Although the District ceased offering regular classes at the MacGregor Site before the Spring Semester, the District’s One Stop Program has continued to offer services at the MacGregor site. Staff was notified by the Chief Business Official of the Newark Unified School District in April that the school district required the site back in July for its own adult education programs. Consequently, staff has checked out a number of commercial buildings close to the new site of the Newark Center for Health Sciences and Technology. Although staff was not planning on relocating, it is believed that a presence closer to the new center, close to other businesses and close to public transportation stops will be a benefit to the program and its clients.

Staff has located a very suitable location at 39899 Balentine Drive. After several conversations with the broker representing the landlord, District staff believes that it will be possible to reach terms favorable to the District. After appropriate legal review, staff plans to sign a 26-month lease for 2,280 square feet of office space with occupancy beginning July 1, 2005. It is anticipated that the Newark Center will be ready for occupancy by Fall 2007 when the 26-month lease term is concluded. With space of 2,280 square feet, the District will also be able to begin offering some Contract Education classes at the location. Another benefit with this lease will be the opportunity to have, at no additional cost, use of a common area conference room for ten hours per week. This conference room is well suited for small classes offered by either the One Stop Program or the Contract Education Program. Staff will have a provision inserted in the lease that the lease can be terminated with notice by April 1st of each fiscal year in the event funding is terminated for the One Stop Program.

In order to execute the lease in time for the program to move during the first week of July, it is imperative that a lease be signed soon. Also, the One Stop Program has funds which can be used to support the first month’s rent and the security deposit, but the funds will revert to the granting agency if not used prior to July 1, 2005. It will not be possible to have all of the details worked out with the lease as well as having a thorough legal review completed by the June 8, 2005 Board meeting. Either the President or his designee, the Vice President of Business Services, will sign the lease. In July, the actual lease will be brought to the Board of Trustees for ratification.