Council of Built Environment (CBE)  
January 28, 2011  

Minutes—approved February 8, 2011

I. Meeting called to order by Tom Taylor (9:00 a.m.)
   A. Voting members present: Bill Dugas, Konrad Johnson, Mladen Kezunovic, 
      Jeannie Laird, Clint Magill, Jeff Seemann, Drew Shelnutt, Jorge Vanegas, Joe 
      Weber
   B. Voting members absent: Kate Miller
   C. Ex-Officio members attending: Karan Watson, Tom Taylor, B.J. Crain, 
      Lallah Howard, Kevin Hurley, James Massey, David Woodcock, Deborah Wright
   D. Non-voting members present: Scott Bowen (Voting FY12)
   E. Non-voting members absent: Mark Clayton (Voting FY12)
   F. Guests: Matt Fry

II. Minutes for January 11, 2011 were approved
   A. Bill Dugas moved to approve and Drew Shelnutt seconded the motion.
   B. CBE approved unanimously.

III. Discussion Regarding Increasing the Scope of the Corps Dorm Renovations
   A. Joe Weber led the discussion and presented conceptual drawings. Guests 
      attending were Chareny Rydl, Sam Hawes, Audrey Ecklund, Dan Mizer, and 
      David Wilkinson.
   B. Proposed project will provide connectors between two dorms which will 
      potentially have elevators, washers/dryers, leadership/learning centers, etc.
   C. Proposal is scheduled to go before the Board of Regents May 2011.
   D. CBE members approved the concept of the connectors and forwarded the 
      proposal to the Design Review Sub-Council for further study.
E. Design Review Sub-Council will give their recommendation to CBE before a vote is taken to make a recommendation to the President. President Loftin will review the CBE’s recommendation and determine if the proposed connectors will be approved or not.

F. Cost of the expanded scope was mentioned and source of funds needs to be identified.

IV. Process to Submit Requests for New Allocation of Space on the College Station Campus

A. Important that we create a culture where all units on campus know about space that is available.

B. Discussion on which location moves should come to CBE

1. CBE consensus is that if space is being vacated within departments which creates net new space, information must be provided to CBE.
2. If departments/colleges are reallocating space for their unit with no net new space, it does not need to come to CBE.
3. If changes to buildings are changing aesthetics of campus, must come to CBE.

C. “Process to Submit Requests for New Allocation of Space on the College Station Campus” ~ flowchart

1. Flowchart was emailed to CBE members on January 19, 2011 and suggested revisions were submitted via email.
2. Revised edition was distributed and reviewed.

D. “CBE Criteria for Consideration of Space Requests” document

1. Document was emailed to CBE members on January 19, 2011 and suggested revisions were submitted via email.
2. Revised and marked-up editions were distributed and reviewed.

E. Bill Dugas moved to approve the revised flowchart and revised “CBE Criteria for Consideration of Space Requests” and Clint Magill seconded the motion. CBE unanimously approved the revised documents as presented with the stipulation that it is clear that these are both “living documents” and may be fine-tuned as needed.
V. Discussion of CBE Charge revision to add quorum information to CBE procedures

A. Ideas of number of members needed for quorum ranged from six to seven members. Ultimately, it was suggested that 6 was the appropriate number in order to avoid delaying the process. It was also suggested that electronic or proxy votes be allowed.

B. Since several voting members had left the meeting at this time, it was suggested that a “quorum” document be drafted and circulated to CBE members for review.

Action/Recommendation: Letter will be drafted regarding a quorum for CBE voting members.
Responsible Parties: Karan Watson and Tom Taylor (Jo Williams to prepare)

VI. Items Pending with Sub-Councils

A. Solar Panel Installation Request

1. Discussed at the last Design Review Sub-Council meeting.
2. The information and Design Review Sub-Council recommendation will be presented at the next CBE meeting on February 8, 2011.

VII. Miscellaneous Items

A. Maintenance Sub-Council will be having its first meeting February 1, 2011 and will discuss guidelines for setting maintenance priorities.

REMINDER: Next meeting for CBE will be on Tuesday, February 8, 2011
1:30 – 3:00 p.m. @ 410 Rudder Tower