

**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, May 14, 2025**, 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-202 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 the Regular Meeting of April 9, 2025 (<i>Action Item</i>)	3
VI. Citizens Desiring to Appear Before the Board on Agenda and Non-agenda Items (<i>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.</i>)	
VII. Informative Reports:	
1. Student Success Story (<i>Dr. W. Myles Shelton</i>)	10
2. Monthly Financial Reports - April (<i>Mr. M. Jeff Engbrock</i>)	11
VIII. Consideration of Consent Agenda (<i>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.</i>)	38
IX. Action Items:	
1. Consider Approval of Facilities Committee Recommendation Regarding Bids for the Roof Retrofit for the Main Campus Gym	39
2. Consider Approval of Facilities Committee Recommendation Regarding Design (Architectural & Engineering Services) Proposal for Student Housing	40
3. Consider Approval of Senate Bill 17 (2023 Legislative Session) Compliance Reporting Certification Form for FY2025	43
4. Consider Approval of FY 2026 Budget and 2025 Tax Rate Planning Calendar	47
5. Consider Approval of Food Service Contract Effective June 1, 2025	49
6. Consider Approval of Student Housing and Board Fees Effective June 1, 2025	68
7. Consider Approval of Proposal for Fiber Cabling Relocation for the House Located at 2215 38th Street	69
8. Consider Approval of Change Order to Existing Ferrilli Contract for Continuing Education Grant and Scholarship Packaging	70
9. Consider Approval of Proposal for On-Demand Tutoring Platform	71

10. Consider Approval of Faculty Change in Rank	72
11. Consider Conferment of Faculty Tenure	73
X. Special Reports and Comments:	
1. Student Representative (<i>Ms. Alicia Fletcher</i>)	
2. Faculty Representative (<i>Mr. Tyree Bearden</i>)	
3. President (<i>Dr. W. Myles Shelton</i>)	
4. Regents	
5. Chairperson (<i>Ms. Karen F. Flowers</i>)	
XI. Adjournment	

The notice for this meeting was posted on The notice for this meeting was posted on May 9, 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 REGULAR MEETING OF THE BOARD OF REGENTS
GALVESTON COMMUNITY COLLEGE DISTRICT
4015 Avenue Q
Galveston, Texas 77550
Room M-220 – Moody Hall
April 9, 2025
5:30 p.m.**

At the Regular Meeting of the Galveston Community College District Board of Regents, duly held on Wednesday, April 9, 2025 in Room M-220 of Moody Hall, commencing at 5:30 p.m., the following Regents were present:

Ms. Karen F. Flowers, Chairperson (excused)
Mr. Fred D. Raschke, Vice Chairperson
Mr. Michael B. Hughes, Secretary
Mr. Garrik Addison
Mr. Armin Cantini
Dr. Norman Hoffman
Mr. Raymond Lewis, Jr. (attended virtually)
Ms. Mary R. Longoria
Ms. Carolyn L. Sunseri

Faculty and staff present included Dr. W. Myles Shelton, President, Mr. Daniel Alcantar, Ms. Veronica Atterberry, Mr. Tyree Bearden, Mr. Ed Chrno, Mr. Ron Crumedy, Mr. Hank Deslaurier, Ms. Shelly Downes, Mr. Jeff Engbrock, Ms. Denysse Guzman, Ms. Tamela Hall, Ms. Angie Hoermann, Ms. Amanda Berry Jones, Ms. Liz Lacy, Ms. Breanne Lorefice, Mr. James Love, Dr. Cissy Matthews, Mr. Paul Mendoza, Dr. Van Patterson, Ms. Ann Silvas, Ms. Kavica Williams and Ms. Gabriella Zepeda.

- I. CALL TO ORDER REGULAR MEETING:** Vice Chair Raschke opened the Regular Meeting at 5:32 p.m. in Room M-220 of Moody Hall and determined a quorum was present.
- II. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE:** Mr. Raschke began with a moment of silence and asked Mr. Addison 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 April 4, 2025.
- IV. RECOGNITION OF GUESTS:** There were no guests in attendance.

V. **CONSIDER APPROVAL OF MINUTES FROM THE REGULAR MEETING OF MARCH 19, 2025:** A reading of the minutes was waived. Mr. Lewis moved to approve the minutes as published; Ms. Sunseri seconded. The motion passed unanimously.

VI. **CITIZENS DESIRING TO APPEAR BEFORE THE BOARD ON AGENDA AND NON-AGENDA ITEMS:** Mr. Scott Dick from Boy Scouts of America presented Dr. Shelton with the National Eagle Scout Association's Outstanding Eagle Scout Award.

VII. **INFORMATIVE REPORTS:**

1. Student Success Story: Dr. Shelton introduced this agenda item and Dr. Matthews, and Mr. James Love, who presented on the success that students had at the Industrial Craft Competition at the Houston Rodeo. Dual credit welding students completed a project like a real job, including using specifications, and safety audits, and made a presentation to a panel of judges. Galveston College students won 3rd place in Safety, Grand Champion, in Project Execution, 3rd place, in Built to Specification, and were the Best of Show Reserve Champions.
2. Monthly Financial Reports –March: Mr. M. Jeff Engbrock, Comptroller/CFO, presented the financial report for the month of March. With 58 percent of the year completed, income generated was \$27,025,547 or 89.1 percent of the fiscal year 2024-25 revenue budget compared to 87.6 percent this time last year. State funds for March are \$3,898,145, or 75.7 percent of the budget, based on the change in how state funds are now distributed. Tuition and fees were \$5,046,150 or 93.8 percent of the budget compared to 82.9 percent last year. Local taxes are \$17,037,114 or 92.5 percent of the budget compared to 93.5 percent last year. Local Revenue is \$1,044,139 or 75.5 percent of the budget, compared to 73.5 percent last year. He reported that total expenses are \$15,024,239, or 49.5 percent of the expenditure budget, compared to 50.3 percent last year. Mr. Engbrock gave a brief overview of Funds 71 and 72.

VIII. **CONSENT AGENDA:** Mr. Raschke proceeded with the Consent Agenda. Ms. Sunseri moved to approve the Consent Agenda and Action Item No. 2, 3, 4, 5, 6, and 7; Mr. Lewis seconded. The motion passed unanimously. A copy of the Consent Agenda is attached as **Exhibit A**.

IX. **ACTION ITEMS:**

1. Consider Approval of Policies Committee Recommendation Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations: Ms. Sunseri, Policies Committee Chairperson, presented this item to the Board. The Board Policies Committee met prior to this Regular Board Meeting to review and discuss proposed revisions to local Board policies and regulations in: Section A – Basic District Foundations (AD, AE), Section B – Local Governance (BE), Section D – Personnel (DIAA, DIAB), Section E – Instruction (EFBA), Section F –

Students (FFDA, FFDB). Dr. Shelton informed the committee that the proposed revisions were either recommended by TASB, or were housekeeping changes. All proposed policy revisions were posted online prior to the committee meeting.

It was the Committees recommendation, and Ms. Sunseri moved to adopt the proposed local policy and regulation revision in Sections A, B, D, E, and F, as presented to the Committee. Mr. Addison seconded. The motion passed unanimously.

2. Consider Approval of Agreement Between The University of Texas Medical Branch at Galveston and Galveston College to Provide Student Health and Counseling Services for the 2025-26 Academic Year: The Board unanimously approved the agreement between The University of Texas Medical Branch at Galveston and Galveston College to provide student health and counseling services for the 2025-26 academic year. This item was passed in the Consent Agenda.
3. Consider Ratifying Acceptance of Increase in U.S. Department of Education 2024-2025 Federal Grant Award – (Perkins) Career and Technical Education – Basic Grants: The Board unanimously accepted the increase in U.S. Department of Education 2024-2025 Federal Grant Award – (Perkins) Career and Technical Education – Basic Grants. This item was passed in the Consent Agenda.
4. Consider Approval of Change Order to Existing Ferrilli Contract for Continuing Education Grant and Scholarship Packaging: The Board unanimously approved the change order to the existing Ferrilli Contract for Continuing Education Grant and Scholarship Packaging. This item was passed in the Consent Agenda.
5. Consider Approval of Contract for Disaster Restoration and Recovery Services: The Board unanimously approved the contract for Disaster Restoration and Recovery Services. This item was passed in the Consent Agenda.
6. Consider Approval of Contract Extension for BibliU: The Board unanimously approved the contract extension for BibliU. This item was passed in the Consent Agenda.
7. Consider Acceptance of Faculty Retirement: The Board unanimously accepted the retirement of Paul Mendoza, Culinary Arts Instructor/Program Director, effective August 29, 2025. This item was passed in the Consent Agenda.

- X. Adjournment to Closed/Executive Session in Room M-202:** The Board of Regents, as authorized by the Open Meetings Act, Texas Government Code, Chapter 551, reserves the right to enter into a closed/executive session under the following provision of the Act: **Section 551.074** – To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

The Board adjourned to closed session at 5:54 p.m.

XI. Reconvene Regular Meeting (Open Meeting) in Room M-220

The Board reconvened the open meeting in Room M-220 at 6:04 p.m.

XII. Action Items: (Continued)

8. Consider Full-time Faculty Reappointments: Mr. Cantini moved to approve the re-appointment of full-time faculty as listed for fiscal year 2025-26; Dr. Hoffman seconded. The motion passed unanimously.

XIII. SPECIAL REPORTS AND COMMENTS:

1. Student Representative: Ms. Alicia Fletcher, SGA President, presented the SGA report. She introduced Alyssa Berry, new SGA volunteer. SGA updates included:
 - Officer elections have been underway. Voting is anticipated on April 24th.
 - De-stress week is coming up at the end of the month
 - April 17- Easter Egg Hunt – focused more on students this year
2. Faculty Representative: Mr. Tyree Bearden, Faculty Senate President, introduced Shelly Downes, Kavica Williams, Priselda Perez, and Denysse Guzman who presented on a Mental Health Crash Course that is being used in English 1301. This course helps students with triggers and student stressors, stress relief techniques, mental health resources, and helps make students aware of other GC campus resources. Family Service Center was also a part of the course and presented on topics including trauma, depression, anxiety, and suicide, discussing the importance of self-care, and provided resources for support. Student feedback was positive. Moving forward GC will be providing a 6-hour mental health first aid course for student services, and then expand that to faculty and staff.
3. President: Dr. Shelton reported that the Dates to Remember sheet is in the Board folders. He pointed out a few upcoming events.
 - May 9th is the Employee Awards Banquet at Moody Gardens
 - May 16th is Commencement at Galveston Island Convention Center
 - April 23rd-26th Theater Production: School House Rock
 - April 30th Lecture Series

Other Updates Included:

- Dr. Shelton shared that Ms. Sunseri will be honored tomorrow night at the Better Parks event.
- There is a flyer in the Board folders for Kids' Camp and the Alumni Social.
- The 2025 Community Report is also in the Board folders

- Baseball will be at home tomorrow afternoon playing Coastal Bend.
 - Softball takes on Coastal Bend on Saturday for a double header.
 - Baseball is 3rd in the South Division of the Region.
 - Softball is in 1st place in the South Division of the Region.
 - The Backfill Renovation Project is almost done. The remodeling of the old testing room in the library is being finished, and the space should be open to students next week, and that will be the end of that project.
 - The physical plant has a few punch list items, but is finishing up.
 - HSEC has a few punch list items.
 - The palm trees in front of Moody Hall are being replaced.
 - We are working with an architect on student housing and the Facilities Master Plan.
 - Tomorrow is budget day in the House of Representatives.
 - The Community College budgets look good and we don't anticipate any changes.
 - HB 2110 and SB 1786 are the bills that are working to further refine the funding formulas from last budget session. It has passed the Senate Higher Education Committee and is on the intent calendar for the Senate and sent to the Calendars committee in the House.
 - SB37 refines the authority of Governing Board and speaks to Faculty Senates. We are watching that bill carefully.
 - As a reminder, if you have completed your Cyber Security Training please let Breanne know.
4. Regents: Ms. Sunseri thanked Dr. Shelton for highlighting the Better Parks Event. The theme for the party is Baseball/Softball. Coach Raines donated three boxes of brand new softballs that weren't able to be used for the softball team and will now be used for decorations. Ms. Sunseri asked for the net proceeds from the event to be directed towards the softball fields. Ms. Sunseri also shared that she visited with a member of community recently that praised Galveston College, and that listening tonight to the faculty share about how they help the students with mental health, it's just one more thing we can do for the community, and the more we can shout it out and let people know what good things we have going on at Galveston College, everything will be bigger and brighter in the next few years.
5. Chairperson: Mr. Raschke said that the board is so proud of the faculty and staff. He added that when he was first appointed to the Board, no one knew about Galveston College, and that was one thing that he wanted to change. This whole board has been doing that, and we are so proud of each one of you, because you do that on a daily basis, and because of you, our students succeed. Thank you so much.

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

APPROVED AS CORRECT:

Michael B. Hughes, Secretary

Karen F. Flowers, Chairperson

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 - Consider Approval of Policies Committee Recommendation Regarding the Adoption of Proposed Revisions to Local Board Policies and Regulations		✓		43
#2 – Consider Approval of Agreement Between The University of Texas Medical Branch at Galveston and Galveston College to Provide Student Health and Counseling Services for the 2025-26 Academic Year	✓			45
#3 – Consider Ratifying Acceptance of Increase in U.S. Department of Education 2024-2025 Federal Grant Award – (Perkins) Career and Technical Education – Basic Grants	✓			59
#4 – Consider Approval of Change Order to Existing Ferrilli Contract for Continuing Education Grant and Scholarship Packaging	✓			61
#5 – Consider Approval of Contract for Disaster Restoration and Recovery Services	✓			74
#6 – Consider Approval of Contract Extension for BibliU	✓			104
#7 – Consider Faculty Retirement	✓			106
#8 – Consider Full-time Faculty Reappointments		✓		107

Student Success Story

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

Monthly Financial Reports –April

Attached is the monthly financial report for January, representing encumbrances and pre-encumbrances through April 30, 2025. The report is as follows:

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

Bond Fund:

- Summary Revenue/Expenditure Report

Operating Fund Revenue Summary Sheet

May 2025 Meeting

As of April 30, 2025 (67% of Year)

Source	Budgeted 2024/2025	Year-to-Date		
		Received (\$) 2024/2025	Received (%) 2024/2025	Received (%) 2023/2024
State Funds	\$5,152,193	\$3,898,145	75.7%	75.0%
Tuition and Fees	\$5,377,122	\$5,712,805	106.2%	94.3%
Local Taxes	\$18,418,045	\$17,406,777	94.5%	95.3%
Local Revenues	\$1,382,700	\$1,192,885	86.3%	85.1%
Total Revenue	\$30,330,060	\$28,210,612	93.0%	91.2%

Operating Fund
Expenditure Summary Sheet
May 2025 Meeting
As of April 30, 2025 (67% of Year)

Source	Budgeted 2024/2025	Year-to-Date		
		Expended (\$) 2024/2025	Expended (%) 2024/2025	Expended (%) 2023/2024
Instruction	\$9,673,781	\$5,719,274	59.1%	61.2%
Community Service	\$40,883	\$23,061	56.4%	187.3%
Academic Support	\$2,067,109	\$1,253,694	60.6%	66.5%
Student Services	\$2,874,218	\$1,724,752	60.0%	60.8%
Institutional Support	\$6,253,525	\$3,821,731	61.1%	62.6%
Staff Benefits	\$31,874	\$43,350	136.0%	167.5%
Operations/ Maintenance	\$4,006,762	\$2,533,885	63.2%	58.5%
Interfund Transfers (out)	\$5,381,908	\$3,151,694	58.6%	60.4%
Total Expenditures	\$30,330,060	\$18,271,441	60.2%	61.5%

GALVESTON COLLEGE
Fund 11 Education and General

April 30, 2025

	Current year	Current year	Current year	Current year	Current year	Current year	Current year	Current year	Current year
	Budget	(MTD) Actual	(YTD) Actual	Encumbrances	Remaining	% Expended	2025	2025	2025
	2025	April	2025	2025	2025	2025	2025	2025	2025
Revenue by State Classification									
State Funds	5,152,193	0	3,898,145	0	1,254,048	75.7%			
Tuition	3,152,434	331,563	3,548,361	0	(395,927)	112.6%			
Course Fees	3,020,960	371,640	3,306,844	0	(285,884)	109.5%			
Exemptions\Waivers	(796,272)	(39,467)	(1,142,400)	0	346,128	143.5%			
Local Taxes	18,418,045	359,351	17,406,777	0	1,011,268	94.5%			
Local Revenue	1,374,300	146,738	1,175,832	0	198,468	85.6%			
Sales and Services	8,400	1,678	17,053	0	(8,653)	203.0%			
Total Revenue	30,330,060	1,171,504	28,210,612	0	2,119,448	93.0%			
Expenditures by State Classification									
Instruction	9,668,671	795,776	5,719,274	77,638	3,871,758	59.2%			
Community Service	40,783	2,588	23,061	5,808	11,914	56.5%			
Academic Support	2,072,809	172,737	1,253,694	16,284	802,831	60.5%			
Student Services	2,873,218	214,060	1,724,752	218,453	930,013	60.0%			
Institutional Support	6,259,639	337,455	3,821,731	298,615	2,139,293	61.1%			
Operation and Maintenance	4,001,158	233,907	2,533,885	693,505	773,768	63.3%			
Staff Benefits	31,874	0	43,350	0	(11,476)	136.0%			
Inter-Fund Appropriations	5,381,908	1,479,572	3,151,694	0	2,230,214	58.6%			
Expenditures Total	30,330,060	3,236,093	18,271,441	1,310,303	10,748,316	60.2%			
Expenditures by Type									
General Operating	3,807,209	165,610	2,094,780	385,162	1,327,267	55.0%			
Contracted Services	3,007,032	153,196	2,096,782	433,367	476,883	69.7%			
Travel	446,640	28,349	223,746	3,849	219,046	50.1%			
Equipment	159,679	17,357	81,221	11,824	66,635	50.9%			
Utilities	1,118,100	65,648	510,162	476,101	131,836	45.6%			
Faculty Full Time	4,756,651	362,417	2,808,048	0	1,948,603	59.0%			
Faculty Overloads\Adjunct	1,869,867	186,804	1,218,866	0	651,001	65.2%			
Stipends	482,097	34,595	274,610	0	207,487	57.0%			
Administrator Salaries	2,300,803	176,359	1,477,416	0	823,387	64.2%			
Professional Technical Salaries	2,227,146	175,740	1,402,470	0	824,676	63.0%			
Classified Salaries	2,520,490	202,013	1,598,538	0	921,952	63.4%			
Part-Time Salaries	651,023	66,032	353,085	0	297,938	54.2%			
Staff Benefits	1,601,415	122,403	980,024	0	621,391	61.2%			

GALVESTON COLLEGE
Fund 11 Education and General

Interfund Appropriations	5,381,908	1,479,572	3,151,694	0	2,230,214	58.6%
Expenditures Total	30,330,060	3,236,093	18,271,441	1,310,303	10,748,316	60.2%
Excess Rev/Exp	0	(2,064,589)	9,939,171			

Galveston College
Fund 11 Detail Rev\Exp
as of the end of April 2025

	Budget		(MTD) Actual (YTD) Actual		Encumbrances		Available		% of Budget	
	2025	April	2025	2025	2025	2025	2025	2025	2025	2025
State Appropriation										
Academic/Technical	\$5,152,193	\$0	\$3,001,571	\$0	\$0	\$2,150,622				58.3%
Incentive	\$0	\$0	\$311,852	\$0	\$0	(\$311,852)				Infinity
Core	\$0	\$0	\$584,722	\$0	\$0	(\$584,722)				Infinity
Health Insurance	\$0	\$0	\$0	\$0	\$0	\$0				NaN
Total	\$5,152,193	\$0	\$3,898,145	\$0	\$0	\$1,254,048				75.7%
Tuition										
In-District Tuition	\$1,220,531	\$134,837	\$1,486,443	\$0	\$0	(\$265,912)				121.8%
Out-of-District Tuition	\$1,193,036	\$137,962	\$1,198,560	\$0	\$0	(\$5,524)				100.5%
Non Resident Tuition	\$373,527	\$35,427	\$489,791	\$0	\$0	(\$116,264)				131.1%
CE Workforce Training	\$94,473	\$10,040	\$57,417	\$0	\$0	\$37,056				60.8%
CE Workforce Info Tech	\$0	\$0	\$0	\$0	\$0	\$0				NaN
CE Workforce Health Prof	\$208,662	\$8,520	\$233,857	\$0	\$0	(\$25,195)				112.1%
CE Leisure Learning	\$54,205	\$4,778	\$79,373	\$0	\$0	(\$25,168)				146.4%
CE Childrens Programs	\$0	\$0	\$0	\$0	\$0	\$0				NaN
CE-Misc 3rd Party	\$8,000	\$2,920	\$2,920	\$0	\$0	\$5,080				36.5%
Total	\$3,152,434	\$334,483	\$3,548,361	\$0	\$0	(\$395,927)				112.6%
Course Fees										
Building Use Fee	\$1,276,509	\$142,156	\$1,434,010	\$0	\$0	(\$157,501)				112.3%
Student Service Fee	\$62,269	\$7,285	\$68,215	\$0	\$0	(\$5,946)				109.5%
General Service Fee	\$270,093	\$35,695	\$298,353	\$0	\$0	(\$28,260)				110.5%
Registration Fee	\$162,056	\$21,417	\$180,213	\$0	\$0	(\$18,157)				111.2%
Out-of-District Fee	\$553,473	\$64,910	\$593,756	\$0	\$0	(\$40,283)				107.3%

Galveston College
Fund 11 Detail Rev\Exp
as of the end of April 2025

	Budget		(MTD) Actual (YTD) Actual		Encumbrances		Available		% of Budget	
	2025	April	2025	2025	2025	2025	2025	2025	2025	2025
Course and Lab Fees	\$335,000	\$48,849	\$367,211	\$0	(\$32,211)					109.6%
Distance Education Fees	\$240,000	\$33,565	\$235,758	\$0	\$4,242					98.2%
Distance Education Fees N/R	\$7,830	\$1,600	\$8,100	\$0	(\$270)					103.4%
Testing Fees	\$9,400	\$4,819	\$17,311	\$0	(\$7,911)					184.2%
Testing Fees GED	\$2,550	\$0	\$0	\$0	\$2,550					0.0%
Testing Fees-Contract	\$2,550	\$2,094	\$16,484	\$0	(\$13,934)					646.4%
Late Registration Fees	\$6,380	\$0	\$6,375	\$0	\$5					99.9%
Schedule Change Fees	\$2,850	\$0	\$2,530	\$0	\$320					88.8%
Student Health Insurance Fees	\$60,000	\$7,450	\$46,599	\$0	\$13,401					77.7%
SurCharge 3peat > 27 Dev hrs	\$30,000	\$1,800	\$31,929	\$0	(\$1,929)					106.4%
Other fees ¹	\$0	\$0	\$0	\$0	\$0					NaN
Total	\$3,020,960	\$371,640	\$3,306,844	\$0	(\$285,884)					109.5%
Exemptions/Waivers										
Competitive Waiver	(\$34,650)	\$0	(\$18,109)	\$0	(\$16,541)					52.3%
Foster Care	(\$23,342)	(\$7,403)	(\$35,085)	\$0	\$11,743					150.3%
Hazelwood Waiver Credit	(\$16,830)	(\$651)	(\$13,851)	\$0	(\$2,979)					82.3%
Hazelwood Dependant	(\$41,200)	(\$45)	(\$57,588)	\$0	\$16,388					139.8%
Concurrent Enrollment	\$0	\$0	\$0	\$0	\$0					NaN
Blind	(\$5,400)	\$0	(\$1,620)	\$0	(\$3,780)					30.0%
Fireman	(\$12,400)	\$0	(\$7,952)	\$0	(\$4,448)					64.1%
Police	(\$1,650)	\$0	\$0	\$0	(\$1,650)					0.0%
TEC 54.052	(\$102,300)	(\$13,937)	(\$111,727)	\$0	\$9,427					109.2%
Military Waiver	(\$13,200)	\$0	(\$8,108)	\$0	(\$5,092)					61.4%
GISD Dual Credit	(\$542,000)	(\$16,248)	(\$884,992)	\$0	\$342,992					163.3%

Galveston College
Fund 11 Detail Rev\Exp
as of the end of April 2025

	Budget	(MTD) Actual	(YTD) Actual	Encumbrances	Available	% of Budget
	2025	April	2025	2025	2025	2025
Other	(\$3,300)	(\$1,183)	(\$3,367)	\$0	\$67	102.0%
Total	(\$796,272)	(\$39,467)	(\$1,142,400)	\$0	\$346,128	143.5%
Local Taxes						
Current Taxes	\$18,052,945	\$308,312	\$17,048,110	\$0	\$1,004,835	94.4%
Delinquent	\$230,000	\$22,802	\$201,681	\$0	\$28,319	87.7%
Penalty & Interest	\$130,000	\$25,598	\$136,925	\$0	(\$6,925)	105.3%
Other	\$5,100	\$2,639	\$20,061	\$0	(\$14,961)	393.3%
Total	\$18,418,045	\$359,351	\$17,406,777	\$0	\$1,011,268	94.5%
Local Revenue						
Interest Income	\$1,200,000	\$129,666	\$987,691	\$0	\$212,309	82.3%
Miscellaneous Revenue	\$10,500	\$388	\$28,604	\$0	(\$18,104)	272.4%
Misc. Revenue-Vehicles	\$3,000	\$0	\$2,259	\$0	\$741	75.3%
Administrative Allowance	\$3,800	\$0	\$23,173	\$0	(\$19,373)	609.8%
Indirect Cost Recovery	\$157,000	\$16,685	\$100,225	\$0	\$56,775	63.8%
Legal Settlements	\$0	\$0	\$0	\$0	\$0	NaN
Insurance Reimbursements	\$0	\$0	\$33,880	\$0	\$0	NaN
Donations	\$0	\$0	\$0	\$0	\$0	NaN
Sales and Services	\$8,400	\$1,678	\$17,053	\$0	(\$8,653)	203.0%
Total	\$1,382,700	\$148,416	\$1,192,885	\$0	\$189,815	86.3%
Inter-Fund Appropriations						
Transfers from Ed & Gen (Fund Bal...	\$0	\$0	\$0	\$0	\$0	NaN
Transfers from Federal Grants	\$0	\$0	\$0	\$0	\$0	NaN
Transfers from Bond Revenue	\$0	\$0	\$0	\$0	\$0	NaN

Galveston College
Fund 11 Detail Rev\Exp
as of the end of April 2025

Budget	(MTD) Actual	(YTD) Actual	Encumbrances	Available	% of Budget
2025	April	2025	2025	2025	2025
	\$0	\$0	\$0	\$0	NaN
Total Revenue	\$30,330,060	\$1,174,424	\$28,210,612	\$2,119,448	93%

Galveston College

Fund 11 Detail Rev\Exp

as of the end of April 2025

	Budget	(MTD) Actual	(YTD) Actual	Encumbrances	Available	% of Budget
	2025	April	2025	2025	2025	2025
Exp by State Classification						
Instructional						
Welding	\$392,476	\$32,611	\$233,593	\$25,863	\$133,019	59.5%
Biology	\$364,892	\$31,751	\$231,723	\$0	\$133,169	63.5%
Biotechnology	\$0	\$0	\$0	\$0	\$0	NaN
Chemistry	\$220,115	\$16,634	\$128,170	\$0	\$91,945	58.2%
Env Science	\$46,736	\$5,578	\$26,910	\$16	\$19,810	57.6%
Physics	\$130,722	\$8,857	\$72,191	\$0	\$58,531	55.2%
Accounting	\$83,171	\$6,346	\$52,759	\$0	\$30,412	63.4%
Accounting Tech	\$0	\$0	\$0	\$0	\$0	NaN
Business Admin	\$11,433	\$704	\$5,067	\$0	\$6,366	44.3%
Hosp/Tourism	\$12,660	\$6,503	\$8,819	\$0	\$3,842	69.7%
Medical Office Admin	\$227,293	\$23,600	\$165,949	\$410	\$60,934	73.0%
Logistics Op	\$120,038	\$7,389	\$36,438	\$500	\$83,100	30.4%
Med Off Admin	\$0	\$0	\$0	\$0	\$0	NaN
Sm Bus Manage	\$0	\$0	\$0	\$0	\$0	NaN
Office Tech	\$0	\$0	\$0	\$0	\$0	NaN
Paralegal	\$0	\$0	\$0	\$0	\$0	NaN
Speech	\$104,420	\$7,612	\$62,438	\$0	\$41,982	59.8%
Comp. Science	\$31,259	\$3,644	\$29,412	\$0	\$1,847	94.1%
Comp. Tech.	\$107,655	\$1,196	\$10,567	\$0	\$97,088	9.8%
Culinary Arts	\$169,528	\$13,466	\$112,630	\$5,329	\$51,570	66.4%
Cosmetology	\$233,215	\$21,870	\$191,065	\$3,191	\$38,958	81.9%
Engineering	\$5,606	\$0	\$0	\$0	\$5,606	0.0%

Galveston College
Fund 11 Detail Rev\Exp
as of the end of April 2025

	Budget	(MTD) Actual	(YTD) Actual	Encumbrances	Available	% of Budget
	2025	April	2025	2025	2025	2025
Develop-Read	\$133,004	\$26,446	\$101,816	\$0	\$31,188	76.6%
Develop-Write	\$0	\$0	\$0	\$0	\$0	NaN
Develop-Other	\$0	\$0	\$0	\$0	\$0	NaN
Education	\$17,224	(\$9,565)	\$15,989	\$0	\$1,235	92.8%
English	\$338,656	\$31,790	\$231,828	\$0	\$106,828	68.5%
Humanities	\$5,685	\$25	\$568	\$0	\$5,118	10.0%
Philosophy	\$22,232	\$1,899	\$20,888	\$0	\$1,344	94.0%
Foreign Lang-SPAN	\$27,526	\$176	\$4,607	\$0	\$22,919	16.7%
Nursing-RN	\$993,196	\$63,314	\$508,204	\$3,937	\$481,055	51.2%
Nursing Admin	\$191,897	\$15,127	\$110,024	\$100	\$81,773	57.3%
Allied Health	\$0	\$0	\$0	\$0	\$0	NaN
Clinical Research	\$0	\$0	\$0	\$0	\$0	NaN
Emer Med Serv	\$376,068	\$39,541	\$201,667	\$5,492	\$168,908	53.6%
Imaging-CT	\$150,706	\$11,861	\$88,346	\$2,441	\$59,919	58.6%
Imaging-MRI	\$152,337	\$13,332	\$95,466	\$83	\$56,788	62.7%
Imaging-Mam	\$0	\$0	\$0	\$0	\$0	NaN
Imaging-Nuclear	\$209,887	\$16,127	\$116,921	\$441	\$92,525	55.7%
Imaging-Rad Thy	\$198,792	\$14,776	\$121,545	\$1,342	\$75,905	61.1%
Imaging-Rad Tch	\$571,137	\$60,602	\$353,195	\$2,532	\$215,410	61.8%
Ophthalmic Asst	\$0	\$0	\$0	\$0	\$0	NaN
Pharmacy Tech	\$0	\$0	\$0	\$0	\$0	NaN
Phlebotomy Tech	\$0	\$0	\$0	\$0	\$0	NaN
Sonography	\$226,314	\$16,719	\$135,958	\$900	\$89,456	60.1%
Surgical Tech	\$151,745	\$13,444	\$81,069	\$163	\$70,513	53.4%

Galveston College

Fund 11 Detail Rev\Exp

as of the end of April 2025

	Budget		(MTD) Actual (YTD) Actual		Encumbrances		Available		% of Budget	
	2025	April	2025	2025	2025	2025	2025	2025	2025	2025
Nursing-LVN	\$173,810	\$13,977	\$107,433	\$250	\$66,127	61.8%				
Develop-Math	\$299,717	\$27,431	\$219,902	\$0	\$79,815	73.4%				
Mathematics	\$407,810	\$30,732	\$239,884	\$0	\$167,926	58.8%				
Auto Tech	\$0	\$0	\$0	\$0	\$0	NaN				
HVAC Tech	\$126,309	\$12,546	\$76,406	\$308	\$49,594	60.5%				
Industrial Sys	\$0	\$0	\$0	\$0	\$0	NaN				
Electrical and Electronics	\$134,310	\$9,078	\$74,358	\$862	\$59,090	55.4%				
Instrumentation	\$125,950	\$9,925	\$80,660	\$40	\$45,250	64.0%				
Fitness Center	\$141,661	\$10,687	\$88,370	\$475	\$52,816	62.4%				
Physical Ed.	\$127,884	\$14,032	\$93,913	\$30	\$33,941	73.4%				
CJ-Academic	\$88,757	\$6,707	\$54,413	\$5,820	\$28,524	61.3%				
Law Enforce	\$188,159	\$17,280	\$105,172	\$1,165	\$81,822	55.9%				
Economics	\$63,717	\$4,475	\$35,386	\$0	\$28,331	55.5%				
Government/PS	\$123,138	\$10,163	\$45,294	\$0	\$77,844	36.8%				
History/Geog.	\$121,008	\$11,321	\$101,626	\$0	\$19,382	84.0%				
Psychology	\$132,662	\$8,712	\$99,723	\$0	\$32,939	75.2%				
Sociology	\$36,948	\$6,384	\$31,223	\$0	\$5,725	84.5%				
Art	\$149,026	\$12,538	\$100,723	\$400	\$47,903	67.6%				
Digital Imaging	\$0	\$0	\$0	\$0	\$0	NaN				
Drama / Theater	\$163,095	\$14,407	\$104,593	\$0	\$58,502	64.1%				
Music	\$45,377	\$2,708	\$26,840	\$0	\$18,537	59.1%				
Business (Bachelors)	\$61,857	\$0	\$0	\$0	\$61,857	0.0%				
Medical Bachelors	\$201,329	\$16,103	\$135,290	\$0	\$66,039	67.2%				
Nursing BSN	\$233,856	\$13,639	\$67,118	\$2,401	\$164,337	28.7%				

Galveston College
Fund 11 Detail Rev\Exp
as of the end of April 2025

	Budget (MTD) Actual (YTD) Actual		Encumbrances		Available		% of Budget	
	2025	April	2025	2025	2025	2025	2025	2025
Accreditation	\$49,500	\$0	\$25,712	\$0	\$23,788		51.9%	
Accreditation QEP	\$102,737	\$4,141	\$50,258	\$3,021	\$49,459		48.9%	
ATD	\$0	\$0	\$0	\$0	\$0		NaN	
Faculty Dev.	\$66,600	\$9,082	\$41,957	\$0	\$24,643		63.0%	
Lecture Series	\$6,250	\$0	\$761	\$0	\$5,489		12.2%	
CE-Workforce	\$63,100	\$3,774	\$20,509	\$3,219	\$39,372		32.5%	
CE Cisco	\$0	\$0	\$0	\$0	\$0		NaN	
CE Allied Health	\$206,480	\$22,560	\$135,929	\$6,905	\$63,646		65.8%	
Total Instructional	\$9,668,671	\$795,776	\$5,719,274	\$77,638	\$3,871,758		59%	
Instructional Donations	\$0	\$0	\$0	\$0	\$0		NaN	
2								
Community Service								
CE Leisure Learning	\$40,783	\$2,588	\$23,061	\$5,808	\$11,914		56.5%	
CE Children Programs	\$0	\$0	\$0	\$0	\$0		NaN	
Total Community Service	\$40,783	\$2,588	\$23,061	\$5,808	\$11,914		56.5%	
Academic Support								
Vice President of Instruction	\$303,425	\$26,417	\$197,684	\$64	\$105,677		65.2%	
Arts & Sciences Administration	\$58,201	\$4,669	\$38,715	\$101	\$19,385		66.5%	
Tech\Professional Ed. Administration	\$261,207	\$19,990	\$169,600	\$2,029	\$89,578		64.9%	
Adult & Continuing Ed. Administration	\$260,515	\$21,920	\$154,769	\$1,407	\$104,339		59.4%	
Distance Education Administration	\$188,995	\$15,580	\$122,807	\$0	\$66,188		65.0%	
Hamshire - Fannett Administration	\$0	\$0	\$0	\$0	\$0		NaN	
Grants Development	\$78,339	\$0	\$16,395	\$150	\$61,794		20.9%	

Galveston College

Fund 11 Detail Rev\Exp

as of the end of April 2025

	Budget	(MTD) Actual	(YTD) Actual	Encumbrances	Available	% of Budget
	2025	April	2025	2025	2025	2025
Library & Learning Resources	\$452,744	\$45,144	\$306,591	\$10,001	\$136,152	67.7%
Media Services	\$57,477	\$4,557	\$37,809	\$2,515	\$17,153	65.8%
Student Success Center (Tutoring)	\$193,101	\$16,239	\$96,792	\$16	\$96,293	50.1%
Testing Center	\$218,805	\$18,220	\$112,534	\$0	\$106,271	51.4%
Total For Academic Support	\$2,072,809	\$172,737	\$1,253,694	\$16,284	\$802,831	60.5%
Student Services						
Vice President of Student Services	\$374,740	\$22,423	\$225,267	\$11,307	\$138,167	60.1%
Admissions\Records	\$609,739	\$47,905	\$386,165	\$27	\$223,546	63.3%
Campus Security	\$665,452	\$52,838	\$392,379	\$206,967	\$66,106	59.0%
Counseling	\$720,313	\$54,555	\$403,050	\$0	\$317,263	56.0%
Financial Aid	\$419,623	\$36,338	\$281,676	\$152	\$137,795	67.1%
Student Activities	\$83,351	\$0	\$36,215	\$0	\$47,136	43.4%
Phi Theta Kappa	\$0	\$0	\$0	\$0	\$0	NaN
Total For Student Services	\$2,873,218	\$214,060	\$1,724,752	\$218,453	\$930,013	60.0%
Institutional Support						
Board of Regents	\$47,750	\$1,540	\$26,118	\$186	\$21,445	54.7%
President	\$654,820	\$38,702	\$307,098	\$383	\$347,339	46.9%
General Institutional Expenses	\$618,038	\$8,579	\$119,302	\$153	\$498,583	19.3%
Vice President for Administration	\$220,484	\$17,619	\$141,870	\$145	\$78,469	64.3%
Business Services	\$962,678	\$54,276	\$606,962	\$12,919	\$342,797	63.0%
Human Resources & Risk Mgmt.	\$437,859	\$28,205	\$253,346	\$21,453	\$163,060	57.9%
Professional Development	\$10,400	\$962	\$5,559	\$0	\$4,841	53.5%
Purchasing	\$94,338	\$7,891	\$59,197	\$869	\$34,271	62.8%

Galveston College

Fund 11 Detail Rev\Exp

as of the end of April 2025

	Budget		(MTD) Actual (YTD) Actual		Encumbrances		Available		% of Budget	
	2025	April	2025	2025	2025	2025	2025	2025	2025	2025
Research and Planning	\$254,039	\$14,084	\$161,783	\$241	\$92,015					63.7%
Information Technology	\$1,814,248	\$98,114	\$1,487,063	\$121,423	\$205,763					82.0%
Communications	\$79,857	\$1,978	\$60,308	\$11,923	\$7,625					75.5%
Vice Pres. Community Engagement	\$0	\$0	\$0	\$0	\$0					NaN
Development	\$282,734	\$9,841	\$120,721	\$2,541	\$159,472					42.7%
GC Foundation	\$72,789	\$2,624	\$25,547	\$519	\$46,724					35.1%
Marketing & Media	\$709,605	\$53,040	\$446,857	\$125,859	\$136,889					63.0%
Total for Institutional Support	\$6,259,639	\$337,455	\$3,821,731	\$298,615	\$2,139,293					61.1%
Staff Benefits										
Staff Benefits - State Eligible	\$31,874	\$0	\$43,350	\$0	(\$11,476)					136.0%
Staff Benefits - Non-State Eligible	\$0	\$0	\$0	\$0	\$0					NaN
Staff Benefits - Retirees	\$0	\$0	\$0	\$0	\$0					NaN
Total For Staff Benefits	\$31,874	\$0	\$43,350	\$0	(\$11,476)					136.0%
Operations and Maintenance										
Plant Administration	\$955,415	\$18,992	\$818,514	\$0	\$136,901					85.7%
Building Maintenance	\$1,139,912	\$68,922	\$692,010	\$180,606	\$267,296					60.7%
Custodial Services	\$705,331	\$56,283	\$460,768	\$18,281	\$226,282					65.3%
Custodial Services Tech Center	\$0	\$0	\$0	\$0	\$0					NaN
Grounds Maintenance	\$86,000	\$21,965	\$61,593	\$20,077	\$4,330					71.6%
Grounds Maintenance Tech Center	\$0	\$0	\$0	\$0	\$0					NaN
Transportation	\$21,000	\$2,324	\$4,456	\$9,422	\$7,122					21.2%
Utilities	\$965,000	\$60,741	\$448,412	\$408,629	\$107,959					46.5%
Utilities Tech Center	\$128,500	\$4,679	\$48,131	\$56,491	\$23,878					37.5%

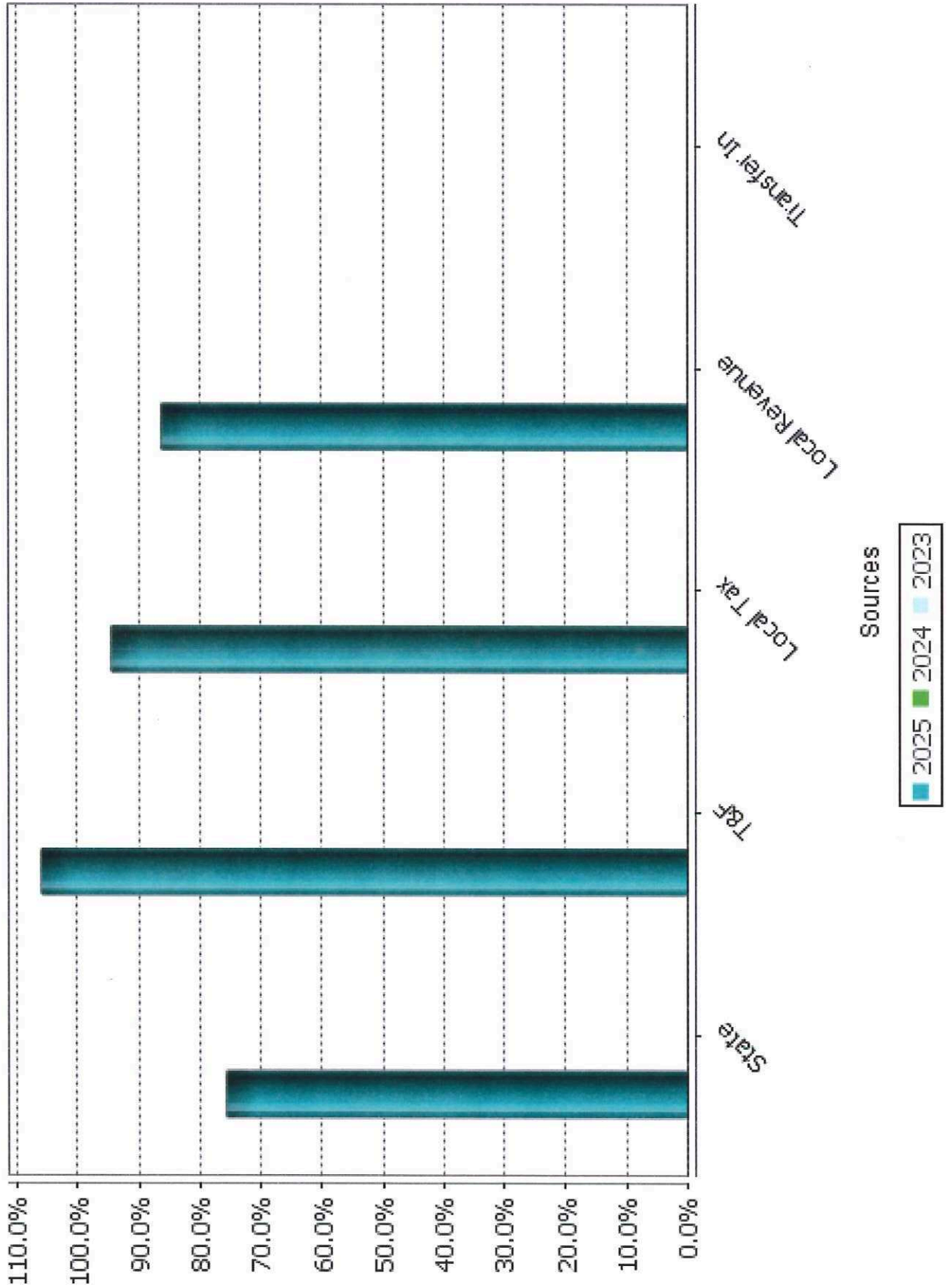
Galveston College

Fund 11 Detail Rev\Exp

as of the end of April 2025

	Budget	(MTD)	Actual	(YTD)	Actual	Encumbrances	Available	% of Budget
	2025	April	2025	2025	2025	2025	2025	2025
Total for Operations and M...	\$4,001,158	\$233,907	\$2,533,885	\$693,505	\$773,768	63.3%		
Inter-Fund Appropriations								
Transfers to Auxiliary	\$758,786	\$67,787	\$246,043	\$0	\$512,743	32.4%		
Transfers to Student Activity Fund	\$62,269	\$7,285	\$68,215	\$0	(\$5,946)	109.5%		
Transfer to State Eligible Ben	\$1,528,104	\$81,227	\$807,187	\$0	\$720,917	52.8%		
Transfers to State Grants & Aid	\$169,849	\$9,573	\$167,849	\$0	\$2,000	98.8%		
Transfers to Bond Revenue	\$1,862,900	\$1,313,700	\$1,862,400	\$0	\$500	100.0%		
Transfer to Construction	\$0	\$0	\$0	\$0	\$0	NaN		
Transfers to Capital Project	\$1,000,000	\$0	\$0	\$0	\$1,000,000	0.0%		
Transfers to Fixed Assets	\$0	\$0	\$0	\$0	\$0	NaN		
Total Inter-Fund Appropriat...	\$5,381,908	\$1,479,572	\$3,151,694	\$0	\$2,230,214	58.6%		
Expenditures Total	\$30,330,060	\$3,236,093	\$18,271,441	\$1,310,303	\$10,748,316	60.2%		

3 Year Revenue by Percentage (YTD)



Three Year Expense by Percentage (TYD)



**Auxiliary fund
as of April 30, 2025**

April 30, 2025	Current year		Current ...		Current ...		Current year	
	Budget	(MTD) Actual	(YTD) Act...	Encumbr...	Remaining	% Expended	2025	2025
	2025	April	2025	2025	2025	2025	2025	2025
Revenue by State Classification								
Inter-Fund Appropria...	\$758,786	\$67,787	\$246,043	\$0	\$512,743	32%		
Bookstore Commission	\$45,000	\$9,869	\$29,607	\$0	\$15,393	66%		
Student housing	\$358,585	\$18,090	\$405,021	\$0	(\$46,436)	113%		
Food Service	\$500,518	\$500	\$525,071	\$0	(\$24,553)	105%		
Special Event	\$0	\$0	\$0	\$0	\$0	NaN		
Sales and Services	\$186,170	\$15,269	\$88,860	\$0	\$97,310	48%		
Total Revenue	\$1,849,059	\$111,515	\$1,294,602	\$0	\$554,457	70%		

Expenditures by Department

Bookstore (Retiree)	0	0	0	0	\$0	NaN		
Student Housing	57,691	2,116	14,234	0	\$43,457	25%		
Food Service	413,348	41,838	340,888	0	\$72,460	82%		
Print Shop	117,096	7,557	66,410	32,052	\$18,634	57%		
Special Event	0	0	0	0	\$0	NaN		
Athletics General	121,835	4,886	50,932	758	\$70,145	42%		
Baseball	503,338	24,209	376,429	50	\$126,859	75%		
Softball	419,851	26,105	382,904	1,200	\$35,747	91%		
General Institutional	215,900	4,631	62,805	17,643	\$135,452	29%		
Transfer to Construction	0	0	0	0	\$0	NaN		
Expenditures Total	1,849,059	111,342	1,294,602	51,702.96	\$502,754	70%		

**Auxiliary fund
as of April 30, 2025**

Expenditures by Type

General Operating	263,540	3,457	101,793	23,508	138,238.21	39%
Contracted Services	547,444	56,585	417,892	28,195	101,357.61	76%
Travel	151,080	21,362	106,585	0	44,494.94	71%
Equipment	71,000	188	56,233	0	14,766.87	79%
Special Event	0	0	0	0	0.00	NaN
Transfer to Scholars...	25,000	0	0	0	25,000.00	0%
Transfer to Construction	0	0	0	0	0.00	NaN
Scholarships	432,296	2,425	397,343	0	34,953.39	92%
Salaries & Stipends	279,557	21,458	168,078	0	111,478.60	60%
Staff Benefits	79,142	5,867	46,677	0	32,464.76	59%
Expenditures Total	1,849,059	111,342	1,294,602	51,702.96	502,754.38	70%

**Student Service Fund
as of April 30, 2025**

April 30, 2025	Current year	Current year	Current ...	Current ...	Current year	Current year
	Budget	(MTD) Actual	(YTD) Act...	Encumbr...	Remaining	% Expended
	2025	April	2025	2025	2025	2025
Revenue by State Classification						
Interfund Appropriations	\$62,269	\$7,285	\$68,215	\$0	(\$5,946)	110%
Fund Balance Transfer	\$0	\$0	\$0	\$0	\$0	NaN
Total Revenue	\$62,269	\$7,285	\$68,215	\$0	(\$5,946)	110%

Expenditures by Department

Student Activities	31,950	1,893	14,335	1,519	\$16,096	45%
Student Government	27,719	7,400	24,287	4,972	(\$1,540)	88%
Phi Theta Kappa	2,600	0	0	0	\$2,600	0%
Expenditures Total	62,269	9,294	38,622	6,491	\$17,156	62%

Expenditures by Type

General Operating	32,556	1,969	13,231	6,094	13,231	41%
Contracted Services	0	0	0	0	0	
Travel	19,713	0	7,141	397	12,175	36%
Equipment	0	6,125	12,250	0	(12,250)	Infinity
Scholarships	0	0	0	0	0	
Salaries & Stipends	10,000	1,200	6,000	0	4,000	
Staff Benefits	0	0	0	0	0	
Expenditures Total	62,269	9,294	38,622	6,491	17,156	62%

GALVESTON COLLEGE
Construction\Capital Project fund
as of April 30, 2025

	Current year Budget 2025	Current year (MTD) Actual April	Current year (YTD) Actual 2025	Current year Encumbrances 2025	Current year Remaining 2025
April 30, 2025					
Fund 71					
Revenue 2025					
Fund Balance Transfer	10,753,540	0	0	0	10,753,540
Total Revenue	10,753,540	0	0	0	10,753,540

Expenditures

2nd floor Northern Remodel , Library (testing) and FA-207 Black Box Projects

Facility Construction	2,356,400	201,424	781,182	67,171	1,508,046
Equipment	400,000	0	44,067	3,857	352,076
Furniture	400,000	0	340,272	1,879	57,849
Contingency	235,640	0	0	0	235,640
Architectural & Engineering fees	212,000	0	15,321	49,554	147,125
Expenditures Total	3,604,040	201,424	1,180,842	122,462	147,125

Softball field

Softball Field-Construction	1,500,000	0	0	0	1,500,000
Softball Field- Architectural and Engineering fees	150,000	0	0	0	150,000
Expenditures Total	1,650,000	0	0	0	0

Electrical Transformer Upgrade

Electrical Transformer Upgrade- Construction	1,835,000	0	642,439	338,091	854,470
Electrical Transformer Upgrade- Archit, and Engin.	48,000	1,680	6,000	47,880	(5,880)
Electrical Transformer Upgrade- Contingency	75,000	0	0	0	75,000
Expenditures Total	1,958,000	1,680	648,439	385,971	923,590

GALVESTON COLLEGE
Construction\Capital Project fund
as of April 30, 2025

	Current year Budget 2025	Current year (MTD) Actual April	Current year (YTD) Actual 2025	Current year Encumbrances 2025	Current year Remaining 2025
Student Housing					
Facility Construction	1,500,000	0	0	0	1,500,000
Equipment	150,000	0	0	0	150,000
Furniture	150,000	0	0	0	150,000
Contingency	300,000	0	0	0	300,000
Architectural & Engineering fees	150,000	0	7,500	0	142,500
Expenditures Total	2,250,000	0	7,500	0	2,242,500
Gym Roof and Floor					
Construction	765,000	0	0	0	765,000
Architectural and Engineering fees	76,500	0	0	24,800	51,700
Expenditures Total	841,500	0	0	24,800	2,107,503
Future Expansion					
Land\Bldg Acquisition	450,000	335,147	757,600	0	(307,600)
Project Grand Total	10,753,540	538,252	2,594,381	533,233	5,113,119

GALVESTON COLLEGE
Construction\Capital Project fund
as of April 30, 2025

April 30, 2025

	Current year Budget 2025	Current year (MTD) Actual April	Current year (YTD) Actual 2025	Current year Encumbrances 2025	Current year Remaining 2025
--	--------------------------------	---------------------------------------	--------------------------------------	--------------------------------------	-----------------------------------

Nursing Health Science Building

Revenue

Bond Proceeds	2,094,367	50,126	152,909	0	1,941,458
Transfer Bond Reserve interest	131,348	0	0	0	131,348
Total Revenue	2,225,715	50,126	152,909	0	2,072,806

Expenditures

Contingency-Owner	250,000	0	0	0	250,000
Furniture\Equip- Capital	286,953	0	51,778	(67,789)	302,964
Facility Construction	1,639,112	50,126	90,196	33,092	1,515,824
Arch and Engr Fees	49,650	0	10,935	0	38,715

Expenditures Total

	2,225,715	50,126	152,909	(34,697)	2,107,503
--	-----------	--------	---------	----------	-----------

Fund Revenue Total

	12,979,255	50,126	152,909		12,826,346
--	------------	--------	---------	--	------------

Fund Expenditures Total

	12,979,255	588,378	2,747,289	498,536	9,733,430
--	------------	---------	-----------	---------	-----------

Fund 71 total

		(538,252)			
--	--	-----------	--	--	--

GALVESTON COLLEGE
Construction\Capital Project fund
as of April 30, 2025

April 30, 2025

	Current year Budget 2025	Current year (MTD) Actual April	Current year (YTD) Actual 2025	Current year Encumbrances 2025	Current year Remaining 2025
--	--------------------------------	---------------------------------------	--------------------------------------	--------------------------------------	-----------------------------------

Capital Projects Fund 72

Revenue

Transfer from fund 11	1,000,000	0	0	0	1,000,000
Total Revenue	1,000,000	0	0	0	1,000,000

Expenditures

IT Equipment	535,400	0	475,873	0	59,527
Contracted Services (CE program)	33,000	0	0	0	33,000
Media Equipment	2,100	0	0	0	2,100
Expenditures Total	570,500	0	475,873	0	94,627

05

Instructional

Nuclear Medine Classroom	15,000	0	0	0	15,000
Expenditures Total	15,000	0	0	0	15,000

Facilities

Master Plan Archit. & Eng. fees	150,000	0	0	0	150,000
Culinary N-119 Dinning Area	15,000	0	0	0	15,000
Expenditures Total	165,000	0	0	0	165,000

Salary Study

Salary Study	50,000	0	14,025	28,475	7,500
Expenditures Total	50,000	0	14,025	28,475	7,500

Score Board

Score Board	40,000	0	39,614	0	386
Expenditures Total	40,000	0	39,614	0	386

GALVESTON COLLEGE
Construction\Capital Project fund
as of April 30, 2025

	Current year	Current year	Current year	Current year	Current year	Current year
	Budget 2025	(MTD) Actual April	(YTD) Actual 2025	Encumbrances 2025	Remaining 2025	
Student service						
New- CRM Software	100,000	0	77,994	0	22,006	
Expenditures Total	100,000	0	77,994	0	22,006	
Student Life						
E-Sport initial setup	30,000	0	0	0	30,000	
Expenditures Total	30,000	0	0	0	30,000	
Virtual Reality\Immersive Tech						
	29,500	0	0	0	29,500	
Expenditures Total	29,500	0	0	0	29,500	
Fund Revenue Total	1,000,000	0	0	0	1,000,000	
Fund Expenditures Total	1,000,000	0	607,506	28,475	392,494	
Fund 72 total	0	0	(607,506)			

GALVESTON COLLEGE
Bond Funds 51, 52, 53

	Current year Budget 2025	Current year (MTD) Actual April 2025	Current year (YTD) Actual 2025	Current year Encumbran... 2025	Current year Remaining 2025	Current year % Expended 2025	Prior Year % Expe... 2024
--	--------------------------	--------------------------------------	--------------------------------	--------------------------------	-----------------------------	------------------------------	---------------------------

Fund 51 Revenue-Bond Payment

Revenue							
Transfer from E&G	1,862,900	1,313,700	1,862,400	0	500	100.0%	
Intrest income-Bond	0	6,233	57,364	0	(57,364)	Infinity	
Revenue Total	1,862,900	1,319,933	1,919,764	0	(56,864)	103.1%	
Expenses							
Transfers to Bond Reserve (N/A)	0	0	0	0	0		
Transfer to Intrest and sinking	1,862,900	1,171,032	1,272,540	0	590,360	68.3%	
Expenditures Total	1,862,900	1,171,032	1,272,540	0	590,360	68.3%	

fund 52 Bond Intrest and Sinking Fund

Transfer from Bond Revenue Fd 51	1,862,900	1,171,032	1,272,540	0	590,360	68.3%	
Total Fund Revenue	1,862,900	1,171,032	1,272,540	0	590,360	68.3%	
Expenses							
Adm'n Fees\Professional Service	500	0	300	0	200	60.0%	
Bond Redemption Principal	765,000	0	0	0	765,000	0.0%	
Bond Redemption Intrest	1,097,400	1,171,032	1,272,540	0	(175,140)	116.0%	
Expenditures Total	1,862,400	1,171,032	1,272,840	0	589,560	68.3%	

fund 53 Bond Reserve

Transfers from Bond Revenue	0	0	0	0	0	NaN	
Intrest income-Reserve	72,000	7,520	63,311	0	8,689	87.9%	
Revenue Total	72,000	7,520	63,311	0			
Expenses							
Transfer to Construction	72,000	0	0	0	72,000	0.0%	
Expenditures Total	72,000	0	0	0	72,000	0.0%	

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 - Consider Approval of Facilities Committee Recommendation Regarding Bids for the Roof Retrofit for the Main Campus Gym	_____	_____ ✓ _____	_____	43
#2 – Consider Approval of Facilities Committee Recommendation Regarding Design (Architectural & Engineering Services) Proposal for Student Housing	_____	_____ ✓ _____	_____	44
#3 – Consider Approval of Senate Bill 17 (2023 Legislative Session) Compliance Reporting Certification Form for FY2025	_____	_____	_____	47
#4 – Consider Approval of FY 2026 Budget and 2025 Tax Rate Planning Calendar	_____	_____	_____	51
#5 – Consider Approval of Food Service Contract Effective June 1, 2025	_____	_____ ✓ _____	_____	53
#6 – Consider Approval of Student Housing and Board Fees Effective June 1, 2025	_____	_____ ✓ _____	_____	72
#7 – Consider Approval of Proposal for Fiber Cabling Relocation for the House Located at 2215 38 th Street	_____	_____	_____	73
#8 – Consider Approval of Change Order to Existing Ferrilli Contract for Continuing Education Grant and Scholarship Packaging	_____	_____	_____	74
#9 – Consider Approval of Proposal for On-Demand Tutoring Platform	_____	_____	_____	75
#10 – Consider Approval of Faculty Change in Rank	_____	_____	_____	76
#11 – Consider Conferment of Faculty Tenure	_____	_____	_____	77

Consider Approval of Facilities Committee Recommendation Regarding Bids for the Roof Retrofit for the Main Campus Gym

Prior to the Regular Board Meeting, the Board Facilities Committee met and considered a bid for the roof retrofit for the Main Campus Gym. A request for proposal for the Gym Roof Retrofit was sent to eleven vendors and was advertised in the local newspaper. Six responses were received. The bids are available for Board review, if desired.

The bid included the retrofit of the roof with an alternative bid to include the interior lining. After reviewing the bids, staff recommends the contract be awarded to Hyperion Construction, 12815 S. Palomino Lak Circle, Cypress, Texas 77429, for having the lowest bid for the retrofit of the roof only. The interior lining will be addressed as a future project.

Staff is requesting Board approval for \$311,340.99. The source of the funding will be the Construction Fund.

Mr. Michael B. Hughes, Facilities Committee Chairperson, will provide the Committee’s recommendation for Board consideration

**BID SUMMARY
RFP#23-04-132/PROJECT#12109.23.01**

Company	Base Bid	Alternative interior lining	Allowance	Days to Complete
Hyperion Construction 12815 S. Palomino Lake Circle Cypress, Tx 77429	\$311,340.99	\$95,220.71		8 weeks
Vogler Sheet Metal Co. Inc 1331 Lemm Rd 1 Spring, Tx 77373	\$319,606.00	\$52,519.00	\$10,000.00	6 weeks
Eskola LLC/JR jones Roofing 5511 Mitchelldale St Houston, Tx 77092	\$335,025.00	\$54,575.00		9 weeks
AMS 13627 Stafford Road Stafford, Tx 77477	\$360,461.00	\$112,624.00		8 weeks
Atlas Universal 735 W. Tidwell Rd Houston, Tx 77097	\$435,551.00	\$97,890.00		6 weeks
Pyramid Waterproofing 122 Berry Road Houston, Tx 77022	\$548,000.00	\$96,000.00		12 Week

Consider Approval of Facilities Committee Recommendation Regarding Design (Architectural & Engineering Services) Proposal for Student Housing

Prior to the Regular Board Meeting, the Board Facilities Committee considered a contract with Creole Designs, 505 Merrill Street, Houston, TX 77009, for Architectural and Engineering Services for the proposed new student housing, and to authorize the President to execute the contract. The scope of work will include site plans, floor plans exterior elevations, roof plan, widow and door schedules, electrical plans, interior details, wall sections, cross sections and an exterior detail sheet. If approved, the total cost of the proposal is \$40,100, and the funding source will be the Construction Fund. A breakdown of the cost is included in the table below.

Mr. Michael B. Hughes, Facilities Committee Chairperson, will provide the Committee’s recommendation for Board consideration.

Cost Summary

Architectural Drawings	\$28,400
Structural Drawings	\$3,500
MEP Drawings	\$8,200
Total	\$40,100



DESIGN AGREEMENT

April 23, 2025

Dr. Myles Shelton
President
Galveston College
4015 Avenue Q
Galveston, TX 77550

Re: student housing – design proposal – 3802 Avenue R, Galveston, Texas 77550

Dear Dr. Shelton,

Thank you for contacting Creole Design regarding the design of new student housing at 3802 Avenue R in Galveston. I would like to submit the following proposal:

❖ **Architectural drawings:**

- Custom house design – approximately 3,600 sq.ft. @ \$6.50/sq.ft. based on the framed area of the house and the garage - \$23,400
- 2 repeats @ \$2,500/repeat - \$5,000

Approximate total amount due for architectural drawings: \$28,400

The scope of our work will be as follows:

- architectural drawings:

- Site plan
- Floor plans
- Exterior elevations
- Roof plan
- Window and door schedules
- Electrical plans
- Interior details
- Wall sections
- Cross sections
- Exterior detail sheet

Any revisions to the drawings after the floor plans are approved by the Client will be charged at \$200.00/hour for Principal's design time, and at \$110.00/hour for AutoCAD work.

Client will receive 2 sets of final prints. Additional sets of plans requested by the client will be billed according to the size and number of pages.

Invoicing and Payment:

- 25% deposit (\$7,100.00) due upon execution of this agreement
- 25% due upon completion of the conceptual drawings
- 25% due upon completion of the floor plans
- Balance due when the drawings are ready to be submitted for engineering

❖ **Structural drawings** (by others) – \$3,500 total for 3 houses

- 50% (\$1,750) due when the drawings are submitted to the structural engineer
- Balance due when the drawings are completed

❖ **MEP drawings** (by others) - \$8,200 total for 3 houses

- \$3000 due when the proposal is accepted
- Balance due when the drawings are completed

Price does not include ADA plans and permits, drainage plans (if required), City of Galveston permit fees and permitting.

No representations and warranties are made as to conformity with covenants, deed restrictions, or other possible legal restrictions affecting Client's property.

The drawings, including, but not limited to, plans, details, specifications, renderings, and marketing plans shall remain the exclusive property of Creole Design, LLC. Client's right to use of same is conditioned and limited to a one-time use to construct per the description and location of the project in the proposal. It is further understood by client that if client uses the same or similar plans at another location, without prior written consent of Creole Design, LLC and compensation to Creole Design, LLC then we will consider this a violation of Creole Design, LLC ownership and subject to legal action.

If these terms are acceptable to you, please sign where indicated below and return the signed proposal to our office.

Sincerely,



Sam Gianukos
Creole Design, LLC

Accepted: _____
Dr. Myles Shelton

Date: _____

Consider Approval of Senate Bill 17 (2023 Legislative Session) Compliance Reporting
Certification Form for FY2025

Senate Bill 17 requires the governing board of each Texas public institution of higher education to annually certify compliance with the bill's provisions for the preceding fiscal year to the Texas legislature and the Texas Higher Education Coordinating Board (THECB). Galveston College may not spend money that has been appropriated to it for fiscal year 2026 until the governing board certifies its compliance for fiscal year 2025 to the legislature and the Coordinating Board.

The certification is due to the legislature and the Coordinating Board on or before September 1, 2025. Upon approval, and signature from the Board Chair and President, this certification will be submitted as required.

I certify, under penalty of perjury and the loss of funding to Galveston College, that Galveston College has complied with the requirements in Tex. Educ. Code § 51.3525:

(_____), I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(A), this institution does not, except as required by federal law, have any office, division or unit with the established purpose of:

- influencing hiring or employment practices at the institution with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
- promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
- promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
- conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing by this institution's general counsel and the Texas Higher Education Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

(_____) I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(B), this institution has not, except as required by federal law, hired or assigned an employee of the institution, or contracted with a third party to perform the duties of a diversity, equity, and inclusion office as defined in Tex. Educ. Code § 51.3525(a).

(_____) I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(C), this institution does not, except as required by federal law, compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement.

(_____) I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(D), this institution does not, except as required by federal law, give preference on the basis of race, sex, color,

ethnicity, or national origin to an applicant for employment, an employee, or a participant in any function of the institution.

(_____) I certify, in accordance with Tex. Educ. Code § 51.3525(b)(1)(E), this institution does not, except as required by federal law, require any person, as a condition of enrolling at the institution or performing any institution function, to participate in diversity, equity, and inclusion training, which includes a training, program, or activity designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, unless the training meets the exception in Tex. Educ. Code § 51.3525(b)(1)(E)(ii).

(_____) I certify, in accordance with Tex. Educ. Code § 51.3525(b)(2), that this institution has adopted policies and procedures for appropriately disciplining, including by termination, an employee or contractor of the institution who engages in conduct in violation of Tex. Educ. Code § 51.3525(b)(1)(A)-(E).

(_____) I certify, in accordance with Tex. Educ. Code § 51.3525(e), that no state appropriations to this institution for 2025 have been spent prior to submission of this certification report to the Legislature and the Texas Higher Education Coordinating Board.

(_____) I understand the State Auditor's Office will conduct a compliance audit for this institution and if violations of Tex. Educ. Code § 51.3525 are found, this institution must cure the violation within 180 days or become ineligible to receive formula funding increases, institutional enhancements, or exceptional items during the state fiscal biennium immediately following the state fiscal biennium in which the determination is made.

(_____) I understand all complaints regarding any violations made by this institution will be sent to the State Auditor's Office for review.

To ensure full compliance with Tex. Educ. Code § 51.3525, in the past fiscal year Galveston College has revised:

- Local policy AD: Education Role, Mission, Purpose, and Responsibility
- Local Policy AE: College District Goals and Objectives
- Local Policy BG: prohibiting the establishment of, or maintenance of a diversity, equity, and inclusion office, or officers
- Local Policy CFE: prohibiting diversity, equity, and inclusion initiatives related to purchasing and inappropriate vendor relations
- Local Policy DAA: prohibiting diversity, equity, and inclusion initiatives related to employment
- Local Policy FAA: prohibiting diversity⁴⁵, equity, and inclusion initiatives related to admissions, and conditions of enrollment

- Please note that prior to adoption of Tex. Educ. Code § 51.3525, Galveston did not have a diversity, equity, and inclusion office, or officers, and has since adopted the policies outlined above.

(supporting documentation is attached).

Failure to return a certification form to the Texas Higher Education Coordinating Board by September 1, 2025, will be considered an act of non-compliance with the law and can subject the above referenced institution to all penalties allowed by law.

Signature of Galveston College President: _____

Date: _____

Signature of Galveston College Board Chair: _____

Date: _____

Date submitted to THECB: _____

Date submitted to the Legislature: _____

Consider Approval of FY 2026 Budget and 2025 Tax Rate Planning Calendar

Staff prepared the following FY 2026 Budget and 2025 Tax Rate Planning Calendar for Board consideration.

2026 Budget and 2025 Tax Rate Planning Calendar

Galveston Community College District

Date	Action	By
April	Mailing of notices of appraised value by chief appraiser	Appraiser
4/30	Deadline for chief appraiser to provide preliminary values	Appraiser
6/6	72-hour notice for 6/11 regular meeting (<i>Open Meeting Notice</i>)	BL
6/11 5:30 PM	Regular meeting	BOR
6/12	72-hour notice for 6/17 budget workshop (<i>Open Meeting Notice</i>)	BL
6/17 8:30 AM	1st budget workshop (<i>Board Retreat</i>)	BOR
7/8	Local deadline to submit TNT information to assessor/collector	JE/BL
7/25	Deadline for chief appraiser to certify rolls or certified estimate of value to taxing units Assessor/collector submits appraisal roll to taxing units and certifies anticipated collection rate for current year. If collection rate in preceding year and actual collection rate exceeded the anticipated rate, collector must also certify the amount of debt taxes collected in excess of the anticipated amount.	Appraiser
7/26		Assessor/Collector
7/29	GCTO to begin calculation of rates	GCTO
8/1	72-hour notice for 8/6 2nd budget workshop and special meeting to adopt proposed budget and proposed tax rate (<i>Open Meeting Notice</i>)	BL
8/6 5:30 PM	2nd budget workshop and special meeting to adopt proposed budget and proposed tax rate	BOR
8/8	72-hour notice for 8/13 regular meeting (<i>Open Meeting Notice</i>)	BL
8/9	Rates and calculations to governing bodies and posted on assessor/collector and entity websites; for cities with sales tax, entity auditor certifies amount of debt to be paid with sales tax; chief appraiser delivers by mail or email notice of website location for property owners to find estimated amount of taxes (based on 2023 value and proposed rates).	Assessor/Collector GC (JE) Appraiser
8/13 5:30 PM	Regular meeting	BOR
8/15	Publish proposed budget hearing notice; post on entity website	JE/BL
8/15	Publish proposed tax rate hearing notice in newspaper at least five days before the hearing; post on entity website until the meeting has been held	GCTO/BL
8/15	72-hour notice for 8/20 public hearings on proposed budget and proposed tax rate followed by special meeting to adopt budget and then the tax rate (<i>Open Meeting Notice</i>)	BL
8/20 8:00 AM	Public hearings on proposed budget and proposed tax rate followed by special meeting to adopt budget and then the tax rate (Super majority, 60%, required to adopt the tax rate)	BOR

Note: If adopting a tax rate that exceeds the voter-approval rate, the Board calls for an election. The earliest date rate may be adopted is no less than five days after the chief appraiser has delivered notices to property owners and tax rate calculations have been published on the website. A super majority is required to adopt the tax rate.

Consider Approval of Food Service Contract Effective June 1, 2025

A request for proposal for campus dining services was sent to seven vendors and was advertised in the local newspaper. Three proposals were received. The bids are available for Board review, if desired.

Staff recommends awarding the contract to Lagniappe Dining Service (Mr. C’s), 5601 Fraser Ave, Galveston, Texas 77551 to provide general food services on campus. Staff further recommends continuation of the 14-meal plan. The term of the contract would be June 1, 2025 through May 31, 2027 with the possibility of three one-year extensions. The following is a summary of proposal items:

Hours of Operation:

Fall and Spring Semesters

Monday through Thursday	Breakfast	7:30 a.m. - 9:00 a.m.
	Lunch	11:00 a.m. - 2 p.m.
	Dinner	5:00 p.m. - 7:00 p.m.

Friday	Breakfast	7:30 a.m. - 9:00 a.m.
	Lunch	11:00 a.m. - 1:30 p.m.

Summer Hours Monday through Thursday - 7:30 a.m. – 1:30 p.m. (except during holidays.)

Pricing and Commission Structure:

- Charge to the College is \$24.95 per day, per student
- Anticipated expense to the College per semester will be \$2,045.90 per semester, or \$4,091.80 per year
- The College will receive \$500 or 5% of the net monthly sales generated by Retail Sales, Meal Plans and College Sponsored Catering
- The College will receive 7% commission of the net monthly sales generated by Non-College Sponsored Catering.
- The College will receive a 3.5% commission of the net monthly catering sales to external customers who are also non-profit organizations.

BID SUMMARY RFP # 25-03-192

Lagniappe Dining Service				
Years 1 Fall and Spring				
	Number of meals per week	Daily Rate	Projected Expense per Student on the 14-Meal Plan	Projected Annual Expense to College per Student (Fall and Spring)
	14 meals per week plus \$175 "Dining Bucks" declining balance	\$24.95	Fall - \$2,045.90 Spring - \$2,045.90 Summer - \$0.00	\$4,091.80

Great Western Dining				
Years 1 Fall and Spring				
	Number of meals per week	Daily Rate	Projected Expense per Student on the 14-Meal Plan	Projected Annual Expense to College per Student (Fall and Spring)
	14 meals per week plus \$175 "Dining Bucks" declining balance	Sliding scale based on the number students on the meal plan. The daily rate could vary from \$23.71 to \$29.43 during the semester. Charge per day is expected to average \$27.60/day	Fall - \$2,290.80 Spring - \$2,290.80 Summer - \$0.00	\$4,581.60

* Daily rate for 100-109 students

Chopin Mon Ami, Inc.				
Years 1 Fall and Spring				
	Number of meals per week	Daily Rate	Projected Expense per Student on the 14-Meal Plan	Projected Annual Expense to College per Student (Fall and Spring)
	14 meals per week	\$30.75	Fall - \$2,521.50 Spring - \$2,490.75 Summer - \$0.00	\$5,012.25

AGREEMENT BETWEEN GALVESTON COLLEGE AND FOOD SERVICE PROVIDER

Upon acceptance, this document shall constitute an agreement between, Lagniappe Dining Service (Food Service Provider or FSP) and Galveston College (College or GC) whereby FSP shall furnish the General Food Service for College.

Contract Period:

The contract shall be in effect for twelve (24) months from June 01, 2025 thru May 31, 2027 with the possibility of three one-year extensions.

Contractual Assignment:

FSP is prohibited from assigning, transferring or subletting the Contract or its right, title or interest or its power to execute the contract to any other person, company or corporation without written approval of the College.

In the event of a change in the company ownership, the College reserves the right to terminate the contract if deemed necessary within ninety (90) days of written notice.

Contract Termination:

Either party may terminate this agreement, in whole or in part, at any time, without cause, upon no less than sixty (60) days prior written notice to the other party.

FACILITIES**a. The FSP shall manage and operate the following campus locations:**

- Cafe located in Cheney Student Center

b. Galveston College shall:

- Furnish suitable space on its premises for the preparation and service of food to its students, faculty, staff, guests and invitees.
- Furnish, at its expense, facilities equipped and ready for operation by food service.
- Provide trash removal, regular extermination of the food service area, clean the hood twice per year and maintain fire suppression.
- Provide necessary utilities including local telephone, gas, water, electricity, heating, ventilating, and air conditioning as may be necessary for food service operation.

- Furnish at its own expense, building maintenance for plumbing, heating, air conditioning, and electrical service.
- At its own expense, keep cafeteria furniture in proper repair and operating condition.
- Furnish maintenance as required on kitchen equipment.
- Shall pay for all real and personal property taxes in connection with the building, furniture, equipment and fixtures owned by the College.
- Shall maintain, or cause to be maintained, a system of coverage (either through purchased insurance, self-insurance, or a combination thereof) to keep the buildings, including the Premises, and all property contained therein insured against loss or damage by fire, explosion or other cause normally covered by standard broad form property insurance, to the extent permitted by law.

c. Food Service Provider (FSP) shall:

- As an independent contractor, operate the Galveston College food service on the FSP's own credit, exclusively for students, faculty, staff, guests and invitees.
- Furnish on its own credit, all food, beverage, materials and supplies, together with the management necessary for the efficient operation of said food services.
- Obtain all necessary permits and licenses required for the operation of a food service operation at the FSP's expense and will furnish copies of said licenses to the College.
- Shall pay any sales/use tax imposed on the food service operation.
- Comply with all rules and regulations of the College. Operate and maintain all service operations in accordance with all applicable laws, ordinances, regulations and rules of federal, state and local authorities relating to standards of health, safety and cleanliness. All structural or equipment changes that may be necessary for the food service to comply with such requirements and standards shall be made by the College.
- Maintain high standards of sanitation and shall be responsible for routine cleaning and housekeeping in the food preparation and service areas (including food service equipment, kitchen floors and grease filters). The FSP will also clean and maintain storage and dish rooms, and regularly clean serving lines, cafeteria walls, windows, floors, light fixtures and dining room tables and chairs. In addition to daily cleaning, the FSP will deep clean and buff floors in front in the serving areas a minimum of four times per year.
- Maintain services and locations in compliance with National Sanitation Foundation (NSF) standards for food service establishments.

- Ensure proper cleanliness and sanitary practices including appearance and performance of the food handlers in the preparation, service, transport, and storage of food and related items.
- Ensure food is properly handled, transported, stored, refrigerated, and frozen to prevent spoilage and contamination.
- Store and/or dispose of food properly to prevent spoilage during non-operation periods.
- The FSP shall obtain and maintain the following insurance at its own expense without exception during the entire term of this contract. The FSP will also be required to furnish a certificate of insurance with the following minimum coverage's **prior to June 1, 2025**:
 - Commercial General Liability Insurance (\$1 million per occurrence/\$2 million annual aggregate).
 - FSP agrees to have Galveston College added as additional insured with respect to Commercial General Liability Insurance for purposes of contract performance and incidents arising out of this agreement. A copy of the insurance policy must be provided to the College Director of Human Resources & Risk Management **prior to June 1, 2025** and each time the insurance policy is renewed.
 - Damage to Property of Other's Coverage (\$300,000)
 - Worker's Compensation at statutory limits in accordance with the appropriate State of Texas jurisdiction including Employer's liability (with minimum \$500,000).
 - Automobile liability for owned, non-owned and hired vehicles minimum limit (\$1 million each accident).
 - FSP agrees to provide the College with thirty (30) days prior written notice of any reduction in limits or cancellation of any of the above insurance.
 - If any of the required insurance is on a "claims made" basis and is cancelled during the term of this agreement, FSP agrees to purchase full coverage or prior acts coverage so that such insurance is in effect from the date the Agreement is executed to three (3) years after its termination.
 - FSP shall provide the College with a certificate of the above insurance coverage and amounts. Compliance with the foregoing requirements as to carrying insurance and furnishing evidence of it will not relieve the FSP of its liabilities and obligations under this Agreement.
- FSP shall pay for its long-distance telephone service.
- The FSP shall provide a copy of all City, State and/or Federal inspection reports, along with a detailed plan for correction, to the Vice President for Administration and Student Services.
- Report any violations of standards, along with a detailed plan for correction, to the Vice President for Administration and Student Services.

- Use an aggressive program of accident prevention and safety education. FSP must provide proper training on the use of equipment and food handling procedures to aid in the goal of having an accident free and safe environment.
- Report all injuries and accidents to the Vice President for Administration and Student Services on the day they occur.
- The FSP shall provide (2) two meal passes (each with 10 meals per week) each semester to the College for evaluation and monitoring purposes. The College will determine which employees receive the meal passes.
- The FSP shall permit College designees to have full access to the premises for maintenance or other approved activity. When possible, the College will provide prior notification to the FSP.
- The FSP shall relinquish at the termination of this agreement, the College's food services premises, small wares and equipment in similar condition as it was issued to the FSP at the outset of this agreement. Exceptions to this stipulation may include normal wear and tear, damage by fire, flood or other unavoidable occurrence, theft by persons other than employees of the food service, and for those acts which may have occurred without negligence on the part of the food service, its employees or agents.
- In the event the FSP is not awarded an additional contract at the end of the time frame established in this contract, FSP will be required to provide transitional service on a month-to-month basis until a new FSP can establish operation. These services shall be provided under the prices, commission rates, conditions and terms of this existing contract and the services shall not be required for more than four (4) months after the end of the current contract.

EQUIPMENT INVENTORY

- a. All fixtures, furniture, equipment, utensils, and other items shall be inventoried by FSP upon the beginning of this new contract. The inventory should be completed and submitted to the Vice president for Administration and Student Services **no later than July 31, 2025**. The inventory should include a list of equipment owned by Galveston College.
- b. FSP shall ensure that each item inventoried is returned to the College upon the termination of this contract, subject to normal wear and tear.
- c. All equipment used in the food service operation shall be in good working order upon acceptance of the contract by the FSP. Routine and preventive maintenance shall be performed by the College for the equipment purchased by the College, and major repairs due to normal wear and tear shall be the responsibility of the College.
- d. FSP shall be liable to College for all loss or damage of College property resulting in whole or in part, from the negligent acts or omissions or intentional misconduct of FSP, its agents or employees. The FSP will be responsible for any insurance deductibles associated with any such loss or damages.

- e. FSP will not be liable for damage by fire, flood, or other unavoidable occurrence, theft by persons other than employees of FSP, outdated equipment taken out of service, or for those acts that may have occurred without negligence or intentional misconduct on the part of FSP, its employees, or agents.

FOOD SERVICE OPERATIONS

a. Resident Dining Program

- The FSP will provide the following special services:
 - Menus shall include healthy dietary options that are sensitive to special dietary needs, e.g. vegetarian options, diabetic restrictions, gluten free, etc.
 - Identification of Meals – Participants on the meal plan will be required to provide proper identification before being served.
 - Unlimited Servings – Resident Students on a meal plan will have access to unlimited food including salads, vegetables and deserts. All entrees and specialty bars will be dispensed in unlimited amounts, except for premium entrees.
 - Students on Tour / Team Travel Meals / Carry-out – Sandwiches, fresh fruit, beverages, chips, and desserts will be offered to resident students who are on any College-sponsored trip, in lieu of a regular scheduled meal. Boxed meals will also be available, upon advance request, for resident students who have a class or related activity that conflicts with meal schedules.
 - Physician-Planned Diets – If a student on a meal plan is unable, for medical reasons, to consume the regular meal served in the dining room, the FSP will supply at no additional cost to the College or the student, a meal meeting the physician's requirements.
 - Premium Entrees (Steak Night) – At least ONCE A MONTH, the FSP will serve a PREMIUM ENTREES such as: an eight (8) ounce steak, breaded shrimp, chicken cordon bleu, triple bacon 1/3 lb. cheeseburgers, or salmon steaks. Additional standard entrees will also be available.
 - Midnight Breakfast – A late night breakfast will be served the night before the final examination schedule begins each semester. This meal will be prepared by the FSP and College administration and faculty should be asked to help serve the meal.
 - Athletic Servings – Both pre-game and post-game meals for campus sporting events will be offered to athletes. This service will be done at no extra charge to the College when the meal is served in lieu of a regularly scheduled meal.

- Fun Bars – At least twice a month, the FSP will offer a Fun Bar as a change of pace for resident students and customers. Examples could include, but are not limited to, Taco Bar, Baked Potato Bar, Nacho Bar, Chicken Wings Bar, Breakfast Bar, Hot Pasta Bar, Hot Dog Bar, Gourmet Burger Bar, Specialty Salad Bar, Pancake Bar, Noodle Bowl Bar, Hoagie Bar, etc.
- Special Themed Meal Events – Themed examples could include a Cinco de Mayo celebration, Salute to Italy, Thanksgiving Feast, All-American Celebration, Kickin’ Cajun Carnival, Black History Month Celebration, etc. The FSP will work with the College Student Life Coordinator to coordinate meals with College events and activities.
- Admissions Meal Rates for Prospective Students – Recruiting is a crucial process for Galveston College. As such the FSP will provide a special reduced rate for meals served to students who are being recruited and visiting Galveston College. The Office of Student Services will be responsible for working with the FSP concerning when the students will be on campus so that prospective students can be accommodated.
- Faculty and staff will receive a 10% discount on meals (Breakfast, Lunch or Dinner) purchased in the Dugout.

b. Menus and Prices

- Menus shall be consistent and include items that are appealing to GC students, faculty, staff, and the local community.
- Meal Standards – The FSP is expected to exceed the following minimum standards for mealtimes:

Breakfast (Minimum Standard)

Entrée

One (1) breakfast meat will be offered daily (bacon, sausage links, sausage patties, or ham). Breakfast burritos will also be offered daily. Scrambled eggs, Omelets and eggs to order should always be available.

A potato starch such as hash browns, or skillet fried potatoes will be offered daily.

Specialty entrees such as French toast, pancakes or fitters, along with syrup and butter will be offered daily.

Cereal

A minimum of three (3) assorted cold cereals will be offered daily. Also one (1) hot cereal will be available in season.

Condiments

Assorted breads, bagels, and English Muffins (minimum of four (4) different kinds) will be available daily. Jams, jellies and peanut butter will be offered along with assorted condiments such as salsa, tabasco, margarine, and cream cheese.

Beverages

Juices, milk, regular and decaf coffee, hot tea, hot chocolate and a variety of carbonated beverages will be available.

Belgian Waffle Bar

Breakfast meals will include a self-service Belgian Waffle Bar with different syrups, fruits, chopped nuts and whipped topping.

Lunch (Minimum Standard)

Soup

One (1) freshly made soup with the appropriate condiments and crackers daily. Chili should be offered in season.

Salad Bar

A salad bar with assorted salads, mixed greens, five (5) popular dressings, one (1) of which is fat free dressing and a wide selection of accouterments.

Deli (Made to order sandwiches)

A deli bar with a rotating variety of three (3) premium cut meats plus one (1) spread (chicken salad, tuna, etc.), and two (2) cheeses with lettuce, tomato, dill pickles, sliced onions, condiments and toppings

Entree

Three (3) entrees will be offered as a choice daily with one a solid meat and one lower in fat. The third entrée will be a rotation of grilled specialty sandwiches or burgers, two (2) types of pizza, or a Fun Bar will be available at lunch.

Vegetables and Starches

Two (2) vegetables and one (1) potato, rice or pasta item will be available daily.

Desserts

Two (2) desserts will be offered daily. Cookies or brownies, cake, pie or cobbler, pudding or Jell-O. In addition, one (1) canned fruit and a variety of fresh fruit will also be offered daily.

Beverages

Milk, hot chocolate, hot and iced tea, coffee and decaffeinated coffee, and a variety of carbonated beverages will be offered.

Cereal

A minimum of three (3) assorted cold cereals will be offered daily. Also one (1) hot cereal will be available in season.

Dinner (Minimum Standard)

Soup

One (1) freshly made soup with the appropriate condiments and crackers daily. Chili should be offered in season.

Salad Bar

A salad bar with assorted salads, mixed greens, five (5) popular dressings, one (1) of which is fat free dressing and a wide selection of accouterments.

Entree

Three (3) entrees will be offered as a choice daily with one a solid meat and one lower in fat. The third entrée will be a rotation of grilled specialty sandwiches or burgers, or two (2) types of pizza,

Vegetables and Starches

Two (2) vegetables and one (1) potato, rice or pasta item will be available daily.

Desserts

Two (2) desserts will be offered daily. Cookies or brownies, cake, pie or cobbler, pudding or Jell-O. In addition, one (1) canned fruit and a variety of fresh fruit will also be offered daily.

Beverages

Milk, hot chocolate, hot and iced tea, coffee and decaffeinated coffee, and a variety of carbonated beverages will be offered.

Cereal

A minimum of three (3) assorted cold cereals will be offered daily. Also one (1) hot cereal will be available in season.

Grade & Quality Standards (Minimum Acceptable Standards)

Meats

- Beef – All Beef cuts will be USDA Choice (Minimum 80% lean), steers and heifers only.
- Primal cuts – Include round, loin, flank, rib and chuck. Plates and shanks will not be acceptable.
- All ground beef will come from 100% carcass
- Pork and Lamb – USDA No. 1 Cured, smoked and fresh. No mutton will be used.
- Veal – USDA Choice
- Poultry – Fresh USDA Grade “A” No. 1
- Hot Dogs/Brats/Lunch Meat – Only all meat products will be used.

Dairy

- Milk – Grade “A” under 30,000 bacterial c.c.
- Cream – 20% Butterfat
- Buttermilk – 8.25% milk solids
- Whipping Cream – Heavy-36% butterfat
- Dried milk solids will be used for baking purposes only.
- Ice Cream – 12% Butterfat
- Cheese – USDA Grade “AA” with natural, non-processed cheeses used when served as a prime ingredient in an entrée, sandwich or spread except for American Process cheese.

Beverages

- Coffee – Grade #1, no soluble will be used
- Tea – Orange Pekoe or Pekoe

Eggs

- Grade “A” large, fresh – no liquid or storage eggs will be acceptable

Seafood/Fish

- Grade “A” – where grade exists

Canned Fruits and Vegetables

- USDA Grade “A” or Fancy only

Fresh and Frozen Fruits and Vegetables

- Highest grades obtainable in each commodity

Condiments

- USDA Grade “A”

Liquid Shortening

- Pure vegetable deep frying – zero grams trans-fat per serving
- FSP shall submit planned weekly menus for review and publication by such persons designated by the College at least one week prior to use. The FSP should include any special items they intend to offer. Any changes to menus shall be communicated to a designated GC representative at least one week prior to implementing change for review and approval. FSP shall communicate any approved changes to students and staff.
- Food rates shall be consistent and reasonably priced for students, staff, and community and competitive in the local food service industry.
- If, during the term of the contract, the FSP deems an increase in the price of menu items is necessary, a written proposal to the College requesting such an increase must be submitted within 30 days of the beginning of a new semester. The proposal shall set out the amount of increase sought by the FSP, as well as documentation and an explanation for why an increase is being requested. If approved by the College, the FSP will be permitted to increase the price of specific menu items. Price increases shall not be approved during any semester but will only be considered prior to the beginning of a new semester.
- A proposed price increase to the meal plan must be requested no later than March 1st for the following year. After reviewing the request, the College shall respond in writing within 15 days with an approval or denial. The price charged for meal plans shall not be increased by more than the annual consumer price index for the year the increase is being sought.

c. Hours of Services

- FSP shall procure and prepare food for sale in the food service facilities during College official business days at regular periods as agreed upon in writing by the FSP and the College. College calendars can be found at <https://gc.edu/admissions/academic-calendar.php>.
- During the College’s regular long semesters, the FSP shall operate food service location(s) based on the meal plan option selected by College:
 - 14 meals per week plan plus \$175 “Dining Bucks” declining balance -

Monday through Thursday:	Breakfast 7:30 am – 9:00 am
	Lunch 11 am - 2:00 pm
	Dinner 5:00 pm – 7:00 pm
Friday:	Breakfast 7:00 am – 9:00 am
	Lunch 11 am to 1:30 pm
 - Summer hours will be 7:30 a.m. to 1:30 p.m. Monday through Thursday, except during holidays.
 - Any addition or reduction in operating hours during a normal semester, summer, or holiday period shall be submitted to the Vice President for Administration and Student Services by the FSP in writing for approval prior to implementation.
 - Unplanned class cancelation or campus closure - During periods of severe weather conditions (i.e., hurricane, high winds, snow, etc.) or emergency conditions (i.e., fire, pandemic, etc.), the FSP shall follow the directions of the College.
 - If classes are not being offered, but students continue to reside in student housing, the FSP will continue to serve meals as scheduled above, and
 - If the College must send students home, then the FSP will suspend operations until students are permitted to return to student housing. The FSP will not charge the College for any meals or expenses when students are not residing in student housing.
 - FSP is responsible for monitoring the GC website and local media outlets for unplanned campus closures at <https://gc.edu>.

CATERING AND CONCESSIONS

- a. A catering program shall be offered for official College business. Catered events may include business meetings, hospitality events, College sponsored events, etc.
- b. FSP shall use its best efforts to promote and enhance the catering services.
- c. A standard setup fee of 15% or 18% will be charged, if additional servers are needed or the event is held after 4 pm, solely for catered events.
- d. Galveston College will receive a 5% discount on all catered events
- e. A catering brochure and pricing guide shall be published annually and available for use by College staff. Any changes to the catering guide must be approved by the Vice President for Administration and Student Services, and the FSP must immediately provide revised copies of the catering brochure and pricing guide, reflecting approved changes, to the President's Office and other GC personnel who regularly utilize catering services.
- f. FSP may be given preference for catering services on campus. However, GC will not be required to utilize FSP for on-campus catering services. This may be renegotiated at the completion of this contract term based on performance.
- g. FSP may be given preference for concession services for sporting events and any other concession needs. GC will not be required to utilize FSP for concession services.
- h. External customers must use Galveston College Campus Dining Services catering for any event held in a Galveston College facility. An "External Customer" is anyone who is not employed by the College seeking a catered event on or off the College's campus. An external customer may also be defined as an employee of the College who is purchasing catering services for personal use.
- i. The College will limit food and beverage sales; (exclusive of candy, drinks, snack items, etc. in the bookstore, vending machines and at student organization fundraising events) to that furnished by the FSP.
- j. Vending services are not included in the scope of services for this contract.
- k. The College retains the right to offer for sale through any of its facilities, present or future, items it deems appropriate and which would or would not be competitive or similar to products sold by the FSP.
- l. FSP shall be liable for all damages to property or persons resulting from acts of negligence on the part of its employees or agents for injuries to consumers. FSP agrees to indemnify, defend and hold the College harmless and free from any loss, cost, damage or expense arising out of any occurrence relating to this venture and will indemnify to negligence of the FSP's employees or agents arising from the use or consumption of any product sold by the FSP on or off campus, and from any damage or claims suffered through implied warranty.

PERSONNEL

- a. FSP shall employ all personnel necessary for the safe and efficient operation of all food service locations at GC.
- b. GC has the right to request removal of any FSP employee assigned on College premises based on misconduct relating to College property, personnel, or students.
- c. FSP shall provide sufficient back up in times of staff shortages due to vacations, illness, inclement weather, etc.
- d. The FSP's employment practices shall, at a minimum, be consistent with GC's Human Resource requirements:
 - In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1978, the College is an equal opportunity institution and does not discriminate against anyone on the basis of race, creed, national origin, sex (including pregnancy), age, sexual orientation, disability or veteran's status as criteria for admission or employment.
 - Employment Practices DC (Legal), Criminal History Records of Certain Applicants
Each institution of higher education, including each college district, is entitled to obtain from the Department of Public Safety (DPS) criminal history record information maintained by DPS that relates to a person who is an applicant for a security-sensitive position at the institution. The institution may deny employment to an applicant for a security-sensitive position who fails to provide a complete set of fingerprints upon request. "Security-sensitive position" means an employment position held by an employee who:
 - Handles currency;
 - Has access to a computer terminal;
 - Has access to the personal information or identifying information of another person;
 - Has access to the financial information of the college district or another person;
 - Has access to a master key; or
 - Works in a location designated as a security-sensitive area. A security-sensitive position shall be so identified in the job description and advertisement for the position. The criminal history record information may be used only for the purpose of evaluating applicants for employment in security sensitive-positions.
- e. All behavior of FSP's employees will be in accordance with the College's policies and procedures. No drinking of alcoholic beverages, tobacco, or e-cigarette product use is allowed on campus.
- f. FSP shall maintain adequate worker's compensation insurance applicable to all persons employed by FSP.

- g. FSP shall provide certification evidencing such insurance to the College **prior** to the commencement of an awarded contract. The College may request at any time proof of such insurance coverage.
- h. GC may provide on-campus employment opportunities for students (“Student Workers”) under the direction of the FSP. These opportunities, if any, shall be mutually agreed upon between the College and FSP in writing.

BOOKKEEPING AND ACCOUNTING

a. Point-of-Sale System (POS)

- FSP shall implement, operate, and maintain its own Point-of-Sale system equipment and software for all GC food service locations.
- FSP shall maintain an adequate change fund for daily business operations.

b. Bookkeeping

- FSP shall keep and maintain accurate books and records of the food services provided, including day-to-day operating records regarding daily sales and catering events, in accordance with generally accepted accounting principles.
- FSP shall provide the College with copies of sales reports, including sales tax reports, upon request by the College. Such books and records shall be kept by the FSP for a period of no less than four (4) years and in accordance with Texas record retention laws.
- The College shall not be held responsible for any action or legal summons made by a third party for any or all nonpayment of bills on the behalf of the FSP.

c. PCI Compliance

- FSP agrees to maintain compliance with the PCI Data Security Standard for the life of the contract. Demonstration of such compliance will be by providing the College, upon request, with a signed Attestation of Compliance (AOC).
- FSP will also protect the credit card data in accordance with the PCI Data Security Standard, acknowledge responsibility for the security of the cardholder data, and be responsible for covering all costs (e.g. notification, fines, credit monitoring, etc.) in the event of a breach.
- FSP shall process credit/debit card transactions on the College’s premises using FSP provided technology systems and broadband internet connectivity. This connectivity is to be provisioned by the FSP, and this connectivity will exist independent of the College’s existing network infrastructure. The College will grant the FSP and its contractors access to all necessary points of demarcation for the provisioning of broadband internet connectivity and provide FSP with physical cabling structure to extend broadband internet connectivity to the credit/debit cardholder data environment and associated hardware. Should the College be unable or unwilling to provide such cabling, the FSP

will install necessary cabling components using a FSP contracted vendor and will grant the FSP and its contractor access to all necessary demarcation points and data closets in order to complete installation. FSP will provide network security and management, and all associated hardware, for the credit/debit cardholder environment at College premises through FSP's third-party provider. FSP represents and warrants that it will adhere to and maintain its network and data security practices at College premises in compliance with PCI/DSS (Payment Card Industry Data Security Standard (<https://www.pcisecuritystandards.org>)).

d. Student Meal Plans

- Each semester GC will provide a list of students authorized to be on the meal plan.
- The FSP shall submit to the College on a weekly basis a billing statement reflecting purchases made by students and documented by the vendor's POS system. Documentation will include the name of each student, their student ID #, which meals they ate and the dates and times of each meal.
Example: John Belushi, #12345, Breakfast: 7:42 am 11/7/20
 John Belushi, #12345, Dinner: 5:02 pm 11/7/20
- Billing: The College will pay the FSP an agreed upon **daily rate of \$24.95** for each student enrolled in the College meal plan. This amount will be prorated as students are added or deleted from the meal plan.
- The FSP will be provided with a schedule of games annually and will be expected to coordinate with the GC Athletic Director to ensure proper food service production.
- Summer Period - During the period commencing the first class day of the Summer I semester and continuing through Summer II final exams, FSP agrees to prepare and serve meals to GC students, faculty and staff on a voluntary cash basis.
- Appropriate invoice format and documentation will be mutually agreed upon by the FSP and GC's Business Office.
- Minimum Required Participation Rate - The FSP will maintain an average weekly participation rate of 70 percent. This means that 70 percent of all students enrolled on the meal plan will take their meals in or from the cafeteria each week. Failure to maintain the minimum participation rate for two weeks in a row will result in the FSP refunding \$250 to the College for each week the participation rate fails to equal or exceed the 70 percent threshold.

e. Commission Payments

- FSP shall pay to the College commission payments as follows:
 - The higher of a commission of \$500 per month or five percent (5%) of the net monthly sales generated from retail sales and meal plans, plus
 - Seven percent (7%) of the net monthly catering sales to external customers.

- Three-point five percent (3.5%) of the net monthly catering sales to external customers who are also non-profit organizations.
- The FSP will not be expected to pay a commission for catered events requested by Galveston College. In return for this exception the FSP agrees to provide a five percent (5%) discount for all College events.
- After the execution of this agreement, FSP will consult with the College for the purpose of designing financial and operating reports which can be generated monthly by FSP's accounting system and operating systems and which are satisfactory to the College. These reports can be printed documents or Excel spreadsheets. The FSP will provide these reports at no cost to the College.

The **monthly report** will break down sales by week (Monday through Sunday) and will include:

- Gross Sales
 - Retail Sales
 - Meal Plan Sales
 - Catering Sales to include:
 - A list of all catered events (On and off campus / GC and non-GC events)
 - Customer count for each event
 - Total price charged for each event
 - Sales Tax
- Daily Customer Count
- Participation rate of students on the meal plan for each week of the month

The **annual report, due 8/31** of each year, will include total:

- Annual Gross Sales
 - Annual Retail Sales
 - Annual Meal Plan Sales
 - Annual Catering Sales
- Annual Labor Costs
- Annual Food Costs
- Annual Sales Tax
- Average Daily Customer Count for the fiscal year beginning 9/1 of each year
- Average annual participation rate of students on the meal plan during the fiscal year beginning September 1 and ending August 31.
- All commissions due to the College shall be paid on a monthly basis. Payments must be received by the College **on or before the 15th day of the month** immediately following the month for which they are owed. In addition to the commission, the FSP must also submit a detailed monthly revenue statement to the College that reflects the FSP's gross and net income as defined below, expenses and revenue for the previous month.

- Gross sales shall be defined as all sales of food, beverages, goods merchandise and services in the Food Service operation, including sales tax; Net Sales shall be defined as Gross Sales less sales tax.
- If FSP terminates for any reason at or before the completion of this contract, a commission of two percent (2%) of gross sales will be retroactively applied from the first month and paid to the College within thirty (30) days of termination.
- FSP agrees to keep copies of true and accurate books and records of account of all sales made and business transacted in the Food Service operations performed under this agreement. FSP further agrees that College and its duly authorized agents may, during reasonable business hours and at reasonable times, have access to all such books and records of FSP for the purpose of determining whether or not FSP has duly performed all the terms, covenants and conditions under this agreement provided that the College provides FSP with a seven (7) day notice.
- FSP will also provide the College with annual financial statements covering all sales made and business transacted. Such statements must be reviewed by a certified public accountant and furnished to the College no later than **August 31** of each year at no additional cost to the College.
- The College may at any time, order an audit at its expense. If any such audit reveals an error in the FSP's sales and commission statements to the College in excess of two percent (2%) of the correct amount of receipts or disbursements for any given month(s), the FSP shall reimburse College for the cost of such audit.

MARKETING AND PROMOTIONS

- FSP's marketing efforts shall include, at a minimum, advertising food items, services offered, specials, dietary options, and information about key FSP personnel.
- FSP shall design, develop, and print promotional brochures, banners, signs, etc. for students and staff. Use of the GC name or logo must be approved in writing by GC's Marketing and Communications Department prior to publication of any materials.
- FSP shall develop and publish, **no later than February 28** each year, a student information brochure available for distribution to students enrolling for the upcoming fall semester.
- FSP shall develop a communication plan to distribute weekly food services calendars identifying special events and food specials. This can be web-based in nature.

FEEDBACK REQUIREMENTS

- In accordance with Texas Education Code §51.945 and GC's Board Policy [FLE \(LEGAL\)](#) Student Rights and Responsibilities, Involvement in Decision Making, the FSP shall hold, at a minimum, one (1) annual meeting or forum to provide students a reasonable opportunity to discuss the performance of the FSP. These events must be scheduled **no later than November 30** of each year.

- b. FSP must provide a surveying tool such as a comment card, online survey, etc. available to all students, employees, and members of the public to provide continuous feedback.
- c. The FSP agrees to consult with the Student Life Coordinator and the Student Food Service Committee, a minimum of four (4) times per year, for the purposes of:
 - Discussing dining likes and dislikes;
 - Planning activities, and
 - Scheduling special events
 - Following up on issues raised and making recommendations to resolve any possible complaints brought forward.

Terms of Agreement Governed by Texas Law:

The parties agree that the terms of the contract are governed the Texas statutory and case law.

Force Majeure

Any delay in or failure of performance by either party under this Agreement will not be considered a breach of this Agreement and will be excused to the extent caused by any occurrence beyond the reasonable control of such party including, but not limited to, acts of God such as fires, hurricanes, floods, tornadoes or pandemics.

FSP represents and agrees that prior to the execution of this contract; FSP acknowledges that it has knowingly and voluntarily signed the contract. FSP further represents and agrees that it has read carefully and fully understands all provisions of the contract, and that it knowingly and voluntarily entered into the contract. FSP further acknowledges that it has been afforded a reasonable period to consider the contract prior to execution.

Entire Agreement:

This contract supersedes all previous negotiations, representations and discussion by the parties and their respective counsel hereto concerning the subject matter herein and integrates all of their agreements and understandings concerning subject matters herein. No oral representations or undertakings concerning the subject matter hereof shall operate to amend, supersede or replace any of the terms and conditions set forth herein. This agreement shall only be amended in writing signed by all parties hereto.

Owner/Operator

Date

President

Date

Consider Approval of Student Housing and Board Fees
Effective June 1, 2025

Staff is requesting the Board’s approval of the following student housing room and board fees effective June 1, 2025. As proposed, staff is not requesting a change in the student housing fee, but is requesting approval of the change in board fees to appropriately reflect the increase in the dining services contract.

Proposed Board Fee – 14-Meal Plan

Current Board Fees (FY2025) For 14-Meal Plan	Proposed Board Fees For 14-Meal Plan (Effective 6/1/2025)
\$2,561.74 per semester \$5,123.48 annually. (Price does not include sales tax.)	\$2,659.67 per semester \$5,319.34 annually (Price does not include sales tax.)

Proposed Student Housing Fees

Description	Projected No of Beds	2024-2025 Pricing	Proposed Pricing Effective 6/1/25
Seibel Residences	80	\$1,600 per sem or \$3,200 annually	\$1,600 per sem or \$3,200 annually
Whitecaps Apartments	25	\$1,600 per sem or \$3,200 annually	\$1,600 per sem or \$3,200 annually
House at 3815 Q1/2	4	\$1,600 per sem or \$3,200 annually	\$1,600 per sem or \$3,200 annually
Other Student Housing, including but not limited to, Housing at 41 st and Avenue R, 4013 Avenue R, 2212 39 th Street, 3802 Avenue R, and, 2212 39 th Street	22	\$1,450 per sem or \$2,900 annually	\$1,450 per sem or \$2,900 annually

Consider Approval of Proposal for Fiber Cabling Relocation for the House located at 2215 38th Street

Staff requests approval of this proposal for fiber cabling relocation services from Triumph Cabling (DIR-CPO-4781) for the house located at 2215 38th St. used by the college’s Housing Coordinator. The total cost of this proposal is \$2,988.72 and the source of funding is the Capital Project Fund.

The project encompasses relocating the fiber cabling for the 2215 38th St. House to the connection at Seibel Residence Hall G. The current cabling is getting its connection from the house located at 3802 Avenue R, which is set to be demolished.

Vendor/Quote	Item/Quote	Funding Source	Cost
Triumph Cabling Systems Contract No: DIR- CPO-4781	Relocation of existing fiber cabling for 2215 38 th St. House to the Seibel Residence Hall G Connection	Capital Project Fund	\$2,988.72
Total			\$2,988.72

Consider Approval of Change Order to Existing Ferrilli Contract for Continuing Education Grant and Scholarship Packaging

At the Board Meeting held April 9, 2025, the Board approved a change order to the existing Ferrilli contract for Continuing Education Grant and Scholarship Packaging. The amount approved was \$32,800.00. After reviewing the project, it has been decided that some of the services provided were not necessary.

Staff requests approval of a change order to the existing contract with Ferrilli, the College's enterprise resource planning (ERP) consulting firm, to procure services so that Financial Aid, grants, and scholarship funding can be processed by Continuing Education for student payments. The cost of this dedicated project has been adjusted from \$32,800.00 to \$9,840.00. Since this is over 10% of the original contract price, Board approval is requested. The source of funding is the Capital Projects Fund.

The scope of service will allow for the auto-packaging of students enrolled only in Continuing Education classes. Students enrolled in regular academic programs who are also taking Continuing Education classes will not be eligible for auto-packaging due to technical limitations in Colleague.

Vendor/Quote	Item/Quote	Funding Source	Cost
Ferrilli	Original contract amount	Capital Project fund	\$32, 800.00
	Reduction Amount		-\$22,960.00
	Change Order 1 Contract Amount		\$9,840.00
	Auto packaging for Continuing Ed Students		
	Hourly rate: \$205.00 Estimate # of HRs: 48		
Total			\$ 9,840.00

Consider Approval of Proposal for On-Demand Tutoring Platform

A Request for Proposal (RFP) for an online tutoring platform was distributed to four vendors and advertised locally. Four proposals were received and reviewed by the committee. The proposals are available for board review upon request.

Staff recommends approval of the proposal submitted by Upswing, 11801 Domain Blvd, Austin, TX 78758. Upswing offers comprehensive, unlimited online tutoring services aligned with Galveston College’s academic needs.

Note: Upswing will replace Pear Deck Tutor, our current provider whose contract concludes in May. Pear Deck Tutor was funded through HEERF resources but is now discontinuing its tutoring services division, prompting the need for a new long-term partner.

The total cost for Upswing’s services is \$33,700 per year under a three-year contract, which includes unlimited usage. The one-time implementation fee has been waived. Over the course of three years, the total projected cost amounts to \$101,100. While other vendors proposed hourly or per-student pricing models, Upswing was the only provider that offered a flat-rate, unlimited access plan that met all our instructional and scheduling needs—particularly for evening, weekend, and hard-to-staff subject areas.

Upswing offers:

- Unlimited Tutoring Access:** 24/7 availability for Galveston College students in over 300 subjects
- Integrated with GC Systems:** Streamlined onboarding, reporting, and Canvas-compatible
- Supports Nursing, Allied Health, and STEM Courses**
- Multilingual Support:** Sessions available in English and Spanish; translation tools available
- Student Engagement Tools:** Includes nudging, analytics, and student success coaching
- Fast Implementation:** Fully operational within 14 days of contract execution

Funding for this contract will be the Education and General Fund.

On-Demand Online Tutoring Platform

Vendor	3-Year Total	Notes
Upswing	\$101,100	Unlimited access, best value
Brainfuse	\$103,500+	\$23/hour initial rate, limited usage
Tutor.com	\$117,000	1,000-hour cap, flat rate available but more expensive
Skooli	\$255,777.75	Per-student pricing model, not fully 24/7, limited subject offerings

Consider Approval of Faculty Change in Rank

The following individual has petitioned for a change in faculty rank:

<u>Faculty Member</u>	<u>Change in Rank From</u>	<u>Change in Rank To</u>
Dr. Jacquelyn Cresswell	Instructor	Assistant Professor

Dr. Cresswell has met the criteria (outlined below) to be considered for a change in faculty rank and has completed the review process conducted by the Faculty, Orientation, Rank, Tenure, Emeritus, and Sabbatical Committee. The Committee affirms and recommends this change in faculty rank. The Vice President of Instruction agrees with the Committee’s recommendation and the President concurs with these endorsements. Change in rank would be effective upon Board approval.

CRITERIA

Assistant Professor

Academic Track: Rank of instructor plus 12 additional graduate hours (in a discipline related to the teaching field) beyond those hours required for the master’s degree AND three years of satisfactory postsecondary teaching experience OR be awarded tenure OR rank of instructor and have an earned doctorate (not necessarily in the teaching field)

Workforce Track: Rank of instructor plus 15 hours in a discipline related to the teaching field AND three years of satisfactory postsecondary teaching experience OR be awarded tenure OR have an earned master’s degree (not necessarily in the teaching field)

Consider Conferment of Faculty Tenure

In accordance with Board Policy DCB Local, Employment Practices: Tenure, Ms. Jaime Retiz is being recommended to the Board for the conferment of faculty tenure. Ms. Retiz has met the eligibility requirements to be considered for tenure and has completed their tenure review process. Their applications for tenure has been reviewed by the faculty Rank, Tenure, and Sabbatical Committee and unanimous endorsements for candidacy were received. The Vice President for Instruction recommend tenure for this candidate. Dr. W. Myles Shelton, President, concurs with this endorsements. Instructions were given to the Board members on how to access the candidates online tenure portfolio for review prior to the meeting.

It is the recommendation of the President that the Board grant tenure for Ms. Retiz beginning in the 2025-26 academic year.