



Agenda Item Details

Meeting	Mar 03, 2020 - REGULAR MEETING OF THE BOARD OF TRUSTEES
Category	6. ADMINISTRATIVE REPORTS
Subject	6.3 Vice President of Administrative Services- Ms. Julia Morrison
Type	

BACKGROUND

Servitas Update and Timeline

The Board approved the Administration's request to move forward with Servitas as the vendor for the Student Housing project at the February 4 Board of Trustees meeting. Since that time, the Student Housing Taskforce and Servitas have had two productive meetings to discuss the overview of the project was discussed and develop an initial project timeline.

Below is a summary of the next steps and general timeline:

- Servitas has developed a student survey that will be distributed to Fall 2019 and Spring 2020 CR students. The survey will help inform the initial design of the new student housing facility, and will be completed in the March/April 2020.
- Servitas will provide a presentation to the Board of Trustees at the May 5, 2020 meeting that will serve as an official project "kick-off".
- Feedback from student survey will be utilized to develop a concept design. This will take approximately 3 months.
- A feasibility study will be conducted to help determine the final scope of the project.
- Design phase will take 6-8 months for developing design development construction documents prior to Department of the State Architect (DSA) submission.
- DSA permitting process may take 6-9 months.
- Financing will need to be secured, and closing will occur shortly before ground breaking commences.
- Ground breaking will start (pending Board approval) in the summer of 2021.
- Opening date goal is August 2022.

The Student Housing Taskforce and Servitas will continue to meet weekly in order to meet the timeline.

Business Office 2020 Spring Training

The 2020 Spring Business Office Training will be held on March 12 from 9:00 am to 12:00 pm. Topics to be covered include, but are not limited to:

- Contracts and Recent Updates
- Purchasing
- Travel
- Budget and Budget Transfers

- Running Various Reports in Datatel
- Sales Tax
- Cal Cards
- Fiscal Year-End Processes for 2019/2020

The next Business Office Training will be held in the fall.

BUDGET IMPLICATIONS

None.

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