

**NOTICE OF REGULAR MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
BOARD OF REGENTS**

In compliance with the Open Meetings Act, Texas Government Code, Section 551.041, notice is hereby given that a Regular Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, February 10, 2021**, at 5:30 PM in Room M-220 Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

The Board of Regents will gather in Room M-220 for refreshments prior to the Regular Meeting. Although a quorum may be present, no action will be taken by the Board at that time.

**- AGENDA -**

- I. Call to Order Regular Meeting**
- II. Moment of Silence and Pledge of Allegiance
- III. Certification of Posting Notice of Regular Meeting
- IV. Recognition of Guests
- V. Consider Approval of Minutes from Regular Meeting of January 13, 2021 *(Action Item)* 3
- VI. Citizens Desiring to Appear Before the Board on Agenda and Non-agenda Items  
*(Please complete a request card prior to the start of the meeting. The Board Chairperson may limit the time of appearance before the Board to three minutes.)*
- VII. Informative Reports:
  - 1. Student Success Story *(Dr. W. Myles Shelton)* 10
  - 2. Monthly Financial Reports - January *(Mr. M. Jeff Engbrock)* 11
- VIII. Consideration of Consent Agenda 12  
*(The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval. Regents receive agenda materials in advance of the meeting to prepare for the business to be conducted.)*
- IX. Action Items:
  - 1. Consider Approval of Facilities Committee Recommendation Regarding Updated Plans to Proceed with a New Nursing and Health Sciences Building 13
  - 2. Consider Approval to Renew Annual Construction Services Job Order Contracts 14
  - 3. Consider Approval of Bid for Annual Plumbing Services Contract 15
  - 4. Consider Approval of Bid for Annual Electrical Services Contract 17
  - 5. Consider Acceptance of Increase in U.S. Department of Education 2020-21 Federal Grant Award - (Perkins) Career and Technical Education - Basic Grants 19
  - 6. Consider Acceptance of U.S. Department of Education Higher Education Emergency Relief Funding II (HEERF II) Grant Award 20
- X. Special Reports and Comments:
  - 1. Student Representative *(Ms. Maia Z. Adolphs)*
  - 2. Faculty Representative *(Ms. L. Janene Davison)*
  - 3. President *(Dr. W. Myles Shelton)*
  - 4. Regents

5. Chairperson (*Ms. Karen F. Flowers*)  
XI. Adjournment

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The notice for this meeting was posted on February 5, 2021, in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF REGENTS  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-220 – Moody Hall  
January 13, 2021  
5:30 p.m.**

At the Regular Meeting of the Galveston Community College District Board of Regents, duly held on Wednesday, January 13, 2021, in Room M-220 of Moody Hall, commencing at 5:30 p.m., the following Regents were present:

Ms. Karen F. Flowers, Chairperson  
Mr. Fred D. Raschke, Vice Chairperson  
Mr. Michael B. Hughes, Secretary  
Mr. Armin Cantini  
Mr. Raymond Lewis, Jr.  
Ms. Mary R. Longoria  
Mr. Carroll G. Sunseri  
Ms. Rebecca Trout Unbehagen

Faculty and staff present included Dr. W. Myles Shelton, President, Ms. Carmen Allen, Ms. Veronica Atterberry, Ms. Carla Biggers, Mr. Ron Crumedy, Ms. L. Janene Davison, Mr. M. Jeff Engbrock, Ms. Melissa Gauna, Ms. Elizabeth “Liz” Lacy, Ms. Carol Langston, Dr. Cissy Matthews, Mr. Jorge Otero, Dr. Van Patterson, Mr. John Rydlund, Dr. Michael Stickney, and Dr. Tirizia York.

- I. CALL TO ORDER REGULAR MEETING:** Chairperson Flowers opened the Regular Meeting at 5:30 p.m. in Room M-220 of Moody Hall and determined a quorum was present.
- II. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE:** Ms. Flowers began with a moment of silence and asked Ms. Unbehagen to lead the Pledge of Allegiance.
- III. CERTIFICATION OF POSTING NOTICE OF REGULAR MEETING:** Dr. Shelton confirmed that the notice of the Regular Meeting had been properly posted on January 8, 2021.
- IV. RECOGNITION OF GUESTS:** Mr. M. Theron Waddell was recognized as a guest attending the meeting.
- V. CONSIDER APPROVAL OF MINUTES FROM REGULAR MEETING OF NOVEMBER 11, 2020, AND SPECIAL MEETING OF DECEMBER 9, 2020:** A reading of the minutes was waived. Mr. Raschke moved to approve the minutes as published; Ms. Longoria seconded. The motion passed unanimously.

**VI. CITIZENS DESIRING TO APPEAR BEFORE THE BOARD ON AGENDA AND NON-AGENDA ITEMS:** There were no citizens present desiring to appear before the Board.

**VII. INFORMATIVE REPORTS:**

1. Student Success Story: Dr. Shelton introduced this agenda item and Ms. Carmen Allen, Director of Institutional Effectiveness and Research, who presented the student success story. Ms. Allen provided a summary of the Student Technology Survey conducted this fall. This online survey was conducted to gather information about students' access to technology, devices owned, and academic preferences relating to technology. She noted highlights of the survey and concluded with three big takeaways: (1) most Galveston College students have access to devices, although a small number may have difficulty with internet access or reliability at some time, (2) six out of ten students access the internet on campus, probably through the campus Wi-Fi, (3) most of the students surveyed preferred either totally or mostly face-to-face classes and want more interaction, when possible, in online courses. Dr. Shelton added that Wi-Fi extends throughout the campus and most student housing. To address an issue conveyed in the survey, he said the Information Technology staff will assess the strength of our signals across the campus over the next several months.
2. Monthly Financial Reports – November and December: Mr. M. Jeff Engbrock, Comptroller/CFO, presented the financial reports for the months of November and December 2020. The December report was reviewed. With 33.3 percent of the year completed, income generated was \$10,801,478, or 46.2 percent of the fiscal year 2020-21 revenue budget. He reported that total expenses were \$6,911,362, or 29.6 percent of the expenditure budget. An explanation was given for each major revenue source. There were no concerns reported. Dr. Shelton gave an update on the State Comptroller's financial projections for this biennium and the next, which are better than originally estimated last July. While other state agencies were required to cut their state appropriations last fall, community colleges were not included and he does not anticipate that they will be going forward.

**VIII. CONSIDERATION OF CONSENT AGENDA:** Ms. Flowers proceeded with the Consent Agenda. Mr. Lewis moved to approve the Consent Agenda and Action Item Nos. 1, 4, 5, 6, and 7; Mr. Hughes seconded. The motion passed unanimously. A copy of the Consent Agenda is attached as **Exhibit A**. Dr. Shelton introduced three recently hired faculty members who were present: Healthcare Management Instructor Melissa Gauna, Logistics Instructor / Program Director John Rydlund, and Instrumentation Instructor / Program Director Dr. Michael Stickney. Dr. Shelton also announced that 13 students graduated in December with Bachelor of Applied Science in Healthcare Management degrees.

**IX. ACTION ITEMS:**

1. Consider Acceptance of Fiscal Year 2020-21 First Quarter Investment Report: The Board unanimously accepted the first quarter investment report for the period ending November 30, 2020. The ending book value was \$20,981,249 and the

## IX. ACTION ITEMS: *(Continued)*

total interest earned for the quarter was \$8,263. A handout was included in the materials given to the Board listing the rate of return on the College's investments. This item was passed in the Consent Agenda.

2. Consider Approval of Proposal for Website Content Management System: Dr. Shelton informed the Board that the College's website has been hacked several times and staff has worked through this issue to find a new secure platform to host the site. A request for proposals for a website content management system was sent to 10 vendors and was advertised in the local newspaper. One response was received from OmniUpdate, 1320 Flynn Road, Suite 100, Camarillo, California. He explained the services provided in a content management system and shared credentials for OmniUpdate. The total cost of this project is \$120,545 over a three-year period (Year 1 – \$58,000, Year 2 – \$31,010, Year 3 – 31,535) and includes software, implementation, training, maintenance, and hosting and support of the new site for the period of the contract. This would be an ongoing expense as long as the College contracts with OmniUpdate, but this proposal is for the first three years. The source of funding will be institutional funds. Since this expense was not budgeted this fiscal year, upon approval, emergency contingency funds would be used. It is possible that CARES funds could be applied. Dr. Shelton reported on new CARES funding that was approved in December, with details made available tomorrow through a U.S. Department of Education webinar. Mr. Cantini moved to approve the proposal from OmniUpdate for a website content management system for a total of \$120,545 over a three-year period; Mr. Hughes seconded. Ms. Carol Langston noted that with the new content management system, a new website redesigned by the Public Affairs staff will be posted. The motion passed unanimously.
3. Consider Approval to Offer Continuing Education Level 1 Certificates (Automotive Diesel Technician, Massage Therapy): Dr. Cissy Matthews, Vice President of Instruction, presented this agenda item. Staff requested the Board's approval to offer Continuing Education Level I Certificates in Automotive Diesel Technician and Massage Therapy beginning in the fall 2021 semester. These courses have been taught in the past but were not packaged together as a certificate. With a noncredit Level 1 certificate, it would enable students to receive some financial aid and it allows students to receive an industry-recognized certificate from the College that can be presented to employers. Dr. Matthews gave a brief overview of each certificate. Ms. Unbehagen moved to approve offering the Continuing Education Level I Certificates in Automotive Diesel Technician and Massage Therapy; Ms. Longoria seconded. The motion passed unanimously.
4. Consider Ratifying Acceptance of Texas Higher Education Coordinating Board Texas Reskilling Support Fund Grant Program Award from the Governor's Emergency Education Relief (GEER) Fund: The Board unanimously ratified the acceptance of this \$750,000 grant. The term of the agreement shall be from January 4, 2021 to December 31, 2021. This item was passed in the Consent Agenda.

**IX. ACTION ITEMS: (Continued)**

5. Consider Approval of Faculty Change in Rank: The Board unanimously approved the change in faculty rank for Dr. Arlinda Washington from associate professor to professor effective immediately. This item was passed in the Consent Agenda.
6. Consider Ratifying Appointment of Full-time Instructors: The Board unanimously ratified the appointments of: Melissa Gauna, Health Care Management Instructor (12-month, tenure track), at an annual salary rate of \$73,680 prorated beginning January 1, 2021; Dr. Alex-Giovanny Peniche-Trujillo, Biology Instructor (9-month, tenure track), at an annual salary rate of \$60,889 prorated beginning January 1, 2021; and John Rydlund, Logistics Instructor / Program Director (12-month, tenure track), at an annual salary rate of \$69,624 prorated beginning December 1, 2020. This item was passed in the Consent Agenda.
7. Consider Acceptance of Faculty Resignation: The Board unanimously accepted the faculty resignation of Ms. Tatyana Ivanova, Engineering Instructor, effective December 31, 2020. This item was passed in the Consent Agenda.
8. Appointment of Nominating Committee to Review Letters of Interest to Recommend Candidates to Fill the Position 8 Board Vacancy and Determine the Timeline: Dr. Shelton stated that this position expires in May of 2022. Positions 7 and 9 will also expire then. He reviewed the process for candidates to be considered to fill this vacancy on the Board of Regents based on previous discussions by the Board. A sample timeline was prepared in anticipation of the Chairperson appointing a Nominating Committee tonight with a target date for the Board to make an appointment for the unexpired term at the March 10, 2021 meeting. Ms. Flowers appointed Mr. Raschke as Chairperson of the Nominating Committee with Regents Lewis and Longoria as members. All have agreed to serve. This committee was charged with reviewing the candidates' letters and/or résumés to determine the pool to be interviewed. Dr. Shelton reminded the Regents that all committee meetings are open to all board members at any time. The following timeline was recommended:
  - 1/19 – Advertise for Position 8 Letters of Interest (website, social media, newsletter, newspaper)
  - 1/19-2/2 – Accept Letters of Interest and Résumés (staff will upload for electronic review by the Regents)
  - 2/17 – Nominating Committee meets to review letters/résumés and discuss who should be interviewed
  - 2/24 – Interview candidates
  - 3/3 – Second round interviews (by full Board if necessary)
  - 3/10 – Regular Board Meeting to make appointment

Ms. Flowers and Mr. Raschke agreed to the timeline. Mr. Sunseri moved to approve the appointment of the Nominating Committee and the timeline as presented; Mr. Cantini seconded. The motion passed unanimously.

## X. SPECIAL REPORTS AND COMMENTS:

1. Student Representative: Ms. Maia Adolphs, Student Government Association (SGA) President, gave the monthly student activities report that included details of the following past and upcoming events. Accomplishments for the semester were:
  - November – Attended Galveston Women’s Conference (Chamber), volunteered at Food for Thought Mobile Food Distribution
  - December – Virtual Escape Room (team building activity), toy drive for St. Vincent’s House, supported five families for Christmas, entertained faculty and staff at virtual Holiday Party (holiday trivia and Whitecaps Christmas music video)

At the January 12<sup>th</sup> SGA meeting, it was determined that an official agenda of spring semester activities would be postponed due to the rise in COVID-19 cases in the area. However, plans are in the works for Black History Month festivities, a Valentine’s Day event, Mardi Gras decorating, an eSports event, and 2021 graduate support. More details will be available to report at the next meeting.

2. Faculty Representative: Ms. L. Janene Davison, President of the Faculty Senate, presented the following faculty representative report. Faculty are back to work. Following General Assembly, the faculty listened to a presentation by University of Houston professor and attorney Dave Fagundes about copyrights, “Who Owns Your Zoom Lecture?” She then introduced Ms. Liz Lacy, Performing Arts Program Coordinator and Vice President of the Faculty Senate, who gave a report on her adaptations due to COVID-19 and an update on the accomplishments of the Theatre Department.

Ms. Lacy said in her role of committee member at-large on the Kennedy Center American College Theatre Festival (KCACTF) Region VI one of her responsibilities is to respond to productions across the five-state region. This experience helped her with the College’s fall productions considering COVID-19 while maintaining the safety protocols. The first fall production was *The Invisible Man*, a radio adaptation of the original play. Ms. Lacy explained the steps from rehearsal through production. It was submitted to KCACTF and the following awards were received: three students received excellence in acting awards, Ms. Lacy received an excellence in directing award, and the play was held for consideration for invitation to the regional festival. After a process of elimination, Galveston College’s production was selected as one of 11 productions from about 143 colleges and universities in the region to advance to regionals in February and was one of only two community colleges selected. She also explained the process for the second production, which was a video. Both formats will be repeated for the spring productions. The play will be restreamed for viewing.

3. President: Dr. Shelton noted several dates on the handout of events. They included the General Assembly (1/11) and Lecture Series (2/16) that continued the topic of diversity, inclusion, and equity. These discussions will be considered

**X. SPECIAL REPORTS AND COMMENTS: (Continued)**

for the College's goals and strategies going forward. A Facilities Committee Meeting has been called for February 10<sup>th</sup> at 4:00 p.m. to restart plans for the Nursing and Health Sciences Building. He informed the Board that another request for proposals (RFP) for an architect will be advertised for this project. He mentioned the restart of the food distributions for the semester. An update of the 87<sup>th</sup> Legislative Session was given including possible priorities. It opened yesterday and then recessed until January 26<sup>th</sup>. Representative Dade Phelan was confirmed as the House Speaker. Fliers outlining the community colleges' policy priorities for the legislative session, data of how Texas community colleges serve the state, and the role dual credit plays were reviewed. This information was prepared by the Texas Association of Community Colleges, the Community College Association of Texas Trustees, and/or the Texas Community College Teachers Association. Dr. Shelton encouraged everyone to tell the story of community colleges based on the data presented. His report ended with an enrollment update. Registration is in progress. To date, there is less drop off in enrollment than originally projected but less than last spring. Staff is reaching out to students to encourage them to enroll.

4. Regents: Ms. Flowers asked if any of the Regents had a report or comment to submit. There were none.
5. Chairperson: Ms. Flowers concluded the meeting with positive words of encouragement as we begin 2021.

**XI. ADJOURNMENT:** There being no further business to come before the Board, the Regular Meeting adjourned at 6:32 p.m.

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Michael B. Hughes, Secretary

APPROVED AS CORRECT:

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Karen F. Flowers, Chairperson

## EXHIBIT A

Agenda Item VIII (Action Item)

Board Meeting 1/13/21

### Consideration of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus its time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support efficiency and effectiveness of the meeting.

A roll call of individual action items will determine the consent agenda. If a Regent has a question or plans to cast a negative vote regarding a specific recommendation, then the Regent(s) need to acknowledge their intention to the Chairperson by show of hand during the roll call. This action item will be considered in the regular order of business as an individual action item.

Those action items that the Regents plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Regents is needed to approve the action items. Upon approval of the consent agenda, the Board of Regents will proceed with the remainder of the agenda.

Tally of  
Action Items:

	<u>Consent Agenda</u>	<u>President Recommended Separate Action</u>	<u>Board Separate Action</u>	<u>Page #</u>
#1 – Accept FY 2020-21 First Quarter Investment Report	✓			39
#2 – Approve Proposal for Website Content Management System		✓		42
#3 – Approve Offering Continuing Education Level 1 Certificates (Automotive Diesel Technician, Massage Therapy)		✓		44
#4 – Ratify Acceptance of Texas Higher Education Coordinating Board Texas Reskilling Support Fund Grant Program Award from the GEER Fund	✓			45
#5 – Approve Faculty Change in Rank	✓			47
#6 – Ratify Appointment of Full-time Instructors	✓			48
#7 – Accept Faculty Resignation	✓			49
#8 – Appoint Nominating Committee to Review Letters of Interest to Recommend Candidates to Fill the Position 8 Board Vacancy and Determine the Timeline		✓		50

Student Success Story

Dr. W. Myles Shelton, President, will present the Student Success Story for the month.

Monthly Financial Reports – January

Mr. M. Jeff Engbrock, Comptroller/CFO, will present the monthly financial reports for January 2021. These reports, outlining expenditures, encumbrances and pre-encumbrances through January 31, 2021, are not included in this Board Report. The following reports, representing five months of operations during fiscal year 2020-21, will be provided prior to the meeting.

**Education and General Fund:**

Revenue Summary Sheet

Expenditure Summary Sheet

Summary Revenue/Expenditure Report

Detail Revenue/Expenditure Report by State Classification

**Auxiliary Fund (Bookstore, Snack Bar, Athletics):**

Summary Revenue/Expenditure Report by State Classification

**Student Services / Student Activity Fund:**

Summary Revenue/Expenditure Report by State Classification

**Construction Fund:**

Summary Revenue/Expenditure Report

Consideration of Consent Agenda

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A roll call of individual action items will determine the consent agenda. If a Regent has a question or plans to cast a negative vote regarding a specific recommendation, then the Regent(s) need to acknowledge their intention to the Chairperson by show of hand during the roll call. This action item will be considered in the regular order of business as an individual action item.

Those action items that the Regents plan to approve without further question or discussion will be placed on the consent agenda during roll call of individual action items. Upon the creation of the consent agenda, a motion, a second to the motion, and unanimous approval of the Board of Regents is needed to approve the action items. Upon approval of the consent agenda, the Board of Regents will proceed with the remainder of the agenda.

Tally of  
Action Items:

	<u>Consent Agenda</u>	<u>President Recommended Separate Action</u>	<u>Board Separate Action</u>	<u>Page #</u>
#1 – Approve Facilities Committee Recommendation Regarding Updated Plans to Proceed with a New Nursing and Health Sciences Building	_____	_____✓_____	_____	17
#2 – Approve Renewal of Annual Construction Services JOC	_____	_____	_____	18
#3 – Approve Bid for Annual Plumbing Services Contract	_____	_____	_____	19
#4 – Approve Bid for Annual Electrical Services Contract	_____	_____	_____	21
#5 – Accept Increase in Perkins Grant Award	_____	_____	_____	23
#6 – Accept HEERF II Grant Award	_____	_____	_____	24

Consider Approval of Facilities Committee Recommendation  
Regarding Updated Plans to Proceed with a New Nursing and Health Sciences Building

The Board Facilities Committee was scheduled to meet prior to the February 10, 2021 Regular Meeting of the Board of Regents to review and discuss the Facilities Master Plan (February 2021 Update) and plans to proceed with a new Nursing and Health Sciences Building. Mr. Michael B. Hughes, Facilities Committee Chairperson, will provide a report of the discussion and the Committee's recommendation for Board consideration.

Consider Approval to Renew Annual Construction Services Job Order Contracts

Staff is requesting Board approval to renew the annual general construction job order contract for one year with J.T. Vaughn Construction, LLC, 1028 Broadway, Galveston, Texas 77550. Secondary contracts would be awarded to The Trevino Group, 11410 Brittmoore Park Drive, Houston, Texas 77041, and TUCON, LLC–Unbehagen Construction, 6511 Stewart Road, Suite 6A, Galveston, Texas 77551. The original one-year contracts were awarded in 2020, with an optional one-year renewal. There are no changes from the current contracts. Upon approval, the term of the contracts would be for a period of 12 months beginning March 1, 2021.

The source of funding for the annual contracts for general construction services is the Education and General Fund budget or other funds appropriated or allocated to the College (i.e. grants). Since the expenditures for this item may exceed \$50,000, Board approval is required. Staff will notify the Board of Regents when the total for the year exceeds \$50,000.

Consider Approval of Bid for Annual Plumbing Services Contract

An invitation to bid for the annual contract for plumbing services was sent to three vendors and was advertised in the local newspaper. One response was received. The bid is available for Board review, if desired.

The following guidelines are effective for the term of the contract:

- All services will be provided at pre-priced labor rates for the types and classifications of work required to perform services described in the bid.
- Materials supplied will be provided at cost plus a preset percentage of cost as proposed in the bid.
- All work will be written as a job order on a college purchase order with the preset labor rate(s) and material costs for each job awarded. All materials used will be required for each job order with costs.
- All services requested on a job order will be scheduled, approved and accepted by the Director of Facilities or his designee. The contractor will provide certificates of insurance and performance bonds as required.

The source of funding for the annual contract for plumbing services is the Education and General Fund budget or other funds appropriated or allocated to the College (i.e. grants). Since the expenditures for this item may exceed \$50,000, Board approval is necessary. Staff will notify the Board of Regents when the total for the year exceeds \$50,000.

It is recommended that the Board of Regents award the annual contract for plumbing services to Wade Bailey Plumbing Co. Inc., 1101 39<sup>th</sup> Street, Galveston, Texas 77550. The contract term would be 12 months beginning March 1, 2021.

Consider Approval of Bid for Annual Plumbing Services Contract

**PLUMBING SERVICES CONTRACT  
ITB# 21-02-023**

Description	Wade Bailey Plumbing Co., Inc. 1101 39 <sup>th</sup> Street Galveston, Texas 77550
Forman/Supervisor	
Journeyman Plumber	85.00
Tradesman Plumber	
Plumber Apprentice/Helper	35.00
Laborer	
Jet Machine	
Camera	
Sewer Machine	35.00
Drain Machine	
Jetting Machine	
Pipe Freeze 1/2" to 1 1/2"	
Sink Machine	25.00
Closet Auger	15.00
Basin Cable	15.00
Trip Charge (base price)	
Percent Cost for Material	20%
Are these rates available through the BuyBoard or state contract?	No
Are your plumbers State of Texas licensed and are they licensed through the City of Galveston?	Yes
Are your rates consistent with the Davis Bacon wage determinations which are set by the Wage and Hour US Division of the Department of Labor? The rates would be those for Galveston.	Yes
Can they be certified if necessary?	Yes

Consider Approval of Bid for Annual Electrical Services Contract

An invitation to bid for the annual contract for electrical services was sent to four vendors and was advertised in the local newspaper. One response was received. The bid is available for Board review, if desired.

The following guidelines are effective for the term of the contract:

- All services will be provided at pre-priced labor rates for the types and classifications of work required to perform services described in the bid.
- Materials supplied will be provided at cost plus a preset percentage of cost as proposed in the bid.
- All work will be written as a job order on a college purchase order with the preset labor rate(s) and material costs for each job awarded. All materials used will be required for each job order with costs.
- All services requested on a job order will be scheduled, approved and accepted by the Director of Facilities or his designee. The contractor will provide certificates of insurance and performance bonds as required.

The source of funding for the annual contract for electrical services is the Education and General Fund budget or other funds appropriated or allocated to the College (i.e. grants). Since the expenditures for this item may exceed \$50,000, Board approval is necessary. Staff will notify the Board of Regents when the total for the year exceeds \$50,000.

It is recommended that the Board of Regents award the annual contract for electrical services to Crescent Electric Company, 1319 First Street, La Marque, Texas 77568. The contract term would be for 12 months beginning March 1, 2021.

Consider Approval of Bid for Annual Electrical Services Contract**ELECTRICAL SERVICES CONTRACT  
ITB #21-02-022**

Description	Crescent Electric P.O. Box 36 La Marque, Texas 77568
Electrical Foreman	68.00
Electrical Forman with Truck	74.00
Journeyman	63.00
Journeyman with Truck	69.00
Electrician	43.00
Electrician with Truck	49.00
Apprentice	43.00
Apprentice with Truck	49.00
Helper	28.00
Helper with Truck	34.00
Trenching Machine per hour	20.00
Bucket Truck per hour	40.00
Trip Charge	-0-
Percent of cost to be charged for all material/subs	15%
Are these rates available through the BuyBoard or state contract?	Yes
Are your electricians State of Texas licensed and are they licensed through the City of Galveston?	Yes
Are your rates consistent with the Davis Bacon wage determinations which are set by the Wage and Hour US Division of the Department of Labor? The rates would be those for Galveston.	Yes
Can they be verified if necessary?	Yes

Consider Acceptance of Increase in U. S. Department of Education  
2020-21 Federal Grant Award – (Perkins) Career and Technical Education – Basic Grants

The Texas Higher Education Coordinating Board notified the College that it would receive an increase of \$19,165 for the (Perkins) Career and Technical Education – Basic Grants. This increase is part of the 2020-21 grant reallocation. The original amount of the award was \$134,324. With the increase, the amended amount totals \$153,489 for the term of the grant.

It is recommended that the Board of Regents accept the increase in this grant award.

Consider Acceptance of U.S. Department of Education  
Higher Education Emergency Education Relief Funding II (HEERF II) Grant Award

On December 27, 2020, the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) was signed into law. This law makes available approximately \$22.7 billion for institutions of higher education under the Higher Education Emergency Relief Fund (HEERF), with funding appropriated for the existing (a)(1), (a)(2) and (a)(3) programs previously authorized under the CARES Act, as well as funding for a new (a)(4) program authorized under the CRRSAA.

A notice was published announcing the availability of HEERF grant funds under the CRRSAA section 314(a)(1) programs (CFDAs 84.425E and 84.425F). These programs, with some changes, are a continuation of the CARES Act section 18004(a)(1) program which the Department implemented as two funding streams: the Student Aid Portion (CFDA 84.425E) for financial grants to students, and the Institutional Portion (CFDA 84.425F) for institutional uses of funds related to the coronavirus.

Under CRRSAA section 314(c), grant awards under these programs may be used to (1) defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); (2) carry out student support activities authorized by the HEA that address needs related to coronavirus; or (3) provide financial aid grants to students (including students exclusively enrolled in distance education), which may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care. In making financial aid grants to students, an institution of higher education must prioritize grants to students with exceptional need, such as students who receive Pell Grants.

Galveston College has been awarded \$2,698,376 through the U.S. Department of Education for the budget period May 5, 2020 through September 30, 2021. Of the total amount awarded, a minimum of \$606,113 is to be allocated for student aid and a maximum of \$2,092,263 for the institution. All funds must be expended by September 30, 2021. (It is possible that a no-cost extension of the end date could be requested.)

Following is the Grant Award Notification, and staff is requesting the Board's acceptance of this supplemental grant award.





**US Department of Education  
Washington, D.C. 20202**

P425F200925

**GRANT AWARD NOTIFICATION**

**10**

PR/AWARD NUMBER: P425F200925  
RECIPIENT NAME: Galveston College

TERMS AND CONDITIONS

- (1) THE BUDGET PERIOD AND PERFORMANCE PERIOD FOR THIS PROJECT ARE CHANGED TO THE DATES IN BLOCK 6. NO ADDITIONAL FUNDS ARE PROVIDED BY THIS ACTION.

Tiwanda Burse  
Deputy Assistant Secretary

02/02/2021

AUTHORIZING OFFICIAL

DATE

## EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

**For Discretionary, Formula and Block Grants** (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
  - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
  - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
  - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
  - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
  - \*RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
  - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
  - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.\* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
  - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
  - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
  - \*FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
  - \*THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
  - \*BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
  - \*PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
  - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
  - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

**DUNS/SSN** - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

**\*REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

**\*ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

**9. LEGISLATIVE AND FISCAL DATA** - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

**FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -**

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

**AMOUNT** - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

**10. TERMS AND CONDITIONS** - Requirements of the award that are binding on the recipient.

**\*PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

**\*GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

**\*PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

**\*PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

**\*AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

**FOR FORMULA AND BLOCK GRANTS ONLY:**

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

**3. PROJECT STAFF** - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

**7. AUTHORIZED FUNDING**

**CURRENT AWARD AMOUNT** - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

**PREVIOUS CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant before this action.

**CUMULATIVE AMOUNT** - The total amount of funds awarded under the grant, this action included.

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\* This item differs or does not appear on formula and block grants.