TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Spring 2014 Community Tracking Survey Results

DATE
May 8, 2014

ATTACHMENT(S)
None

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

ITEM NUMBER
1.6-a

BACKGROUND:
In order to inform our facilities planning efforts the college conducted a community tracking survey in April 2014 as a follow-up to the survey which was undertaken in spring 2013. The results of this current survey will be presented by Ruth Bernstein of EMC Research and Catherine Lew, Lew Edwards Group and will provide information pertinent to Board Agenda Item 3.1.

RECOMMENDATION:
None

Approved by: Lori Gaskin, President
BACKGROUND:

The Santa Barbara Community College District has contracted with the Community College League of California (CCLC) to assist the college in conducting an extensive review of all District Policies and Administrative Procedures. This review process will ensure that our policies and procedures are up-to-date, in compliance with current legal standards, and integrate the institution’s direction, philosophy and practices.

Working closely with the consultant from CCLC, a designated lead has been identified for each of the seven chapters of the Board Policy Manual. The lead is responsible for conducting an in-depth review of the policies proposed for their area and revising the policies to reflect the college’s approach to the specific issue under review. Our consultative process includes having these revised policies reviewed and discussed by the Board Policies and Administrative Procedures Committee (BPAP), which represents all constituent groups on campus. The Board Subcommittee for this project then reviews and discusses the revised policies prior to these policies coming to the full Board for first reading. Policies will then come back for a second reading and approval at the next Board meeting.

The Board has already approved the revisions to Chapter 1: The District and Chapter 2: Board of Trustees. Eight of the policies from Chapter 5: Student Services are ready for first reading. These policies have been thoroughly reviewed by the Board Subcommittee and by the BPAP Committee and are in compliance with all state and federal statutes and regulations.

RECOMMENDATION:

None

Administrator Initiating Item:
Lori Gaskin, President
<table>
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<tr>
<th>BP 5012</th>
<th>International Students</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BP 5015</td>
<td>Residence Determination</td>
<td>attached</td>
</tr>
<tr>
<td>BP 5035</td>
<td>Withholding of Student Records</td>
<td>attached</td>
</tr>
<tr>
<td>BP 5040</td>
<td>Student Records, Directory Information and Privacy</td>
<td>attached</td>
</tr>
<tr>
<td>BP 5052</td>
<td>Open Enrollment</td>
<td>attached</td>
</tr>
<tr>
<td>BP 5055</td>
<td>Enrollment Priorities</td>
<td>attached</td>
</tr>
<tr>
<td>BP 5070</td>
<td>Attendance</td>
<td>attached</td>
</tr>
<tr>
<td>BP 5140</td>
<td>Disabled Student Programs and Services</td>
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5/8/14 Board Meeting
BP 5012  INTERNATIONAL STUDENTS

References:
- Education Code Sections 76141 and 76142;
- Title 5 Section 54045;
- Title 8, U.S. Code Sections 1101. et seq.

NOTE: The June 25, 2009 SBCC Board Meeting Minutes indicated that the Board approved increasing the limit on enrollment of international students on student visas to not exceed eight percent (8%) of the credit unduplicated head count for a given semester.

❖ From the current SBCC BP 5130 titled International Students Attending on F-1 Visas

International students enrich the teaching and learning experience at Santa Barbara City College (SBCC) and support the mission by contributing to a diverse learning environment and promoting global responsibility.

International students may be permitted to enroll provided they meet the applicable requirements for admission and enrollment limitations. International student enrollment at SBCC is limited to 600 8% of the average of fall and spring credit unduplicated head count FTE of the credit enrollment of from the preceding semester academic year. The Superintendent/President, in consultation with appropriate participatory governance groups, shall establish standards and procedures defining the admission and academic requirements and code of conduct for international students.

Tuition for international students is established by the Board of Trustees in accordance with state requirements and direct programmatic costs should not exceed revenues generated from the program. International students are not supported by state apportionment.

NOTE: The language shown as struck below was moved to new AP 5012 titled International Students.

Students admitted must satisfy the following conditions governing the admission of international students:

a. Submission of SBCC International Student Application;
b. Submission of all secondary educational grade reports with proof of graduation and above-average grades;
c. Submission of official grade reports for all college work taken with "C" or better grades;
d. Confirmation of English language proficiency. Students enrolled in the ELSP program are exempt from this requirement.
e. SBCC notifies students if they have been accepted or not. The acceptance form is the United States Immigration form I-20 (certification of acceptance).
f. The Immigration and Naturalization Service requires F-1 visa students to enroll in and complete 12 or more units of work each semester. SBCC reports students who complete fewer than the required units to the I.N.S. and such students risk loss of their student visas.
g. International students are required to maintain the same standard of work as other students and are subject to the same rules of probation and disqualification.
h. F-1 students must submit proof of health care insurance.
i. Submission of proof of sufficient funds to cover a minimum of one year of studies.

NOTE: The language in black ink is from the current Santa Barbara City College BP 5130 titled International Students Attending on F-1 Visas (formerly 3130 dated 2-2-76, 10=13-77, and 4-21-83 as well as 3131 dated 5-4-92 and 6-30-93) with no adoption date. The language in green ink was added by Ben, Allison and Carola Smith on 1-3-13 and 1-4-13. BPAP reviewed this document on 4-26-13 with no changes. The language in blue ink was added during the review by the Board Policy Work Group review on 11-14-13. BPAP reviewed this document again on 11-15-13. The Board Policy Work Group reviewed this document on 12-4-13.

Date Adopted:
(This policy replaces current SBCC Policy 5130)
BP 5015  RESIDENCE DETERMINATION

References:
Education Code Sections 68040 and 76140;
Title 5 Sections 54000 et seq.

Each student shall be classified at the time of application for admission or registration as
a resident or nonresident student in accordance with applicable law. A student who is
without lawful immigration status may be classified as a resident for the purpose of tuition
if he/she meets all of the requirements stipulated in Education Code Section 68130.5.

The Superintendent/President shall enact procedures to assure that residence
determinations are made in accordance with applicable law.

NOTE: The language shown as struck below is addressed in new AP 5015 titled
Residence Determination, BP/AP 5020 titled Nonresident Tuition, and/or BP/AP 5030
titled Fees.

❖ From the current SBCC BP 5012 titled Classifications of Student Residence
Status

5012.1 A "resident" student, for purposes of tuition, is a student who has been a legal
resident of the State of California for more than one year immediately preceding the
residence determination date for the term during which she/he proposes to attend a
California Community College. Intent to become a California resident for other than
temporary purposes and financial independence is also considered in granting residency.
(EC 68017) Unmarried minors (those under eighteen years of age) are by law incapable
of establishing their own residence in California.

5012.11 A student who has not been a resident of California for one year and who is the
dependent child of a California resident who has been a resident for more than one year
prior to the beginning of the semester is entitled to resident classification.

5012.2 A "non-resident" student, for purposes of tuition, is a student who has not been a
legal resident of the State of California for one year immediately preceding the residence
determination date for the term she/he intends to enroll. (EC 68018)

NOTE: AP 5015 titled Residence Determination includes details regarding classification
of students. BP and AP 5020 titled Nonresident Tuition includes language about
charging nonresidents. The recommendation is to strike the remainder of current SBCC
BP 5012 as the other documents contain the most current information regarding
residency and nonresident tuition.
After a student has been present in California for one year and has manifested clear intent to become a California resident she/he may apply for reclassification as a California resident at the Admissions and Records Office.

The Admissions and Records Office shall determine a student seeking reclassification financially independent or dependent of non-resident parents.

5012.3 If a student is classified as a California resident (EC 68060), she/he will be admitted to the College without non-resident tuition.

Students classified as non-residents will be required to pay tuition in an amount set annually by the Board of Trustees in accordance with EC 68060 seq.

5012.4 The Administrator in charge of Admissions and Records shall determine residence of all applicants. The Vice President, Student Affairs, shall determine appeals of residence decisions.

5012.5 Non-resident students subject to payment of community college non-resident fees, who have been admitted to a class or classes in error without payment of the fee, shall be excluded from such class or classes upon notification pending payment of the fee. Such notification shall be given to the student prior to the end of the fifth week of the semester, session, or period of enrollment.

5012.6 It is the policy of the Santa Barbara Community College District to vigorously pursue collection of non-resident fees of which payment was avoided by falsification. Disciplinary action may be imposed upon students presenting fraudulent documents. Following reports to the Board of Trustees, the administrator of Admissions and Records is allowed to initiate action or to request the County Counsel to initiate action in appropriate courts of law to collect the fee.

5012.7 Both tuition and enrollment fee refunds of 100% are given for semester-length classes officially dropped by the student no later than the fourteenth (14th) calendar day of the Fall/Spring semesters less a $10 per semester processing charge. If the fourteenth day falls on a Sunday, then the last day to withdraw from a semester-length class will be the prior Saturday.

For courses less than a semester in length, refunds will be given for classes dropped during the first 10% of the class length less a $10 per semester processing charge.

During summer session, 100 percent tuition and enrollment fee refund will be given for five and six week classes dropped during the first week of the session less a $10 processing charge. For all other courses, refunds will be given for classes dropped during the first 10% of the class length less a $10 per semester processing charge.

Students who are members of an active or reserve military service, and who receive orders compelling a withdrawal from courses will have both the tuition and enrollment fee
refunded unless academic credit is awarded. The $10 processing fee will not be assessed.

5012.71 Unless expressly exempted by statute, AB 766 mandates that the enrollment fee be collected from each student. The fee shall be $13 per unit per semester ($12 beginning Fall semester 1998).

5012.72 No refunds are made automatically. A student requesting a refund must complete the required form available from the Admissions and Records Office. Written requests for refunds of enrollment fees and/or non-resident tuition must be made and will be honored if they are received or postmarked by the published refund request deadline.

Student requests for nonresident tuition, enrollment fee refund petitions will be accepted for students who officially drop by the last day to withdraw and be eligible for refund. Exceptions would be considered for students with verified medical/family emergency situations that prevented their withdrawal by that date.

5012.8 Student Health Fee

The student health fee is $14.00 per semester for all students and $11.00 if enrolled for each summer session and for each session of at least four weeks. The fee is not refundable except to students who completely withdraw from college prior to the start of the semester (Ed. Code 54700-54706).

The Superintendent/President is authorized to increase the mandatory student health fee to the maximum whenever such increases are indicated by the California Community College Chancellor’s Office based on increases in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services and is authorized to designate student cohorts who are exempt from the mandatory student health fee when such students are determined not to have reasonable access to or need for student health services.

Health fees shall be expended to provide health services as specified in regulations adopted by the board of governors and may include but are not limited to campus-based first aid, emergency care, assessment if illness conditions and health education provided by licensed nurses; short-term personal counseling; on-site physician appointments for acute care; men and women clinic services; peer health education services, community referrals and discounts on selected pharmaceuticals.

Authorized health fee expenditures shall not include, among other things specified by the board of governors: athletic trainers’ salaries, athletic insurance, medical supplies for athletics, physical examinations for intercollegiate athletics, ambulance services, the salaries of health professionals for athletic events, any deductible portion of accident claims filed for athletic team members, or any other expense that is not available to all students. No student shall be denied a service supported by student health fees on account of participation in athletic programs.

The following students are exempt from payment in accordance with AB 982:

Item 2.1
6 of 16
5/8/14
a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization;
b. Students who are attending SBCC under the approved apprenticeship training program;
c. Students enrolled in intersession of less than four weeks.

The following students are exempt from payment in accordance with district policy:

a. Students who are enrolled exclusively in Professional Development (PRO) and/or Fire Training (FT) classes.
b. Students enrolled in distance learning courses only.
c. K-12 students enrolled in District credit courses offered at a local high school campus only.

Also see AP 5015 titled Residence Determination and BP/AP 5020 titled Nonresident Tuition.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5012 titled Classifications of Student Residence Status (formerly BP 5012.8 - 3012.8 dated 11-12-87, BP 5012.1 - 3012.1 amended 4-12-73, BP 5012.21 – 3012.21, BP 5012.32 – BP 5012.3 amended 7-26-73, BP 5012.7 – 3012.7) adopted on 3-28-98. The language in green ink was added during the review with Ben and Allison on 1-3-13 and 1-4-13. BPAP reviewed this document on 4-26-13. The Academic Senate reviewed this document on 9-18-13. The language in blue ink was added during the review by the Board Policy Work Group review on 11-14-13.

Date Adopted:
(This policy replaces current SBCC Policy 5012)
BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5 Section 59410

Students or former students who have been notified in writing (e.g. student portal, email) that they have failed to pay a proper financial obligation due to the District shall have grades, transcripts, diplomas, and registration privileges withheld.

NOTE: The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel. The language in green ink was added during the review with Ben and Allison on 2-21-13. This document was reviewed by BPAP on 1-10-14. The language in blue ink was added by the Board Policy Work Group on 3-20-14. The language in purple ink was added by BPAP on 3-21-14. The Board Policy Work Group reviewed this document again on 4-7-14 (with no changes).

Date Adopted:
(This is a new policy recommended by the Policy and Procedure Service)
BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:
- Education Code Sections 76200 et seq.
- Title 5 Sections 54600 et seq.

Student Records are those defined in Education Code Section 76210. The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws including the Family Educational Rights and Privacy Act (FERPA) relating to the privacy of student records.

The Superintendent/President shall direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Except as provided in BP 5035 Withholding of Student Records, any currently enrolled or former student of the District has a right of access to any and all student records relating to him/her maintained by the District.

Other than directory information as defined in this policy, District representatives shall not release the contents of a student record. Exceptions are as follows:
- prior written consent of the student or
- pursuant to a court order or lawfully issued subpoena, or
- as otherwise authorized by applicable federal and state laws.

Directory Information
The District has defined the following as "directory information:"
- Students who participate in intercollegiate athletics including name, photograph, weight, height, and high school of attendance of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and President's Honor Roll recognition.
- Names of student officers
- Students' previous dates of attendance for purposes of determining athletic eligibility
- Confirmation if individual is enrolled in the current semester
- The email addresses assigned by the District as necessary to conduct the business of the college

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may opt out of having directory information released. Pursuant to Education Code Section 76240(b), the
District may limit or deny the release of specific categories of directory information based upon a determination of the best interests of a student or students.

Students may consent to have their name, mailing address, phone number, and email address provided to the Santa Barbara City College Foundation for the purpose of supporting the institution and its students.

Students have the right to inspect and review their education records and to seek to amend incorrect education records. Also see AP 5040 Student Records, Directory Information, and Privacy as well as AP 5045 Student Records – Challenging Content and Access Log.

From the current SBCC BP 5060 titled Student Information

To meet the requirements of The Family Educational Rights and Privacy Act of 1974 and Title 5 Regulations of the State of California adopted in 1976, the Santa Barbara Community College District shall establish administrative procedures to provide for the confidential maintenance of student records and to provide for access to individual student’s records for any former or current student. (Refer to Appendix A).

Santa Barbara City College maintains no directory information pursuant to Section 54626 of Title V for the use of students and the general populace.

"Directory Information," as defined by Title V, of present and former students will be made available to carry out college delegated and related activities. The Foundation of Santa Barbara City College will be entitled to access this information for college-related activities.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5060 titled Student Information adopted on 5-27-76 and revised on 10-28-77 and 10-8-87. The language in green ink was added during the review with Ben and Allison on 2-21-13. This document was reviewed by BPAP on 1-10-14. The Academic Senate reviewed this document on 3-19-14. The language in blue ink was added by the Board Policy Work Group on 3-20-14. The language in purple ink was added by BPAP on 3-21-14. This document was reviewed again at the 3-28-14 BPAP Meeting. The language in orange ink was added by the Board Policy Work Group on 4-7-14.

Date Adopted:
(This policy replaces current SBCC Policy 5060)
BP 5052 OPEN ENROLLMENT

Reference:
Title 5 Section 51006

◊ From the current SBCC BP 5020/5021 titled Enrollment and Attendance

6021.4 Unless specifically exempted by statute or regulation, every course, course section or class, reported for state aid, the average daily attendance or FTE of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites or co-requisites as may be established pursuant to Title 5, commencing with Sections 58100 and 58108 regulations contained commencing with Title 5 Section 55003.

Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

5021.2 Prerequisites shall not state nor imply that enrollment in a course is limited to a specialized clientele, unless such limitation is specifically authorized by law.

5021.3 A review of prerequisites listed in any and all official publications of the College District shall be made by authorized staff in accordance with Title 5, Section 58106.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

NOTE: The red ink signifies language that is legally required/legally advised and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5020/5021 titled Enrollment and Attendance (formerly 3021.1 amended 10-12-89 and 3021.2 & 3021.3 adopted 10-12-89) adopted on 10-12-89. Allison reviewed this document on 2/21/13. This document was reviewed/revised again with Allison on 4/1/13 and 9/30/13. This document was reviewed by BPAP on 10-18-13. The language in blue ink was added by the Board Policy Work Group on 4-7-14.

Date Adopted:
(This policy replaces current SBCC Policy 5020/5021)
BP 5055  ENROLLMENT PRIORITIES

References:
Education Code Section 66025.8;
Title 5 Sections 51006, 58106, and 58108

❖ From the current SBCC BP 5055 titled Enrollment Priorities

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations. (See BP 5052 titled Open Enrollment)

The Superintendent/President, in consultation with appropriate shared governance groups as stipulated in BP 2510 titled Participation in Local Decision Making, shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5055 titled Enrollment Priorities (formerly Student Policy 5013.9-5013.239) adopted on 8-27-09. The language in green ink was added by Ben and Allison on 12-17-13. This document was reviewed by BPAP on 1-17-14. This document was reviewed and approved by the Academic Senate on 2-12-14.

Date Adopted:
(This policy replaces current SBCC Policy 5055)
BP 5070 ATTENDANCE

References:
Education Code Section 76121;
Title 5 Sections 58000 et seq.

Attendance Accounting
The District shall comply with State attendance accounting requirements.

Student Attendance
Regular attendance is an obligation assumed by every student at the time of registration.

Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control as defined in law.

❖ From the current SBCC BP 5022 titled Attendance

5022.1 In accordance with Title 5, Section 58050, the college has an obligation for accurate attendance accounting for state reports and must clear the rosters of inactive enrollment as of census day. Instructors are required to drop any student who has been identified as a No-Show no later than Friday of the second week of the semester. (Exceptions will be made for evening classes which have not met twice due to a holiday).

5022.2 A student who desires to observe a major religious holiday will not be penalized due to non-attendance of a class. The student shall notify the instructor before the holiday.

Also see BP/AP 5052 titled Open Enrollment, BP/AP 5055 titled Enrollment Priorities, and AP 5075 titled Course Add, Drops, and Withdrawals

NOTE: The language in black ink is from the current Santa Barbara City College BP 5022 titled Attendance (formerly 3022.1 adopted 1-23-86 and 3022.2 adopted 12-13-84). The language in blue ink was added by Allison on 9-20-13 and 10-2-13. BPAP reviewed this document on 11-15-13. The Board Policy Work Group made revisions in green ink on 12-4-13.

Date Adopted:
(Replaces current SBCC Policy 5022)
BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References:
Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and 56027;
Americans with Disabilities Act;
Sections 504 and 508 Rehabilitation Act

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

No student with disabilities is required to participate in the Disabled Student Programs and Services program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

❖ From the current SBCC BP 5320 titled Programs and Services for Students with Disabilities

5320.1 Governance
Programs, services, and accommodations for SBCC students with disabilities are governed by the following legislation:
Education Code Sections 66701, 67310-13, 72011, 78600, 84850
Title 5, Sections 56000 et seq
Americans with Disabilities Act
Sections 504 and 508 Rehabilitation Act

5320.2 Access
The Superintendent/President shall assure that District classes, programs, services, activities, facilities, technology, media, and communication systems are accessible to students with disabilities as required by federal and state law. This policy applies to all credit and non-credit programs at off-campus and on-campus sites.

The Superintendent/President shall assure that all District policies and practices are compliant with all legislation governing access for students with disabilities.

5320.3 Due Process
No qualified student with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Santa Barbara City College, or be subjected to discrimination by the College.

The Superintendent/President shall assure that students have the opportunity to file grievance/complaints to resolve allegations of discrimination based on disability, as part of the District student rights and grievance policy (AP 5530).

The Superintendent/President shall appoint a District Americans with Disability Act (ADA), Section 504, and Section 508 Compliance Coordinator who is able to impartially investigate a complaint of discrimination.

5320.4 Standards
District programs and services for students with disabilities shall promote the maximum independence and integration of students with disabilities; support participation of students with disabilities in educational activities consistent with the mission of the community colleges; and not duplicate services or instruction available to all students. Support services, programs, and accommodations shall be directly related to participation in the District educational process and the current educational limitations of the verified disabilities of the students to be served. Students with disabilities shall meet the academic standards established by the College, comply with the College student code of conduct, and adhere to written procedures for provision of programs and services.

5320.5 Service Provision
The Superintendent/President shall designate the Disabled Student Programs and Services (DSPS) program as the primary provider for support services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities and current functional limitations in the educational setting. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, adapted equipment, disability-related counseling, test-taking accommodations, alternate media, assistive technology, auxiliary aides, instructional support and tutoring designed to teach strategies that compensate for the educational limitations of students with disabilities in regular college classes.

The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

5320.6 Student Rights
Participation by students with disabilities in the DSPS program shall be entirely voluntary.

Receiving support services in the DSPS program shall not preclude a student from also participating in any other District course program or activity offered by the college.
All disability and accommodation records maintained by DPS College personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other District requirements for handling of student records.

5320.7 Funding
The Superintendent President shall assure that reasonable efforts have been made to utilize funds from federal, state or local sources to provide District accommodations, programs, and services for students with disabilities.

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel. The language in black ink is from the current Santa Barbara City College BP 5320 titled Programs and Services for Students with Disabilities (formerly 3320) adopted on 7-23-98 and revised on 6-22-06. The language in green ink was recommended by Jana Garnett. This document was reviewed by BPAP on 5-10-13. The Academic Senate reviewed this document on 9-18-13. The language in blue ink was added during the review by the Board Policy Work Group review on 11-14-13.

Date Adopted:
(This policy replaces current SBCC Policy 5320)
AGENDA ITEM
BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Revision to Board Policies
        Chapter : 6: Business and Fiscal Affairs

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

ITEM NUMBER
2.2

DATE
May 8, 2014

ATTACHMENT(S)
2 pages

BACKGROUND:

The Santa Barbara Community College District has contracted with the Community College League of California (CCLC) to assist the college in conducting an extensive review of all District Policies and Administrative Procedures. This review process will ensure that our policies and procedures are up-to-date, in compliance with current legal standards, and integrate the institution’s direction, philosophy and practices.

Working closely with the consultant from the CCLC, a designated lead has been identified for each of the seven chapters of the Board Policy Manual. The lead is responsible for conducting an in-depth review of the policies proposed for their area and revising the policies to reflect the college’s approach to the specific issue under review. Our consultative process includes having these revised policies reviewed and discussed by the Board Policies and Administrative Procedures Committee (BPAP), which represents all constituent groups on campus. The Board Subcommittee for this project then reviews and discusses the revised policies prior to these policies coming to the full Board for first reading. Policies will then come back for a second reading and approval at the next Board meeting.

The Board has already approved the revisions to Chapter 1: The District and Chapter 2: Board of Trustees. One policy from Chapter 6: Business and Fiscal Affairs is ready for first reading. This policy has been thoroughly reviewed by the Board Subcommittee and by the BPAP Committee and is in compliance with all state and federal statutes and regulations.

RECOMMENDATION:

None

Administrator Initiating Item:
Lori Gaskin, President
BP 6305  RESERVES

Reference:
Budget and Accounting Manual, Chapter 5; Appendix A

Principles Governing Reserve Funds
The District sets forth the following principles governing the establishment and maintenance of reserve funds. A reserve fund is an established prudent fiscal management tool which buffers cash flow fluctuations and provides a resource for contingencies and reasonable yet unforeseen operational needs.

These principles are built upon the expectation that:
1) the District’s annual budget is reflective of a sound and reasonable estimate of actual revenues and expenditures;
2) any significant increase or decrease in reserves will be purposeful, deliberate, and transparent;
3) transfers in and out will be transparent; and
4) all elements of the reserve will support and advance the mission of the District.

The unrestricted general fund reserve shall include:
- A minimum 5% general fund contingency; PLUS
- Funds to cover all banked TLU obligations; PLUS
- Funds equivalent to any deferrals of the college’s state apportionment OR 15% of annual projected unrestricted general fund expenditures, whichever is greater.

In addition to the unrestricted general fund reserve, the District will maintain two specific reserves:
1) facility and infrastructure maintenance and
2) equipment.

The Board of Trustees has established a minimum base reserve for each as follows. This base funding is designated as a minimum fund level within the specific reserve however, it may be allocated if necessary for the intended purposes of the fund.

- Facility and Infrastructure Maintenance Fund: $2.0 million base reserve
- Equipment Fund: $1.5 million base reserve

NOTE: The language in green ink was recommended by the Board’s Fiscal Committee on 8-26-13 and revised on 10-7-13. CPC reviewed this document on 10-15-13. BPAP reviewed this document on 11-15-13 and added more language in blue ink. The language in orange ink was recommended by the Board’s Fiscal Committee on 3-10-14. The language in purple ink was added by the Board Policy Work Group on 3-20-14.
Date Adopted:
(This is a new policy recommended by the Board's Fiscal Committee)
AGENDA ITEM
BACKGROUND

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<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>May 8, 2014</td>
</tr>
<tr>
<td>SUBJECT: Upcoming Board Retreat – Summer 2014</td>
<td></td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
</tr>
<tr>
<td>☐ ACTION ☑ CONSENT</td>
<td>2.3</td>
</tr>
<tr>
<td>☐ FIRST READING ☐ SECOND READING</td>
<td></td>
</tr>
<tr>
<td>☑ INFORMATION ☐ REPORTS</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENT(S)</td>
<td>None</td>
</tr>
</tbody>
</table>

BACKGROUND:
In order to provide ample time for planning, the Superintendent/President recommends the annual Board retreat be held on August 7, 2014 from 9:00 am-1:00 pm at the college.

RECOMMENDATION:

Approved by: Lori Gaskin, President
TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: November 2014 Proposition 39 General Obligation Bond Measure

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ACTION ☐ CONSENT ☐ FIRST READING ☐ SECOND READING ☐ INFORMATION ☐ REPORTS</td>
<td>3.1</td>
</tr>
</tbody>
</table>

DATE: May 8, 2014
ATTACHMENT(S): 21 pages

BACKGROUND:

Over the course of the past year and a half, the Board has been provided with information regarding the college’s facility improvement and modernization needs and the manner in which those needs can be addressed. While facility improvement has been a long-standing issue of concern for the college, the Board elevated it as a priority in its 2012/13 and 2013/14 Board goals.

Presentations, discussion, and/or action items related to facility improvement and modernization needs and the feasibility of a 2014 Proposition 39 general obligation bond have occurred at the following Board meetings:

February 21
March 14, 2013
April 11, 2013
August 8, 2013
August 22, 2013
October 10, 2013
February 13, 2014
February 27, 2014
March 27, 2014
April 10, 2014

In addition, the Facilities Committee has been provided with regular updates regarding the exploration of a bond measure.

At its April 10, 2014 meeting, the Board reached consensus to place a Proposition 39 General Obligation Bond Measure on the November 2014 ballot pending the outcome of a follow-up tracking survey. This survey was conducted in late April 2014 and the results will be presented to the Board at this meeting. The deadline set by the Santa Barbara County Registrar of Voters to deliver a Board-adopted election resolution is June 26, 2014.
Based upon the sum total of the facilities planning work conducted over the past year and a half, it is the Superintendent/President's recommendation to place a $288 million bond measure on the November 2014 ballot. This would provide funds to address all existing building modernization projects, the top ranked new construction projects, site improvements and infrastructure projects, and swing space as detailed in the attachments.

The following documents are attached for reference:
- Future Bond Program - Proposed Projects Summary Report, September 2013
- Ranked Future Bond Program - Proposed Projects
- Updated Timeline: Process to a November 2, 2014 Prop 39 Bond Election

RECOMMENDATION:

The Superintendent/President seeks direction regarding the bond amount for a November 2014, Proposition 39 General Obligation Bond Measure.

Approved by: Lori Gaskin, President
## SANTA BARBARA COMMUNITY COLLEGE DISTRICT
### PROCESS TO A NOVEMBER 4, 2014
### PROPOSITION 39 BOND ELECTION

<table>
<thead>
<tr>
<th>Action</th>
<th>Date/Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Seek District stakeholder input on capital facility needs.</td>
<td>November 4, 2014 Completed</td>
</tr>
<tr>
<td>2. Complete identification and prioritization of the capital facility needs of the District as well as estimated cost of the improvements.</td>
<td>Completed</td>
</tr>
<tr>
<td>3. Engage Board in discussion and examination of District’s capital facility needs and the consideration of a 2014 Proposition 39 bond election.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4. Retain bond counsel, investment banker/financial advisor, and bond consultant.</td>
<td>Completed</td>
</tr>
<tr>
<td>5. Investment banker provides input re: projected bond size, debt capacity, tax rates, and bond sale timing to complete projects.</td>
<td>Completed</td>
</tr>
<tr>
<td>6. Voter survey consultant (pollster) conducts baseline community poll.</td>
<td>Completed</td>
</tr>
<tr>
<td>7. Bond consultant assists with information outreach program to community.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8. Consensus of Board to place a Proposition 39 bond measure on the November 2014 ballot.</td>
<td>Completed</td>
</tr>
<tr>
<td>9. Voter survey consultant (pollster) conducts follow-up tracking poll</td>
<td>April 2014</td>
</tr>
<tr>
<td>11. Bond counsel drafts ballot measure language and election resolution.</td>
<td>May 9 – 16, 2014</td>
</tr>
<tr>
<td>12. Board first reading of election resolution</td>
<td>May 22, 2014</td>
</tr>
<tr>
<td>Action</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>14. DELIVER RESOLUTION CALLING FOR ELECTION TO SANTA BARBARA COUNTY REGISTRAR OF VOTERS.</td>
<td>November 4, 2014</td>
</tr>
<tr>
<td></td>
<td>June 26, 2014</td>
</tr>
<tr>
<td>15. File Direct Ballot Argument with County</td>
<td>July 14-July 23, 2014</td>
</tr>
<tr>
<td>16. File tax rate statement (8/8/14), impartial analysis (8/4/14) with County (bond counsel, county counsel)</td>
<td>August 2014</td>
</tr>
<tr>
<td>17. ELECTION.</td>
<td>November 4, 2014</td>
</tr>
<tr>
<td>18. Election results certified.</td>
<td>December 4, 2014</td>
</tr>
<tr>
<td>20. Prepare official statement; obtain bond ratings.</td>
<td>February 2015</td>
</tr>
<tr>
<td>22. Receipt of bond money.</td>
<td>March 2015</td>
</tr>
</tbody>
</table>
### Project Summary and Total Project Cost

**NEW CONSTRUCTION PROJECTS**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Campus Center Replacement</td>
<td>$29,474,691</td>
</tr>
<tr>
<td>B. East Campus Classroom and Office Building(s)</td>
<td>$34,674,804</td>
</tr>
<tr>
<td>C. Wake Center Replacement</td>
<td>$40,051,128</td>
</tr>
<tr>
<td>D. Sports Pavilion Replacement</td>
<td>$45,433,000</td>
</tr>
<tr>
<td>E. Aquatics Facility</td>
<td>$10,554,000</td>
</tr>
</tbody>
</table>

**EXISTING BUILDING MODERNIZATION PROJECTS**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Administration + Occupational Education Building Modernization</td>
<td>$33,115,940</td>
</tr>
<tr>
<td>B. Library Modernization and Addition</td>
<td>$16,498,624</td>
</tr>
<tr>
<td>C. Marine Diving Technology Building Modernization and Addition</td>
<td>$2,792,298</td>
</tr>
<tr>
<td>D. Physical Science Building – East Wing and Lecture Hall Modernization</td>
<td>$6,842,378</td>
</tr>
<tr>
<td>E. Schott Center Modernization and Addition</td>
<td>$17,438,832</td>
</tr>
<tr>
<td>F. Student Services Building Modernization</td>
<td>$15,731,968</td>
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**SITE IMPROVEMENT AND INFRASTRUCTURE PROJECTS**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Site Improvements</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>B. Building Efficiency and Energy Generation Projects</td>
<td>$10,302,646</td>
</tr>
</tbody>
</table>

**SWING SPACE PROJECTS**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Swing Space</td>
<td>$25,496,610</td>
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</tbody>
</table>

**TOTAL = ** $298,406,919

**ALTERNATE PROJECTS**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Sports Pavilion Modernization</td>
<td>$34,117,757</td>
</tr>
</tbody>
</table>
NEW CONSTRUCTION PROJECTS:

A. Campus Center Replacement  
   *Original construction 1965*

**Project Description**  
The proposed project is to replace the Campus Center building with a new building due to the poor condition of the existing building. In March 2012 the Board of Trustees approved the replacement of the existing building, rather than a renovation, after evaluating professional cost estimating reports for both approaches. The project also includes the replacement of the existing single story building housing the JSB Café and the Gourmet Dining Room. Preliminary designs for this project maximize the central location on campus, its nexus as a locale for student life and co-curricular campus activities, the natural attributes of the site and the opportunity for a more current and sustainable architectural style. The new building would house departments and programs currently located in the Campus Center building but would also provide the opportunity to explore others that would benefit from sharing the new facility. Current design for the Campus Center replacement building, which was submitted as a Final Project Proposal (FPP) to the State Chancellor’s office for funding, is the same size and houses the same programs as the current building. However, the design takes into consideration the need for additional square footage for student service and support programs and can be expanded to accommodate these additional programs. The inclusion of these critical student focused programs in the Campus Center replacement project will transform the building into a dynamic student centered core of the campus and a powerful source of campus identity and cohesion within the larger community.

The College submitted a Final Project Proposal (FPP) for a portion of this project to the State, which the State has included in the 2014-2015 proposed (unfunded) spending plan.

**Justification**  
Replacing the Campus Center building with a new building will address structural deficiencies that could result if failure or loss due to a major seismic event. Replacement of the existing building will address building code deficiencies such as Structural Safety, ADA Accessibility, Fire Life Safety and Energy (Title 24) deficiencies. The replacement will also address the deficient elevator, restrooms, and stairs, failing building systems, energy inefficiency, inadequate air quality and the absence of fire sprinklers in the existing building. The College will seek partnerships with local utility providers and other local agencies to help fund energy savings measures. The project would also include removal of hazardous substances such as asbestos and lead in floor tiles, acoustical treatments and pipe coverings and will address water intrusion issues causing ongoing maintenance demands.

**Estimated Project Cost**  
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $29,474,691.
B. East Campus Classroom and Office Building(s)

**Project Description**
The proposed project includes the construction of an approximately 60,000 square foot new building to house both instructional facilities such as classrooms and labs and office space for student support and administrative functions. The proposed location is on the east side of the Student Services and Physical Science buildings in approximately the same footprint as the design for the School of Media Arts building. The proposed building could be separated into two buildings if beneficial and cost effective. The primary purpose of this project is to provide equivalent square footage as the remaining modular buildings so they can be removed and to provide additional square footage for student services and instructional programs that currently function in critically undersized facilities. The primary user groups of this proposed new building are still to be determined. However, as the College begins work on the Facilities Master Plan it will become clearer how the functions and adjacencies of this new building can support and partner with the modernizations of the existing campus buildings, including the Student Services building, the Campus Center and the Administration building. Once built this building could also serve as temporary swing space as other renovation projects are under construction. Based on this anticipated changing use of the building it will need to be designed in a way that allows it to be easily and cost effectively adapted and modified.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

**Justification**
The construction of this building is critical in the long term planning for the College as it provides the opportunity to remove numerous modular buildings on campus that do not have proper permitting and are in poor condition, provides additional square footage for growing instructional programs and may also provide critical swing space for existing building modernization projects.

**Estimated Project Cost**
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $34,674,804.
C. Wake Center Replacement

Project Description
The Wake Center is located in a residential section of Santa Barbara County, approximately 10 miles north of the main campus directly up the 101 freeway off the Turnpike Exit. The proposed project includes demolishing the existing facility and rebuilding new facilities in a denser, more efficient configuration. The new campus would house both instructional programs and the Center For Life Long Learning programs, which are still to be determined, and would generally include administrative and student support facilities, instructional facilities such as classrooms and labs, an auditorium or other large group venue and possibly a two level parking structure. This project would also provide the College with the opportunity to relocate the Cosmetology program from its current location in a leased facility in a commercial strip mall. The estimated total square footage of the new facility would be approximately 60,000 square feet, 15,000 feet larger than the current 44,600 square feet of the existing facility. Redeveloping the existing Wake Center facility would allow the College to take advantage and efficiently utilize the 9-1/2 acre site by relocating and expanding current educational programs and to potentially build parking and other critically needed facilities in the future.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

Justification
Built in 1969 as an elementary school for the Goleta Union School District, the Wake Center has successfully served as one of the College’s two Continuing Education centers. However, due to the age of the facility, the elementary school design and the potential for hazardous materials modernization of the existing facility is not a feasible or recommended solution. Redeveloping the Wake Center into a mixed use campus for both instructional programs and the Center For Life Long Learning programs would not only provide students from both programs with new state-of-the-art facilities it would also reduce parking demand at the main campus, address regulatory limitations on growth at the main campus, and maximize use of the District’s only property that has potential for growth and expansion.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $40,051,128.
D. Sports Pavilion Replacement
Original construction 1965

Project Description
The proposed project includes replacing the existing Sports Pavilion complex with approximately equivalent square footage and equivalent building program comprised of the gym, locker rooms, Life Fitness Center, dance and group exercise rooms, offices, training room and commercial functions such as food service and ticket sales. The existing building was built in 1965 and is in poor condition due to age, construction type and water intrusion issues. Largely the deterioration has occurred due to the location of the facility in the side of a hill. The design and layout require that a large portion of interior wall jointly serves as a major retaining wall against the hillside and which no longer has any waterproofing material to keep moisture out of the building. The steep drop of the hill also creates accessibility challenges for individuals travelling from the upper part of campus down to the facility and to the lower parking lots. The design of the new Sports Pavilion would address these issues by locating the exterior wall away from the hillside and including a major vertical circulation element including an appropriately sized elevator accessing the upper campus. Replacing the existing building would also address any potential issues with the existing building’s structural system and compliance with building code. The design for the new facility could also relocate the building closer to the bridge and Marine Diving Technology building which would locate it at a higher elevation and reduce the need for a gym swing space during construction.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

Justification
The Sports Pavilion facility is almost fifty years old and is in poor condition. Replacement of the existing building will address building code deficiencies such as Structural Safety, ADA Accessibility, Fire Life Safety and Energy (Title 24) deficiencies. The replacement will also address the deficient elevator, restrooms, and stairs, failing building systems, energy inefficiency, inadequate air quality and the absence of fire sprinklers in the existing building. The project would also include removal of hazardous substances such as asbestos and lead in floor tiles, acoustical treatments and pipe coverings and will address water intrusion issues causing ongoing maintenance demands. The facility also does not successfully respond to the advantages of its siting as a major entry point to campus and adjacency to the ocean and beach. The replacement of the existing building is the proposed solution since the estimated cost to modernize the existing facility is approximately 80-85% the cost of replacement.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $45,433,000.
E. Aquatics Facility

Project Description
This proposed project includes the construction of a new outdoor aquatics facility adjacent to the existing Sports Pavilion complex that would include:

- A 50-meter Olympic size pool
- A 25-yard short course pool for water polo and diving
- Exterior showers
- Locker facilities

The location of this proposed facility would be beneficial for the Physical Education, Athletics and Marine Diving Technology programs all of which currently utilize the City’s Los Banos pool for their respective programs. The facility would provide a standard exterior deck area around the pools with no overhead structure. A perimeter enclosure and entry to the facility would be designed to allow for authorized access only and security for off hours.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

Justification
The Physical Education department has historically offered a variety of swimming and water polo classes for various levels of ability. Due to a lack of an aquatics facility, the College has had to pay rental fees to use facilities that are deteriorating, located off campus and have restricted availability to offer classes. The demand for these courses has been increasing from both students and the community while it has become more difficult to offer such courses. Additionally, survey data indicates there is sufficient interest and ability to add women's swimming and water polo, suggesting the College may need to address federal mandates to expand athletics opportunities and satisfy student interest for both genders. Construction of a new aquatics facility would assure the College meets the requirements of intercollegiate competition for both swimming and water polo and would significantly improve Physical Education, Athletics and Marine Diving Technology programs by being able to offer additional courses such as:

- Water safety
- Life Guard Training
- Water aerobics
- Adaptive Physical Education aquatic classes

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor's Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $10,554,000.
EXISTING BUILDING MODERNIZATION PROJECTS:

A. Administration + Occupational Education Building Modernization
   Original construction 1939 and 1976

Project Description
The proposed project includes a complete modernization of both the Administration building and the Occupational Education (OE) building. Total square footage comprised by these two buildings is approximately 95,000 gross square feet. The Administration building was originally built in 1939 as the Industrial Arts Education building and had a new wing added in the early 1970’s resulting in an "H" shaped building with a variety of programs and offices housed in each of the wings. Built in 1976 the OE building serves as an extension of the Administration building by connecting to the southeast wing and wrapping back around toward the south west wing to create what is currently called the Auto Quad. By combining the modernization of the two buildings into a single scope the College will have the ability to assess how the prominent location and configuration of these two buildings can be utilized in a logical and purposeful way that establishes this part of campus as an administrative hub. This project is also a critical component of the Facilities Master Plan. The development of the Facilities Master Plan will identify the programs and services that have outgrown their current space, are not well located or have become orphaned by the removal of the modular buildings, and will reallocate them into buildings that have allied functions such as the Campus Center, Student Services and the East Campus Classroom & Office building. In order to restructure and achieve this repurposed plan for the Administration and OE buildings this project will address deficiencies throughout the entire two buildings but will tailor the work in specific areas to match the type and level of renovation needed given programmatic needs. Intention is also to restore the Administration building to its original Art Deco Mission Revival aesthetic which may become the basis for developing the campus architectural vernacular for future projects. This regional style of architectural design can be seen in other noteworthy Santa Barbara area buildings such as the downtown Post Office.

The College submitted a Final Project Proposal (FPP) for a portion of this project to the State for funding which may be eligible for future State funding plans.

Justification
Although selected rooms and areas have been renovated previously neither the Administration building or the OE building has had a comprehensive renovation to allow the buildings to function as modern, higher education office and instructional facilities in a cohesive well planned manner. This has resulted in a disjointed and inefficient layout that confuses students and visitors when navigating through the building. Modernization is also necessary to update the building to current expectations for quality of the learning and working environment, and to meet current standards for building accessibility and fire/life safety.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $33,115,940.
B. Library Modernization and Addition

*Original construction 1989*

**Project Description**

This proposed project includes the modernization and expansion of the existing college Library which occupies approximately two thirds of the 52,300 square foot Learning Resource Center (LRC)/Library building. The modernization would reconfigure existing interior spaces and would renew building finishes and systems such as furniture, carpeting, signage, electrical, HVAC, networking, and lighting systems. The expansion of the southern part of the building would create approximately 13,650 square feet of additional space over two levels and would provide space for:

- Classroom expansion
- Group study rooms
- Updated service areas
- Multi-purpose common space for meetings, conferences, art exhibits and performances
- Secure, climate-controlled space for institutional archives.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

**Justification**

The LRC/Library building was built in 1989. Since that time there have been dramatic changes in the methods for providing library services and supplemental instructional support to students. This remodel and expansion would enable the college to reconfigure this facility to align it with the transformation that has and will continue to take place in the methods used to provide students with library, information resources and supplemental instructional support services. More specifically, the modernization and expansion of this facility will provide more functional, inviting, and flexible spaces for students while also addressing operational issues such as acoustics, security, navigability, and accessibility.

**Estimated Project Cost**

The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is **$16,498,624.**
C. Marine Diving Technology Building Modernization and Addition
Original construction 1978

Project Description
The proposed project includes modernization of the Marine Diving Technologies Building (MDT) building and an expansion of the building off the south façade to accommodate multiple functions that are currently housed in undersized and inaccessible spaces. Although not large compared to other campus buildings, the MDT building is comprised of unique architectural and engineering features that make it a more customized and less standard instructional facility. The building structure acts as a shell for the extensive amount of large scale equipment that fills the interior of the building and is required for this instructional program. Included in this project is the replacement of standard building features such as windows and doors, roofing, interior finishes, casework, utility systems (plumbing, electrical, HVAC), lighting and an upgrade to the existing elevator and restrooms. The project also includes the following equipment upgrades:

- Refurbishment of overhead heavy duty crane and steel track structure
- Replace breathing air compressor system
- Replace welding shop smoke extraction system
- Replace south roll up door (full building width)
- Refurbish chilled dive tanks
- Replace welding tank filters

The proposed addition would primarily provide secure storage space, code compliant instructional space for the hydraulics workshop and possibly a second transfer location for loading equipment. Construction of this new section of the building would also allow for the removal of non-compliant storage structures currently housed in the main building.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

Justification
The MDT building has not been renovated since its construction in 1978. Several prominent building features are in need of a complete refurbishment or replacement to insure they operate safely and are code compliant. This project would also address issues with accessibility, water intrusion through the roof and windows, worn out building finishes, water accumulation resulting in a slippery wet environment, non-compliant building modifications and ventilation for moisture and air quality concerns.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor's Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $2,792,298.
D. Physical Science Building – East Wing and Lecture Hall (PS 101) Modernization

Original construction 1965 and 1968

Project Description
The proposed project includes modernization of the east wing of the Physical Sciences (PS) building, which was added to the original building in 1974, and modernization of the lecture hall that was built as part of the original complex in 1968. Due to their age, a complete modernization for both parts of the PS complex is necessary to update it to current expectations for quality of the learning environment and to meet current standards for building accessibility and fire/life safety. This project would primarily include:

- Abatement of existing hazardous building materials as needed
- Replacement of floor, wall and ceiling finishes
- Replacement of casework, doors and door hardware as needed
- Replacement of elevator including exterior shaft and car
- Replacement of utility systems including HVAC, data, power and fire alarm
- Installation of ramps and other accessibility features to meet building code
- Reconfiguration of classroom and lab layout as needed to meet accessibility code requirements
- Replacement of ventilation and exhaust equipment in labs
- Replacement of all classroom and lab equipment and replacement of group II equipment (furniture) throughout the entire building

The original part of the PS building was renovated in 2008 using State funding. This project addressed issues with lab ventilation and storage of hazardous materials, and upgraded the labs and offices in this part of the building. The proposed project would marry this improvement work with work in the other two part of the building complex, resulting in a comprehensively updated facility.

The College submitted a Final Project Proposal (FPP) for this project to the State for funding which may be eligible for future State funding plans.

Justification
The Physical Science facilities that have not been recently updated are in poor condition due to age and heavy use and do not provide functional, accessible instructional facilities for the Science programs. Much of the instructional equipment is original to the building and is at the end of its useful life. Renovated labs and classrooms are needed to insure students and faculty using chemicals and other potentially hazardous materials are working in a safe environment. The proposed modernization will also address accessibility deficiencies that currently do not allow for equal access.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $6,842,378.
E. Schott Center Modernization and Addition

*Original construction 1935*

**Project Description**

The proposed project includes a complete modernization of the existing permanent buildings, upgrades to surrounding sitework and landscaping, construction of a new classroom building to replace four modular buildings currently located in the parking lot and replacement of an impromptu storage facility. Constructed in 1935 as an elementary school, the original building is designed in an elegant style typical of civic buildings during that time. The design for the modernized facility would preserve the integrity and character of this pleasing architectural style. Modernization will also upgrade the facility to comparable quality and appearance of the college's main campus including ADA accessibility and fire/life-safety compliance. The wing of rooms 1-3 on the west side of the building along Bath street will be demolished as they do not meet current seismic code and were not a part of the original construction. The proposed project also includes the removal of four temporary classroom buildings installed over twenty years ago and the construction of a new 2-story building for housing replacement classrooms and support type spaces. Also addressed by this project is the removal and replacement of several shed structures on the northwest corner of the site that are used for storage of art supplies and equipment, and for storing maintenance equipment. The buildings are heavily used but are in poor condition and structurally suspect due to weather and age.

The College submitted a Final Project Proposal (FPP) for a portion of this project to the State, which the State has included in the 2014-2015 proposed (unfunded) spending plan.

**Justification**

The Scott Center was constructed in 1935 as an elementary school for the Santa Barbara Unified School District. The Center has served continuously for the past 24 years as one of the District's two centers for the Continuing Education Program. Since being acquired, the original facility has been well maintained and has had a few major upgrades including new roofing, a remodel of the auditorium and several major maintenance projects to address building equipment issues. To accommodate growing adult education programs five relocatable classroom buildings were installed almost 25 years ago. These piecemeal improvement efforts have allowed the Schott Center to remain functional and operational for many years. However, the appearance and condition of the buildings and building systems is to a point where a comprehensive upgrade is needed to insure all structures at this site meet current building code for seismic integrity, fire/life safety, energy efficiency and accessibility, and to return this once elegant school building back into a distinguished educational facility.

**Estimated Project Cost**

The estimated total project cost for this proposed project is based on the California Community College Chancellor's Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $17,438,832.
F. Student Services Building Modernization

*Original construction 1965*

**Project Description**
The proposed project includes a complete renovation of the Student Services building, including a complete gut and reconfiguration of the interior layout. Use of this building was changed from the campus library to student services in 1991 through a major remodel of the interior. The open two story main hall of the library was infilled using a table style structural design to independently support the new second floor but unfortunately required many columns be located throughout the first floor lobby space. Although functional at the time, the amount of columns spread throughout the first floor limits the usability of the space, confuses circulation and crowds this high use space. The proposed project would revisit this design to improve the layout and return the building interior to an appropriate scale and openness. The modernization would also include upgrades to the building finishes, utility systems, restrooms, elevators, waterproofing, windows and doors. This complete overhaul of the Student Services building also provides an opportunity to evaluate existing programs and departments located in the Student Services building and the potential to reorganize or relocate them in conjunction with other capital improvement projects. Student services that are currently housed in other campus buildings or modular buildings could be decentralized into this quadrant of campus in either the existing Student Services building or the East Campus Classroom and Office building. Reconfiguration of these currently spread out services would institute the development of a Student Services hub where students go for all their registration, counseling, financial transactions and other service needs.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

**Justification**
The Student Services building was built in 1965 and renovated in 1991. Since then building usage has increased greatly, program needs and technologies have changed, and building systems have aged all necessitating a major upgrade project. The many departments located in the Student Services building have outgrown their spaces and become limited in operational efficiency. Crowded spaces make it difficult for students to navigate and do not provide a comfortable or inviting environment for a facility that should serve as the heart of the institution.

**Estimated Project Cost**
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $15,731,968.
SITE IMPROVEMENT AND INFRASTRUCTURE PROJECTS:

A. Site Improvements

Project Description
The project is comprised of a variety of work needed to update and refresh the exterior campus environment and to provide for a cohesive, safe and sustainable master site plan. This important part of campus planning has not been undertaken by the College in well over twenty years. This project is comprised of the following campus improvement work:

- Assess existing vehicular, bike and pedestrian circulation routes and, where feasible, perform identified work to make travel through campus easier and safer. Work may also include the assessment and possible redesign of the entry to either or both the East and West campuses to improve the safety of these major thoroughfares.

- Provide and improve accessible pathways throughout the campus and provide accessible routes of travel to public transportation from all facilities.

- Refresh existing landscapes and incorporate more native and sustainable plantings and food producing gardens. Replace existing extensive asphalt paving pathways with permeable pavers or other material that improve drainage and allow for better water infiltration. Install a web based irrigation control system with weather based satellite controllers for more efficient irrigation.

- Improve and expand current restoration areas to mitigate for new development on campus and to provide erosion control for extensive bluffs throughout the perimeter of campus.

- Provide improved entry signage for the East and West campus that clearly demarcates the College’s location along Cliff Drive, a major City thoroughfare, and formalizes the campus aesthetic.

- Install new site amenities throughout campus including a way finding system for students and visitors to successfully navigate campus, waste receptacles to improve campus recycling efforts, and bike racks and lockers to encourage alternative forms of transportation.

All work would be executed through phased successive projects to minimize disruption to campus activities and operations.

Justification
The College has not revisited the master site plan for the Main campus in many years resulting in a campus that has a fragmented and worn out appearance. The development of the master site plan is an important component of the Facilities Master Plan. This improvement work needs to be done in order to knit together the building improvement projects into a first rate college campus and to ensure the campus environment is not only beautiful but also safe, functional, accessible and sustainable.
Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor's Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $10,000,000.
B. Building Efficiency and Energy Generation Projects

Project Description
The proposed project includes facility improvement measures that would improve the efficiency of current buildings and building systems, would generate clean energy and would reduce the College’s reliance on non-renewable fossil fuels. As in the past, the College will work closely with the utility companies and government agencies to identify eligibility for additional funding through rebates, grants and incentives that could maximize the effectiveness of these projects. Building measures implemented will support the College’s efforts to attain Leadership in Energy and Environmental Design (LEED) certification for existing building through the Existing Building – Operations & Maintenance (EBOM) program. This project includes the following work:

- Install photo voltaic panels similar to existing panels in the remainder of surface parking lots on West campus and in Lots 2C and 3 in the lower part of East campus. Project would not only generate clean renewable energy but provides covered parking, improved lighting and reduces the heat island effect of the asphalt paving.

- Implement commissioning of existing buildings and building systems by identifying energy and water usage and implementing measures such as equipment repair, replacement or enhancement to address inefficiencies.

- Enhance the college’s Energy Management System (EMS) to activate phased power reduction measures to either respond to utility company requests during high use periods or to activate during breaks between semesters.

- Replace existing interior T8 lighting with Light Emitting Diode (LED) lighting.

- Install additional electric vehicle charging stations throughout campus parking lots.

The College intends to submit an application to the State for qualifying energy efficiency or generation projects for Prop 39 funding once available.

Justification
Annually the College spends approximately $1.4 million on utility expenses including electricity, natural gas and water. These valuable resources are mostly non-renewable and are often used inefficiently throughout the campus buildings. Measures included in this project would address these inefficiencies and would reduce the College’s usage of and reliance on these precious natural resources.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor’s Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $10,302,646.
SWING SPACE PROJECTS:

A. Swing Space

Project Description
The proposed project includes the swing space projects that will be required to successfully execute the new construction and the modernization projects in the Facilities Master Plan.

Based on past projects the College has identified the cost of swing space is approximately 10-15% of the construction cost for the associated new construction or modernization project.

Justification
During the construction phase of a project programs housed in either the building being modernized or the building(s) being demolished must be relocated to a temporary location for the duration of the construction. These temporary facilities must be modified to provide an equivalent level of facilities in order for programs to successfully continue to operate throughout their time in the temporary space.

Estimated Project Cost
The estimated total project costs below include construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment, and does not factor in escalation. The estimated total project cost, including construction and soft costs, for each of these projects is as follows:

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center Replacement</td>
<td>$4,369,454</td>
</tr>
<tr>
<td>East Campus Classroom &amp; Office Building</td>
<td>$0</td>
</tr>
<tr>
<td>Wake Center Replacement</td>
<td>$5,909,569</td>
</tr>
<tr>
<td>Sports Pavilion Replacement</td>
<td>$4,475,900</td>
</tr>
<tr>
<td>Aquatics Facility</td>
<td>$0</td>
</tr>
<tr>
<td>Administration + OE Building Modernization</td>
<td>$3,201,671</td>
</tr>
<tr>
<td>Library Modernization and Addition</td>
<td>$2,358,394</td>
</tr>
<tr>
<td>Marine Diving Technology Building Modernization and Addition</td>
<td>$0</td>
</tr>
<tr>
<td>Physical Science – East Wing and PS 101 Modernization</td>
<td>$957,207</td>
</tr>
<tr>
<td>Schott Center Modernization and Addition</td>
<td>$2,678,420</td>
</tr>
<tr>
<td>Student Services Building Modernization</td>
<td>$1,545,997</td>
</tr>
</tbody>
</table>

TOTAL = $25,496,610
ALTERNATE PROJECTS:

A. Sports Pavilion Modernization
Original construction 1965

Project Description
The proposed project includes renovating the existing Sports Pavilion complex which is comprised of the gym, locker rooms, Life Fitness Center, dance and group exercise rooms, offices, training room and commercial functions such as food service and ticket sales. The existing complex was built in 1965 and is in poor condition due to age, construction type and water intrusion issues. Largely the deterioration has occurred due to the location of the facility in the side of a hill. The design and layout require that a large portion of interior wall jointly serves as a major retaining wall against the hillside and which no longer has any waterproofing material to keep moisture out of the building. A successful renovation would include major earthwork along the back side of the wall to replace the waterproofing, patch and repair the wall, and backfill and grade for proper drainage. The steep drop of the adjacent hill also creates accessibility challenges for individuals travelling between the upper part of campus and the facility or the lower parking lots. Although new exterior ramping and elevator were included in a prior remodel both of these building features would be rebuilt to provide a primary vertical circulation core for the entire campus. The renovation would also include major structural upgrades to address deficiencies and meet building code requirements for seismic safety. Other code deficiencies such as ADA Accessibility, Fire Life Safety and Energy (Title 24) Efficiency would be coupled with the multitude of architectural and aesthetic issues throughout the building and addressed through a complete gut and rebuild of the interior of the building.

The College has not submitted an Initial Project Proposal (IPP) for this project to the State for funding.

Justification
The Sports Pavilion facility is almost fifty years old and is in poor condition. An extensive renovation of the existing facility is a possible solution to address the failing infrastructure and building code deficiencies that have resulted in a facility that is run down, is not easy to navigate and does not meet the current expectation for a collegiate level sports venue. Although many of the issues identified would be addressed by a complete renovation, the work required to bring this aging facility up to current building code standards and to fully address the extensive deterioration and disrepair may not be feasible. At project completion the College would still be faced with accelerated deterioration typical of a fifty year old concrete building and would still struggle with the poor interior layout as cost to remedy many of the programmatic issues may be excessive. Ultimately the issues posed by the building location on the side of a hill, the associated water intrusion issues and the poor use of a premier area of the campus would not have been addressed.

Estimated Project Cost
The estimated total project cost for this proposed project is based on the California Community College Chancellor's Office Cost Guidelines and does not factor in escalation. The estimated total project cost includes construction, architectural fees, government agency approval costs, project management fees, and furniture and equipment. The estimated total project cost is $34,117,757.
FUTURE BOND PROGRAM – PROPOSED PROJECTS

Prioritizing Criteria:
• Health and safety
• Meet demand for classroom and office space
• Provide space to promote student life, non-classroom learning, and engagement
• Promote efficient use of facilities to better serve students
• Replace or modernize facilities, including sustainability practices, to meet anticipated needs for the next three decades
• Meet and/or more fully comply with State and Federal legal mandates and requirements

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Estimated Cost</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center Replacement</td>
<td>$29,474,691</td>
<td>1.</td>
</tr>
<tr>
<td>East Campus Classroom and Office Building(s)</td>
<td>$34,674,804</td>
<td>2.</td>
</tr>
<tr>
<td>Administration + Occupational Education Building Modernization</td>
<td>$33,115,940</td>
<td>3.</td>
</tr>
<tr>
<td>Student Services Building Modernization</td>
<td>$15,731,968</td>
<td>4.</td>
</tr>
<tr>
<td>Wake Center Replacement</td>
<td>$40,051,128</td>
<td>5.</td>
</tr>
<tr>
<td>Marine Diving Technology Building Modernization and Addition</td>
<td>$2,792,298</td>
<td>7.</td>
</tr>
<tr>
<td>Sports Pavilion - Replacement or Modernization*</td>
<td>$45,433,000</td>
<td>8.</td>
</tr>
<tr>
<td>Library Modernization and Addition</td>
<td>$16,498,624</td>
<td>9.</td>
</tr>
<tr>
<td>Schott Center Modernization and Addition</td>
<td>$17,438,832</td>
<td>11.</td>
</tr>
<tr>
<td>Site Improvements</td>
<td>$10,000,000</td>
<td>12.</td>
</tr>
<tr>
<td>Aquatics Facility</td>
<td>$10,554,000</td>
<td>13.</td>
</tr>
</tbody>
</table>

Swing Space, not ranked, this is a necessity for completing the other projects. $25,496,610

* Sports Pavilion - Replacement or Modernization to be determined later based on ranking and final Bond
AGENDA ITEM
BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Program Location and Land Use Master Plan (PLLUMP)

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ ACTION ☑ CONSENT</td>
<td>3.2</td>
</tr>
<tr>
<td>☑ FIRST READING ☑ SECOND READING</td>
<td></td>
</tr>
<tr>
<td>☑ INFORMATION ☑ REPORT</td>
<td></td>
</tr>
</tbody>
</table>

DATE: May 8, 2014
ATTACHMENT(S): 4 pages

BACKGROUND:
Within the context of bond planning, the Board provided direction regarding the need for an overarching land use and facility plan to guide renovation, modernization, and facilities improvement for all three campuses over the next 15 years. The Board will be provided with an update of the PLLUMP process which will establish long term goals and guiding principles associated with land planning, facility program locations, connections, circulation, and parking within the parameters of the technical requirements of the site, the regulatory environment, and budget considerations.

RECOMMENDATION:
None

Approved by: Lori Gaskin, President
SBCC Program Location and Land Use Master Plan

Context
The College has recently completed a preliminary assessment of the facility needs across our 3 campuses.

The College is interested in developing a SBCC Program Location and Land Use Master Plan that will establish long-term goals and guiding principles associated with land planning, facility program locations, connections, circulation, parking within the parameters of the technical requirements of the site, the regulatory environment, and budget considerations.
SBCC Program Location and Land Use Master Plan

The **purpose** of the study is to:
This SBCC Program Location and Land Use Master Plan will include a study with a detailed focus on programmatic locations of student support services, operational & administrative services, and select educational & continuing education programs on all three campuses.

The **intended results** of the study are to:
- Determine a 15 year facilities vision for the future of the college
- Ensure efficient and effective utilization of college facilities in support the institution's mission & education programs, and support services
- Development of participatory SBCC Program Location and Land Use Master Plan process
- Communication plan & outreach effort aligned to project process to build advocacy for SBCC Program Location and Land Use Master Plan
- Pre-planning steps for Part II, milestones and schedule are communicated to the campus community
SBCC Program Location and Land Use Master Plan

Phase I - Process Plan

- Perform a Pre-planning Study as a first phase to establish an appropriate & effective participatory process prior to commencing SBCC Program Location and Land Use Master Plan

Phase II – SBCC Program Location and Land Use Master Plan

- The purpose of SBCC Program Location and Land Use Master Plan is to:
  - Recommend potential program locations that will improve the efficiency and effectiveness of College services and programs
  - Create a long range planning vision for the College.