



**MEETING OF THE BOARD OF REGENTS  
LEE COLLEGE DISTRICT  
BUILDING COMMITTEE  
October 16, 2024**

The Board of Regents Building Committee of the Lee College District met October 16, 2024, at the Multi-Purpose Room, Rundell Hall, Room 216. Daryl Fontenot, Board Chair, called the meeting to order at 3:35 p.m.

PRESENT: Daryl Fontenot; Mark Hall; Pam Warford

Annette Ferguson, Vice President, Finance and Administration; Leslie Gallagher, Chief of Staff and Vice President, Strategic Initiatives; John Ditto, Executive Director, Facilities; Philip Handley, Director, Physical Plant; Mark Jaime, Director, Physical Plant; David Mohlman, Coordinator, Board Relations

ABSENT: Gilbert Santana, Committee Chair; Dr. Lynda Villanueva, President

**ITEMS TO PRESENT TO FULL BOARD ON OCTOBER 17**

- Plumbing Contractor for ADA Phase 2 and Life Safety Projects – Mr. Ditto introduced Mr. Handley, who identified buildings where the plumbing fixtures will be corrected to meet ADA compliance. Together, the two quotes from the contractor total \$200,701.
- Consulting Services for Engineering and Construction – Mr. Ditto said Ms. Ferguson has discussed with Sledge Engineering the idea of supporting the college both for the facilities master plan and for maintenance projects. Ms. Ferguson said the fee is structured at \$5,000 per month; however, the total request is for up to \$200,000 so the administration would not have to return to the committee and full Board if additional needs are identified.
- Request for Proposals-Cosmetology Relocation and Addition – The administration requests authorization to seek proposals, Mr. Ditto said. Questions/answers and discussion ensued, involving particulars of the project and the location where work will take place. Completed area will total 6,400 square feet, an increase of 2,500 square feet. Estimated total project cost is \$2,238,223.

**FACILITIES MASTER PLAN – RFQ PRESENTATIONS ON MONDAY, NOV. 4**

Ms. Ferguson said six proposals were received, evaluated and scored by a committee of college officials. Later, Sledge Engineering also reviewed the proposals, then the top three firms were selected to make a presentation, she said. Sledge Engineering has previously worked with all three of the firms, and will facilitate the process on November 4, pending approval on October 17 of the consulting services action item by the full Board, Ms. Ferguson said.

**CURRENT ITEMS FOR DISCUSSION/CONSIDERATION**

- Additional Facilities Director Position – Ms. Ferguson noted the FY 2025 budget includes employing an additional facilities director for project management work, and that the college plans to advertise the position. Apart from that, the college also will seek to fill three craft positions – electrician, HVAC, carpenter – one that is budgeted will be advertised/filled, and two others are not budgeted. Ms. Ferguson said the administration will evaluate at mid-year

and consider whether to fill the two unbudgeted positions this year, or to budget them for next year. If the two unbudgeted positions are not filled this year, options include securing a contractor for a specific project need, or contracting with Sledge Engineering, she said.

### **UPDATES ON CURRENT PROJECTS**

- Storm Drain Repair at Parking Lots 4 & 11 – Complete except for an inlet on Gulf Street.
- ADA Phase 1 and Phase 2 – For Phase 1, the elevator in John Britt Hall failed inspection because of a drain line back up, Mr. Ditto said. For Phase 2, the facilities team continues to identify and categorize items that college maintenance staff can complete in house, he said.
- 119 S. Whiting St. (Redus house) and T-V 10 – Contracts are awarded and demolition is pending for both of these structures.
- Executive Catering building and 660 W. Texas Ave. – College officials toured these properties with Sledge Engineering. Ms. Ferguson elaborated on feedback and considerations offered by Casey Sledge, as well as the most recent discussions with owners/representatives of these two properties.
- 650 W. Texas Ave. and 700 W. Texas Ave. – Work has begun to remove the existing parking lots, Mr. Ditto said. Demolition of the tower will involve asbestos abatement, he said.
- Other – Discussion ensued about factors that will affect a facilities master plan. The last such process by the college was a building assessment by Sledge Engineering, which lacked incorporation of an instructional master plan/strategy and therefore was not a facilities master plan. Recent events/evolution include distance learning and hy-flex classrooms as a result of COVID, parking no longer a critical issue, and potential impact on the main campus when the branch campus opens in Mont Belvieu. Will population growth fill Mont Belvieu, and at the same time maintain main campus enrollment, or will main campus see fewer students?
- Current Fiscal-Year Projects – Noting that the college has earmarked \$4 million for ADA Phase 2 and Life Safety Projects, along with \$5 million for maintenance in the operating budget, Ms. Ferguson said the administration next week will develop a list to be brought to the Board of projects to be completed in house. As an example, Mr. Jaime and Mr. Handley discussed the assessment already underway of campus lighting, and resulting plans that include trimming of trees, attention to both exterior and interior emergency lighting, and establishment of a testing/inspection schedule for on-going monitoring of lighting.

### **MATTERS OF CONCERN FOR FUTURE AGENDAS**

Regent Warford suggested that the committee maximize its flexibility to support the facilities team goal to do as much work as possible in house.

### **Adjournment**

Board Chair Fontenot declared the meeting adjourned at 4:14 p.m.

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Chairman, Board of Regents

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Secretary, Board of Regents