AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Facilities Improvement

DATE
December 5, 2013

ATTACHMENT(S)
3 pages

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☐ FIRST READING
☐ SECOND READING ☒ INFORMATION ☐ REPORTS

ITEM NUMBER
2.1

BACKGROUND:

Julie Hendricks, Senior Director of Facilities, Planning, and Campus Development, will provide the Board an overview of the manner in which facility improvement needs are categorized and tracked within the framework of work orders and minor maintenance, infrastructure and scheduled maintenance, major maintenance and facility improvement, and capital improvement/new construction.

RECOMMENDATION:

None

Administrator Initiating Item: Julie Hendricks, Sr. Director – Facilities, Planning & Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
A. **Work Orders and Minor Maintenance** – deficiencies that are usually either visibly apparent or causing an operational or other nuisance for occupants.

<table>
<thead>
<tr>
<th>Cost range (approximate)</th>
<th>$0 - $2,000</th>
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</thead>
</table>
| Request or need determination process | • Work is requested through an online Work Order, e-mail or phone call to F&O  
• Work is identified by professional consultant and included on master list of spruce up tasks |
| Possible funding source | • F&O General Fund budgets  
• District Construction Fund/Miscellaneous Projects |
| Evaluation, approval and execution | • Work Orders are evaluated by appropriate F&O Supervisor and assigned to staff for completion, or bid and completed by contractor  
• Professional consultant obtains contractor bid, Sr. Director approves bid and contractor completes work |
| Permitting | Not required |

B. **Infrastructure and Scheduled Maintenance** – deficiencies that usually pertain to a building system such as HVAC, plumbing, electrical, roofing or fire alarm, or require professional understanding of building maintenance or construction trades.

<table>
<thead>
<tr>
<th>Cost range (approximate)</th>
<th>$0 - $15,000</th>
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| Request or need determination process | • Work is identified by F&O staff, Supervisor or Sr. Director  
• Work is identified by professional consultant, vendor or contractor  
• Work is required to resolve a health and safety issue |
| Possible funding source | • F&O General Fund budgets  
• District Construction Fund/Miscellaneous Projects |
| Evaluation, approval and execution | • Appropriate F&O Supervisor assigns work to staff or bids out to contractor for completion  
• Sr. Director hires professional consultant to prepare bid documents, obtains contractor bids, and contracts with lowest responsive bidder to complete the work  
• If scope of work expands project may become a Major Maintenance type project. |
| Permitting | Usually not required although several building systems are regulated such as emergency generators, elevators and fire alarm systems and may require involvement of appropriate agency. |
C. Major Maintenance and Facility Improvement – maintenance or renovation work to an existing building, building utility system, site utility or site feature that usually requires the hiring of a professional consultant to prepare bid documents, observe construction and obtain any necessary permitting.

<table>
<thead>
<tr>
<th>Cost range (approximate)</th>
<th>$15,000 - $1,000,000</th>
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</table>
| Request or need determination process | • Work is requested through an online Work Order or e-mail to F&O Director  
• Work is identified by F&O Supervisor or Sr. Director  
• Work is identified by professional consultant, vendor or contractor  
• Work is identified as a priority by a college department, consultative group or included in a college planning document  
• Work is requested through the Program Review process  
• Work is required to resolve a health and safety issue |
| Possible funding source | • District Construction Fund  
• State Scheduled Maintenance Funding (when available)  
• Measure V or other bond |
| Evaluation, approval and execution | Sr. Director verifies work, estimates project cost and scheduling, prioritizes and includes on master list of projects which is reviewed by college consultative groups. Once funding is identified Sr. Director contracts with professional consultant for project management and/or design and bids out work for construction. Project may be bid out informally (under $45,000), formally (over $45,000) or using qualifications/best value based bidding (GC 4217). |
| Permitting | Possible approvals include DSA, California Coastal Commission, City of Santa Barbara, Santa Barbara County and CEQA regulations adherence. Chancellor’s office approval is required if project is State funded. |

D. Capital Improvement or New Construction – a major renovation of an existing building or construction of a new building. Project has been vetted and prioritized through an extensive college consultative process and has been identified as a critical long term need. These high level projects are included in the college’s master planning documents including the Educational Master Plan, Facilities Master Plan, Five Year Construction Plan and Long Range Development Plan.

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<thead>
<tr>
<th>Cost range (approximate)</th>
<th>Greater than $1,000,000</th>
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| Request or need determination process | • Project is identified as a priority by a college department or a consultative group  
• Project is identified through a campus wide survey  
• Project is included in a college planning document  
• Project is required to resolve a health and safety issue |
| Possible funding source | • District Construction Fund  
|                        | • State Capital Outlay Funding (when available)  
|                        | • Measure V or other bond  
| Evaluation, approval and execution | Project scope and estimated cost are included in a preliminary planning document which is reviewed by college consultative groups and the Board of Trustees.  
|                        | - If project is approved and funding is available an RFP process is initiated for required professional consultants for project management and design. Once contracted, users assist with design, bid documents are developed and permitting is obtained. Project may be bid out formally or negotiated using a Lease-Lease Back process with a Guaranteed Maximum Price.  
|                        | - If project is approved and funding is not available project may be submitted to the State for funding through the Five Year Construction Plan or remain as an identified critical need in planning documents until funding becomes available.  
| Permitting | Approvals include DSA, California Coastal Commission and CEQA regulations adherence, and may require City of Santa Barbara or Santa Barbara County approval. Chancellor’s office approval is required if project is State funded.  

**E. Program Review** – a request for work by a college department that creates an operational efficiency, or a programmatic or facility enhancement. Originated as part of the annual Program Review process but has evolved into an ongoing request process utilizing the online Work Order system.

| Cost range (approximate) | $0 - $25,000  
| Request or need determination process | Work is requested through an online Work Order  
| Possible funding source | District Construction Fund or Equipment Fund  
| Evaluation, approval and execution | Sr. Director compiles Program Review Work Order requests into a singular list after submission deadline, evaluates requests and sorts them into appropriate work categories. List of requests is reviewed by college consultative groups and funding is allocated for approved work. Sr. Director then executes projects per A – D above.  
| Permitting | Usually not required  

Attachment 2.1  
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AGENDA ITEM BACKGROUND

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<th>BOARD OF TRUSTEES</th>
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<tbody>
<tr>
<td>FROM:</td>
<td>PRESIDENT</td>
<td></td>
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<tr>
<td>SUBJECT:</td>
<td>Brown Act and Ethics Annual Refresher</td>
<td></td>
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<tr>
<td>REASON FOR BOARD considEration</td>
<td>☐ ACTION ☐ CONSENT ☐ FIRST READING ☐ SECOND READING ☒ INFORMATION ☐ REPORTS</td>
<td>ITEM NUMBER</td>
<td>2.2</td>
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<td>ATTACHMENT(S)</td>
<td>None</td>
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**BACKGROUND:**

Craig Price, the college's general counsel, will provide the Board with a review of pertinent elements of the Brown Act governing meetings and interactions of the Board of Trustees. Additionally Mr. Price will provide a review of the Board's ethics policy.

**RECOMMENDATION:**

None

**Approved by:** Lori Gaskin, President
AGENDA ITEM BACKGROUND

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REASON FOR BOARD CONSIDERATION

- □ ACTION
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ITEM NUMBER | 2.3 |

BACKGROUND:

Each year at this time, the Board of Trustees has an opportunity to review its structure and decision making processes. Possible topics of discussion include Board committee structure, structure of Board meetings, Board engagement with external bodies, and Board leadership.

RECOMMENDATION:

None

Approved by: Lori Gaskin, President