Council of Built Environment (CBE)
September 19, 2011

Minutes ~ Approved October 11, 2011 with Revisions

I. Attendance
   A. Voting members present: N. K. Anand, Jose Bermudez, Thomas Mather, Kate Miller, Valerian Miranda, Joe Weber
   B. Voting members absent: Scott Bowen, Pierce Cantrell, Mladen Kezunovic, Genyne Royal
   C. Ex-Officio members present: Karan Watson, Rodney McClendon, B. J. Crain, Matt Fry, James Massey, Rod Weis, Deborah Wright
   D. Ex-Officio members absent: Kevin Hurley, Tom Reber, David Woodcock
   E. Non-voting members present:
   F. Non-voting members absent: Kevin Pollak, Jeff Seemann
   G. Guest(s): Marty Scholtz, Peter Lange, David Morrison, Shelly Janac

II. Meeting was called to order by Dr. Rodney McClendon (2:00 p.m.)
   A. Introduction of new CBE members
      1. Dr. N. K. Anand, Acting Vice Chancellor for Engineering, representing TAMUS Agencies—voting member for FY12 and FY13
      2. Dr. Jose Bermudez, Dean of College of Liberal Arts, representing Council of Deans—voting member for FY12 and FY13
      3. Dr. Pierce Cantrell, Vice President and Associate Provost for Information Technologies, representing Vice Presidents—voting member for FY12 and FY13
   B. Membership list will be distributed by next meeting—the non-voting Faculty Senate Rep and the non-voting Graduate Student Council Rep have not been named.
   C. CBE process was outlined by Dr. McClendon for the new CBE members.
      1. Submit request to the CBE Co-Chairs routed through the appropriate Vice-President or Dean.
      2. Co-Chairs review proposal and assign to Sub-Council(s).
3. Sub-Council(s) will review and MAY ask for presentation from the requesting department.

4. Sub-Council(s) will submit the recommendation letter(s) to the CBE co-chairs.

5. After all recommendation letters are received from the sub-councils the request will be added to the CBE agenda.

6. Sub-Council chairs will then present to the CBE. The sub-council chairs may choose to invite the requestors to attend the CBE meeting for answering questions CBE members may have.

7. CBE voting members vote whether CBE should recommend or not recommend the President’s approval on the request.

8. The co-chairs send a letter to the President with the CBE’s recommendation on whether to approve the request.

9. President approves/does not approve the request and returns the recommendation letter to the co-chairs for distribution to the requestor.

III. Approval of August 9, 2011 Minutes—approved as drafted

IV. New Sub-Council Recommendations

A. CBE approved the reappointments of Forster Ndubisi and Jonathan Smith to the Design Review Sub-Council.

B. Other Sub-Councils will review membership lists and bring changes to CBE for approval.

C. Question as to who approves the members of the sub-councils—the person who names the replacement member or CBE?

1. Departments/Groups should provide the replacement name to the Chair of the appropriate sub-council.

2. Sub-Council chair will bring the name forward to CBE.

3. This process gives CBE a chance to review the groups being represented on the sub-councils. CBE will approve/disapprove the appointment, balancing group/affiliate representation.

V. Presentations by Sub-Councils
A. On-Campus Bus Shelters

1. Design Review Sub-Council—presented by Peter Lange on behalf of David Woodcock
   a. Request for bus passenger shelters is for ten areas on campus and fifteen (15) bus passenger shelters. These shelters will take approximately twenty-four months to complete.
   b. DRsc reviewed proposal on August 17, 2011, and later toured the proposed locations for the bus passenger shelters.
   c. DRsc gave suggestions to Transportation Services representatives concerning the sizes of the bus passenger shelters and construction schedules. The shelters around campus will be constructed at the end of the project, particularly the ones around the Fish Pond and MSC.
   d. Discussion followed concerning where the non-university shuttle buses are allowed to park on campus. After MSC construction is completed, the shuttle buses may be able to park closer to MSC instead of the Coke Building.
   e. DRsc recommended CBE approval of all fifteen (15) new bus passenger shelters.

2. Technical Review Sub-Council—presented by Peter Lange for Tom Reber
   a. TRsc reviewed proposal on August 1, 2011.
   b. TRsc recommended the addition of fifteen bus passenger shelters at the ten (10) areas on campus identified by transit unit staff as long as the following concerns are addressed and funds are available:
      i. Contractor parking guidelines are followed and parking laydown needs are coordinated with Transportation Services
      ii. Utilities & Energy Management (UEM) is fully informed of proposed locations and utility infrastructure is considered before final site locations are determined.

3. Transportation Services also asked for guidance in adding future sites for needed bus passenger shelters. The sub-councils recommended that future requests for additional shelters will also need to be sent to the CBE co-chairs and routed through the CBE process for the President’s
approval since the addition of a bus passenger shelter makes a physical change to the appearance of the campus.

4. CBE voted unanimously to recommend to the President the construction of the fifteen (15) bus passenger shelters in the ten (10) areas on campus as per the request from Transportation Services.

**Action/Recommendation:** Letter will be sent to the President stating that CBE recommends the approval of construction for fifteen (15) additional bus passenger shelters on campus.

**Responsible Parties:** Karan Watson and Rodney McClendon

**B. Allocation of Space for TAMU Institute for Advanced Study (TIAS)—FURsc**

1. VP for Research on behalf of the university sent a request to the CBE requesting approximately 4,000 square feet for TIAS. The TIAS office is planning to open as soon as possible after October 1, 2011. However, the TIAS Fellows will not be on campus for approximately 12 months.

2. FURsc concurred with the space needs, but noted that since the immediate request for space is less than 3,000 square feet, the assignment for spaces should be handled within the administrative unit.

2. Karan Watson and Jeff Seemann will work with the colleges to look for set-up space for initial staff of TIAS.

3. When the requirements for long-term and greater amounts of space are needed, the request will come back to CBE for recommendation—possibly space in Rudder will be requested.

**VI. Temporary Structures/Facilities**

**A. Request from Integrated Ocean Drilling Program (IODP) was submitted from Dr. Kate Miller to approve a free-standing structure near hangar 8031 on the Riverside Campus.**

1. IODP has agreed to pay for maintenance, and removal of structure, and restore grounds to original condition.

2. CBE concerns were how long is temporary? Seems reasonable that it should come through DRsc to see what structure looks like.

   a. How long is temporary? Definitions can vary from what goes up for a weekend and then comes down or a structure that will be up for months.

   b. Should temporary structures have different “rules” at Riverside Campus?
c. Would it be acceptable to CBE for Riverside Campus Master Plan to have certain areas for temporary structures? Can these be reviewed electronically and not take a month?

B. Determination was that temporary structure requests should come to CBE, but sub-councils will have streamlined process to move these along quickly.

C. IODP request was therefore assigned the DRsc and TRsc for review and recommendation.

VII. Capital Planning Reporting Requirements—Shelly Janac

A. Two required annual capital planning reports

1. System Capital Plan
   a. Required by TAMUS Policy 51.01 and managed by the System Office of the Treasurer
   b. Primarily a financial planning document
   c. 5 year plan
   d. Reflects both projects currently under construction and future projects
   e. Projects to Include
      i. New construction, repairs, rehabilitation of existing facilities of $4M or more
      ii. Real Property Acquisitions
      iii. Projects, including equipment, funded by PUF (Permanent University Fund) and/or Revenue Financing System (RFS) debt proceeds.
   f. Funding Requirements
      i. Funding source must be identified and confirmed
      ii. PUF shall not be identified until a commitment has been made by the chancellor
      iii. Tuition Revenue bonds (TRB) shall not be identified until authorized by the legislature
      iv. Pro forma financial statement required for auxiliary projects
2. **MP-1**
   a. Required by Texas Education Code and managed by Texas Higher Education Coordinating Board (THECB)
   b. Focus of plan is future space need and similar analyses
   c. 5 year plan
   d. Does NOT include projects approved by THECB
   e. Projects to Include
      i. New construction, repairs, rehabilitation of existing facilities of $1M or more
      ii. Real property purchase with a one year cumulative total of $1M
      iii. Information resource projects (e.g., Compass) with a one year cumulative total of $1M
      iv. PUF projects are not required
   f. Funding Requirement—funding source must be identified.

**B. Annual Reporting Timelines**—working towards making the Capital Plan timeline the same as the MP-1

**Action/Recommendation:** Each February, the sub-councils receive a reminder to submit to CBE any recommendations they have at March CBE meeting. Each February, send the Deans and Vice-Presidents a reminder that CBE sub-councils will be reviewing the System Capital Plan and MP-1.

**Responsible Parties:** CBE Administrative Support Personnel

**C. Exceptions to the Annual Submission Process**

1. Funding source materializes faster than expected (e.g., athletic department receives funding for new building)

2. Tuition Revenue Bond request

3. PUF funding

   a. Recently President has been informed by System that there are possible PUF funds and allowed to submit requests. The requests he has decided to put forward, based upon what CBE and others have been talking about, are the following:
i. Vet Med Building

ii. BSL3 for larger animals (joint funding with AgriLife)

iii. PEAP (Physical Education Activity Program) Building—office/laboratory space to replace Read Bldg. which will be demolished at some point.

b. If President gets authorization for any of these, the project will come to CBE, be assigned to TRsc and DRsc for review and recommendation to CBE, and CBE will vote and forward its recommendation to the President.

VIII. Vacated Space

A. Blocker Space

1. Add Dr. Bermudez as requestor for this space also

2. FURsc will be reviewing and making a recommendation.

B. Academic Building

1. Under 3,000 square feet—to be assigned by Vice President

2. Dr. Watson assigned to one and only requestor—Dr. Bermudez

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