

**MINUTES OF THE BOARD OF REGENTS  
FACILITIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
October 1, 2012  
5:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Monday, October 1, 2012, in Room M-202 of Moody Hall, commencing at 5:30 p.m., the following Facilities Committee members were present: Dr. Paul J. Cunningham, Chairperson, Mr. Armin Cantini, Ms. Karen F. Flowers, and Mr. Florentino “Tino” F. Gonzalez. Other Regents present included Mr. George F. Black, Board Chairperson, and Mr. Raymond Lewis, Jr., Board Secretary.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, and Dr. Gaynelle Hayes. Mr. Dean Barnes of Morris Architects also attended the meeting.

- I. **CALL TO ORDER:** Chairperson Cunningham opened the meeting at 5:32 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 September 28, 2012.
- III. **CONSIDER APPROVAL OF MINUTES FROM SEPTEMBER 10, 2012 MEETING:** A reading of the minutes for the September 10, 2012 meeting was waived. Mr. Cantini moved to approve the minutes as corrected; Mr. Gonzalez seconded. The motion passed unanimously.
- IV. **REVIEW AND DISCUSS CHANGES IN VOCATIONAL-TECHNICAL TRAINING CENTER PARKING LOT SPECIFICATIONS AND GENERAL CONSTRUCTION CONTRACT WITH JAMAIL AND SMITH CONSTRUCTION:** Dr. Cunningham turned the floor over to Dr. Shelton who referred the Regents to items in their folders of the architect’s original and revised drawings of the Vocational-Technical Training Center (V-TTC) parking lot and Addendum No. 3 modifying the specifications of the request for proposals. Dr. Shelton stated that there were two issues. First, there had to be a change in the parking lot configuration because of the fence line. As a result of the decision to forego Building 4 renovations, the existing fence line would remain as is. Second, the original design did not comply with all of the City codes. Dr. Shelton noted that the architects admitted this oversight and are working with staff to come up with a plan to resolve this issue. The revised drawing addresses both issues but significantly expands the green space. Dr. Shelton pointed out the changes in the revised drawing. He noted that the codes apply to public parking. The area behind the fence line is considered an existing service yard and would be exempt. The new design changes the number of parking spaces to 173. Mr. Barnes confirmed that this plan complies with all City requirements. He added that the parking requirements

**IV. REVIEW AND DISCUSS CHANGES IN VOCATIONAL-TECHNICAL TRAINING CENTER PARKING LOT SPECIFICATIONS AND GENERAL CONSTRUCTION CONTRACT WITH JAMAIL AND SMITH CONSTRUCTION: (Continued)**

associated with Building 4 were removed from the project and further explained how the calculation was made to satisfy public parking. Dr. Shelton said that a new landscape plan will need to be done for bidding purposes. He then explained the division of labor on the project in regard to the landscaping, irrigation and lighting. Some of the lighting has been determined. The lighting engineer is preparing additional changes that have to be made due to Building 4 and existing poles in the parking lot that have to be relocated. Staff will not have a total cost for all of these changes until the lighting engineer completes their portion. Mr. Barnes reported that irrigation and plumbing has not been drawn and forwarded to the general contractor for pricing because it includes the electrical (lighting). Dr. Shelton estimated that the additional landscaping and irrigation would bring this cost closer to the \$50,000 to \$100,000 range. He suggested two options for proceeding with the project: (1) hold the contract until all of the changes can be included in the original document, or (2) sign the contract based on the original Board-approved amount of \$1.8 million and submit a change order to the Board for the revisions. Dr. Shelton noted that postponing the execution of the original contract would delay the project. Mr. Barnes suggested the second option so that the general contractor can begin shopping around and ordering materials to meet the timeline. His expectation is that there would be no penalty for a change order, that there would be additional work that they would fairly charge for and reveal the pricing at a level of detail that everyone is comfortable with. Mr. Barnes again acknowledged that it was an oversight on his part due to his assumptions and not verifying the City's requirements. It was the consensus of the Regents present that the President should proceed with signing the contract as authorized by the Board.

Mr. Black asked if the project was still within the budget considering the preliminary estimate of the increase in cost. Dr. Shelton confirmed that the project would be within the \$3.0 million budget including signage, furnishings, and equipment with the decision to postpone renovations to Building 4.

Mr. Lewis inquired about the amount that change orders have to be for Board approval. Dr. Shelton responded that the Board was made aware and approved large change orders for the Seibel Wing and would follow that practice. No set dollar amount was indicated.

For clarification, Ms. Flowers reiterated that the College would sign the contract with the understanding that these changes have to be made, and there will not be a fee for the change order; it will just be an increase in the amount of work that is being done. Mr. Black added that the revised general construction proposal should reflect a credit for the original parking lot work that will not be required. Dr. Shelton pointed to Addendum No. 3, the scope of revisions, which modifies the drawings and specifications issued in

**IV. REVIEW AND DISCUSS CHANGES IN VOCATIONAL-TECHNICAL TRAINING CENTER PARKING LOT SPECIFICATIONS AND GENERAL CONSTRUCTION CONTRACT WITH JAMAIL AND SMITH CONSTRUCTION: (Continued)**

the request for proposals and becomes part of the contract documents. Mr. Barnes stated that his expectation from Jamail and Smith is that the contract document specifies to them their mark ups on change orders in terms of percentages in fees with general conditions. Also, they should present a spreadsheet showing the credit for work not being done in the area behind Building 2 and document the additions for the pavement demolition work in front. This spreadsheet will assist staff and the Board in comparing the plans to the contract. Mr. Black clarified that he wants to see the credit for all original work not being done. Dr. Shelton concluded that once the scope of work is quantified and has a dollar amount, it should come back to the Committee for review and, if necessary, the Board.

**V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING CHANGES IN VOCATIONAL-TECHNICAL TRAINING CENTER PARKING LOT SPECIFICATIONS AND GENERAL CONSTRUCTION CONTRACT WITH JAMAIL AND SMITH CONSTRUCTION:** The Committee determined that the recommendation to the Board at the September 25, 2012 meeting was sufficient to proceed with the signing of the contract with Jamail and Smith Construction; therefore, there was no further recommendation.

**VI. UPDATE ON SIGNAGE FOR VOCATIONAL-TECHNICAL TRAINING CENTER FACILITY:** Dr. Shelton showed a sample of the lettering that will be installed on the front Building 1. A donor has agreed to pay for that piece of the signage. Before the concrete work is done on the parking lot, a decision will have to be made about the large sign. Dr. Shelton noted that by December, he and Ms. Flowers will meet with the donor and discuss the possibility of purchasing the large LED sign. The architect recommended to staff that changing the name on the large sign be shortened to "Galveston College" only. That change has been forwarded to National Sign Company to redesign and re-price. Discussion of the name of the facility was prompted by this comment. Dr. Shelton offered to bring several options to the Committee for consideration.

**VII. ADJOURNMENT TO CLOSED/EXECUTIVE SESSION IN ROOM M-202:** Dr. Cunningham 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 551.072, Deliberations about Real Property, to deliberate the purchase and value of real property to avoid any detrimental effect on the position of the College in negotiations with third parties. The Committee adjourned to the closed/executive session in Room M-202 at 6:26 p.m.

**VIII. RECONVENE FACILITIES COMMITTEE (OPEN) MEETING IN ROOM**

**M-202:** The Facilities Committee adjourned the closed/executive session at 6:57 p.m. Chairperson Cunningham reconvened the open meeting at 7:00 p.m. in Room M-202.

**IX. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE PURCHASE OF REAL PROPERTY:**

Mr. Gonzalez moved to recommend to the Board of Regents that authorization be given to the College President to negotiate a purchase price with the owner of the property discussed in the closed/executive session within the range recommended; Ms. Flowers seconded. The motion passed unanimously.

**X. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 7:01 p.m.

---

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

---

Paul J. Cunningham, M.D., Chairperson