

EXHIBIT C



BOARD OF TRUSTEES
Buildings and Grounds Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: August 21, 2013

The following Buildings and Grounds Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, August 26, 2013:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for August 26, 2013 (**Exhibit C-1**)

EXHIBIT C-1



**Ocean County College Board of Trustees
Buildings & Grounds Committee Agenda
August 26, 2013**

FACILITIES, PLANNING AND CONSTRUCTION PROJECT:

Construction

Project	Action Items / Status	Comments
Gateway Building	Building is 99% complete. Terrazzo floor complete. The Heat pump control issues are resolved and are being programmed into the OCC BAS system. Temporary C.O. is being made ready. August 2013 Opening functions are being prepared, Movers are ready for mobilization of transporting staff and faculty; DTZ has begun mobilizing to take over cleaning and a new PM tech for mechanical 2 nd shift is being interview and vetted. In final stages of punch list completion and all plans are for fall semester Kean/Ocean occupancy.	
Existing Nursing Building	(OCC Campus, Bldg. 4): Engineering & Design RFP in August Board Meeting. Building rehab is to be completed by Jan 2014 for RN Programming.	
Combined Heat and Power Plant (CHP):	Engine commissioned. Broad chiller commissioning is in progress. Controls system to be commissioned. JCP&L Interconnect Agreement in place. Plant to begin operation 4th quarter. Black-start design in early stages.	
County Road Project Phase II - Parking Lot 5:	On July 29 th the County Engineering had kick-off meeting, work should commence around August 12, 2013. OCC should anticipate a heavy amount of construction traffic in August and September which may have some impact on students, faculty and staff. A Campus wide Broadcast will be going out to inform campus community. The Ocean County Engineering Consultant's trailer has moved onto the site. It will be placed next to the Security building where the Barnegat Bay trailer was and will be here for the duration of the projects.	
Brown Property -- ADA:	In the process of upgrading to ADA standards with the use of the approved Grant Extension by the Toms River Township. A bid is in the process of being sent out.	

Facilities

Project	Action Items / Status	Comments
Snow Removal Contract:	The Snow committee is rewriting the specification for the 2013-14 snow plans that includes moving away from hourly rates to fixed fee inch rates. Currently it is in the vendor's best interest to provide the snow removal services regardless of weather conditions.	
Vehicle Replacement 2013-14:	The vehicle supervisor estimates the cost of repair for four vehicles will be too high and is considering automatic vehicle replacement process. Estimated to be \$100 thousand, four of the college vehicles will be replaced with new vehicles and as those become obsolete, they will be surpluses.	
Parking Lot #2 – Relight Program:	Currently 8 of 30 poles are down and the vendor indicated that the others will be in need of replacement also.	
OCEAN Signs:	The electrician has set up the lights on the sign and soon will be on timers.	
Comprehensive Storm Management Plan	The plan will include the replacement of the Instructional generator. A new generator for CHP, for Black Start capabilities, and a temporary portable generator for the Security Building. The initial indication for Black Start for CHP would require power outages for more than one day.	
Building Numbering & Entrance Signs:	Scope will include renumbering Campus Buildings following a new sequence protocol. In addition, all doorway signs will be replaced with an alpha identifier, and new Campus Maps will be replaced with updated building numbers. Campus way-finder signage will also be included in the scope of this project.	
Security Break & Locker Room:	Upgrade facilities. Facilities are in the process of purchasing the kitchenette and lockers for Security.	
Custodial Transition:	Contractor is on target and has moved the inspection rating a point higher. Rating scale 1-5: June 2013 Average 4 to 4.5 - July 2013 Average 3 to 3.5 - Initial indication end-user is seeing a marked improvement in services, window cleaning and periodic floor care. Customer Satisfaction is up with some areas needing more attention.	
On- Going Projects	<ul style="list-style-type: none"> • Energy Management – Life Cycle and Cost Incentives. • Risk Management Program Development. • Campus Wide - Vehicle Usage Policy. • SLA (Service Level Agreement) – End Users. • SOP (Standard Operating Procedures) – Policies & Procedures. • Web Page – Development of Operating Units. • Training Programs. 	
FEMA	Reimbursement for Tropical Storm Sandy	
Energy	CAMPUS ENERGY CONSERVATION PROJECT (CECP) Southern Center, Admin Support, Warehouse, and Security, Tozour to program JACE into system BAS network per the quote OCC programming of Southern, Admin Support JACE.	
Hot Water Distribution Project	It is proposed that the services of an engineering firm are to be engaged to analyze and assess the entire hot water distribution system with the goal to optimize the efficiency of pumping operations. A recent study has identified a number of issues with the Main Campus Hot Water Distribution System.	

Planning

Project	Action Items / Status	Comments
New Student Center:	Facilities met with Toms River Planning Commission and received their full approval with the next phases to proceed with construction project. OCC public bid advertisement, start of contractor bidding and Pre bid conference – August 12, 2013. Construction completion (18 – 24 months). OCC occupancy 2015.	
New Building (Upper Campus):	The College will begin preliminary planning for the new building. Initial analysis of the programming of the building indicates additional need with consolidation of three programs into a single building resulting in a combined Health Science, Technology and Media building. Three building (OITE, TVS, and ICCT) are being review for (LCCA) Life-cycle Cost Analysis.	
Mill Creek Sailing Center (MCSC):	Currently the College intends to build the dock only with minimal site work using available funds in 2013. Documents must be completed. We met with the County Parks Department and reviewed our site plans, construction phases, and the transition of the County maintaining the facility. College is in preliminary talks with another engineering firm to complete design.	
Administration Building	Create a spill over space for Fall/Spring registration in Russell Building: Phase I – Paint Lobbies, replace Carpet Fall 2013. Phase II – Move Occupants – Rehab.	
College-Wide Master Plan:	The plan has been reviewed by various College groups and is in the final stages of being issued for bid.	
Instructional Building:	Project budget for renovation is \$11.4M. A/E RFP bids are being reviewed. Three finalists have been selected. Two have been interviewed with one pending for August 28, 2013. A recommendation will be included in the September Board of Trustees Meeting. Project entails major system components, mechanical, classroom renovations and the creation of a new front entrance and labs.	
Fuel Cell Decommissioning:	Waiting on information from vendor, Izzi, for quotes. Facilities are also looking into any DEP requirements.	
Major Sidewalk Installation:	With all the construction work coming onto the campus, Facilities plan to continue the sidewalks leading from Parking Lot #2 to the back buildings to divert pedestrians.	

The mission of the Ocean County College (OCC) Facilities Services Division is to operate, maintain, improve, plan, and develop the OCC grounds, buildings, equipment, and the related utilities. Also, to ensure that the best services are provided for the activities of the college, at a minimum cost consistent with the high level standards of performance and reliability required for such an institution.