

**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 8, 2014
4:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, January 8, 2014, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Facilities Committee members were present: Paul J. Cunningham, M.D., Chairperson, Mr. Armin Cantini, Ms. Karen F. Flowers, and Mr. Raymond Lewis, Jr. Other Regents present included Mr. George F. Black, Board Chairperson, Mr. Carl E. Kelly, and Mr. Fred D. Raschke (*arrived at 4:36 p.m.*).

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, and Dr. Cissy Matthews.

- I. **CALL TO ORDER:** Chairperson Cunningham opened the meeting at 4:30 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 3, 2014.

- III. **CONSIDER APPROVAL OF MINUTES FROM NOVEMBER 11, 2013 MEETING:** A reading of the minutes for the November 11, 2013 meeting was waived. Ms. Flowers moved to approve the minutes as presented; Mr. Lewis seconded. The motion passed unanimously.

- IV. **REVIEW AND DISCUSS CONTRACT BETWEEN GALVESTON COLLEGE AND WHR ARCHITECTS, INC. FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE STUDENT LIFE / STUDENT RECREATION CENTER CONSTRUCTION PROJECT:** Dr. Shelton presented for review and discussion the WHR Architects, Inc. (WHR) contract (Proposal to Provide Programming/Pre-Design Services) for the Student Life Center construction project. He noted that it was similar to the WHR contract for the theater/performing arts center project and was not a full architectural contract. Deliverables for this proposal include an executive summary, project goals, space and adjacency requirements, site considerations, concept design, and cost estimate. WHR quoted a base fee of \$57,570 plus expenses estimated not to exceed \$12,000. Dr. Shelton confirmed that the contract had been reviewed by the College's attorney and that funding for this phase of the project was budgeted. The Board discussed funding sources for the construction of the facility.

V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING CONTRACT BETWEEN GALVESTON COLLEGE AND WHR ARCHITECTS, INC. FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE STUDENT LIFE / STUDENT RECREATION CENTER CONSTRUCTION PROJECT: Mr. Cantini moved to recommend Board approval of the contract submitted by WHR Architects, Inc. for programming and pre-design services for the Student Life Center construction project for a base fee of \$57,570 plus reimbursables and that the Board authorizes Dr. Shelton to execute the contract on behalf of the College; Mr. Lewis seconded. The motion passed unanimously.

VI. UPDATE AND DISCUSS THEATER/PERFORMING ARTS CENTER CONSTRUCTION PROJECT: Dr. Shelton reported that the architects are still working on the interior floor plan that will inform the exterior design concept for the theater/performing arts center. They should have something to present to the Facilities Committee next month.

VII. UPDATE AND DISCUSS APPLIED TECHNOLOGY CENTER RENOVATIONS AND PROJECT CHANGE ORDERS: Dr. Shelton briefed the Regents on the status of outstanding change orders and punch list items at the Charlie Thomas Family Applied Technology Center. The President said that he met with the architect and contractor on December 12th and did a walkthrough of the facility. Of the 60 items on the original punch list, Dr. Shelton highlighted the following:

- Every interior door in Building 1 sits too high from the floor and will be replaced at no charge to the College. New doors should be delivered this week and installed prior to the start of classes.
- The City of Galveston is withholding the permanent certificate of occupancy due to a dispute with the contractor regarding the amount of lighting that bleeds over onto the access road from the light poles. A temporary certificate has been issued and is renewed periodically.
- Paint is bubbling up on the metal panels on the north side of Building 1. The architect and contractor have not come to an agreement on resolving this issue.
- On December 8th, a change order for Building 3 was submitted totaling \$70,000. The architect rejected this change order due to the charges included, and it has not been resubmitted by the contractor. The architect believes that only half of the charges are legitimate.
- A separate change order for exterior work in the amount of \$34,000 was also rejected by the architect. He feels that these charges were included in a previous change order and that this is a duplication of what has been paid.

Dr. Shelton noted that about \$213,000 in payments to the contractor is being withheld. According to the architect, the College will need to release approximately \$52,000 within the next two to four weeks. Several lien notices have been filed by subcontractors and until these liens have been lifted, the College cannot release any payments to the contractor. Since the College has a payment performance bond, certified letters are sent

VII. UPDATE AND DISCUSS APPLIED TECHNOLOGY CENTER RENOVATIONS AND PROJECT CHANGE ORDERS: *(Continued)*

in response notifying the subcontractor of the process to receive payment. Jamail and Smith sent an email today informing Dr. Shelton that issues with the subcontractors will be resolved. Dr. Shelton said that other change orders have been approved by the Board.

VIII. ADJOURNMENT: There being no further business to come before the Facilities Committee, the meeting adjourned at 4:57 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

Paul J. Cunningham, M.D., Chairperson