Council of Built Environment (CBE)  
February 22, 2011  

Minutes—approved March 8, 2011

I. Attendance

A. Voting members present: Bill Dugas, Konrad Johnson, Mladen Kezunovic, Clint Magill, Kate Miller, Jeff Seemann, Jorge Vanegas, Joe Weber

B. Voting members absent: Jeannie Laird, Drew Shelnutt

C. Ex-Officio members present: Karan Watson, Rodney McClendon, Tom Taylor, Kevin Hurley, James Massey, Rod Weis, David Woodcock

D. Non-voting members present: Scott Bowen (Voting FY12), Valerian Miranda (Voting FY12)

E. Guest: Matt Fry

II. Meeting was called to order by Tom Taylor (1:30 p.m.)

A. New members recognized

1. Dr. Rodney McClendon, Vice President for Administration as of February 21, 2011, will be co-chairing CBE with Dr. Karan Watson.

2. Dr. Valerian Miranda is the new Faculty Senate Representative (non-voting FY11), replacing Mark Clayton who is overseas.

B. Dr. Watson, on behalf of the CBE members, expressed gratitude to Tom Taylor for his hard work during the reorganization of CBE. His contributions as CBE co-chair during the last 7 ½ months are greatly appreciated.

III. Approval of Minutes

A. Correction of minutes in section VIII A. to read “Class of 2000 is working with the MSC Director, Luke Altendorf”

B. Minutes for February 8, 2011 approved with corrections to section VIII A.

1. Clint Magill moved to approve minutes with correction. Bill Dugas
seconded the motion.

2. CBE approved unanimously.

IV. Replacement of two voting members to Design Review Sub-Council

A. John Clark, AIA, of the Division of Operations/Facilities Services and currently an ex-officio member of the Design Review Sub-Council, is being recommended as a voting member of the sub-council, pending the appointment of a University Architect. John currently serves as ex officio non-voting, but his role as the university liaison to FP&C (Facilities, Planning and Construction) follows the retirement of Steve Hodge, who was a voting member. The recommendation was supported by Lallah Howard and Rod Weis.

B. Mary Manning, Assistant University Archivist, was recommended as a voting member, to replace David Chapman who also retired on January 31, 2011. The recommendation was supported by Dr. Larry Mitchell, Director of the Cushing Library and Archives.

C. CBE reviewed its operational guidelines and decided that appointment to sub-councils lay within the CBE authority itself, and did not need approval by the President of the University.

D. Clint Magill moved to approve these two voting members and Bill Dugas seconded the motion. CBE voted unanimously to approve.

V. Posting of Vacated Space

A. DRAFT memo (to be sent from the CBE co-chairs to Deans, VPs, and President announcing vacant space) was distributed to CBE for review and discussion. Attached was a drafted summary of space by building unit which included details of the vacated space (i.e. office, lab, etc.)

B. Memo will be distributed to Deans, VPs, and President via emails.

C. Memo will provide links to the “CBE Criteria for Consideration of TAMU Space” document, the flowchart describing the process for submittal and approval of vacant space requests, and floor plans of the space to be vacated.

1. Recommendation was made to color code the different types of space (i.e. classrooms, storage rooms, labs, etc.) on the floor plans of the space to be vacated document.
D. Memo announcing vacated space should be sent out as early as possible and should include the vacated space date—not the date it will be ready for occupancy.

E. Members agreed that the time frame for accepting proposals would be one month and the document submitted should be one page in length. After the CBE has determined which units should be further reviewed, the units will be asked for more detailed information.

F. All units will have equitable opportunity for vacated space; however, the President will make the final decision based on CBE recommendations.

G. Jorge Vanegas mentioned three important facets of the process for assigning vacated space
   1. Transforming the past to the present—establishing a new baseline
   2. Eliminating all assumptions from the past. Future decisions should be documented in writing.
   3. The process should be institutionalized—transparency is a must.

H. Proposals for available vacated space will assume the space will be occupied “as is”.

VI. University Rule 41.01.01.M1 Space and Land Use Management was reviewed and discussion by CBE on the following rule items:

A. Section 1 recommendation should include information that the definition of the campus reflects the exclusion of the Health Science Center.

B. Section 5.4 Reallocation of Space within Units
   1. There was much discussion about what constitutes a “unit.”
   2. Questions were raised as to whether a unit was a college, all groups under a vice president, or a list defined by the CBE?
   3. After much discussion it was determined there needs to be a better definition of “unit” and discussion will continue next time.

C. Section 7 Riverside Campus Space and Land Use Management
   1. It is appropriate that Riverside Campus be under a separate section. It will have a separate Master Plan.
2. Riverside Campus has a different “flavor” than main campus.

D. Section 8. Special Space and Land Use Management Responsibilities

1. Intent is to let the experts at the various locations use their expertise in consultation with the CBE to allocate the specialized space.

2. Facilities Coordination will maintain the database of space and land use inventory.

REMINDER: Next meeting for CBE will be on Tuesday, March 8, 2011
1:30 – 3:00 p.m. @ 510 Rudder Tower