

**MINUTES OF THE BOARD OF REGENTS
FACILITIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-202 – Moody Hall
May 8, 2013
4:00 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, May 8, 2013, in Room M-202 of Moody Hall, commencing at 4:00 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, Mr. Raymond Lewis, Jr., Board Secretary, and Mr. Carroll G. Sunseri.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, and Dr. Cissy Matthews. Others present included Mr. Darren Croom with Texas Book Company, and Mr. Dean Barnes and Mr. Don Carter with Morris Architects.

- I. CALL TO ORDER:** Chairperson Cunningham 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 May 3, 2013.
- III. CONSIDER APPROVAL OF MINUTES FROM MAY 1, 2013 MEETING:** A reading of the minutes for the May 1, 2013 meeting was waived. Ms. Flowers moved to approve the minutes as presented; Mr. Cantini seconded. The motion passed unanimously.
- IV. REVIEW AND DISCUSS PROPOSAL FROM TEXAS BOOK COMPANY TO RENOVATE BOOKSTORE AND EXTEND CONTRACTUAL AGREEMENT WITH GALVESTON COLLEGE:** Dr. Shelton informed the Committee that the Texas Book Company (TBC) was awarded a contract to manage the College’s bookstore about five years ago and has two years remaining on its current contract with \$15,000 for improvements to be made. TBC has proposed increasing the improvements by \$100,000 and adding \$43,000 in technology upgrades. In return, TBC is asking for a seven-year extension of its current contract ending June 30, 2015, making the new contract term end date June 30, 2022. It would take seven years for TBC to amortize the cost of the improvements.

Mr. Gonzalez arrived at 4:04 p.m.

Dr. Shelton noted that the current contract permits a renewal of the agreement. A copy of the new contract was provided, and Dr. Shelton noted that it includes a termination clause. Should Galveston College terminate the agreement before the end of the contract, TBC would be reimbursed by the College for the portion of unamortized improvements.

IV. REVIEW AND DISCUSS PROPOSAL FROM TEXAS BOOK COMPANY TO RENOVATE BOOKSTORE AND EXTEND CONTRACTUAL AGREEMENT WITH GALVESTON COLLEGE: *(Continued)*

Dr. Shelton provided a condensed version of the Bookstore Remodel Conceptual Rendering and showed a three-dimensional fly-through of the proposed changes to the bookstore. He explained that the College would be responsible for certain expenses such as asbestos abatement of the tile flooring under the carpet. Work would begin this summer for minimal loss to TBC. The bookstore would move its operation to the Cheney Student Center for the summer semesters. Renovations should be completed by the Fall 2013 semester. Mr. Darren Croom, TBC Vice President, spoke to the Committee about his company's goal to be flexible and meet the students' changing needs and answered questions.

Dr. Shelton shared his initial concern regarding the length of the contract extension and explained that a shorter timeframe is doable but would reduce the amount of commissions paid to the College. He also said that these upgrades would fit into the long range plans of the bookstore due to increases in online registration and payments.

It was staff's recommendation to proceed with the project to renovate the bookstore and to approve the extension of the agreement.

V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING PROPOSAL FROM TEXAS BOOK COMPANY TO RENOVATE BOOKSTORE AND EXTEND CONTRACTUAL AGREEMENT WITH GALVESTON COLLEGE: Mr. Cantini moved to recommend to the Board of Regents the upgrade of the bookstore and the extension of the contract through 2022; Ms. Flowers seconded. The motion passed unanimously.

VI. REVIEW AND DISCUSS PROPOSALS AND FOLLOW-UP INFORMATION REGARDING CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER COMMERCIAL SIGNAGE: Dr. Shelton provided new signage layouts and pricing for options requested at the previous Facilities Committee meeting. He began by showing video images of existing signage with different types of lettering for the building signage. Regents compared the channel and back lit (halo) lettering options. After discussion, it was agreed that the 11-inch lettering should be increased to 12- to 15-inch and to proportion the logo and Galveston College accordingly. A change in size would alter the cost of \$24,500 as proposed by National Signs. The Committee also preferred spacing as illustrated on page 17 of the layout packet.

In response to a question Dr. Cunningham posed at the previous Facilities Committee meeting, Dr. Shelton began his presentation of the commercial signage with a digital display by comparing the warranty offered by National Signs and State Signs Corporation. He also shared information regarding the expected life of the signage.

VI. REVIEW AND DISCUSS PROPOSALS AND FOLLOW-UP INFORMATION REGARDING CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER COMMERCIAL SIGNAGE: *(Continued)*

National Signs carries a five-year warranty; State Signs Corporation has a one-year warranty on parts and labor. Dr. Shelton showed video sample shots prepared by staff that could be in rotation on the LED display for advertising and marketing the College. Several screenshots were viewed. The Committee discussed its options for the commercial sign and agreed that the National Signs Option #A2.1b would be the best choice. Dr. Shelton noted that the dimensions would have to be scaled back since it was beyond the 200 square foot allowance. The LED screen dimensions would remain the same. This option would cost \$178,000 as proposed and should be less due to scaling back the size.

VII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING PROPOSALS FOR CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER COMMERCIAL SIGNAGE: Mr. Cantini moved to recommend to the Board of Regents approval of the channel lettering on the front of the building, with spacing as illustrated on page 17 (of the layout packet), and commercial signage with an LED display (Option #A2.1b) with scaling as discussed. Ms. Flowers seconded. Dr. Shelton asked for clarification on several points amending the motion to include: (1) illuminated channel lettering for the building with proportionate scaling for larger Charlie Thomas Family ATC lettering, (2) approve National Signs subject to corrections and final pricing, and (3) Option #A2.1b scaled correctly subject to final plan review and pricing by the Board. Dr. Shelton said approval of a change order for the electrical would be needed before the June 12th Regular Meeting in order to avoid delays in the project. So the motion would also include a Committee recommendation to the Board authorizing the Facilities Committee to make the final decision after reviewing scaling and pricing with the modifications and to authorize the President to approve the change order for the associated electrical work. Mr. Cantini and Ms. Flowers agreed to amend the motion to include all points of clarification. The motion passed unanimously.

VIII. REVIEW AND DISCUSS APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS: Dr. Shelton reported that there are several pending change orders that total approximately \$10,000 with the exception of one for stone on the north side of Building 1. He outlined each change, and Mr. Barnes offered input. With the Board's approval of the signage, there would be electrical modifications requiring approval of another change order. Mr. Barnes estimated this expense would be about \$2,000. Dr. Shelton said that in order to move forward with the renovations, another meeting of the Facilities Committee and Board would be needed prior to the June 12th Regular Meeting. The Board could grant him the authority to approve the pending change orders without further review by the Facilities Committee.

- IX. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS:** Mr. Cantini moved to recommend to the Board of Regents that the Board authorize the President to approve the pending change orders up to \$15,000; Ms. Flowers seconded. The motion passed unanimously.
- X. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 5:34 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

Paul J. Cunningham, M.D., Chairperson