Council of Built Environment (CBE)  
September 29, 2010

Minutes—approved October 13, 2010

I. Organizational meeting ~ first meeting with “new” CBE members
   A. Introduction of members and contact info reviewed by members.
   B. Important for each CBE member to think globally.
      1. What is best for the institution?
      2. Decisions will have impact for decades.

   **Action Items:** Review contact information and provide corrections/updates to Jo Williams.
   **Responsible Party:** All CBE members
   **Deadline:** October 11, 2010

II. Charge of the Committee
   A. CBE reported to Provost and Executive Vice President for Academic Affairs when all Vice Presidents reported to the Provost and Executive Vice President for Academic Affairs.
      1. The CBE now reports to the President.
      2. The President will make decisions based on recommendations to come from the CBE.
   B. NO major decision about construction/renovations/space utilization (outside of assigned space) should be made without coming through the CBE.
   C. Centralized area for ALL requests
      1. Requests will come to CBE first and then be passed down to the appropriate sub-council.
      2. Previously, the Design Review Board (DRB) reported to the President.

III. Four sub-councils named—each will need to be defined
   A. What is the Charge for each sub-council?
   B. Four sub-councils
      1. Design Review Sub-Council—David Woodcock
      2. Technical Review Sub-Council—TBD
      3. Maintenance Sub-Council (new)—Lallah Howard
      4. Facilities Utilization Review Sub-Council (previously part of the Technical Review Board)—James Massey

   **Action Items:** Draft definitions of each sub-council
   **Responsible Parties:**
   - Design Review Sub-Council—David Woodcock has prepared draft which includes recommended membership. CBE will review and revise as necessary.
   - Technical Review Sub-Council—TBD
• Maintenance Sub-Council—Lallah Howard
• Facilities Utilization Review Sub-Council—James Massey

Due Date: October 13, 2010

IV. Discussion about the mechanics of requests to the CBE
   A. Questions
      1. What is the prescribed way to submit requests?
      2. What forms to be used?
      3. When does project go forward?
      4. What happens after President approves a recommendation?
   B. All requests on Capital Plan should go through CBE first.

   Action Items: Draft of CBE request process to be reviewed and revised
   Responsible Parties: James Massey and Deborah Wright (Shelley Janac to assist)
   Due Date: October 13, 2010

V. Discussion of Campus Master Plans
   A. Two major changes from original Campus Master Plan
      1. Buildings flanking Williams—“build to” line has moved forward
      2. Liberal Arts Building taller than desired
   B. Riverside Campus Master Plan is needed
      1. Proposal has been drafted by David Woodcock
      2. Copies distributed during meeting

VI. Space Requests—need for process and transparency
   A. ETED, Ag Headquarters, LAAH, MSC—what happens with spaces they are vacating?
   B. Space needs to be documented—Campus informed of available space (no “secret space”)
   C. Process needs to be in place for requests
   D. “Swing space” needed

VII. Bio-digester—an item that needs to be addressed with urgency
   A. Pulled from previous Board of Regents meeting to wait for more data.
   B. Must review soon to make December BOR deadline—will need official request.

   Action Items: Prepare official request for Bio-digester
   Responsible Party: Lallah Howard
   Deadline: October 13, 2010

VIII. Communication Needed
   A. CBE counting on members to take information to constituent groups and bring back information/ideas to CBE members.
   B. Student leaders emphasized the importance of communication within student government and with other students serving on CBE who may not be in student government positions.
C. Process needs to be developed to encourage proposals that would save the university money.
D. Must have transparency to all.

IX. Future Meetings
A. Discussion of “subs” for meetings.
   1. Co-chairs stated that due to the time required in getting subs “up to speed” for ongoing CBE items, it is not beneficial for the committee to have substitutes attend the meetings.
   2. Members concurred.
B. Members will be contacted for information on availability for “permanent” meeting dates—twice a month.

Action Items: Email CBE members for dates to establish a “permanent meeting date/time. Find larger location for meetings.

Responsible Party: Jo Williams

Deadline: October 13, 2010

NEXT MEETING DATE: October 13, 2010 @ 3:00-4:30, Rudder Tower—Rm 707