

**MINUTES OF THE BOARD OF REGENTS  
FACILITIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room R-252 – Regents Hall  
March 20, 2019  
4:00 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, March 20, 2019, in Room R-252 of Regents Hall, commencing at 4:00 p.m., the following Facilities Committee members were present: Mr. Michael B. Hughes, Chairperson, Mr. Fred D. Raschke, and Mr. Carroll G. Sunseri. Other Regents present were: Mr. Armin Cantini, Ms. Karen F. Flowers, and Mr. Carl E. Kelly.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Van Patterson, and Mr. Timothy Setzer. Guests present were: Dr. Paul J. Cunningham, former Regent; and Mr. Scott Burrer and Ms. Kendall Schmitt, representatives from Sullivan Brothers Builders.

- I. CALL TO ORDER:** Chairperson Hughes opened the meeting at 4:01 p.m. in Room R-252 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 March 8, 2019.
- III. CONSIDER APPROVAL OF MINUTES FROM DECEMBER 5, 2018 MEETING:** A reading of the minutes for the December 5, 2018 meeting was waived. Mr. Raschke moved to approve the minutes as presented; Mr. Sunseri seconded. The motion passed unanimously.

*Agenda Items IV and V were addressed after Agenda Item XI.*

- IV. REVIEW AND DISCUSS FINAL DESIGN CONCEPTS FOR STUDENT HOUSING PROJECT:** The final design concepts for the student housing project prepared by Creole Design were presented to the Facilities Committee for review and discussion. Dr. Shelton stated the five adjacent lots of the site plan were reconfigured to allow the construction of seven houses and green space. Each two-story house could accommodate 10 students. The ground level has two bedrooms, two baths, one living area, and one kitchen. The upper level has the same with three bedrooms. The plans also include a garage apartment behind each house. If the budget allows, the apartments would be finished out to house additional students. He reviewed the floor plans with the Committee. Mr. Scott Burrer gave additional details. Ms. Kendall Schmitt is the interior designer for the project. She showed samples of the interior and exterior finishes with two schemes for the interior. Ms. Schmitt described the finishes that would be installed in each room. Coastal colors are planned for the exterior with white trim. Options for fencing will be presented later. Mr. Burrer said the plans are 90 percent completed. Once the final plans have been turned over to the builders, the value engineering will begin. He has a meeting scheduled with the City of Galveston to address any concerns or questions regarding the water and sewer lines along Avenue R. He anticipates presenting

**IV. REVIEW AND DISCUSS FINAL DESIGN CONCEPTS FOR STUDENT HOUSING PROJECT: *(Continued)***

the plans with solid numbers to the Board next month. Due to past experiences with selling houses to be relocated, the College will demolish the structures on the site. Dr. Shelton mentioned that a decision has to be made about fiber optics for Wi-Fi access and security cameras.

**V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING FINAL DESIGN CONCEPTS FOR STUDENT HOUSING PROJECT:** Dr. Shelton stated that with the Committee's recommendation to approve the conceptual plans as presented, the architect can move forward so the builders can begin the permitting and bidding processes. Mr. Raschke moved to recommend approval of the final design concepts for the student housing project prepared by the architect; Mr. Sunseri seconded. The motion passed unanimously.

**VI. REVIEW AND DISCUSS PBK CONTRACT FOR ARCHITECTURAL/ENGINEER DESIGN SERVICES FOR RENOVATIONS TO THE STUDENT SERVICES AREA OF THE MAIN CAMPUS (TITLE V):** Dr. Shelton reminded the Regents that the Board approved PBK last month as the first choice to provide architectural/engineer design services for renovations to the student services area of the main campus. This project would be paid for with Title V grant monies. A contract was negotiated with PBK and presented to the Committee for consideration. Staff agreed to the timeline and the price that is within the budget. PBK proposed a flat fee of \$80,000 plus reimbursables not to exceed \$5,000. Staff recommended approval of PBK as the architect for this project and the contract as presented. Dr. Shelton confirmed that the timeline for completion by registration in the fall could be met. He shared plans for the temporary location of the offices affected.

**VII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING PBK CONTRACT FOR ARCHITECTURAL/ENGINEER DESIGN SERVICES FOR RENOVATION TO THE STUDENT SERVICES AREA OF THE MAIN CAMPUS (TITLE V):** Mr. Sunseri moved to recommend to the Board of Regents approval of the PBK contract for architectural/engineer design services for renovations to the student services area of the main campus; Mr. Raschke seconded. The motion passed unanimously.

**VIII. REVIEW AND DISCUSS NEW PROPOSALS FOR CAPITAL FEASIBILITY STUDY AND CAMPAIGN:** Dr. Shelton reported that a second request for proposals was advertised for a consultant to conduct a capital feasibility study and possible campaign. Six responses were received. The President said he wanted to clearly state that the goal of the capital feasibility study was to test the College's fundraising capacity for new instructional facilities and possible renovations to existing instructional facilities on the main campus and the Applied Technology Center. He explained the evaluation process for the internal assessment. The three highest rating firms were granted on-campus interviews: CCS Fundraising, Dini Spheris, and Bentz-Whaley-Flessner. The

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evaluation committee that included a couple of Regents, a Foundation philanthropist, and staff recommended awarding a contract to CCS Fundraising to conduct a pre-campaign capital feasibility study for an amount not to exceed \$90,000. Dr. Shelton noted the difference in the pricing was due to the personnel the firms were willing to commit to the project. Mr. Cantini served on the evaluation committee and confirmed the recommendation of CCS Fundraising. Dr. Shelton said the results of the study would determine whether the College should proceed with a capital campaign. If so, staff would come back to the Regents for approval of the next steps. He anticipates the Board's receiving the study by October or November. Mr. Cantini added that the findings reported by CCS Fundraising would be more detailed than Dini Spheris.

**IX. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING NEW PROPOSALS FOR CAPITAL FEASIBILITY STUDY AND CAMPAIGN:** Mr. Sunseri moved to recommend to the full Board that the College engage CCS Fundraising for the capital feasibility study; Mr. Raschke seconded. The motion passed unanimously.

**X. REVIEW AND DISCUSS CERTIFICATE OF SUBSTANTIAL COMPLETION FOR NORTHERN BUILDING WEST AND EAST STAIRWELL WINDOW REPLACEMENT (WINDOW/CURTAIN WALL PROJECT):** Dr. Shelton informed the Regents that since the agenda had been posted for this meeting, the punch list items outlined in the Certificate of Substantial Completion have been addressed and the project has been completed. Staff requested that the Committee recommend approval to the Board of the Certificate of Substantial Completion at this meeting and acceptance of the project in April.

**XI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING CERTIFICATE OF SUBSTANTIAL COMPLETION FOR NORTHERN BUILDING WEST AND EAST STAIRWELL WINDOW REPLACEMENT (WINDOW/CURTAIN WALL PROJECT):** Mr. Sunseri moved to recommend to the Board of Regents approval of the Certificate of Substantial Completion for the window/curtain wall project; Mr. Raschke seconded. The motion passed unanimously.

**XII. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 4:50 p.m.

APPROVED AS CORRECT:

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Carla D. Biggers, Clerk

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Michael B. Hughes, Chairperson