

**BOARD BUILDING COMMITTEE**  
**SAN JACINTO COMMUNITY COLLEGE DISTRICT**  
**August 26, 2025**

Members Present: Dr. Michelle Cantú-Wilson, Judy Harrison, and Dan Mims

Members Absent: None, one member position is open

Other Trustees Present: None

Others Present: Dianne Duron, Damon Harris, Brenda Hellyer, Carin Hutchins, Bryan Jones, Shawna Pina, Genie Scholes, Charles Smith, and Bianca Torres

- I. Dr. Michelle Cantú-Wilson called the meeting to order at 4:00 p.m.
- II. Roll call of the Committee members was taken by Dr. Michelle Cantú-Wilson:
  - Dr. Michelle Cantú-Wilson, Present
  - Judy Harrison, Present
  - Dan Mims (Ex-officio member), Present
- III. Approval of Minutes from May 20, 2025, Building Committee meeting was completed. Motion was made by Dan Mims to accept the minutes and seconded by Judy Harrison.
- IV. Recommended Projects and Delivery Methods which will provide the best value to the College (Discussion led by C. Smith)
  - Bond Funds
    - Consideration of Delegation of Authority to Contract for North Campus Slovacek Student Center (N12) Plumbing Repairs.
      - This item requests approval for the Chancellor or her designee to negotiate and approve a contract for the repair of sanitary sewers on the east side of N12.
      - In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On August 21, 2025, the Chancellor’s designee approved the competitive sealed proposals (CSP) methodology for plumbing repairs to N12. Detailed project plans were prepared by C. D. Smith, PE for documentation purposes in accordance with 10 Texas Administrative Code §1.212(b) and 22 Texas Administrative Code §1.212(b).
      - Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited to minimize adverse impacts on the Fall semester student experience.
    - B. Hellyer explained the extra presentation book, which describes the different methods of construction procurement, and how it’s beneficial for the Board members to have as a reference.

- D. Mims asked if the work can be performed while students are in class.
- C. Smith explained the work will be out of the way of students.
- M. Cantú-Wilson asked how long it will take.
- C. Smith replied its dependent on who the College awards the job to.
- M. Cantú-Wilson asked how long the competitive sealed proposal process will take.
- C. Smith replied it will take a month.
- B. Hellyer asked if this could be done as an emergency.
- M. Cantú-Wilson asked if there was an emergencyCSP process.
- C. Smith explained that the CSP method was selected because of the potential high cost of the project.
- M. Cantú-Wilson asked how many students are in the building during peak hours.
- C. Smith replied it depends but there are restrooms with multiple stalls in the buildings next to N12.
- J. Harrison asked if classes were held in the building.
- C. Smith replied that no classes are held in this building. It houses the bookstore, the café, and student recreation spaces. There are staff offices and a call center upstairs.
- Consideration of Approval of Allocation of Capital Project Funds
  - The administration recommends that the Board of Trustees approve an allocation from the 2015 Bond Contingency account to fund capital projects.
  - In December 2020, the Board approved the initial allocation of 2015 Bond Contingency funds toward a package of Deferred Maintenance projects. Through August 21, 2025, \$38.3 million of bond contingency has been allocated in multiple tranches toward specific deferred maintenance projects. Such projects typically extend the life of the College’s physical assets and/or improve the quality of those assets.
  - The current request is for two projects: 1) An increase in budget for the repair and replacement of deteriorated sanitary sewers under N12, and 2) The FY26 Pavement Preservation program.
  - Approval of this budget allocation will allow College staff to execute the required repairs to N12 placing restrooms back in service and plan for this year’s pavement repairs and life extension projects.
    - J. Harrison asked about the coating.
    - C. Smith explained the coating is a rubberized asphalt material that seals the top of the parking lot.
    - B. Hellyer asked if what the College is doing with the action item is moving funds from the contingency into the Pavement Preservation project and then covering the additional \$321,000 for the N12 Sanitary Sewer Restoration project.
    - C. Smith answered that this is correct.

V. Bond Funds (Reported by C. Smith)

- Safety Metrics

1. South Campus
  - Two screws were drilled through active electrical circuits in the HVAC Technology Building (S14). Both issues were corrected by the College electricians.
  - The conduit was damaged under the Rick Schneider Road due to the buried electrical lines being at a shallower depth than expected. College electrical journeyman fixed this issue by pulling the new wire and conduit across the roadway once excavation was done.
    - M. Cantú-Wilson asked what the process is for drilling and what could the College have done differently.
    - C. Smith replied to positively locate every one of those obstacles before we started digging.
    - B. Hellyer asked if the College is leaving them at 18 inches.
    - C. Smith replied that they had been lowered to the proper 36-inch depth.
    - J. Harrison asked if that information will be noted for future reference.
    - C. Smith replied yes.
- Progress Updates
  1. Central Campus - Interactive Learning Center (C1) Envelope Upgrade
    - The project includes re-engineering the metal skin on building C1 to prevent the water from leaking through the metal panels.
    - The College spoke to three metal panel manufacturers to map out the best path for converting the cupola to a rainscreen wall.
  2. Central Campus - Allied Health Sciences (C11) Roof Repair
    - The repair by the manufacturer at the manufacturer's expense will occur in October based on the contractor's availability. The College will be getting a 10-year life extension for free.
  3. Central Campus - East Classroom Building & Central Plant (C4 & C10) Roof Coating
    - The project has been awarded to Brazos Urethane.
    - The work will begin in the next several weeks.
      - B. Hellyer asked if the range for the CSP went from \$133,000 to \$600,000.
      - C. Smith answered yes, but that the cap is \$500,000.
      - M. Cantú-Wilson asked if one of the bids was \$600,000 even with a cap of \$500,000.
      - C. Smith said yes and explained the process of choosing the best option for the College from the market.
  4. Central Campus - Tennis Court Demolition
    - This project is complete.
    - In July, the Strategic Leadership Team decided to demolish the tennis court due to safety issues.
    - The Chancellor provided \$50,000 from her contingency funds for the demolition.
  5. Central Campus - Student Center/Bookstore (C14) Storm Sewer Repairs

- There was a broken sewer line causing soil to wash away from beneath the building.
  - A plumber will begin work soon on these repairs.
    - J. Harrison asked if this work involves the inside and outside of the building.
    - C. Smith replied it involves a small portion of the inside and explained the issues with the design of the storm sewers and what the College is doing to correct those problems.
    - J. Harrison asked if this project is going to go under the building and do away with the cast iron plumbing.
    - C. Smith explained how they will correct the roof drain by going under the stairs instead of all the way under the building. This will include removing the cast iron plumbing.
6. North Campus - Welcome Center (N6) Renovations
- In May, the board approved funding for the replacement of the damaged cork floor tile in N6.
  - In July the cork floor was removed and replaced with porcelain tile in time for the beginning of school.
    - B. Hellyer asked if that was the only building that has a cork floor.
    - C. Smith replied yes that the other two student centers have polished concrete.
7. North Campus - Burleson Classroom Building (N7) - Drain & Floor Repair
- The Galena Park Early College High School building had their storm drains and plumbing issues repaired.
    - J. Harrison asked the age of building N7.
    - C. Smith answered the building was built in 1979 and that it was now the Early College High School.
    - C. Smith stated it was the south academic wing of the original building.
    - B. Hellyer stated there was a renovation to the building.
    - B. Jones stated there was a renovation in the 2000s.
8. North Campus - Precinct 2 Walkway Grants
- In March of 2024 the Board approved \$445,000 in matching funds toward a Precinct 2 walkway project on Uvalde Road.
  - That project had its first organizational meeting in January of 2025 and its second on July 18th. At this point, all we can definitively say is that the project is moving forward slowly.
    - B. Hellyer asked how much they're putting towards the project.
    - C. Smith replied \$2 million dollars.
9. North Campus - Interactive Learning Center (N2) Re-Roof
- The original scope of work for the roof is complete.
  - The College is developing the scope for repair of the clerestory windows which have leaked intermittently for the past ten years.
10. South Campus - Academic Wing - North (S7), Academic Wing - South (S9),

Jones Classroom Building (S13) Solar Photovoltaics

- The application to energize has been submitted to CenterPoint and they are now conducting an impact study to determine if or how our project might affect their system.

11. South Campus - Rick Schneider Road

- The asphalt for the road was removed.
- The fill material was installed and compacted, and cement was mixed with the soil for stabilization.

12. South Campus - Parking Lots (P7 & P9)

- Repairs of the parking lots were made to eliminate the standing water.
- Trees were removed that were causing both the parking lot and Bashforth Drive to sink.
- Currently removing the old walkways and curbs to form their replacements.

13. South Campus - HVAC Technology Building (S14) Roof Replacement

- The old roof was replaced with a new steel panel system.
- The new panels produce a roof that can stand up to 147 mph wind and should last 40 years.

14. South Campus - Science and Allied Health Building (S1) Skylight Replacement

- The Skylight has been leaking due to negative pressures developed when the lab fume hoods are in use. There have been on-going leaks and repairs to the current roof since the building was nearly new.
- Due to the caulking being a temporary fix, the skylight will be replaced with a metal panel system and tubular daylighting.

- B. Hellyer stated how the College determined this was the best solution that also keeps the integrity of the building.
- C. Smith explained why it starts leaking when the lab fume hoods are turned on and how air is sucked into the building.
- J. Harrison asked if the roof would be opaque.
- C. Smith replied yes, and explained how the tubular lights will provide daylight, such that no one should notice much of a difference.

15. South Campus - New Dugouts and Softball Program Field Building

- Construction of new dugouts and the Softball Program Field Building began in earnest last week with excavation of foundations.

- J. Harrison asked if what was shown on screen was the old restrooms and storage space.
- C. Smith said yes.

16. Maritime - Training Pool (M2) Pool Heater and Chiller

- The underbuilding insulation replacement at Maritime was completed in June as planned.
- The pool heater installation is complete.

17. Generation Park - Center for Biotechnology (G9)

- This project was completed in June.
- The labs have already been used for instruction.
- The final remaining items are the official commissioning of our clean

room facility and HVAC system, and installation of some of our larger equipment, all of which should make great strides forward in September.

- B. Hellyer stated some of the equipment won't be there in time for the opening, but the grand opening will be a great presentation.
- C. Smith replied on the status of equipment being ordered and what is still outstanding.
- M. Cantú-Wilson stated she saw an industry lab and the Colleges labs looked like that as well.
- C. Smith said the College received confirmation that we can pay for the equipment with the state non-formula support of \$10 million if it is delivered after September 1.

○ Additional Comments and Questions

- B. Hellyer asked about Central Campus Solar.
- C. Smith stated the project is going fine and has saved the College \$143 per day.

○ Financial Updates

- 2015 Bond Funds
  - \$12 million remains in contingency, and there are no issues.
  - Center for Biotechnology project - Although the report says that we still have \$1.8M remaining, we released about one million dollars in downstream equipment orders on Friday, so we will be well over 90% obligated the next time you see this report.
- Bond Interest Earnings Strategy
  - Since the last BBC meeting, this report reflects the potential arbitrage rebate liability resulting from high interest earnings on unspent bond issues. The good news is that we are in the black and expect that we will remain that way.
  - C. Hutchins explained the current arbitrage liability was calculated as of December 31, 2024 and we have asked the consultant to update the calculation as of July 31, 2025 for the year end financials and anticipate accruing another half a million dollars. As noted by C. Smith, there are unspent bond interest earnings to cover this additional arbitrage liability.
- Future Capital Projects
  - We are down to just over \$13,000 remaining in the Sports Field Upgrades project, so our ability to make the final storage upgrades for baseball will probably depend on how much in contingency dollars we will need to spend on the softball project.
  - M. Cantú-Wilson asked what the seating for the scouts looks like.
  - C. Smith explained they would like to add tabletops and swivel stools for them.
  - B. Hellyer asked for the plan of what the scouts would want and a

- price to get this project started and funded.
- C. Smith said the College has the basic design but had been waiting for Softball to complete to see how much funding would remain.
- SECO LoanSTAR
  - We only received one bid for the Baseball Water Recapture project, and that was above budget, so we deferred that project.
  - The good news is this will allow us to correct all the errors and omissions in the LED lighting upgrade, which were principally identified in buildings C11, C21, and N14.
  - The impact of these two issues is that both the total loan amount and the payback period will be reduced slightly. We have submitted a request for modification and for a 90-day extension to the September 23, 2025 completion date.
- Operating Funds (Reported by B. Jones)
  - Overview of what Facilities Services does for the College
    - Building grounds
    - Custodial
    - HVAC
    - Lighting
    - Maintenance
    - Office moves
    - Small renovations
    - 122 custodians
    - 65 college facilities employees
  - Safety Metrics
    - Two safety items were reported.
    - A traffic incident between a college vehicle and a non-college vehicle.
    - A college painter cut his finger which required sutures.
    - In the previous month there was a slip.
  - Schedule Updates
    - An overview of the current minor projects was presented without question.
  - Progress Updates
    - 53 minor projects have been requested to date, 37 were completed.
    - Based on the results of the 2025 Employee Engagement Survey compared to the results of the first survey initiated in 2023, Facilities Services has improved their ratings in all areas.
    - The College cut back on housekeeping staffing to parallel the energy reduction efforts that C. Smith's team is leading. This gave the staff more time off in the summer.
  - M. Cantú-Wilson asked if the staff or faculty impact the Colleges ability to close work orders.
  - B. Jones replied no because it is on the administrative side.
  - Financial Updates
    - Repair and Renovation Report was presented with no further comments

August 26, 2025, Board Building Committee Meeting Minutes – Final after Committee approval at next meeting

or questions.

- VI. Status of Delegation of Authority
  - Reviewed status of delegated purchases.
- VII. Adjournment – The meeting adjourned at 5:02 p.m.