

EXHIBIT C



BOARD OF TRUSTEES
Buildings and Grounds Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: September 14, 2016

The following Buildings and Grounds Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, September 22, 2016:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for September 22, 2016 (**Exhibit C-1**)

EXHIBIT C-1



**Ocean County College Board of Trustees
Buildings and Grounds Committee Agenda
September 22, 2016**

FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS

Location / Project	Latest Project Update
ADMINISTRATION BUILDING - Phase 3 - First Floor	The relocation and work on both the ground and second floors will open up areas on the first floor for a One-Stop Shop. The first floor program design has started and the work is expected to begin during winter break of 2017. The preliminary sketches for the relocation of the entrance vestibule doors and the office lobby will open the flow of traffic to ultimately serve and advance the academic mission. The reorganization of the area will include: VP of Student Affairs, Financial Aid, and Enrollment Management. We estimate the work to be completed by summer 2017.
ADMINISTRATION BUILDING - HVAC	The replacement of the building mechanical systems is becoming critical. The cooling tower is beyond its life expectancy and the basin has rusted out which will require a quick fix to be repaired. Long term access to the Central Chiller Plant will be needed. Our goal will be to bring underground utilities from CHP through Parking Lot 2 to this location and may be a part of the Performing Arts Academy/Vocational Technology High School Project.
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 continues to be on critical watch. The exposed areas will be painted over to protect from rust, but the condition is currently stabilized. No concrete has come loose and fallen.
BARN - Facilities Storage Structure Demolition	The 30 year-old storage barn, behind the Facilities Management building is dilapidated. A layout and cost to remove the current barn, and build a new two-story structure in a possible "L" shape configuration approximately 2,400 sq. ft., has been reviewed. Design for the Barn is pending with a few options, but no work will occur until funding is available.

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CAMPUS MASTER PLAN	The investment in physical capital is a critical challenge in uncertain times given the current economic climate. For this reason, it is imperative that any physical investments are carefully considered and purposefully executed that supports the Colleges mission and goals. The Facilities Master Plan's next steps in the College Master Plan will be to identify the 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 - 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, facilities maintenance, and management. The standards include serving 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, operations and maintenance costs). Standards form the basis from which designers and consultants create specifications.
CAMPUS-WIDE - Cooling and Hot Water Distribution Project – Expansion	The investments in the Central Plant have met the College's goals of energy efficiency and cost reduction. The CHP's heat exchangers, condensing boilers and chillers are capable of supplying our HVAC needs for the entire campus. The next course of action is to replace the Administration building's chiller and failing cooling tower with the Central Plant's chilled water supply and return piping. This will require the installation of new underground piping starting at the Central Chiller Plant, around the service road to Parking Lot 2 and then wrapping back to the Administration building. For this reason we will be seeking an engineer study to review the scope, make recommendations and establish a timeline to coincide with future programming needs. The engineering study has begun this month and is progressing.
CAMPUS-WIDE – Wayfinding Signage & Site Maps	The College has completed a comprehensive design guideline for future implementation of the wayfinding and signage throughout the campus. Should this long-term project develop into an active program, the College will have an opportunity to enhance its ability to provide a welcoming environment and a pleasant, memorable experience for

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	campus visitors, while affirming a positive identity and a consistent image.
CAMPUS-WIDE - Energy Management System	The trending of the Energy Management System (EMS) continues to be collected. The EMS and utility tracking are essential when planning equipment and control upgrades. 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.
CAMPUS-WIDE - Utilities and Infrastructure	With the completion of the Cooling, Heat, and Power Plant (CHP), an emphasis will be placed on incorporating the CHP into all renovated and new buildings. Overall, this will reduce the per-capita and per-square-foot usage of energy resulting in limited net increase in utility requirements as we expand the campus. Furthermore, with significant parking lot and landscape renovations proposed, the opportunity to upgrade and tap into nearby utility infrastructure should be taken. The cost savings can be realized by bundling improvements; while the initial disruption to the campus may be larger, the need for subsequent disturbance of that area will be significantly reduced.
DEMOLITION - College Center and HPEC Pool	The determination to demolish these two buildings was made because they have exceeded their useful life expectancy, are in poor condition, are in need of extensive renovations and are programmatically not suitable for alternate services. The buildings are obsolete, not up to code, difficult to utilize and have significant building system issues. Given these concerns, the limited value of the buildings and the high cost to rehabilitate, they do not warrant a renovation. It is important to reduce substandard existing inventory of inadequate space as new space comes on-line. Currently, there is no funding in place and any action will be deferred.
EMERGENCY GENERATOR/UPS System	We are in the process of exploring a long-term emergency power system that supports important electrical systems when loss of normal power supply occur. As stated, the level of protection needed can be achieved only with a combination of a generator and an uninterruptible power supply (UPS). The process of taking an alternating current from the utilities and converting it to a direct current, then

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	back to an alternating current, eliminates practically all power disturbances, including transients, noise and voltage fluctuations. The UPS systems, like generators, are only as reliable as the maintenance that is performed on them.
ENERGY MANAGEMENT	For the past five years, the College has invested in comprehensive energy cost saving equipment and controls. It is now a good time to determine how effective our program is doing. Under the natural gas supplier energy program, the College has engaged (free of charge) in a professional energy auditor to conduct an extensive energy audit of the College's buildings for energy savings opportunities. On June 14 th the auditor conducted interviews, inspected lighting, air conditioning, heating, and ventilation equipment, controls, refrigeration, air compressors, water consuming equipment and any other use of energy. The result will report what the building's existing energy consuming equipment are and provide a presentation of feasible energy conservation measures (ECMs). Once we have the audit in hand, the College can compare efforts and make acceptable decisions as to where to invest in future energy efficiency money.
HEALTH SCIENCES BUILDING - Upper Campus	Continue with shop drawing submittals and approval process: <ul style="list-style-type: none"> • Almost complete with the foundation concrete. • General contractor continues to buyout project packages with subcontractors.
INSTRUCTIONAL BUILDING - Renovation	This project is out for bid to general contractors with an anticipated award recommendation on the November Board agenda. The project is expected to be completed in August of 2018.
LIBRARY - Part 1 - Envelope Study	This project will fix water intrusion issues emanating from the building envelope. The project was issued for bid this month.
MILL CREEK SAILING CENTER	The Mill Creek County Park houses a dock for the Ocean County College sailing team. A sailing center building is proposed to be built. The engineer on the project has completed the building design and will provide a proposal for site revisions that will integrate the recommendations of FEMA flood elevation changes. When the proposal is finalized, the documents can be completed and ready for bidding when funding is available.

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NURSING BUILDING - Phase 2 Renovations	The Nursing renovation project will be conducted this fall. A PO for the window replacement was issued this month and submittal work has begun. The lead time for the windows must be established and then an installation schedule can be created. The next phase of renovations includes ADA compliant sidewalk and parking lot construction, door replacement, fire alarm replacement and screen wall installation around mechanical equipment. Once completed, this will close out the last of the State Bond.
REPURPOSING OLD BOOKSTORE - Bookstore to New OCC Conference Center	With the Bookstore operations being relocated to the new Student Center, the goal will be to repurpose the old existing 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 of the building's mechanical, electrical and plumbing (MEP) systems may be needed. The long term access to the Chiller Water Plant will be needed also.
SEC - Signage	Currently, there is no available budget to purchase a new digital exterior sign for the Southern Educational Center.
VOCATIONAL TECHNOLOGY/PERFORMING ARTS - PAA and PAC	The Master Planners have been engaged to review the feasibility of Parking Lot 2 for an ideal location. The preliminary concept drawings have been completed and are ready for submission to the Performing Arts Academy and the Department of Education.

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.