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**Agenda Item 8520**

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November 3, 2008

**SUBJECT:** Authorization to Negotiate for Real Estate for the Consolidation and Relocation of the District's Administrative Offices.

**RECOMMENDATION**

That the Board of Trustees authorize staff to negotiate for real estate which would allow the District to relocate the Administrative offices currently operating from Highland Business Center and the Service Center to a single location.

**RELATED BOARD POLICY OR BOARD PLANNING PRIORITY**

This item is consistent with Board Policy E-2, Provision of College Facilities.

**RATIONALE**

As enrollment has grown, the administrative staff necessary to provide support for District operations has also grown, and will soon exceed the capacity of the facilities available. Further growth in enrollment to continue to meet ACC's Closing The Gaps goals will continue to drive additional growth in support services. Additionally, ACC's administrative offices were divided between the Highland Business Center and the Service Center since 2002. Consolidating the offices to a single location would improve operational efficiency and reduce the need for travel between these locations.

Board authorization is required prior to negotiation with owners in the acquisition of real property.

**BUDGETARY CONSIDERATION**

None

**RESOURCE PERSONNEL**

Ben Ferrell, Executive Vice President, Finance & Administration  
Bill Mullane, Executive Director, Facilities & Construction

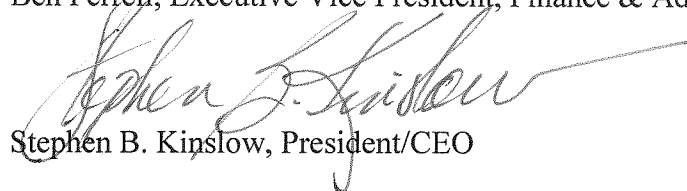
**ATTACHMENTS**

None

Respectfully Submitted By:



Ben Ferrell, Executive Vice President, Finance & Administration



Stephen B. Kinslow, President/CEO