

**MINUTES OF THE BOARD OF REGENTS
FACILITIES COMMITTEE MEETING
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room R-251 – Regents Hall
May 1, 2013
5:00 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, May 1, 2013, in Room R-251 of Regents Hall, commencing at 5:00 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. Carl E. Kelly, and Mr. Raymond Lewis, Jr., Board Secretary.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, Dr. Cissy Matthews, and Mr. M. Theron Waddell.

- I. **CALL TO ORDER:** Chairperson Cunningham opened the meeting at 5:00 p.m. in Room R-251 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 April 26, 2013.
- III. **CONSIDER APPROVAL OF MINUTES FROM APRIL 8, 2013 MEETING:** A reading of the minutes for the April 8, 2013 meeting was waived. Mr. Gonzalez moved to approve the minutes as presented; Mr. Cantini seconded. The motion passed unanimously.
- IV. **REVIEW AND DISCUSS PROPOSALS FOR CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER COMMERCIAL SIGNAGE:** A request for proposals (RFP) for the Charlie Thomas Family Applied Technology Center (ATC) commercial signage was advertised and four vendors responded: (1) National Signs, State Signs Corporation, (3) ADS Customer Signs & Awnings, and (4) ClearChoice LED. Dr. Shelton prepared a summary of the proposals for review and discussion including specifications, cost, warranty, and installation time. Illustrations of each vendor’s concept were also provided. The RFP asked for several options for the Board to consider and was written based on the City of Galveston code for street signage. Dr. Shelton said that the square footage of the sign is determined by the amount of linear footage along the front of the ATC. This formula gives the College the maximum allowed of 200 square feet. Lettering on the building is determined by the height and length of the fascia and cannot exceed 50 percent of the fascia. Proposals were submitted for the following options, and Dr. Shelton gave details.

IV. REVIEW AND DISCUSS PROPOSALS FOR CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER COMMERCIAL SIGNAGE: *(Continued)*

Option A – Pylon Commercial Sign

- A1 – 200 square foot LED
- A2 – a. 125 to 150 square foot LED
b. Institutional sign 50 to 70 square foot (“logo and Galveston College”)
- A3 – a. 75 to 80 square foot LED
b. Institutional sign 120 to 125 square foot (“logo and Galveston College”)

Option B – Institutional/Monument Sign

- B1 – 200 square foot LED
- B2 – a. 100 square foot LED
b. Institutional sign 100 square foot (“logo and Galveston College”)
- B3 – 200 square foot double faced sign (“logo and Galveston College”)

Option C – Building Signage

- C1 – Illuminated 11-inch to 15-inch Channel Letters (“Charlie Thomas Family Applied Technology Center”)
- C2 – Illuminated 24-inch Channel Letters (“logo and Galveston College”)

After review of the proposals by staff, Options A3, B1, and B2 were not recommended. Dr. Shelton informed the Regents that staff did reference checks on each vendor. It was staff’s recommendation that the National Signs proposal be considered for Options A1 and A2 based on staff’s research, the design, cost, and warranty. A sample of the illuminated channel letters was demonstrated. In addition to the illuminated building signage, Dr. Shelton said the Board could opt for anodized bronze 12-inch lettering similar to that recently installed on the Seibel Wing. He informed the Board that Mr. Charlie Thomas has offered to pay for the building signage chosen by the Board.

Mr. Kelly arrived at 5:33 p.m.

After the presentation, Dr. Cunningham asked the Regents to share his or her ideas based on the information provided. A majority preferred Option A2 and illuminated signage for the building. Dr. Cunningham wanted to explore more design options for the monument sign. Considering the results of staff’s research of the vendors, the President said that he would work with National Signs and State Signs Corporation for these additions unless there was some objection. He could have pricing and design information in time for a Facilities Committee meeting prior to the May 8th Regular Meeting. Dr. Shelton also noted two other items that have come up since posting this meeting that could be added to that agenda. Committee members agreed to meet again next week to continue the discussion of the commercial signage. Dr. Shelton asked for clarity on the new options and offered to discuss them with Dr. Cunningham after the Facilities Committee meeting due to a scheduled 6:00 p.m. Special Meeting of the Board.

- V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING PROPOSALS FOR CHARLIE THOMAS FAMILY APPLIED TECHNOLOGY CENTER COMMERCIAL SIGNAGE:** There was no Committee recommendation determined.
- VI. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 5:58 p.m.

Carla D. Biggers, Clerk

APPROVED AS CORRECT:

Paul J. Cunningham, M.D., Chairperson