I. Meeting called to order by Tom Taylor (1:30 p.m.)
   A. Voting members present: Kate Miller, Clint Magill, Jeff Seemann, Bill Dugas, Jeannie Laird
   B. Voting members absent: Konrad Johnson, Mladen Kezunovic, Drew Shelnutt, Jorge Vanegas, Joe Weber
   C. Ex-Officio members attending: Karan Watson, Tom Taylor, B.J. Crain, Kevin Hurley, Lallah Howard, James Massey, David Woodcock, Deborah Wright, Rod Weis
   D. Non-voting members present: Scott Bowen (Voting FY12)
   E. Non-voting members absent: Mark Clayton (Voting FY12)
   F. Guests: Matt Fry, Tom Reber

II. Criteria on Space Utilization
   A. Currently 4 requests being held until criteria are finalized
   B. Five (5) criteria previously mentioned in Watson’s memo to Deans and VPs were included in the discussion.
      1. Information concerning the belief that a prior commitment for space has been made
         a. Essential for CBE to know what may have been agreed to previously and if it is documented, although previous decision may be revisited by the current CBE.
         b. Why was there an agreement? Was it ever acknowledged? Are there verbal agreements?
2. **Demonstration of a high priority need**
   
a. How does this impact the academic quality of TAMU and potential star faculty hires?
b. Is there an opportunity cost (demonstrated)?
c. What needs are being/not being met?
d. Donor’s specific requests and swapping space should be considered?
e. How does this request impact the university as a whole?

3. **Compliance with the Campus Master Plan**
   
a. Do these criteria apply to new space? Yes. It is inclusive to everything (all university space).
b. Must consider the value to the campus, historic significance, and appropriateness with current plans (Campus Master Plan, Deferred Maintenance Task Force Plan, Academic Master Plan, etc.)

4. **Address fire and life safety issues and/or other regulatory issues**
   
a. Written documentation should be provided for any mandates

5. **Overall resource savings to the unit or university, if the allocation were made**
   
a. State how resources (people, space, equipment) may be more efficiently utilized.
b. Questions were raised on deferred maintenance and how it will be addressed in the proposals. Does it need to be addressed? Yes. Definition of deferred maintenance and concept were also discussed.

6. **Funding source for any proposed renovations (new criteria)**
   
a. Sixth criteria to be added regarding funding.
b. Funding source should be included in the request, if applicable.

C. CBE discussed the need for transparency and listing current plans (Campus Master Plan, Academic Master Plan, Deferred Maintenance University Plan, Capital plans, etc.) on the CBE website for incorporation and use in development of proposals/requests on space.
D. All future requests must come from either a Dean or Vice President and should be prioritized by the Dean or Vice President if there is more than one request being submitted from their organization.

E. CBE would look to address pre-proposals, which could consist of 1 page with initial criteria (needs, space size, resources, funding, etc.) to be reviewed by CBE.

F. If proposal is approved for further review, it will be forwarded to sub-councils of CBE for further study. Additional information would be requested at that time by the sub-councils.

**Action/Recommendation:** Tom Taylor will redraft the criteria for space requests to share electronically with CBE members prior to the next CBE meeting, in order to finalize and approve criteria.

**Responsible Party:** Tom Taylor

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**III. Reports of Sub-Councils**

**A. Penberthy Field Renovations**

1. Design Review Sub-council reviewed and submitted for CBE approval.
2. Questions raised around the fence development and movement of fence.
3. Suggestion for future meetings is to share presentation materials prior to CBE meeting for CBE review in order for all CBE members to better understand what is being recommended.
4. Dr. Woodcock encouraged CBE approval due to time constraints.
5. Magill moved that CBE approve with Dugas seconding the motion.
6. CBE voted unanimously to approve the renovation request with revision of fencing materials.

**Action/Recommendation:** CBE will send a letter to Dr. Loftin recommending his approval for this project with two conditions: 1) fencing materials are to be revised to include wrought iron from George Bush Drive to the maintenance building and 2) the fencing must be reviewed and accepted by the Bush Library.

**Responsible Parties:** Karan Watson and Tom Taylor (Jo Williams to prepare)

**B. Vet Med Request for Addition to Large Animal Hospital**

1. Design and Technical Review Sub-councils discussed the proposed covered facility (top only, no sides).
2. Discussed movement of existing storm drains, etc.
3. Both sub-councils recommend approval.
4. Dugas moved that CBE approve with Magill seconding the motion.
5. CBE voted unanimously to approve.
**Action/Recommendation:** CBE will send a letter to Dr. Loftin recommending his approval for this project.

**Responsible Parties:** Karan Watson and Tom Taylor (Jo Williams to prepare)

### IV. Informational items

#### A. Band facility

1. No funding addressed, only the need for a new facility.
2. Will be returned with a request for more information before CBE addresses the project.

#### B. Commons Dining Facility

1. Discussion of a feasibility study with Facilities Planning & Construction regarding an eating facility in the Commons Area. This includes the possible tear down and building a new facility or renovating the old facility.
2. Consideration of offering better dining facilities for students living on south side of campus was part of the recent discussion of a mandatory meal plan for on-campus resident students.
3. Feasibility Study funding will be provided by University Dining.

#### C. The President is considering relocating his offices.

1. This would create a domino effect of vacated space across campus.
2. The CBE will be heavily involved in allocating vacated space.

#### D. All-Faiths Chapel

1. A new All-Faiths Chapel has been mentioned.

### V. Wrap-Up Comments

#### A. Priority of academic and/or student corridors should be maintained.

#### B. Upgrades to space and cost-payments associated with space MUST be considered.

#### C. There are some unique opportunities in the future for vacated space and transitional buildings.

**REMINDER:** Next meeting for CBE will be on Friday, January 28
9:00 – 10:30 a.m. @ 701 Rudder Tower