

# ***EXHIBIT B***



**BOARD OF TRUSTEES**  
**Buildings and Grounds Committee Agenda Items**

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** May 18, 2016

The following Buildings and Grounds Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting on **Monday, May 23, 2016:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for May 23, 2016 (**Exhibit B-1**)

## ***EXHIBIT B-1***



**Ocean County College Board of Trustees  
Buildings and Grounds Committee Agenda  
May 23, 2016**

**FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS**

Location / Project	Latest Project Update
ADMINISTRATION BUILDING - HVAC	The cooling tower is beyond its life expectancy and the basin has rusted out. A quick fix will require welding the under carriage. The course of action is to replace or bring the cooling plant sully and return piping to the building. This will require coming around the service road to parking lot #2 and then wrapping back to the Administration building.
ADMINISTRATION BUILDING - Phase 1 - Ground Floor	Ground floor will be for Purchasing, Accounting, Veterans Affairs and College Relations. Renovation work continues this month with Lobby and breakroom area.
ADMINISTRATION BUILDING - Phase 2 - Second Floor	The second floor of the Executive Academic Affairs renovation designs is completed and the next step will be engaging the contractor to perform the work. Renovations are expected to be completed by June 2016.
ADMINISTRATION BUILDING - Phase 3 - First Floor	The first floor design and work will be pushed to Fall of 2016. Preliminary sketches for relocation of the entrance vestibule doors and the office lobby will open the flow of traffic.
ADMINISTRATION BUILDING - Structural Investigation and Repair	As the building is ending its useful life expectancy, we will continue to Band-Aid the building until we have the opportunity to completely renovate within the next five years. The building exterior is still on critical watch. The exposed areas will be painted over to protect from rust, but the condition is currently stabilized. No new concrete has come loose and fallen.
ATHLETICS - Stadium Field Lighting and Power	Preliminary plans for multipurpose use of the soccer fields are being reviewed. Lighting and power needs are: medium-voltage, electric power transformer, underground electric power distribution feeder, and four-pole equipped for sports lighting system for the soccer field.

Location / Project	Latest Project Update
BARN - Facilities Storage Structure	The Facilities Storage Barn was built 30 years ago by the maintenance staff. The building is in dilapidated condition and the second floor is off limits. The cost and layout to remove the current barn and construct a new structure – a two stories high, possible "L" shape configuration to be approximately 2,400 sq. ft. – is, unfortunately, not possible due to funding being unavailable.
CAMPUS MASTER PLAN	The Facilities Master Plan establishes the framework for the orderly development of all capital improvements that support the mission, vision, values, Strategic initiatives of the college are over a period of ten years with a land use plan of twenty years. The plan includes a comprehensive look at the physical environment of the campus and an assessment of our existing buildings, green space, utility and information technology infrastructure, environmental impact, roads and parking, as well as space needs and academic planning. The Master Plan addresses the College's capital project needs through 2020. The final document deliverable is the construction standards which have been received and are under review. The next steps in the College Master Plan will be to identify Facilities Condition Assessment Index (FCI) 1-5, 5-10 year plans. We anticipate to post this on the College Facilities Maintenance and Construction web page.
CAMPUS MASTER PLAN – AS-BUILT - CAD File Storage	Organization of all construct AS-Built drawings will be readily available to our Project Managers, Technicians, and Directors. The College's standardization of files are placed in the system in both Image Silo, the cloud storage and asthenia. From this point forward, upon completion of all projects, CAD files deliverables must be able to be manipulated using standard AutoCAD drafting procedures.
CAMPUS MASTER PLAN - Design Standards	The construction standard guidelines for the College Campus is the last information used for future renovation and construction from the very first planning and design stages through actual construction and facilities maintenance and management. The standards included serve as a basis for a code of quality for all campus-wide design, construction, and maintenance procedures. The level of quality is determined based on reliability, serviceability, safety, and cost (including design, construction, inventory, operating, and maintenance costs). Standards form the basis from which designers and consultants create specifications.



Location / Project	Latest Project Update
CAMPUS-WIDE - Cooling and Hot Water Distribution Project	The CHP's Heat Exchangers, condensing boilers, and chillers are nearly completed.
CAMPUS-WIDE – Wayfinding Signage & Site Maps	The campus-wide wayfinding and signage project provides a comprehensive messaging and signage program to unify the campus settings and provide a consistent information strategy to orient the new and current student population to the campus. These standards and guidelines outline the overall information strategy and wayfinding strategy as well as provides a detail design guideline for future implementation of the signage program.
CAMPUS-WIDE - Energy Management System	The trending of the Energy Management System (EMS) continues to be collected. Energy Management and utility tracking are essential when planning equipment and controls upgrades and equipment. The EMS stores historical energy trends to accurately predict the campus needs. The Chief Engineer is able to access these systems to facilitate troubleshooting equipment failures and temperature issues, manage building schedules and adjust temperature set points. Tridium is also used to track the College's utility submeters. As part of the CHP we will be hiring a part time Plant Operator to see to the day-to-day operations and manage the energy requirements.
CAMPUS-WIDE - Utilities and Infrastructure	The College uses water, electricity, and gas to heat, cool, and power the campus. We are nearing our goal Campus-wide with the completion of the new fabricated Central Heating / Cooling Plant this month. The infrastructure to generate and/or distribute them make up the campus' "energy grid." We foresee a need to further the grid to extend to the Gym, College Center, Bookstore, and the Administration building. This is the initial exploratory phase to determine the feasibility of leveraging our energy assets as part of a long-term strategy to be good stewards of our resources, both financially and from a sustainability standpoint.
BARN - Demolition	The old storage barn structure, behind Facilities, is measured to be approximately 2,400 sq. ft. Mike Bruno has a layout and costs to remove the current barn and build a new two-story structure in a possible "L" shape configuration. Design for the Barn is pending with a few options, but no funding source is currently available.

Location / Project	Latest Project Update
EMERGENCY GENERATOR	The biggest benefit of a standby gas generator is the convenience and short-term emergency power. The generator should detect a power outage after about 10 seconds, turn itself on, and power the circuits. A natural gas generator (5-17 kilowatts) is being arranged at the Security building also. The generator will operate the bare bones minimum - light, radios, and telephones in the building. Joe Bahr has provided quotes on the emergency generator. Placed next to the Administrative Support building, the 22KW natural gas generator will have a gas line and a manual AT switch that will run across the street. At the moment, the project is on hold.
GATEWAY - Glass Walls	The current Gateway balcony glass railings are code compliant; however, it gives the feeling of optical uncertainty. As a replacement to the full floor to ceiling-door enclosures, if cost is prohibitive, a suggestion is to modify wired railing placed before the firewall. Before any work proceeds, we will vary code compliances and funding sources.
ENERGY MANAGEMENT - Ongoing Project of BAS Programming	To complete our energy management, we will tie in both of the metering stations (EMS) to our central building automated system (BAS) that includes constant heat, cooling, humidity, and CO <sub>2</sub> monitoring levels to maximize occupant comfort and the most effective use of resources. We are in the process of applying for a NJ state sponsored energy audit program.
HEALTH SCIENCES BUILDING - Upper Campus	A Kick-Off meeting with the general contractor, Hessert, was held on May 3 <sup>rd</sup> and the project is officially under way. Plans were made to begin site logistics work, including temporary fencing and trailer setup. Other project requirements, such as Hessert issuing contracts to their subcontractors, has begun. Cambridge Construction Management is back on site with a project manager and superintendent to provide project management of the work. Construction completion is expected to be Summer 2018.
INSTRUCTIONAL BUILDING - Renovation	The redesign (a revised exterior design) will be complete this month and will be forwarded to the NJ Comptroller and then sent out to bid this summer.



Location / Project	Latest Project Update
LIBRARY - Part 1 - Envelope Study	We have the architect specifications for the construction documents with an approximate cost of \$275,000. We will be issuing an RFP this month. The goal is to perform the work during the summer 2016 season.
MILL CREEK SAILING CENTER	The dock installation is complete; unfortunately, the new NJDEP flood plan has it in a high wave zone that requires it to be relocated or raised. With that requirement, the architect has provided options for separating the boathouse from the boat storage in addition to relocating the building on the site. Once designed, the college will acquire the final biddable drawings with engineers signed and sealed. Fundraising on the property is expected to begin this summer.
NURSING BUILDING - Phase 2 Renovations	This project will be conducted during the summer and fall. The architect has finished the design this month. Windows will be replaced with new efficient ones and, once complete, the next phase of renovations will be bid and performed. This will close out the last of the State Bond.
PARKING LOT 2 - Lighting and Site Work	The light installation in Parking Lot 2 is complete. The Langan PO for parking surface repaving, entrances and egresses of the parking facilities, increasing vehicle flow using tree planting, grassed islands, and plants are on hold. The project may be on hold until the anticipated Vo-Tech High School is designed and the CHP piping to the Administration building and Arts and Community Center is re-engineered.
PARKING LOT REPAIRS - Sealing & Stripping	Redesigning the lot for the improvements of the traffic flow was recommended. The feasibility cost must be determined; however, the replacement of the lighting to LED and the blacktop resurfacing is also needed. Mike Bruno will create a synopsis of the project and its costs (\$97,000).
PERFORMING ARTS ADDITION - Vo-Tech	It was proposed to place a Performing Arts building at the corner of parking lot 2, attached or close to the Grunin Theatre (Building #12). The project is currently being reviewed.
REPURPOSING GYM – Pool to OCC Open Lab	One approach to repurpose the Pool in the Health and Human Performance Center is to turn the open space into a Criminal Justice crime lab. This is a practical and economical way to transform un-utilized space into something usable. Another option is to convert the space into a track.



Location / Project	Latest Project Update
REPURPOSING OLD BOOKSTORE - Bookstore to New OCC Conference Center	As the Bookstore operations will be relocated to the new Student Center this July, our goal will be to repurpose the old Bookstore space as a Conference Center. The Conference Center would provide an adequate student-activity center and meeting rooms for external and internal users. The Conference Center external architectural and lighting systems are in excellent condition with easy access to the loading dock. Some repair to the building's mechanical, electrical, and plumbing (MEP) systems may be needed.
RUSSELL Design & Renovations	Future Project.
SEC Sign	Currently, no budget available to purchase a new digital exterior sign for the Southern Educational Center.
SEC-MAIN CAMPUS – Signage	Signage is being inventoried to update and add signage, if needed.
STUDENT CENTER	Construction is complete with the exception of a roof coating. June/July weather will conclude the last of the closeout items. We are also coordinating new fit-out work with Barnes and Noble for the Bookstore operations that includes alteration to the basement storage, electrical and data connections.
TECHNOLOGY - Roof Leaks	There was a discovery of leaks occurring in the building. The building is under close watch. The location of these leaks has been hard to determine and are being reviewed. Theories of a possible source may be from glass and molding.
VOCATIONAL TECHNOLOGY	We have engaged the Master Planner to review the feasibility of Lot #2 for an ideal location. This month 5 members traveled to Western Connecticut State University to review its new Visual and Performing Arts Center. Our goal is to review the programming, features, understand the before, during, and after construction phases, as well as the implementation.

*The mission of the Ocean County College (OCC) Facilities Management and Construction 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.*