

Subject: Important: Upcoming Admin Bldg. Renovation and Relocation
Sent: Tue 7/29/2025 9:40 AM

SENT ON BEHALF OF VP JENNIFER CLARK & SEAN CLIFFORD, COLLEGE SERVICES SUPERVISOR

Dear Team,

As you may know, our Administration Building (AD) is slated for a significant renovation project aimed at modernizing our workspace and enhancing our Student Health Center. This is an exciting long-term investment in our campus!

To facilitate this extensive work, we will be temporarily relocating to swing spaces during the construction period.

Here's what you need to know now:

- **Tentative (But likely) Move Date:** Friday, September 12, 2025 through the weekend (professional movers will be here all weekend)
- **New offices in FH ready for occupation:** Monday, September 15, 2025
- **Estimated Construction Duration:** Approximately two years
- **Swing Space Locations:**
 - ONLY the Executive Team, MC Foundation, and their respective administrative staff will be relocated to two Flexible Learning Rooms (FLRs) on the lower part of campus.
 - The Mail Room, Student Health Services, and all remaining staff will be relocated to the Second Floor of Fountain Hall (FH).
- **FH Swing Space Environment:** Please note that the FH swing space will consist of modified classrooms. These are large, shared workspaces designed for functionality rather than individual privacy, meaning there will only be 53" high space dividers separating assigned work areas, laminate flooring, and minimal sound-dampening capabilities. We will have Whisper Rooms accessible in a few rooms on the Second Floor of FH for private conversations.
- **Student Health Services:** Will be moving to **FH 211**
- **Mail Room:** Will be moving to **FH 214**

We anticipate that you all have many questions; as such, **we have developed an extensive FAQ** that we expect to be published and available on our web site at <https://www.moorparkcollege.edu/ad-moves>. As more information becomes available, we will be updating the FAQ so as to keep you all informed as well as possible. Please read the FAQ completely and carefully. We expect most questions will be answered there. **Please note, seating assignments will be distributed to everyone later this August.**

We understand that moving to a new environment can be a significant adjustment, and we appreciate your patience and flexibility as we embark on this exciting new chapter together. Your safety, comfort, and continued ability to work effectively throughout this transition will

remain our top priority. While the swing space will be temporary, we are committed to making this transition as smooth as possible for everyone.

Over the coming days and weeks, we will be sharing frequent updates to ensure you have all the information you need to prepare for the move. If you have additional questions or concerns, please contact Sean Clifford, College Services Supervisor, our project point person.

Thank you for your understanding and cooperation.

Sincerely,

Jennifer J. Clark, EdD, MBA

VP, Business & Administrative Services

Moorpark College

805.553.4015 | jclark@vcccd.edu

Sean Clifford

College Services Supervisor

Business & Administrative Services

Moorpark College

805.553.4675 | sclifford@vcccd.edu