

**MINUTES OF THE BOARD OF REGENTS  
FACILITIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
August 13, 2014  
4:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, August 13, 2014, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Facilities Committee members were present: Mr. George F. Black, Chairperson, Mr. Florentino “Tino” F. Gonzalez, and Mr. Michael B. Hughes. Other Regents present included Mr. Armin Cantini, Board Chairperson, Mr. Fred D. Raschke, and Mr. Carroll G. Sunseri.

Staff present included Dr. W. Myles Shelton, President, Ms. Carla Biggers, Dr. Gaynelle Hayes, and Mr. Timothy Setzer.

- I. **CALL TO ORDER:** Chairperson Black opened the meeting at 4:37 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 August 7, 2014.
- III. **CONSIDER APPROVAL OF MINUTES FROM JUNE 11, 2014 MEETING:** A reading of the minutes for the June 11, 2014 meeting was waived. Mr. Gonzalez moved to approve the minutes as presented; Mr. Hughes seconded. The motion passed unanimously.
- IV. **REVIEW AND DISCUSS APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS:** Dr. Shelton provided handouts containing information about the Applied Technology Center renovation project and gave an update on the final change order (Change Order #9) pending punch list and other issues. He reported that the College has a balance of \$108,405.51 in retainage that does not include the cost for any outstanding or pending change orders. Change Order #9 for \$50,071.30 covers: (1) additional aluminum handrails, (2) architectural revisions to Building #3, and (3) light shields plus installation. This is an adjusted amount after negotiations between the architect and the contractor. Staff agrees with this amount. Dr. Shelton noted change order requests that have been denied by the architect and will not be paid that total \$65,019.70. Other issues that are outstanding include the HVAC system that has not functioned properly since installation. Both the contractor and subcontractor agree that there is a problem. College staff has expended considerable time and effort to resolve the problem. Mr. Timothy Setzer, Director of Facilities and Security, provided mechanical details regarding the faulty system. Dr. Shelton recommended approval of the change order and that the College withhold payment to Jamail and Smith Construction. Payment would be reconsidered following the contractor’s response to a 30-day cure notice regarding the HVAC system.

- V. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING APPLIED TECHNOLOGY CENTER RENOVATION PROJECT CHANGE ORDERS:** Mr. Hughes moved to recommend to the Board of Regents the approval of Change Order #9 and to withhold payment until all issues are resolved; Mr. Gonzalez seconded. The motion passed unanimously.
- VI. REVIEW AND DISCUSS REMOVAL OF STRUCTURES ON COLLEGE DISTRICT PROPERTY LOCATED AT: 2215 39<sup>TH</sup> STREET, 2217 39<sup>TH</sup> STREET, 2223 39<sup>TH</sup> STREET, 3910 AVENUE R, 3912 AVENUE R, AND 3920 AVENUE R:** Dr. Shelton displayed the structures to be considered for removal. An invitation to bid was advertised to purchase these structures as a whole and relocate them. It is the College's intent to have them rehabilitated and placed back on the tax rolls. Dr. Shelton briefed the Committee members of the purchaser's responsibilities. One proposal was submitted from Cherry House Moving Company, Inc. (Cherry) to purchase each house/garage removed for \$10. Dr. Shelton noted that Cherry has commitments to resell four of the six houses. The proposal included the cost to demolish any structures that cannot be sold and moved within a reasonable time (60-120 days). The College would be responsible for any environmental work and abatement. Dr. Shelton said the long-term plans for the College are to create this space for future facilities and endeavors of the College. He recommended awarding the contract to Cherry with the knowledge that four of the houses can be removed immediately. A decision regarding the demolition of the other two structures would be made if Cherry cannot sell the structures within the time frame allotted and would not be part of the recommendation to the Board.
- VII. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING REMOVAL OF STRUCTURES ON COLLEGE DISTRICT PROPERTY LOCATED AT: 2215 39<sup>TH</sup> STREET, 2217 39<sup>TH</sup> STREET, 2223 39<sup>TH</sup> STREET, 3910 AVENUE R, 3912 AVENUE R, AND 3920 AVENUE R:** Mr. Gonzalez moved to recommend to the Board of Regents that the removal portion of the Cherry proposal be approved and that demolition decisions be delayed until such time they are better understood; Mr. Hughes seconded. The motion passed unanimously. Dr. Shelton added that Cherry has included an option to request additional time to remove the structures pending the College's written authorization. Mr. Gonzalez also moved to authorize the College President to execute the documents related to the sale of the houses for \$10 each; Mr. Hughes seconded. The motion passed unanimously.
- VIII. REVIEW AND DISCUSS EXTERIOR CAMPUS SIGNAGE AND MAIN CAMPUS KIOSK:** Dr. Shelton presented a proposal and drawings prepared by National Signs for exterior campus signage for the main campus and a kiosk in the foyer of Moody Hall. National Signs designed the sign at the Applied Technology Center and would extend that brand to the main campus. Dr. Shelton reviewed specifications and costs for the following proposed signage as outlined in the Business Agreement:

**VIII. REVIEW AND DISCUSS EXTERIOR CAMPUS SIGNAGE AND MAIN CAMPUS KIOSK: (Continued)**

- Illuminated monument sign
- 16mm full color LED message center
- 9 non-illuminated post and panel signs
- Flat cutout letters for two buildings on the west side (43<sup>rd</sup> Street)
- 10 parking lot signs

The total for all proposed signage is \$102,200 less a 5 percent customer loyalty discount of \$5,110. The net amount is \$97,090 which does not include permit and other fees. As per the agreement, 50 percent would be due at signing and the remainder due upon delivery and installation. There is a five-year warranty on all parts and labor.

Dr. Shelton confirmed that National Signs is a state-approved contract vendor.

**IX. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING EXTERIOR CAMPUS SIGNAGE AND MAIN CAMPUS KIOSK:**

Mr. Gonzalez moved to recommend acceptance of the contract with National Signs and to authorize Dr. Shelton to negotiate and sign the contract (Business Agreement) and move forward with the purchase of these signs; Mr. Hughes seconded. The motion passed unanimously.

**X. REVIEW AND DISCUSS CHANGE ORDER (TILE) AUTHORIZED AT JUNE 11, 2014 REGULAR BOARD MEETING FOR REGENTS HALL SECOND AND THIRD FLOOR RESTROOM RENOVATIONS PROJECT:**

Dr. Shelton provided a copy of a letter from Vaughn Construction dated June 25, 2014, requesting an increase in their proposal for \$3,355 to provide additional tile for the restroom renovations project. The Board authorized this change order up to \$10,000 at its June 11, 2014 meeting. Staff asked the Committee to recommend the ratification of this change order.

**XI. DETERMINE COMMITTEE RECOMMENDATION TO BOARD OF REGENTS REGARDING THE RATIFICATION OF CHANGE ORDER (TILE)**

**AUTHORIZED AT JUNE 11, 2014 REGULAR BOARD MEETING FOR REGENTS HALL SECOND AND THIRD FLOOR RESTROOM RENOVATIONS PROJECT:**

Mr. Hughes moved to recommend the ratification of the tile change order submitted by Vaughn Construction in the amount of \$3,355; Mr. Gonzalez seconded. The motion passed unanimously.

**XII. UPDATE AND DISCUSS ONGOING FACILITY-RELATED PROJECTS:**

Dr. Shelton gave an update on the ongoing facility-related projects that included:

- Vaughn Construction will complete the restroom and chemistry lab renovations this week. The punch list will be done Monday, August 18<sup>th</sup>. Outstanding issues due to backorders were noted.

**XII. UPDATE AND DISCUSS ONGOING FACILITY-RELATED PROJECTS:**  
*(Continued)*

- Hall painting should be completed this weekend.
- Mr. Setzer and his staff have completed the other summer projects on the list given to the Board with the exception of the Administrative Suite renovations.

**XIII. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 5:28 p.m.

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Carla D. Biggers, Clerk

APPROVED AS CORRECT:

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George F. Black, Chairperson