

**NOTICE OF FACILITIES COMMITTEE 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 Facilities Committee Meeting of the Galveston Community College District Board of Regents will be held on **Wednesday, August 13, 2025**, at 4:15 PM in Room M-202, Galveston College, 4015 Avenue Q, Galveston, Texas 77550.

**- AGENDA -**

- I. Call to Order**
- II. Certification of Posting Notice of Facilities Committee Meeting
- III. Consider Approval of Minutes from the June 11, 2025 Meeting *(Action Item)* 2
- IV. Citizens Desiring to Appear Before the Committee on Agenda Items  
*(Please complete a request card prior to the start of the meeting. The Committee Chairperson may limit the time of appearance before the Committee to three minutes.)*
- V. Review and Consider Release of Partial Payment of Retainage to S&P for the Health Sciences Education Center (HSEC) Project 6
- VI. Determine Committee Recommendation to Board of Regents Regarding Release of Partial Payment of Retainage to S&P for the Health Sciences Education Center (HSEC) Project *(Action Item)* 7
- VII. Review and Consider Approval of Bid to Demo and Remove Structures Located at 3802 & 3806 Avenue R 8
- VIII. Determine Recommendation to the Board of Regents Regarding Approval of Bid to Demo and Remove Structures Located at 3802 & 3806 Avenue R 9
- IX. Update on Facilities Projects Including the Gym Roof, Improvements to the Baseball and Softball Fields, and Other Facilities Projects 10
- X. Adjournment to Closed Meeting in Room M-202: The Board of Regents Facilities Committee, as authorized by the Open Meetings Act, Texas Government Code, Chapter 551, reserves the right to enter into a closed meeting under the following provision of the Act: Section 551.072 - Deliberations about Real Property, to deliberate the purchase and value of real property to avoid any detrimental effect on the position of the College in negotiations with third parties.
- XI. Reconvene Facilities Committee (Open) Meeting in Room M-202**
- XII. Determine Recommendation to the Board of Regents Regarding the Purchase of Real Property *(Action Item)* 11
- XIII. Adjournment

The notice for this meeting was posted on August 7, 2025 in compliance with the Texas Open Meetings Act. , in compliance with the Texas Open Meetings Act.

W. Myles Shelton, Ed.D., President

**MINUTES OF THE BOARD OF REGENTS  
FACILITIES COMMITTEE MEETING  
GALVESTON COMMUNITY COLLEGE DISTRICT  
4015 Avenue Q  
Galveston, Texas 77550  
Room M-202 – Moody Hall  
June 11, 2025  
4:30 p.m.**

At the Galveston Community College District Board of Regents Facilities Committee Meeting, duly held on Wednesday, June 11, 2025, in Room M-202 of Moody Hall, commencing at 4:30 p.m., the following Facilities Committee members were present: Mr. Michael B. Hughes, Chairperson, Dr. Norman Hoffman, Mr. Raymond Lewis, Jr.(attended virtually, joined the meeting at 4:32 p.m.), Mr. Fred D. Raschke, and Ms. Carolyn L. Sunseri. Other Regents present were: Mr. Garrik Addison, Mr. Armin Cantini (joined the meeting at 4:41 p.m.), Ms. Karen Flowers and Ms. Mary Longoria.

Staff present included Dr. W. Myles Shelton, President, Dr. Conrad Breitbach, Ms. Breanne Loreface, Mr. Tracy Morgan, and Dr. Van Patterson.

- I. CALL TO ORDER:** Mr. Hughes opened the meeting at 4:30 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 June 5, 2025.
- III. CONSIDER APPROVAL OF MINUTES FROM THE MAY 14, 2025 MEETING:** A reading of the minutes for the May 14, 2025 meeting was waived. Mr. Raschke moved to approve the minutes as presented; Ms. Sunseri seconded. The motion passed unanimously.
- IV. CITIZENS DESIRING TO APPEAR BEFORE THE COMMITTEE ON AGENDA ITEMS:** There were no citizens present desiring to appear before the Committee.
- V. REVIEW AND CONSIDER BID TO REPLACE THE ROOF ON THE STUDENT HOUSING LOCATED AT 4013 AVENUE R:** Dr. Shelton presented this item to the Committee. Staff is requesting approval of the bid to replace the house. The low bid was Hyperion Construction.
- VI. DETERMINE RECOMMENDATION TO THE BOARD OF REGENTS REGARDING THE BID TO REPLACE THE ROOM ON THE STUDENT HOUSING LCATED AT 4013 AVENUE R:** Mr. Raschke moved to recommend approval of the bid to replace the roof on the student housing located at 4013 Avenue R in the amount of \$23,580.12; Dr. Hoffman seconded. The motion passed unanimously.
- VII. REVIEW AND CONSIDER FINAL ACCEPTANCE OF COMPLETED BACKFILL RENOVATION PROJECT AND RELEASE OF RETAINAGE:** Dr. Shelton presented this item to the Committee. This is the project that included the black box theater, the second floor Northen buřding and the renovation of the testing center.

The punch list is complete. There is a warranty item outstanding, but they are scheduled to come back out and complete the work. Staff recommends acceptance of the project and release of retainage.

**VIII. DETERMINE RECOMMENDATION TO THE BOARD OF REGENTS REGARDING ACCEPTANCE OF COMPLETED BACKFILL RENOVATION PROJECT AND RELEASE OF RETAINAGE:** Ms. Sunseri moved to recommend acceptance of the completed Backfill Renovation Project and release of retainage; Dr. Hoffman seconded. The motion passed unanimously.

**IX. REVIEW AND CONSIDER APPROVAL OF PROPOSAL TO REPLACE THE ROOF TOP AIR-CONDITIONING UNIT FOR THE I.T. EQUIPMENT ROOM:** Dr. Shelton presented this item to the Committee. This is for the server room for I.T. We are currently using a back up unit, and this new unit will come out of contingency funds. Some of the costs is that a crane has to be brought in to install the roof top unit. The proposal does include coated coils. The unit that we are replacing is only 5 years old. That unit was coated also, but it did deteriorate.

There was discussion from the Committee about the overtime fee and how after hours' time is tracked. Tracy Morgan, Facilities Director, shared that the unit is about 6 weeks out based on the order time, but it should only take about 4 days to install once it has been delivered. Further discussion was had on if the unit required windstorm. Mr. Morgan stated that this unit does include windstorm ratings. It was also discussed that a windstorm inspection would not be required.

**X. DETERMINE RECOMMENDATION TO THE BOARD OF REGENTS REGARDING PROPOSAL TO REPLACE THE ROOF TOP AIR-CONDITIONING UNIT FOR THE I.T. EQUIPMENT ROOM:** Mr. Raschke moved to recommend approval of the proposal to replace the roof top air conditioning unit for the I.T. Equipment Room in the amount of \$60,275.00; Dr. Hoffman seconded. The motion passed unanimously.

**XI. UPDATE ON CAMPUS SAFETY AND SECURITY:** Dr. Shelton presented this item to the Committee. He stated that the time frame to stand up a department would be very tight. There is a law that requires the College to submit for approval to have their own department. It has been recommended that a Public Safety Coordinator be hired to take the College through the process. The other choice would be to go out to bid to see if other entities would want to bid. Dr. Shelton shared that he thought that the College would need to go out to bid, while simultaneously pursuing the process of creating our own department, based on the timeline. He added that another option would be to work with an agency, and then have them help us set up our own department. A decision would have to be made by August.

Some discussion was had on what other agencies would bid. Discussion was had on the historical decision making on campus security at the College. The consensus of the Board was that they would like to see the College pursue the bid process, and wait to decide on standing up our own internal department.

**XII. UPDATE ON FACILITIES PROJECTS INCLUDING THE HEALTH SCIENCE EDUCATION CENTER (HSEC), TRANSFORMER REPLACEMENT AND PHYSICAL PLANT UPGRADES, FACILITIES MASTER PLAN, ATHLETIC FACILITIES, AND OTHER FACILITIES PROJECTS:** Dr. Shelton presented on these items to the Committee. The punch list for the HSEC has not been finished, but there has been progress. There are about 72 items left. There are items that are still being negotiated between the architect and the contractor. The elevators still need solutions. There was a meeting on June 4<sup>th</sup>, and progress was made. There is another meeting scheduled for June 18<sup>th</sup>. There was some discussion on the billing for the project and if funds are being withheld until work has been completed. The Committee also discussed the budget as it relates to retainage, and the process for pursuing legal means to get the work on the project completed. Dr. Shelton informed the Committee that warranty items that were recorded prior to the warranty period expiration, will be addressed. He concluded by saying that the students are very happy with the new building.

Dr. Shelton gave an update on the physical plant project. The College is waiting on substantial completion paperwork. The punch list has about 74 items. It is expected that we will get to substantial completion quickly.

Dr. Shelton gave an update on athletic facilities. There have been meetings with the City for the softball field. There are certain items that are required to be done to the field for next season, including work on the fencing, and a new scoreboard on Field 2. There is a budget item in the FY25-26 budget for the fencing and the scoreboard. The plan will be to do the work on field 2 that needs to be done, and then move to field 3 which will be developed into the championship field.

Other updates that Dr. Shelton gave, included:

- Gym roof start date is June 23<sup>rd</sup>. It is anticipated that it will take 4-6 weeks to complete the project.
- Student housing is waiting on construction documents. The RFP can be sent out once we have those documents.
- The facilities master plan is still pending. It is waiting for the architect to let us know what he is going to do.

**XIII. ADJOURNMENT:** There being no further business to come before the Facilities Committee, the meeting adjourned at 5:11 p.m.

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Breanne Lorefice, Clerk

APPROVED AS CORRECT:

Facilities Committee  
June 11, 2025  
Page 4  
Michael B. Hughes, Chairperson

Review and Consider Release of Partial Payment of Retainage to S&P for the Health Sciences Education Center (HSEC) Project

Dr. Shelton will provide an update on the HSEC Project and discuss a release of partial payment of retainage.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the release of partial payment of retainage to S&P for the Health Sciences Education Center (HSEC) Project.

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Review and Consider Approval of Bid to Demo and Remove Structures Located at 3802 & 3806 Avenue R

An Invitation to Bid for the demolition of two houses, 3802 and 3806 Ave R, was sent to eight (8) vendors and was advertised in the local paper. The bids are available for Board review, if desired.

Staff is requesting Board approval of the bid from JTB Services, Inc, 9026 Lambright, Houston, Texas 77075, in the amount of \$35,768.00, Demolition to begin upon board approval. Funding for the project will be the Construction Fund.

Following discussion, the Facilities Committee will determine a recommendation to the Board of Regents regarding the Approval of the Bid to Demo and Remove Structures Located at 3802 & 3806 Avenue R.

Company	Total Cost	Completion Time
JTB Services, Inc 9026 Lambright Houston, Tx 77075	\$35,768.00	10 days
Integrated Demolition 2520 Farrell Road Houston, Tx 77073	\$44,280.00	10 days
Hyperion Construction 12815 S Palomino Lake Circle Cypress, Tx 77429	\$55,375.94	10 days
RNDI 14518 Hempstead Hwy #4Z Houston, Tx 77040	\$59,970.00	10 days

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Update on Facilities Projects Including Gym Roof, Improvements to the Baseball and Softball Fields, and Other Facilities Projects

Dr. Shelton will provide an update on the various facilities projects that are on-going at the College.

Determine Recommendation to the Board of Regents on the Purchase of Real Property

The Facilities Committee will determine a recommendation to the Board of Regents regarding the purchase of Real Property.