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Buildings & Grounds Committee October 8, 2020

Action Item: Establish Trio Student Support Services Grant Office Renovation Project

Executive Summary on Trio Student Support Services Grant

The college was recently awarded the Trio Student Support Services (SSS) Grant, a five-year grant funded at \$1.3 million. The College has fully committed to supporting the project with resources such as facilities, equipment, supplies and personnel to enhance project services for its low income and first generation participants and participants with disabilities. The assigned space for this project will include offices for a Director, Success Coach, Academic Advisor and Administrative Support.

Establishing the Trio Grant Office Renovation Project as a Capital Project/Project Scope

The project will include:

- Engaging one of the College's Open End architects to assist in developing the design and specifications needed to seek informal construction quotes to renovate Main 261 (currently the Distance Learning offices) into the new TRIO SSS suite of offices.
- Construction and renovation of Main 261
- Renovation of Main 266 (to be converted into office and student gathering space)
- Renovation of Main 252A (to be converted into advisor and counselor offices)
- Minor renovation of A305 and A318 to be used as temporary Distance Learning offices (Distance Learning to be permanently relocated after the completion of the Backfill Project)

Project budget:

Design Services	\$ 3,000.00
Main 261/266 Construction/Renovation	\$ 20,000.00
Minor renovation (Main 252A, A305, A318)	<u>\$ 6,000.00</u>
 Total Project Budget	 \$ 29,000.00

Action:

College Administration requests establishing the Trio Student Support Services Grant Office Renovation Project as a Capital Project with a total budget of \$29,000 to be funded through County Capital funds.