



June 1, 2021

Dear friend of Oxnard College,

I would like to invite you to join my President’s Advisory Council. This Council will meet on a monthly basis, where I and my executive team will brief you on new developments at Oxnard College and solicit your input on key decisions we are contemplating. The purpose of this Council will be to engage civic leaders in our community---like yourself---so that our college’s plans may be better informed by important individual and institutional partners in our community. There will be a maximum of twelve members on this Council.

Our meetings will be held on the first Wednesday of each month, beginning promptly at 8AM in the President’s Conference Room, and we promise to do our best to adjourn by 9AM so that you may return to your regular duties as soon as possible. We will serve breakfast and coffee as of 7:30AM, and we will provide you with a complimentary parking permit in advance of each meeting. Our first meeting for the academic year 2021-22 will be held on Wednesday, September 1, 2021. Our typical agenda will be as follows:

TIME	AGENDA ITEM
8:00–8:10AM	President’s Introduction and Report
8:10–8:20AM	Vice President Reports
8:20–8:40AM	Council feedback on key college issue (new issue each month)
8:40–8:55AM	General Council questions and suggestions for future topics
8:55–9:00AM	Next steps and adjournment

I recognize that there are many other demands on your time, so I completely understand if you are unavailable, but I very much hope that you will join our Council. If you are unable to join us, we would appreciate it if you could suggest another person within your organization who might serve in your place. Please feel free to contact me if you have any questions, and please let my executive assistant, Karla Banks, know whether you are able to join this Council. You may reach Karla at kbanks@vccd.edu.

Thank you,

Luis P. Sanchez, JD, LLM
President