

**MINUTES OF THE BOARD OF REGENTS
FACILITIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-202 – Moody Hall
January 13, 2016
4:00 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, January 13, 2016, in Room M-202 of Moody Hall, commencing at 4:00 p.m., the following Facilities Committee members were present: Mr. George F. Black, Chairperson, Ms. Karen F. Flowers, Mr. Florentino “Tino” F. Gonzalez, and Mr. Michael B. Hughes. Other Regents present included Mr. Armin Cantini and Mr. Raymond Lewis.

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Mr. Conrad Breitbach, Dr. Gaynelle Hayes, and Mr. Timothy Setzer. College District’s attorney Carla Cotropia attended the closed/executive session.

- I. **CALL TO ORDER:** Chairperson Black opened the meeting at 4:00 p.m. in Room M-202 of Moody Hall and determined a quorum was present.
- II. **CERTIFICATION OF POSTING NOTICE OF FACILITIES COMMITTEE MEETING:** Dr. Shelton confirmed that the notice of the Facilities Committee Meeting had been properly posted on January 8, 2016.
- III. **CONSIDER APPROVAL OF MINUTES FROM NOVEMBER 11, 2015 MEETING:** A reading of the minutes for the November 11, 2015 meeting was waived. Mr. Gonzalez moved to approve the minutes as presented; Ms. Flowers seconded. The motion passed unanimously.
- IV. **UPDATE AND DISCUSS HVAC SYSTEM AT APPLIED TECHNOLOGY CENTER:** Dr. Shelton reported that the HVAC system at the Applied Technology Center (ATC) is working as designed. All of the outstanding work has been performed and staff can attest to the system’s functionality. Jamail & Smith Construction completed the work they were contracted to perform as designed by the architects and engineers. There are unresolved issues that were brought to the College’s attention in the consultant’s report unrelated to Jamail & Smith Construction. Dr. Shelton recommended acceptance of the project. He also asked for authorization to release the final payment since all required documentation has been submitted and to sign all closing documents.
- V. **REVIEW AND DISCUSS ACCEPTANCE OF APPLIED TECHNOLOGY CENTER RENOVATION PROJECT AND RELEASE OF FINAL PAYMENT TO JAMAIL & SMITH CONSTRUCTION:** Mr. Black summarized Dr. Shelton’s update. There was discussion of the warranty on various items. Dr. Shelton noted the contractor’s warranty began with the substantial completion of the project in the fall of 2013. Other items such as the roof and HVAC units are covered under the manufacturer’s warranty.

- VI. DETERMINE FACILITIES COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING ACCEPTANCE OF APPLIED TECHNOLOGY CENTER RENOVATION PROJECT AND RELEASE OF FINAL PAYMENT TO JAMAIL & SMITH CONSTRUCTION:** Ms. Flowers moved to recommend to the Board of Regents the acceptance of the Applied Technology Center Renovation Project and the authorization of the College President to release the final payment (\$107,276.89) to Jamail & Smith Construction and to sign all closing documents; Mr. Hughes seconded. The motion passed unanimously.

The Committee proceeded to Agenda Item IX while awaiting the arrival of the College District's attorney.

- VII. ADJOURNMENT TO CLOSED/EXECUTIVE SESSION IN ROOM M-202:** Mr. Black noted that the Facilities Committee, as authorized by Government Code, Section 551, reserves the right to enter into a closed/executive session under the following provision of the Act: Section 551.071, Consultation with Attorney, to seek the advice of the College District's attorney about contemplated litigation. The Committee adjourned to the closed/executive session in Room M-202 at 4:15 p.m.
- VIII. RECONVENE FACILITIES COMMITTEE (OPEN) MEETING IN ROOM M-202:** The Facilities Committee adjourned the closed/executive session at 4:26 p.m. Chairperson Black reconvened the open meeting at 4:27 p.m. in Room M-202.
- IX. REVIEW AND DISCUSS PLANS FOR PARKING LOT AT 39TH STREET AND AVENUE Q (NORTHWEST CORNER):** Dr. Shelton shared plans with the Committee drawn up by Shelmark Engineering, L.L.C. for a parking lot at 39th Street and Avenue Q (northwest corner). He informed the Regents that the College has taken possession of the property from the tenant who was leasing it. The tenant moved to another location.

Ms. Carla Cotropia arrived at 4:10 p.m

Dr. Shelton gave an update on the inspection of the property and the work to be done prior to demolition in preparation of the parking lot construction. An overview of the parking lot plans was given before the Committee went into the closed/executive session (Agenda Item VII).

Ms. Cotropia excused herself following the closed/executive session (Agenda Item VII).

The Committee resumed the review and discussion of the parking lot plans. As presented, there would be 40 parking spaces constructed on this property. Dr. Shelton noted that these Shelmark plans do not include the lighting.

- X. DETERMINE FACILITIES COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING APPROVAL OF PLANS FOR PARKING LOT AT 39TH STREET AND AVENUE Q (NORTHWEST CORNER):** Mr. Gonzalez moved to recommend to the Board of Regents the approval to demolish the existing structures and to construct a parking lot on the northwest corner of 39th Street and Avenue Q consistent with plans prepared by Shelmark Engineering; Ms. Flowers seconded. The motion passed unanimously.
- XI. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 4:36 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

George F. Black, Chairperson