

EXHIBIT C



BOARD OF TRUSTEES
Buildings and Grounds Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: September 18, 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, September 23, 2013:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for September 23, 2013 (**Exhibit C-1**)

EXHIBIT C-1



**Ocean County College Board of Trustees
Buildings & Grounds Committee Agenda
September 23, 2013**

FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS:

Construction

Project	Action Items / Status	Comments
New Student Center:	OCC public bid advertisement, start of contractor bidding and Pre-bid conference – August 12, 2013. Bids due October 8, 2013. Construction completion (18 – 24 months). OCC occupancy 2015. G.C. Project in review with Toms River Building Department (TRUVA) and Ocean County (OCSCD).	
Gateway Building	Building is substantially complete and fully occupied for start of Fall Semester. Must work out NIRAM retainage reduction and claims. In final stages of punch list items for completion, training of systems, manuals, warranties, and lien releases prior to release of retainage.	
Existing Nursing Building	P.O. for HVAC design engineering services issued to DLB on 9/1/13. DLB will begin the Design for Mechanical RFP. FAC In-house operations will work on doors entrances, painting contractor for hallways, and air compressor all items will be on the November 4 BOT.	
Combined Heat and Power Plant (CHP):	Broad chiller commissioning is in progress. Controls system to be commissioned. Plant to begin operation in 4th quarter. Black-Start design in early stages. Several modifications are being made to comply with manufacturer requirements prior to operation. Design issues with existing buildings being investigated. Evaluated.	
County Road Project Phase II - Parking Lot 5:	Lot # 5 tree clearing complete. Sub-grade installation and Security Building (adjacent to Basin #5) tree clearing is in progress. The installing of the drainage pipe crossing College Drive was completed Friday, September 6 th . Buckwald Drive will be closed to traffic at about 7:30pm each evening. We are expecting a completion shortly. No adverse effect to student egress. County has done a phenomenal job!	
Brown Property – ADA:	In the process of upgrading property to ADA standards with the use of an approved Grant Extension by Toms River Township. A bid is in process. We should make the November BOT for approval.	
OCEAN Signs:	The electrician has set up the lights on the signs and timers to be installed soon. They look great at night. Great Job Jan Kirsten and staff.	
Instructional Building:	Project budget for renovation is \$11.4 M. A/E RFP bids are being reviewed. Three finalists have been interviewed. A recommendation will be included in the September Board of Trustees Meeting. Project entails major mechanical system components, classroom and laboratory renovations and the creation of a new front entrance.	



Building Numbering & Entrance Signs:	Scope will include renumbering all 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 updated. Campus Way-finder signage will also be included in the scope of this project.	
Security Break & Locker Room:	Upgrade Facilities. Lockers ordered and being shipped. In-house organization is in process of purchasing the kitchenette, floor covering and lockers for Security/Welcome Center.	
Mill Creek Sailing Center (MCSC):	Mill Creek Sailing Center project was temporarily put on hold due to lack of funds for the entire project. Our goal is to build the dock this year so that fundraising can occur to raise money to construct the building. Currently the College intends to build the dock only with minimal site work using available funds in 2013/2014. A fundraiser is planed next May for 300 people on the dock site for the overall program completion.	
Major Sidewalk Installation:	In anticipation of Campus construction projects, Facilities plans to continue the sidewalks leading from Parking Lot #2 to the back of buildings to divert pedestrians from active roadways.	

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 Manager estimates the cost of repair for four vehicles will be excessive and is considering an automatic vehicle replacement process estimated to be \$100,000; 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 are in need of replacement. We tested two lights in FAC parking with LED. If successful we will look at this as a prototype.	
Comprehensive Storm Management Plan	The plan will include the replacement of the Instructional stand-by generator. A new generator for CHP for Black Start capabilities and a temporary portable generator for the Security Building. The initial indication for CHP Black Start would require power outages for more than one day.	
Custodial Transition:	Contractor is on target and has moved the inspection rating a point higher. Rating scale 1-5: where 1 is excellent. In the month of August ratings were at 3.0 – up another 1/2 percent and over all up 1.5 points. All indication is that end-user complement the new effort of routine services, window cleaning and periodic floor care. Customer Satisfaction is up three months in a row	
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. • Construction Design Standard Manuals for OCC. 	
Energy	CAMPUS ENERGY CONSERVATION PROJECT (CECP) Installed BAS in Southern Center, Administrative Support, Warehouse, Facilities (WIP) and Security. New vendor is programming the BAS network.	
Hot Water Distribution Project	An engineering firm is 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. Pumps that were identified have requisitions issued and pending approval.	

**Planning**

Project	Action Items / Status	Comments
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 buildings (OITE, TVS, and ICCT) are being reviewed for Life-Cycle Cost Analysis.	
Administration Building	Create a spill over space for Fall/Spring registration in Russell Building: Phase I – Simple upgrades – paint and brighten Lobbies, replace lobby carpet winter 2013. Phase II – Interior Renovations and HVAC Replacement - Program, Estimated Cost, Proposed Schedule including phasing, Logistical Challenges and Disruption to Operations Move - Occupants – Rehab. TBA?	
College-Wide Master Plan:	The plan has been reviewed by various College groups and is in the final stages of being issued for bid. The plan is to engage the campus community in an organized, efficient, timely, collaborative, and transparent manner that provides a flexible planning tool, justify short term capital Expenditures and retain longer term options completed in accordance with strategic, operational, functional, and financial goals.	
Fuel Cell De-commissioning:	The Facilities Organization is in the process of identifying vendors who will provide complete de-commissioning and removal of all Fuel Cell components.	

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.