I. Attendance

A. Voting members present: Bill Dugas, Mladen Kezunovic, Clint Magill, Thomas Mather, Kate Miller, Kevin Pollak (Student Government), Jeff Seemann, Genyne Royal, Jorge Vanegas

B. Voting members absent: Scott Bowen, Joe Weber

C. Ex-Officio members present: Karan Watson, Rodney McClendon, B. J. Crain, Kevin Hurley, James Massey, Tom Reber, Deborah Wright

D. Ex-Officio members absent: Rod Weis, David Woodcock

E. Non-voting members present: Valerian Miranda (voting FY12)

F. Non-voting members absent: None

G. Guest(s): Matt Fry, Marty Scholtz, David Morrison

II. Meeting was called to order by Dr. Karan Watson (1:30 p.m.)

III. Approval of July 26, 2011 Minutes—approved as drafted

IV. Discussion regarding the flow of CBE information

A. Moving in direction of adding information to website and notifying members when it is ready to be reviewed. Printing would be an option also. This will include the agenda with links to the draft of the minutes and other documents related to the agenda (i.e. President’s approval memos)

B. Suggestion was made for CBE members to be able to track changes to the minutes in Word.

V. Discussion of CBE Process

A. Is there a balance about how much information comes to CBE? Too much or too little?
1. Deferred maintenance issues at a low level—have technical people look at these and prioritize without coming to CBE.

2. VPs are allowed to shift things around in their own units if 1000 sq. ft. or less. Is 3000 sq. ft. more reasonable?
   a. Want to create a culture where the limit is reasonable, but everyone has the same standard.
   b. Unanimously agreed to raise the limit to 3000 sq. ft. for making moves within units, as long as no new space is included.

3. New building proposals must come to CBE.
   a. If a unit chooses to rent, this doesn't count as a new building. The unit will continue to use their assigned space. New space truly means on campus or in our inventory.
   b. If a new building is proposed, unit must give up space currently being used (not usually a perfect swap). CBE should endorse and then the unit can compete with any others for the vacant space.

4. Less than 3,000 sq. ft. but changing the look of built environment—does this need to come to CBE?
   a. Yes, regardless of the square footage, if a renovation would substantially change the look of a building, inside or out, the unit must request a review by the CBE before proceeding.
   b. Like other requests, these requests come to the Co-Chairs who send them to relevant sub-councils as needed. It was agreed that the sub-councils have done a good job in providing information to CBE where CBE could review and recommend as needed.
   c. This will aid the campus in preserving historically important characteristics on campus and generally managing potential conflicts about how the campus looks.
   d. A substantial change would be in the look or flow for the general public in a building, or a significant change in how a space is utilized.
   d. Information will be distributed when renovations are approved. It was also suggested that information needs to be distributed to campus to provide clarification of steps.
   i. There was some discussion as to whether or not to establish guidelines ahead of time so that if someone checks, they will be able to find out if the request will be coming back to CBE or not.
ii. Decision was made last year not to create a lot of forms to be filled out by requestors. On the other hand, when request goes to CBE, the sub-council can ask for more information. It may be that sub-councils need to create forms for their use, but that will be left up to the sub-councils.

e. Discussion of dollar limit for CBE criteria, but no decision made.

B. Meeting frequency and member composition discussed

1. Meeting Frequency
   a. Meetings will be cut back to once a month instead of two each month.
   b. Second Tuesday of each month, 1:30-3:00 p.m. will be new meeting dates.
   c. Sub-Councils may need to adjust schedules in order to have materials ready for monthly CBE meeting.

2. Member composition by groups
   a. Discussed importance of continuity
      i. Discussed that there is a learning curve for CBE issues and the CBE processes.
      ii. History is important—and important to have the same people meeting to meeting. Some members felt it wouldn’t help to send someone in their place, but could read the minutes to find out what was discussed.
      iii. Discussion of adding the provision of proxy voting, but was decided that a substitute can attend, just not vote.
   b. Members feel there is a good composite of faculty, staff, and students on CBE, but need more continuity.
   c. CBE members discussed and approved the faculty senate and student government model for any groups wanting to change to this model. The representative will serve two year terms, but first year non-voting and second year voting. If the voting member is unable to attend, the non-voting member will be able to vote.
   d. Groups which may be moving to this model: University Staff Council, Graduate Students, and CPI
e. Deans—2 and both vote. Option is to add deans, but leave as 2 voting. Since number of Deans is limited, deans will remain as 2 attending—and 2 voting. NOTE: Deans are representing ALL colleges, not just their own.

f. Vice Presidents—currently 2 and both vote. NEW: Will remain as 2 votes, but will be 3 VPs—Research, Student Affairs, and IT. VP for Research term was ending August 31, 2011, therefore this will be non-voting member UNLESS one of other two VPs are absent.

g. Agency Rep—1 voting. AG and Engineering agencies will each have one CBE member, BUT both will represent ALL agencies. The one voting member will alternate between AG and Engineering agencies with a two year voting term. The representative from Engineering will be the voting member for FY12 and FY13.

C. Reviewed process of sub-councils presenting information to CBE instead of those making the requests. Members were all in agreement that this model is working well and others can come for presentation and be there to answer any questions that CBE members might have. Presentations by sub-councils will continue.

D. Do we have the right sub-councils? Design Review, Technical Review, Facilities Utilization Review, and Maintenance sub-councils are the current model which is working well.

E. Discussion about space being leased or assigned to any entity, other than TAMU, on our campus—or the buildings we own.

1. The occupant must work through CBE like TAMU units.

2. Occupant will need to submit substantial renovation change requests to the CBE before they are made.

F. Discussion of Future Agenda Items

1. CBE needs to be in cycle for numerous reports on space utilization to the Coordinating Board or classroom utilization. Are there areas in buildings that contain the wrong kind of space?

2. Transitional Buildings—CBE needs to make recommendation to President about what is the agenda for transitional buildings.

   a. Need to do this quickly because of the dire need for space, we are about to put people back in these buildings and they will spend their resources. because space is needed, however, they are not on the maintenance list.
b. Need to determine what the plan is—tear down or go back on the maintenance list

c. Charge each sub-council or group of sub-council reps to understand the question and come to CBE with enough details and a recommendation as to what we should tell the President about the transitional buildings.

d. If transition building is to be emptied, CBE would need the target date and need to talk about the alternatives. When space becomes available, then those people in the transition buildings would need to have priority.

**Action/Recommendation:** Review of transitional buildings to be performed and a detailed report and recommendation regarding transitional buildings.

**Responsible Party:** CBE Sub-Councils

G. Distribution of CBE Space “Won/Lost” will be made by an official letter from the Vice President to inform their unit(s). Provost will inform deans, Weber will inform his groups, etc.

VI. Thank You’s were extended to those members rolling off CBE August 31, 2011.

**REMINDER:** Next meeting for CBE will be on Tuesday, October 11, 2011
1:30 – 3:00 p.m., 510 Rudder Tower