest appearances by leaders in the City, County or beyond.

It is anticipated that the sessions will be three hours in length and could be scheduled for Friday afternoons over a period of 12-16 weeks. The cost of this program will be borne by either the participants or their employer and will run approximately \$250 per participant depending on the duration of the course and where the enrollment limit is set. The College would schedule the program to start at times (Fall, Spring, Summer) most conducive to the needs of the agencies/organizations for which it is designed and as many times as needed during the year.

Vision

This program has the potential to grow into a resource used by many government agencies and other large entities in Tulare County. The College's vision is that it might evolve into the Porter Leadership Academy, named after former Visalia City Mayor and COS Political Science Instructor, S. Thomas Porter.

Proposal Government Supervisor/Leader Training

COS Business, Industry & Community Services
College of the Sequoias • 915 S. Mooney Blvd. • Visalia, CA 93277
workforcedev@cos.edu • p: 559.737.4838 • 559.737.6144 •
www.cos.edu/workforcedev

Situation

Government agencies – like business, non-profit and educational entities everywhere – are experiencing a time of rapid change and increasing complexity. It is critical for individuals placed in the position of managing, supervising or leading others to understand the complexities of managing, motivating, engaging those human resources for maximum performance. Having a plan to deal with the retirements of the “baby boomer” generation is also critical. These retiring boomers not only occupy the upper-level positions, but also are the longest tenured employees with the greatest knowledge of the processes and culture of the agency. Those retirements leave a gap that must be filled by individuals who have not yet had experience in a supervisory role or leadership position with the agency.

COS Overview/Vision

COS’s supervisory and leadership training can be designed and customized for any level of supervisor within any industry, business, agency or organization.

The process should begin with a **Needs Analysis**. It is important to understand the goals and objectives of the organization/agency and set a baseline as to the supervisory/leadership experience of the trainees. This needs analysis could be brief or extensive depending on the vision for the Supervisory/Leadership Training Program. To develop a comprehensive program, the need analysis would need to include several wide-ranging conversations to create a common knowledge base of what the major issues might be, what leadership development opportunities are currently available, and what expertise is needed to address the issues. Current agency leaders and staff members can provide valuable input into the program’s design. This intent of this “discovery” process is to gain insight such as: 1) What it takes to be successful supervisor in the agency, 2) what it will take to be successful 3-5 years into the future, 3) What current supervisors needed to learn when they were first named to their current positions, 4) What someone new coming into these roles needs to learn.

A First Step for a Government Supervisor/Leader Program:

Pilot Effort: Introduction to Supervision/Front-Line Supervisor

The Front-Line Supervisory Program (Introduction to Supervision) could be a pilot training for the City Governments as more extensive needs analysis is done for other levels of leadership. It’s focus is on essential, basic skills that first line supervisors need for effectively supervising employees. It is designed for supervisors who are in first line supervisory positions and who have had little to no formal supervisory training. There are no prerequisites, but experience shows that this curriculum is best received by newer supervisors.

Possible Outline of Training:

The outline below is a suggested customized training sequence for Front-Line Supervisory Training. Depending on the needs analysis, other possible modules might be substituted or included:

- Employee Performance Reviews
 - Successful Hiring
 - Retention Strategies
 - Termination Guidelines
 - Delivering Powerful Presentations
 - Effective Business Writing
 - Diversity in the Workplace
 - Multicultural Communication
-

Module 1: The ABC's of Supervising

- Overview of training/Introductions
- Defining your role as a supervisor/managers
- Responsibilities of a Supervisor/Manager
- Making the transition from colleague to supervisor
 - Role of a Supervisor versus employee
 - Questions supervisors have
- Managing your image as a supervisor: How to think, act and look like a manager.
- Supervision and Leadership

Module 2: Interpersonal Awareness: Why do people do what they do?

- Interaction Styles: Introverts and Extroverts
- Understanding Styles—Self and Others
- Putting Temperament Theory to Work
- Introduction to motivation and core needs
- Values and Stressors for various temperaments

Module 3: Interpersonal Skills: Application of Knowledge

- Applying what you know about others in your job as a manager/supervisor
- Understanding perceptions and misconceptions about different styles
- Recognizing the differences of others and capitalizing on their strengths
- Using this in your role as a manager/supervisor

Module 4: The Role of Communication in Management

- How communication flows in organizations
- Barriers to communication and organizational issues that block communication
- How do you become a better communicator?
- Revisiting interpersonal skills: Choosing the right communication style
- What we say is only part of the message: Non Verbal Communication
- How to listen more effectively: the first step to being a good communicator
- Giving and receiving feedback

Module 5: Communication: Speaking, Practice and Professionalism

- Strategies for speaking to a group, giving instructions and feedback to individuals
- Tips for developing a message that will be heard and implemented

- Professionalism in Communication
 - Written (email and correspondence)
 - Verbal (management meetings, small groups, team meetings, individuals)
- Leading Effective Meetings

Module 6: Leadership: It is more than just a position!

- Understanding Leadership:
 - Leadership position versus leadership behaviors
 - Traits of a good leader
 - Leadership versus management
- What is Your Leadership Style? (Relationship versus Task)
- Let's talk about the situation: Does your style fit the situation?
- Power and Leadership

Module 7: Team Building and Motivation

- Understanding motivation strategies in the workplace-what works and why
- Understanding team development
- Strategies for effective teams
- Coaching, motivating and engaging your team members
- Tips for training and orienting employees
- Recognition Strategies

Module 8: Managing for Performance / Delegating for Results

- Are you a Theory X or Theory Y manager?
- Seven Steps of Delegation
- Communication and leadership revisited: Giving and Receiving Feedback
- Decision Making Tools

Module 9: Conflict Management/Dealing with Difficult People

- What is conflict is and how it can escalate
- The five most common conflict resolution styles
- Some effective techniques for intervention (win-win negotiations)
- How to strengthen staff trust and morale
- How to be more confident of their ability to manage conflicts

Module 10: Organization Skills & Planning

- Time and Priority Management
- Setting Goals and Making Plans
- Project Management Considerations
- Problem Solving Skills

Module 11: Putting It All Together, Wrap-Up and Celebration

- Managing Change
- Pass out certificates
- Celebrate

**City of Visalia
Agenda Item Transmittal**

Meeting Date: May 10, 2010

Agenda Item Number (Assigned by City Clerk): 9

Agenda Item Wording: Update regarding Tulare County Association of Government (TCAG's) efforts in obtaining a California Department of Transportation Planning Grant to prepare a Visalia/Tulare Community Transit Study to improve transportation opportunities between the two communities over the next five years, and to consider options for providing low cost service to COS students throughout the County.

Deadline for Action: May 10, 2010.

Submitting Department: Administration – Transit Division

Contact Name and Phone Number:

Monty Cox 713-4591

Department Recommendation: Accept this update regarding TCAG's efforts in obtaining a California Department of Transportation Planning Grant to prepare a Visalia/Tulare Community Transit Study to improve transportation opportunities between the two communities over the next five years, and to consider options for providing low cost service to COS students throughout the County.

Summary: The Tulare County Association of Governments routinely applies for planning and other grants on behalf of member agencies to support transportation related activities. On April 1, 2010, TCAG filed an application with Caltrans for a planning grant for funds to prepare a Visalia/Tulare Community Transit Study to improve transportation opportunities between the two communities over the next five years. This planning grant will allow for the hiring of a consultant to prepare a study for the cities and the county to identify potential options for additional transit service and funding. Specifically, this study will be focusing on the needs of COS students attending either the Visalia campus or the new campus in the City of Tulare; and students from outlining communities in Tulare County. Staff expects to hear from Caltrans regarding this application to identify transit options sometime during the summer. Visalia staff is prepared to work closely with the TCAG, the City of Tulare, COS representatives, the County of Tulare, and the Managers of the other Tulare County transit agencies, as well as the successful consultant, to gather the appropriate data and conduct the appropriate assessments to complete the study in a timely manner.

Background: The Transit Division has been working with the City of Tulare and the College of Sequoias to prepare for the expansion of the COS campus into Tulare and the anticipated increase in demand for transit service. Caltrans periodically provides funds to do various types of planning studies including transit services. In some cases these funds are transferred to the

For action by:

City Council
 Redev. Agency Bd.
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 VPFA

For placement on which agenda:

Work Session
 Closed Session

Regular Session:

Consent Calendar
 Regular Item
 Public Hearing

Est. Time (Min.): 1

Review:

Dept. Head LBC 5410
(Initials & date required)

Finance _____
City Atty _____
(Initials & date required
or N/A)

City Mgr _____
(Initials Required)

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City to conduct the study; however, in this case TCAG is the only eligible applicant and will be conducting the study on behalf of the City of Visalia, the City of Tulare and COS.

The provision of a safe, reliable and efficient public transportation service to services such as higher education, training and jobs is vitally important to the economy and quality of life in Tulare County. Visalia/Tulare community efforts are specifically focusing on improving transportation options between communities with many low-income workers, training opportunities, social services, higher education opportunities and other essential destinations.

Since the Study was first conceived, there has been interest expressed in providing reduced cost service to COS students throughout the County. Such an endeavor would involve the coordination and approval of transit services from throughout the County, including the cities of Tulare, Dinuba, Porterville and the County of Tulare. In addition, Visalia would need to consult and coordinate with our contracting agencies, which are the County of Tulare and the cities of Farmerville and Exeter.

A similar effort was initiated in 1998 between the City of Visalia and COS. During that effort a discount pass for \$20 was created for COS students. This was an \$8 discount of which \$4 was paid by COS and \$4 was absorbed by the City. A total of 469 passes were sold during the 1998 calendar year at cost to COS of \$1,804. This was under the \$2,500 limit COS established for the program; however, COS did not wish to continue the program beyond the first year.

The scope of this grant application was expanded to include consideration of the feasibility of providing a reduced cost option for COS students, and COS has expressed a willingness to consider implementing a student fee of \$1-2 per student per semester that would cover some or all of the cost of implementing such a reduction. Preliminary estimates indicate that this fee would generate less than the cost of current bus passes purchased by COS students; therefore, additional funding sources will need to be identified to provide significant long term student discounts. The study will consider all implications financial, operational, and political, which must be considered in order to implement such a program. The grant cannot be used to pay for the subsidy directly, only to determine the options and feasibility for doing so.

Some of the issues that must be addressed in this study include:

1. Farebox Recovery: State law requires that state funded transit systems in urbanized areas of 50,000 population or more must collect 20% of their operating cost from fares collected through the farebox. Many communities, including Visalia, struggle to balance the demand for service with meeting the farebox recovery options.
2. State Transit Funding: Recent efforts from the State of California have attempted to reduce state support for public transportation. As a result State Transit Assistance, has been reduced and it can be expected that this trend will continue.
3. Federal funding for urbanized areas is currently restricted in terms of how much of it can be used for operations (currently only 50%). Current law restricts this further once an urbanized area exceeds 200,000. It is extremely probable that as of 2012 Visalia and Tulare will be combined for federal purposes into one urbanized area. Current law reduces the allowed use of federal funds for operations in such areas to \$0. This has a potential impact on the Visalia – Tulare area of \$2.5 million per year.
4. Because of the nebulous funding situation in the transit industry, any reduction in bus fare revenue must be guaranteed to be replaced by some new source in order for this program to succeed. The study will attempt to identify the projected cost and potential funding sources to meet that cost.

5. Comprehensive Impact: Because of the large number of agencies involved, the study will need to take into consideration the long-range impacts. It is anticipated that if approved, Porterville Community College may want to consider a similar program, as may the school districts within each jurisdiction. Requests are received from VUSD parents on a regular basis. The program options proposed need to consider a broader student application, and the subsequent potential impact on the various transit programs.

Staff from TCAG, COS, the cities of Visalia and Tulare, the County of Tulare, and the other transit agencies in the County, TCAG, COS will continue to monitor this grant opportunity and prepare to conduct the study as quickly as possible once the funding is awarded. The appropriate Staffs will keep the boards of all agencies updated as new information is available.

Prior Council/Board Actions: None

Committee/Commission Review and Actions: None

Alternatives: None

Attachments:

City Manager Recommendation:

Recommended Motion (and Alternative Motions if expected): N/A



City of Visalia

Memo

To: Visalia City Council/College of the Sequoias Community College
District Board of Trustees

From: Chris Young, City Engineer/Assistant Community Dev. Director

CC: Steve Salomon, City Manager
Michael Olmos, Assistant City Manager

Date: May 10, 2010

Re: Mooney Boulevard Project Updates

Mooney Boulevard Project Update

Caltrans' project manager (Shelley Maggard) has advised us that the project landscaping has been completed and construction crews will begin paving the "surface course" for Mooney on May 10th (section of the project north of Princeton Avenue). Paving will take place primarily at night and will take three weeks to complete. For daytime paving, two lanes remain open.

Tulare, Kaweah, Meadow Avenue Intersections with Mooney Boulevard (Traffic Signal Operation/Work)

These intersection/signal improvements are being performed by Caltrans' contractor. The traffic "loop detectors" were removed during the street improvements to accommodate the street widening and resurfacing. Loop detectors "communicate" with the signals and are activated by vehicles. Currently, these signals are "time based" and do not "sense" the presence (or lack of presence) of vehicles. This "time based" operation can cause an extended signal cycle and cycling even though a vehicle may not be present. Once paving has been completed, new traffic loops will be installed returning the intersection signals to normal operations.

The Caltran's project manager states that the loop detectors will be installed the week of May 24th. Micro-surfacing and striping will begin the week of May 17th. Reprogramming of the traffic signal will be completed by the week of June 24th.

Background - Mooney Boulevard Project

Caltrans is in the last phase of their Mooney Boulevard improvements. The project (which is nearing completion) consists of widening the State Highway between Packwood Creek to the south and State Highway 198 to the North. Caltrans has

widened the roadway from four lanes (two in each direction) to six lanes (three in each direction). This project included improving the intersections at Tulare Avenue, Beech Avenue, and Sunnyside Avenue, with dual left-turns at Tulare Avenue and Beech Avenue and single left-turns at Sunnyside Avenue, larger curb radii, upgraded wheel chair ramps and new bus turnouts. This portion of the project also modified the widths of the medians, lanes, shoulders and sidewalks. The project was awarded at \$10,196,000.

City Project Improvements at the Intersections of Mooney and Walnut and Mooney and Whitendale:

The City is making intersection improvements at these two locations. Improvements include the widening of Whitendale and Walnut Avenues on the east and west sides of Mooney Boulevard so that they will receive new dual left-turn lanes on Mooney Boulevard and increase the capacity of the intersections per the City's Circulation Element. The Walnut intersection will also include the undergrounding of low voltage electrical and communication lines and placing the high voltage lines on 85-foot tall steel poles. The new undergrounding district will also prohibit future overhead lines within the district. The engineers estimate for both projects is about \$4,300,000, including the utility undergrounding.

The design of these two projects has been completed and the necessary right-of-way has been obtained. Construction will begin in early summer and will be completed by November 1st. A detailed/approximate schedule is listed below.

Walnut and Mooney

April 17, 2010 – Early possession of right-of-way obtained

May 10, 2010 – Vault and pull-box work out to bid

May 28, 2010 - Open bids for above work

June 07, 2010 – Council award for work above

July 9, 2010 – Completion of above work

*August 27, 2010 – Southern California Edison's work scheduled for completed**

June 28, 2010 – Bid Walnut intersection project*

July 02, 2010 – Open bids for intersection work.

July 19, 2010 – Award intersection work.

November 1, 2010 – Construction completed

*Project schedule is dependent on the completion of utility line/pole and "undergrounding" work to be done by Southern California Edison. If signal and roadway work cannot be completed by November 1st, this phase of the project will be scheduled for early 2011.

Whitendale and Mooney

May 17, 2010 – Bid Whitendale intersection project.
June 11, 2010 – Open bids for intersection work.
June 21, 2010 – Award intersection work.
July 12, 2010 – Construction begins.
October 15, 2010 – Construction completion

Recently Completed City Transportation Projects

- Santa Fe Bridge at the 198
- Houston Avenue widening (Santa Fe – Ben Maddox)
- Ferguson Avenue Extension (Mooney Boulevard – West of Giddings Street)
- McAuliff Street Overcrossing (Mill Creek – Mineral King Avenue)

Attachments:

- Exhibit “A” – Tulare, Kaweah, Meadow Avenue Intersections with Mooney Boulevard
- Exhibit “B” – Project location map
- Exhibit “C” – New lane configuration for Whitendale and Mooney
- Exhibit “D” – New lane configuration for Walnut and Mooney

**City of Visalia
Agenda Item Transmittal**

Meeting Date: May 10, 2010

Agenda Item Number (Assigned by City Clerk): 11

Agenda Item Wording:

Healthy Visalia Committee Update

Deadline for Action:

Submitting Department: Parks and Recreation

Contact Name and Phone Number:

John Bradley Recreation Supervisor
713-4585

Department Recommendation:

None

Summary/background:

On August 28, 2009, City Council Community Based Planning Committee represented by Bob Link and Greg Collins met with the Kaweah Delta Health Care District represented by Board Members Carl Anderson and Jody Graves to discuss community partnership opportunities. One area of potential partnership identified is Health and Wellness programming and services. Councilmen Link and Collins recommended that the City Manager explore potential collaborative partnerships in this area.

In October, 2009, City Manager Steve Salomon and Kaweah Delta Health Care District (KDHCD) CEO Lindsay Mann met with Visalia Unified School District (VUSD) Superintendent Stan Carrisoza to discuss a potential partnership between the three organizations.

A subsequent meeting with this group, now involving representatives from additional health related organizations, launched into a discussion of developing a community health and wellness committee. It was determined that obesity along with the epidemic proportions of diabetes is community problem and that organizations should combine resources, as available and appropriate, to further Health and Wellness in Visalia.

It was understood by all organizations that financial resources were not available but each organization could look at opportunities to share resources through communication facilitated by

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Est. Time (Min.): _____

Review:

Dept. Head VE 5/4/10
(Initials & date required)

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the Committee. Sharing information, reducing the duplication of services, cross promoting programs and collaboration on future grant applications are areas that the Committee can assist each agency and benefit the community. It was also recommended that organizations find a way to highlight “existing health and wellness” efforts that are currently available to the public.

On November 16, 2009 the Visalia City Council officially directed the City Manager to pursue a coalition with community partners, including, but not limited to, Kaweah Delta Health Care District and Visalia Unified School District to promote health and wellness in our community. Further the coalition will explore needs and promote existing health and wellness offerings in the community.

As of April 22, 2010, the Healthy Visalia Committee is meeting regularly and gaining momentum. The following organizations are now part of the committee and meet on a monthly basis:

City of Visalia

Kaweah Delta Health Care District

Visalia Unified School District

Family Healthcare Network

Tulare County Health & Human Services

College of the Sequoias

Initial goals of the Committee are as follows:

- Carry out one joint “special event” a year to showcase health and wellness opportunities available for local residents. The Committee is looking at a date in early October, this date will be finalized on May 13, 2010.
- Provide funding for basic Committee actions including web design & maintenance and funding for the festival. Almost each organization has been able to invest \$1000 in start up funds. The City of Visalia currently houses these funds in an account designated for these functions.
- Develop a website wherein all “health related” organizations will be linked. This website will also serve as a central location for health & wellness related events to be listed. The domain “healthyvisalia.com” has been purchased and design work will be completed by the Committee’s May 13, 2010 meeting.
- Develop a logo. Visalia Unified School District held a logo contest for the new Healthy Visalia Committee. Several designs were received and the Committee will select a final logo at the May 13, 2010 meeting.

Prior Council/Board Actions:

Committee/Commission Review and Actions:

Alternatives:

Attachments:

Recommended Motion (and Alternative Motions if expected):

Environmental Assessment Status

CEQA Review:

NEPA Review:

Tracking Information: *(Staff must list/include appropriate review, assessment, appointment and contract dates and other information that needs to be followed up on at a future date)*

Copies of this report have been provided to: