

# ***EXHIBIT C***



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

**To:** Board of Trustees  
**From:** Office of the President  
**Date:** March 23, 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, March 28, 2016:**

1. Recommend acceptance of the Buildings and Grounds Committee Report for March 28, 2016 (**Exhibit C-1**)

## ***EXHIBIT C-1***



**Ocean County College Board of Trustees  
Buildings and Grounds Committee Agenda  
March 28, 2016**

**FACILITIES MANAGEMENT AND CONSTRUCTION PROJECTS**

**Master Plan Projects — Highlights**

Project	Action Items / Status	Comments
<b>COLLEGE MASTER PLAN</b>	The Board of Trustees reviewed the document with Scott Malin from Spiegle on February 26, who responded to questions. At the February 29 Board of Trustees meeting, the Master Plan was approved; the next steps will be to review the construction standards and identify Facilities Condition Assessment Index (FCI) 1-5, 5-10 year plans. We anticipate to post on the college FMC web page.	
<b>STUDENT CENTER</b>	The closeout procedure is underway and a punch list is the only item remaining. There will be two training sessions scheduled soon. Also, there is concern that dirt from the main stairs is falling on to the students below; through discussion, possible solutions have been suggested – banners placed under the hand rails along the stairs. Finally, there was an issue with 5 VAV's that were undersized which will be corrected (replaced) this month.	
<b>MILL CREEK SAILING CENTER</b>	The dock installation is complete; unfortunately, the Mill Creek building is in a high wave zone and may need to be moved back or raised. Currently there is no budget available, but the designs are completed. Mike Bruno is in the process of acquiring the biddable drawings, signed and sealed.	
<b>GATEWAY BUILDING – Glass Hand Rails Safety</b>	To prevent the visual unsafe perception of the glass hand rails, a few suggestions were shared - a wired railing, out of the way of the firewall, or install bars at the top and bottom, in front, of the glass wall. Currently, funding is pending a manageable budget option.	
<b>ENERGY - Ongoing Project of Tridium BAS Programming</b>	The E-mon D-mon's installations are complete, but the programming to Tridium is still a work in progress. Meanwhile, trending continues to be collected. 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.	
<b>PARKING LOT 2 - Lighting and Site Work</b>	The light installation in Parking Lot 2 will be completed this month. Langon has been issued a PO Amendment to complete the specifications for parking surface repaving, entrances and egresses of the parking facilities, increasing vehicle flow using tree planting, grassed islands, and plants.	



Project	Action Items / Status	Comments
<b>CAMPUS-WIDE INFRASTRUCTURE PROJECT – Central Cooling and Heating Project (CCHP)</b>	The four boilers (Hot Water) are operating and any issues that came up in the initial installation stage have been addressed. Next will be the completion of the chiller units located behind the existing CHP. Some manufacture delays to the new Student Center will not meet the April 15 <sup>th</sup> deadline. As a precaution, the manufacturer is setting a temporary chiller package free of charge to the College. Also, an Electrical Shutdown is scheduled for March 19-20th. Once completed, 12 buildings will be connected to the College's underground distribution system. Cooperation and coordination will be needed to turn off power over night and resume building operations by Sunday morning for a Teen Cheerleader fundraiser that could not be cancelled.	
<b>LIBRARY Part One - Envelope Study</b>	The engineer and architect have been directed to start working on the construction documents for leak repairs at the Library. The approximate cost will be \$275,000. A schedule will be created.	
<b>NURSING BUILDING - Phase II Renovations</b>	This project will be conducted during the summer. The architect has been revising the design. Windows and doors will be replaced with new efficient ones and ADA accessibility will be improved. Once complete, this will close out the last of the State Bond.	

## Planning

Project	Action Items / Status	Comments
<b>ADMINISTRATION BUILDING – Ground, 1<sup>st</sup> and 2<sup>nd</sup></b>	The ground floor is planned to be set up for Purchasing, Accounting, and College Relations. Minor work will be done, such as the installation of furniture, the Lobby flooring, and the renewal of finishes in offices. The second floor is in the planning stage for Academic Affairs and renovations are expected to be completed by Fall 2016 (FY17). On the first floor, the Student Affairs VP will be located, along with her staff, in the One-Stop Center. Veteran Affairs will be able to expand its operation with a newly renovated office on the Ground Floor. That renovation will be completed by Facilities in-house and contracted staff by May 2016.	
<b>ADMINISTRATION BUILDING – Exterior Facade</b>	The back and side exterior concrete roof facades of the Administration Building have deteriorated due to age and water penetration. A site investigation has determined the locations and the extent of the concrete and steel deterioration. Also, exposed area rebar has been identified; the condition is stable, but it is under close watch.	
<b>HEALTH SCIENCES BUILDING -Upper Campus</b>	Construction documents have been completed and the GC bidding process has begun. We are holding the HSB contractor to the following time schedule: <ul style="list-style-type: none"> <li>• 3/29/16 Bids Due, 2 PM (5 weeks after Pre-bid)</li> <li>• 4/8/16 Bid Evaluation/ Recommendation to OCC</li> <li>• 4/25/16 BOT Approval</li> <li>• 4/27/16 Notice to Proceed</li> </ul> Construction completion is expected to be Summer 2018.	
<b>CAMPUS-WIDE - Install New Signs on College Drive, Buckwald Drive, and North Bay Avenue</b>	A study is underway for the first phase of Campus-Wide Way-Findings within the loop road. The plan is to concentrate on the entrances at College Drive, Buckwald Drive, and North Bay Avenue. Funding for the project has not been determined. The bid specifications for signs will be developed. Currently, College Relations has secured new signs for the Grunin Center and Planetarium.	
<b>PARKING LOT REPAIRS - Sealing and Stripping</b>	The redesign of the lot to better traffic flow was recommended. The College has plans for improvements in the migration of traffic, as well as for blacktop resurfacing. A feasibility cost of the projects must be determined.	
<b>TECHNOLOGY BUILDING - Roof Leaks</b>	There was a discovery of leaks occurring in the building. The locations of these leaks are being reviewed, but it is theorized that the source may be from glass and molding.	
<b>INSTRUCTIONAL BUILDING - Renovation</b>	The redesign (a revised exterior design) will be complete in March and will be forwarded to the Controller and then out to bid.	

## Finding New Space in Old Places:

\*DISCLAIMER - Repurposing is one of sustainability, which could be a prime consideration for the reuse of old spaces. This is based on available space and for planning purpose only. We currently have no available funds to make into actionable items.

Project	Action Items / Status	Comments
<b>Repurpose the Old Bookstore to New OCC Conference Center</b>	As the Bookstore operations will be relocated to the new Student Center this July, our goal will be to repurpose the old space, the Conference Center, to provide adequate student-centered activity 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.	
<b>Repurpose the Old College Center Cafeteria to New OCC Black Box</b>	Until the College Center is demolished, it is believed that repurposing the old cafeteria temporarily into a Black Box, by utilizing the adjacent kitchen and serving area for a stage, dressing rooms, makeup rooms, and Green rooms for actors to wait between scenes, would be beneficial.	
<b>Repurpose the Gym – Pool to OCC Open Lab</b>	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 unutilized space into something useable. Another option is to convert the space into a track.	
<b>Demolition of the Barn</b>	Design for the Barn behind Facilities is pending between a few options. The storage structure is measured to be approximately 1200 sq. ft. while the barn is about 2400 sq. ft. A pole-type barn with gas heaters may be suitable to replace the current structure; unfortunately there is no funding for this project. 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.	

*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.*