

**MINUTES OF THE BOARD OF REGENTS
 FACILITIES COMMITTEE MEETING
 GALVESTON COMMUNITY COLLEGE DISTRICT
 4015 Avenue Q
 Galveston, Texas 77550
 Room M-202 – Moody Hall
 April 8, 2013
 5:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Monday, April 8, 2013, 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, and Mr. Florentino “Tino” F. Gonzalez.

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

- I. CALL TO ORDER:** Chairperson Cunningham opened the meeting at 5:52 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 April 5, 2013.
- III. CONSIDER APPROVAL OF MINUTES FROM FEBRUARY 18, 2013 MEETING:** A reading of the minutes for the February 18, 2013 meeting was waived. Mr. Gonzalez moved to approve the minutes as presented; Mr. Cantini seconded. The motion passed unanimously.
- IV. REVIEW AND DISCUSS APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS:** Dr. Shelton distributed a handout that included a summary of Board approved Change Order #1 (PR#1, #3, #4, and #6) and Change Order #2 (PR#2 and #5), submitted proposal requests, pending proposal requests, revised contract pricing, and projected total budget. He provided details of each new proposal request listed below:

Submitted Proposal Request	Requested Amount	Pending Change Order Pricing
PR#7 – Steel, etc. (Building 3)	\$35,537.80	\$25,511.58
PR#7.1 – Architectural change (Building 3)	\$2,529.88	\$2,529.88
PR#8 – Concrete (West side)	\$6,318.26	\$7,012.44
PR#9 – Steel, soffits, fascia (Building 1)	\$133,144.17	\$133,144.17
PR#10 – Fire alarm system changes	\$1,965.82	\$1,965.82

Dr. Shelton explained that PR#9 was being negotiated with the contractor. Mr. Dean Barnes was present and shared additional information on the work outlined in PR#9 and the process of validating and negotiating proposal requests. Mr. Barnes said that based on his findings, he would like to negotiate a 25 to 33 percent reduction in cost for PR#9. Other than a pending proposal request for electrical work to support the signage selected by the Board,

IV. REVIEW AND DISCUSS APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS: (*Continued*)

neither Dr. Shelton nor Mr. Barnes anticipate any new major proposal requests now that the contractors have gone beyond the surface walls. Dr. Cunningham reminded Mr. Barnes of the importance of being as cost-effective as possible with this renovation project.

V. 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 PR#7, #7.1, #8, and#10 be approved and that PR #9 be approved subject to further negotiation not to exceed the number provided of \$133,144.17; Mr. Gonzalez seconded. The motion passed unanimously.

VI. UPDATE ON APPLIED TECHNOLOGY CENTER RENOVATION PROJECT: Dr. Shelton gave an update on the overall Applied Technology Center renovation project.

Landscaping – Dr. Shelton shared the landscape consultant’s renderings that currently plan for 100 palm trees that would be 12 to 14 feet high at planting. A high pressure gas main has been discovered all along the area where the palm trees are to be planted. Although this plan would satisfy City codes for the gateway zone, it would not be good practice to plant palm trees near a high pressure gas main. The landscape consultant will meet with City staff to seek a variance to substitute the palm trees with dwarf oleanders. If a decision is obtained from the City by April, a request for bids will be advertised in May for the landscaping and irrigation, and presented to the Board for approval in June.

Signage – A request for proposals for signage has been advertised with several options for the Board’s consideration. The decision regarding the palm trees will guide the height of the (billboard) signage and lettering on the building. Proposals will be presented to the Board in May. Dr. Shelton gave several possibilities for the type of signage that could be used.

Cosmetology – Furnishing and equipment bids for the Cosmetology program and offices should be submitted to the Board for approval in May.

Theft – On Saturday, March 30th, there was a theft of copper tubing at the facility. Individuals were caught on the College’s video surveillance system and have been identified. Warrants have been issued for their arrest. The College will be reimbursed by the insurance company and the contractor. After Dr. Shelton gave details of how the individuals were able to access the property, Dr. Cunningham suggested making adjustments in the construction fence to discourage another attempt. Dr. Shelton agreed to make the adjustments.

VII. REVIEW AND DISCUSS REQUEST FROM CITY OF GALVESTON FOR EASEMENT OF COLLEGE DISTRICT PROPERTY ADJACENT TO 4002 AVENUE Q: Dr. Shelton informed the Committee that the owner of property located at 4002 Avenue Q contacted staff regarding a collapsed sewer line that services his property. The sewer line runs under the College’s parking lot at 4018 Avenue Q. Staff has been in discussions with the City to find a solution to this matter. It would require the Board granting an easement to

VII. REVIEW AND DISCUSS REQUEST FROM CITY OF GALVESTON FOR EASEMENT OF COLLEGE DISTRICT PROPERTY ADJACENT TO 4002 AVENUE Q: (Continued)

the City to install a new line near the College's parking lot at that is adjacent to 4002 Avenue Q. This new line would service this property and property behind 4002 Avenue Q. Dr. Shelton provided an aerial photo showing the property, parking lot, and location of the requested easement. The location of the easement would run one foot off of existing concrete to the property line, approximately nine feet, on the north of the College's parking lot and five feet from the existing property line on the east side. Dr. Shelton added that the easement would be granted with the understanding that ownership would revert back to the College if and when it purchases the property adjacent to 4018 Avenue Q.

VIII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING REQUEST FROM CITY OF GALVESTON FOR EASEMENT OF COLLEGE DISTRICT PROPERTY ADJACENT TO 4002 AVENUE Q:

Mr. Gonzalez moved to recommend to the Board of Regents that an easement be granted from the College's property at 4018 Avenue Q to the City of Galveston to provide sewer lines to 4002 Avenue Q with the understanding that ownership of all easements would revert back to the College if and when it becomes the owner of adjacent property; Mr. Cantini seconded. The motion passed unanimously.

IX. REVIEW AND DISCUSS STRUCTURAL ASSESSMENT REPORT ON COLLEGE DISTRICT PROPERTY LOCATED AT 3926 AVENUE R:

Dr. Shelton presented a Structural Assessment Report prepared by Shelmark Engineering for College District property located at 3926 Avenue R. Due to previous issues that required repairs, this report was sought to determine the source of the problems. Results of the report indicate a number of existing structural and floor system issues that would require about \$50,000 to repair. Staff recommended demolishing the structure on the property at an estimated cost of \$8,000 to \$10,500 depending on the presence of asbestos.

X. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING STRUCTURAL ASSESSMENT REPORT ON COLLEGE DISTRICT PROPERTY LOCATED AT 3926 AVENUE R AND POSSIBLE ACTION REGARDING PROPERTY:

Mr. Gonzalez moved to recommend to the Board of Regents that, after due consideration, it authorize the demolition of the house located at 3926 Avenue R; Mr. Cantini seconded. The motion passed unanimously.

XI. ADJOURNMENT: There being no further business to come before the Facilities Committee, the meeting adjourned at 6:39 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

Paul J. Cunningham, M.D., Chairperson