

**MINUTES OF THE BOARD OF REGENTS
FACILITIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room R-253 – Regents Hall
August 12, 2015
4:00 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, August 12, 2015, in Room R-253 of Regents 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, Mr. Carl E. Kelly, Mr. Raymond Lewis, and Mr. Fred D. Raschke.

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, Ms. Pamela Lee, Dr. Cissy Matthews, and Mr. M. Theron Waddell. Also present were Mr. Robert Booth of Mills Shirley L.L.P. and Mr. Jim Rice of Rice & Gardner Consultants, Inc.

- I. CALL TO ORDER:** Chairperson Black opened the meeting at 4:00 p.m. in Room R-253 of Regents 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 August 6, 2015.
- III. CONSIDER APPROVAL OF MINUTES FROM APRIL 15, 2015 MEETING:** A reading of the minutes for the April 15, 2015 meeting was waived. Mr. Gonzalez moved to approve the minutes as presented; Ms. Flowers seconded. The motion passed unanimously.
- IV. REVIEW AND DISCUSS RATIFICATION OF CHANGE ORDER NO. 10 FOR APPLIED TECHNOLOGY CENTER RENOVATION PROJECT:** Dr. Shelton reported that this is the last and final change order on the Applied Technology Center (ATC) renovation project. The President and Mr. Jim Jamail met and came to an agreement regarding all of the outstanding change orders. Change Order No. 10, submitted by Jamail and Smith Construction, covers the \$6,861.86 for new metal panels on the north wall of Building 1 minus a cost adjustment for an error in Change Order No. 9 totaling \$3,505.74. The net is \$3,356.12. Dr. Shelton informed the Regents that he signed the change order and was requesting ratification of this action. A project summary sheet was provided and totals noted.
- V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING RATIFICATION OF CHANGE ORDER NO. 10 FOR APPLIED TECHNOLOGY CENTER RENOVATION PROJECT:** Ms. Flowers moved to recommend to the Board of Regents the ratification of Change Order 10; Mr. Gonzalez seconded. The motion passed unanimously.

The Committee addressed Agenda Items VIII and IX at this time while waiting for Mr. Rice to arrive.

- VI. REVIEW AND DISCUSS RICE & GARDNER CONSULTANTS, INC. REPORT ON HVAC SYSTEM AT APPLIED TECHNOLOGY CENTER:** Mr. Jim Rice presented a report on the HVAC system for Building 1 at the Applied Technology Center. Before the meeting, Dr. Shelton consulted the College's attorney, who was represented by Mr. Robert Booth. Mr. Booth was present to hear the consultant's report. Dr. Shelton said the issues with the HVAC system are holding up the completion of this project. A third party, Rice & Gardner Consultants, Inc., was brought in to assess everything related to the system. Mr. Rice began with his meeting with staff and the examination of the facility about a month ago. Staff provided the information needed for the firm's evaluation of the HVAC system and tests were performed on the two roof top units (RTU) on Building 1. He reviewed the findings and recommendations in detail. RTU 1, which services the administrative offices, has several issues. RTU 2, which services the cosmetology lab, was found to be oversized. At the advice of the College's attorney, Ms. Carla Cotropia, Dr. Shelton asked to work with the general contractor, architect, and engineers to resolve the HVAC issues in a timely manner. Each responsible party would pay for the expenses to get the units functioning to the satisfaction of the College. It was noted that the College may have to front the expenses and then seek reimbursement. The attorney and Rice & Gardner will be consulted as needed. There was no objection to allowing Dr. Shelton to proceed as stated.
- VII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING RICE & GARDNER CONSULTANTS, INC. REPORT ON HVAC SYSTEM AT APPLIED TECHNOLOGY CENTER:** The Committee had no recommendation for the Board of Regents regarding this agenda item.
- VIII. REVIEW AND DISCUSS WHR ARCHITECTS, INC. CONTRACT AMENDMENT TO INCLUDE UPDATE OF COLLEGE'S FACILITIES MASTER PLAN:** Dr. Shelton presented a proposal to amend the WHR Architects, Inc. (WHR) contract to include an addendum to update the College's Facilities Master Plan as discussed at the last Board Retreat. A number of changes and plans have been made within the past three years that are not reflected in the current master plan. WHR proposed a fee not to exceed \$31,000 plus an estimated total of \$500 for additional reimbursable expenses.
- IX. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING WHR ARCHITECTS, INC. CONTRACT AMENDMENT TO INCLUDE UPDATE OF COLLEGE'S FACILITIES MASTER PLAN:** Ms. Flowers moved to recommend to the Board of Regents the approval of the WHR Architects, Inc. proposal to amend the current contract by creating an addendum to include services for updating the College's Facilities Master Plan; Mr. Hughes seconded.

**IX. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING WHR ARCHITECTS, INC. CONTRACT AMENDMENT TO INCLUDE UPDATE OF COLLEGE'S FACILITIES MASTER PLAN:
(Continued)**

The motion passed unanimously. Dr. Shelton added that the first draft should be completed in time to present it to the Board in October and the final plan by November 2015. Funds are available in the Construction Fund budget for this expense.

X. ADJOURNMENT: There being no further business to come before the Facilities Committee, the meeting adjourned at 4:44 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

George F. Black, Chairperson