AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Learning Resource Center Interior Refurbishment – Change Order 2

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☐ FIRST READINGS ☐ INFORMATION ☐ REPORTS

ITEM NUMBER 2.1

DATE 8/9/12

ATTACHMENT(S)
GRD Construction Change Order 02 (2 pages)

BACKGROUND:

The Learning Resource Center Interior Refurbishment project was publicly bid in March 2012. GRD Construction was the apparent low bidder at $401,900 and was awarded the construction contract at the April 2012 Board of Trustees meeting. The project essentially consists of replacing finishes such as carpet and paint, reconfiguring the check in desk, and converting a large media storage area into a new group study area. The project successfully reached substantial completion per contract on 7/25/12 with a single change order for $2,442. Due to scope reductions during design, lower than estimated bids, and minimal added cost from changes during construction the project budget has been well maintained. Change Order 2 primarily consists of costs for the refurbishment of the main entry lobby which provides access to both the Cartwright Learning Resource Center and the Luria Library, and serves as a major thoroughfare and gathering place for students. This area has not been improved since the original construction of the building in 1989 and is in visibly poor condition. Major work items included in the lobby refurbishment include replacement of peeling and stained fabric wall covering with paint, replacement of the existing faded rubber floor with a new rubber floor, upgrades to the clerestory space including resurfacing of fabric acoustical panels and re-lamping light fixtures, replacement of the three main entry doors, and various upgrades to the aesthetics of the restrooms.

RECOMMENDATION:

The Board authorize the Superintendent/President to direct staff to execute a change order for the Learning Resource Center – Interior Refurbishment Project with GRD Construction in an amount not to exceed $95,771.27 payable from Measure V funds.

Administrator Initiating item: Julie Hendricks, Director – Facilities & Campus Development
Received By: Joseph E. Sullivan, Vice President Business Services

[Signature] 8/6/12
Change Order

PROJECT (Name and address):
Santa Barbara City College
Learning Resource Center
Refurbishment
721 Cliff Drive
Santa Barbara, CA 93109

TO CONTRACTOR (Name and address):
GRD Construction
2340 Palma Drive, Suite 200
Ventura, CA 93003

CHANGE ORDER NUMBER: 002
DATE: August 6, 2012

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

ARCHITECT'S PROJECT NUMBER: 11025
CONTRACT DATE: May 29, 2012
CONTRACT FOR: General Construction

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attachment to Change Order #002, dated August 6, 2012.

The original Contract Sum was
$ 401,900.00

The net change by previously authorized Change Orders
$ 2,442.03

The Contract Sum prior to this Change Order was
$ 404,342.03

The Contract Sum will be increased by this Change Order in the amount of
$ 55,771.27

The new Contract Sum including this Change Order will be
$ 560,113.30

The Contract Time will be increased by Thirty calendar (30) days.
The date of Substantial Completion as of the date of this Change Order therefore is August 24, 2012.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Kruger Beason Ziemer Architects, Inc.
ARCHITECT (Firm name)
30 W. Anacapa Street
Santa Barbara, CA 93101

BY (Signature)
Joe S. Wilcox, AIA
(Typed name)
DATE
8-6-12

GRD Construction
CONTRACTOR (Firm name)
2340 Palma Drive, Suite 200
Ventura, CA 93003

BY (Signature)
Tammy McHally
(Typed name)
DATE
8-6-12

Santa Barbara Community College District
OWNER (Firm name)
721 Cliff Drive
Santa Barbara, CA 93109

BY (Signature)
Joseph Sullivan
(Typed name)
DATE
Attachment to Change Order #: 002

Date: August 6, 2012

Project: Santa Barbara Community College District
        Santa Barbara City College
        Learning Resource Center Refurbishment

Contractor: GRD Construction
            2340 Palma Drive, Suite 200
            Ventura, CA 93003

KRUGER BENSEN ZIEMER
ARCHITECTS, INC.
30 West Arrellaga Street
Santa Barbara, CA 93101
Phone: (805) 963-1726
Fax: (805) 963-2951

KBZ Job #: 11026
KBZ File #: lb

The contract is changed as follows:

1. Per Owner's request, refurbish Lobby 131 and Restrooms 126 and 127 per drawing
   AR.3, dated 08/03/12. Lobby and Restrooms will be ready for occupancy no later
   than August 26, 2012 however the entry storefront will be installed at a later to be
   determined date.

Reference: PR #004 - COR #05R

Add: $95,771.27

Total Cost of This Change Order: $95,771.27

Prepared by Kruger Bensen Ziemer Architects, Inc.
Accreditation
Provide leadership in ensuring the college meets the standards of accreditation as set forth by the Accrediting Commission for Community and Junior Colleges.

Institutional Effectiveness
Enhance the institution's effectiveness by:
(a) updating all board policies and administrative procedures;
(b) reviewing the mission of the institution; and
(c) creating an integrated institutional planning framework.

Board Relationships
Cultivate and maintain constructive working relationships among Board members and between the Board and the CEO.

Fiscal Stability
Ensure the long-term fiscal health of the district by:
(a) engaging in prudent fiscal management;
(b) establishing the benchmark of a structurally-balanced budget;
(c) determining the viability of placing a bond measure and/or parcel tax on a future ballot; and
(d) advancing the efforts of the Foundation for Santa Barbara City College
PART ONE

*For questions #1 - 18, please rate how the Board performs using the following:*

- 4 - Outstanding
- 3 - Good
- 2 - Needs improvement
- 1 - Unable to evaluate

1. The Board fosters and supports a climate of academic excellence.

2. The Board sets forth expectations for institutional effectiveness and student success.

3. The Board is attentive and responsive to changing and emerging educational needs.

4. The Board is an independent policy-making body that reflects the public interest in the institution and in the Board's role, responsibility, and actions.

5. Once the Board makes a decision, it acts as a whole.

6. The Board advocates for and defends the institution and protects it from undue influence or pressure.

7. The Board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of educational programs and student support services.

8. The Board has ultimate responsibility for educational quality, legal matters, and financial integrity.
9. The Board maintains and publishes up-to-date board policies and administrative procedures.

10. The Board's self-evaluation process for assessing board performance is clearly defined, implemented, and published in its policies.

11. The Board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.

12. The Board is informed about and involved in the accreditation process.

13. The Board delegates full responsibility and authority to the CEO to implement and administer board polices without board interference and holds the CEO accountable for the operation of the college.

14. Through established governance structures, processes, and practices, the Board, administrators, faculty, staff, and students work together for the good of the institution.

15. All Board members have adequate and appropriate knowledge of the college budget.

16. The Board makes sound fiscal decisions based on appropriate information about anticipated revenues and planned expenditures.

17. The Board assures that the budget is developed using a collaborative process with input from the college community and that it is explained to the campus and community.

18. The Board monitors the budget and allocation of resources so that this reflects the college mission, priorities, and planning.
PART TWO

*Please provide a brief response to the following.*

1. What are the major accomplishments of the Board in the past year?

2. In order for the Board to become more effective in discharging our responsibilities, we need to improve in the following area(s):

3. In January 2012, the Board held a retreat focused on Board relationships and agreed to certain principles (*attached*).

Further, the Board’s Code of Ethics (BP 2715) states the following:

*Each member of the Board of Trustees will:*

- Recognize and actively communicate that authority rests with the Board in its legally constituted meetings and not with individual members or committees.
- Respect others, acting with civility.
- Promote and maintain good relations with other Board members by:
  - Keeping an open mind and listening to other facts and points of view.
  - Respecting the opinions of others and abiding by majority rule.
  - Working with other Board members in a spirit of harmony and cooperation and giving courteous consideration to others’ opinions.
- Promote a healthy work relationship with the Superintendent/President and staff by:
  - Appointing and nurturing an effective Superintendent/President and supporting his/her recommendations by maintaining a climate of “no surprises.”

(a) Please comment on whether you believe the Board has followed the principles it agreed to last January and worked together as a team in accordance with the ethical principles quoted above.

(b) How can the Board improve its performance as a team?
SBCC Board Retreat

January 21, 2012

Shared Vision Commitments

1. Obtain clarification on disagreements or strong differences of opinion (ask questions and seek to understand different perspectives)

2. Be friendly and welcoming at Board meetings and occasions for Board presence (smile and exude positive vibrations toward each other)

3. Be respectful of the Board Chair in his/her official role and assist constructively as appropriate to keep meeting agendas focused, on topic, and on schedule

4. Be respectful of each at all times, including the Superintendent/President

5. Eliminate use of terms Old Board or New Board – this is THE Board for SBCC; and, eliminate use of “you guys” when referring to other Board members

6. Look to Board policies for focus and direction on oversight vs management of the college; and, revised or create new polices when appropriate and as need dictates

7. Disagreements are okay and frequently healthy when conducted respectfully; avoid disrespectful interruptions

8. Invite and encourage contributions from all Board members

9. Identify the value of contributions to Board meetings and discussions

10. If a meeting is missed, view and/or listen to the tape available online
PROPOSED TOPICS
FOR
STUDY SESSIONS
2012/2013

Study Session Schedule

August 2012: Study Session Topics; Resolution regarding Proposition 30
September 2012: CE Recommendations
October 2012
November 2012
December 2012
January 2013
February 2013
March 2013
April 2013
May 2013

Topics

- Alternative revenue streams – Business Services
- Student Success Task Force recommendations & implementation
- IT and its role in supporting the mission of the college
- Future bond measure
- Enrollment development/management
- Transfer services and support and Express to Success program
- HR and its role in supporting the mission of the college
- Measure V and facilities upgrades
- Overview of Disabled Students Programs and Services
- Career and Technology Education Programs and Career Center
- Technology and instruction
- Accreditation (will happen naturally through 1st and 2nd reading of both the midterm and special reports)
- Updating of board policies/administrative procedures
- The next 5-10 years: design and delivery of the college’s core functions
- Staff and faculty evaluation procedures (requested by Board member)
- Reserves: guiding principles regarding allocation beyond minimum 5% level (requested by Board member)
- Charge of Board subcommittees (requested by Board member)

Item 3.4
8/9/12
Step 1
Present the proposed recommendations regarding CE - Pillars 1, 2, and 3 and provide the opportunity for feedback.

1. Dean’s Council
2. Executive Council
3. CEIA/CE Staff/CE Administrators
4. CE Consultation Council
5. CE Task Force Steering Committee
6. Pillar work groups
7. CPC
8. Ed Policies Subcommittee of the Board of Trustees
9. Board of Trustees

Timeline:
✓ Meetings with groups 1-8 throughout August
✓ Board of Trustees: September 13 Study Session
   September 27 Regular Meeting

Step 2
Process feedback and produce final recommendations.

Step 3
Disseminate final recommendations.

Step 4
Board action on September 27th.

Step 5
Implement plan.
Orientation Topics

Santa Barbara Community College District
Candidates for Board of Trustees

Session #1: Friday, September 7 at 4:00pm
Who Are We?
Presenter: Lori Gaskin, President, Santa Barbara City College
- Master Plan for Higher Education
- California Community Colleges
- Santa Barbara City College

Session #2: Friday, September 21 at 4:00pm
Who Are Our Students?
Presenters: Ben Partee, Dean, Educational Programs
- Robert Else, Senior Director of Institutional Assessment, Research, and Planning
  - Overview of SBCC’s student population
  - Demographics
  - Educational goals
  - Student life

Session #3: Friday, September 28 at 4:00pm
What Do We Teach? How Do We Support our Students?
Presenter: Jack Friedlander, Executive Vice President
- Educational programs
- Student support services

Session #4: Friday, October 5 at 4:00pm
How Does the College Operate?
Presenter: Joe Sullivan, Vice President, Business Services
- Operational sectors of the college
- SBCC’s operational budget

Session #5: Friday, October 12 at 4:00pm
Participatory Governance and the Role of the Board of Trustees
Presenters: Peter Haslund, President, SBCC Board of Trustees
- Lori Gaskin, President, SBCC
  - Participatory governance within the California community colleges
  - Roles and responsibilities of the Board of Trustees